

**DEPARTMENT OF SOCIAL DEVELOPMENT**

***It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer / promotion/ appointment will promote representivity will receive preference.***

- APPLICATIONS** : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
- FOR ATTENTION** : Ms E Steenkamp
- CLOSING DATE** : 03 March 2017
- NOTE** : Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications and identity document must accompany your signed application for employment (Z83). In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016 Chapter 4/67. Applications received after the closing date will not be taken into consideration. No faxed or e-mailed applications will be considered. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Erratum: Please note the following amendments on the posts the were advertised in PSVC 06: the two System Analyst posts in the Directorate: Systems Development is a contract position until 31 March 2018. The two posts of System Analyst were advertised in Circular No. 06 of 2017, Ref: (D1/B/2017) with 24 February 2017 as a closing date and the Enquiries is: Ms M Nkhethoa Tel no: (012) 312 7108 and the post of Internal Auditor: Financial Audits in the Directorate: Financial and Compliance Audits is also a contract position until 31 March 2018, Ref: (D1/D/2017) with 24 February 2017 as a closing date, Enquiries: Mr B Fikeni Tel no: (012) 312 7883

**MANAGEMENT ECHELON**

**POST 07/112** **DEPUTY DIRECTOR-GENERAL: COMPREHENSIVE SOCIAL SECURITY REF NO: E1/A/2017**

**SALARY** : R1 299 501 per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

**CENTRE** : Harlequins Office, Groenkloof

**REQUIREMENTS** : An appropriate Bachelor's Degree or equivalent qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognised by SAQA PLUS a minimum of 8 to 10 years of relevant experience at a senior managerial level. Knowledge of the relevant Public Service Regulatory Framework. Knowledge of acts governing the implementation of social development services and programmes. Understanding and knowledge of comprehensive social security and the legislative framework, systems, processes and programmes. Competencies: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Policy analysis and development skills. Information and knowledge management skills. Communication (written and verbal) skills.

Service delivery innovation skills. Problem-solving and change management skills. People management and empowerment skills. Client orientation and customer focus skills. Stakeholder management skills. Presentation, facilitation and coordination skills. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Independent thinker. Ability to work in a team and independently. Cultural sensitivity. Adaptability. Confidentiality. Political sensitivity. Diplomatic. Cost consciousness. Honesty and integrity.

**DUTIES** : Manage and provide leadership in the review and development of comprehensive social security (Social insurance, social security, appeals and inspectorate) legislative, regulatory and compliance frameworks. Manage the operations of the Inspectorate for Social Assistance and the development of the appropriate institutional form and relevant frameworks. Manage the provisioning of social security budgeting, modeling and forecasting services. Manage and coordinate the implementation of the social security reform programmes. Manage the operations of social assistance appeals. Provide advice and guidance to the social development sector, cluster and participate in various fora in relation to comprehensive social security.

**ENQUIRIES NOTE** : Mr Z Dangor, Tel no: (012) 312 7647  
 : In terms of the Department's employment equity target, African, Coloured and White males and African, Coloured and Indian females as well as persons with disabilities are encouraged to apply.

**POST 07/113** : **CHIEF DIRECTOR: STRATEGY AND CHANGE MANAGEMENT REF NO: E1/B/2017**  
 Branch: Chief Operations Office

**SALARY** : R1 068 564 per annum. This inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

**CENTRE REQUIREMENTS** : HSRC Building, Pretoria  
 : A Bachelor's Degree or equivalent qualification (NQF level 7) as recognised by SAQA in the strategic management related field PLUS 5 years experience at senior management level in strategy development. A Master's Degree will be an added advantage. Knowledge and understanding of governance issues in the public sector. Knowledge and understanding of government reporting requirements. Knowledge and understanding of sector strategic management frameworks. Knowledge and experience in diversity and gender management. Knowledge and understanding of the Social Development Programmes would be an added advantage. Competencies: Client Orientation and Customer Focus Skills. Presentation skills. Computer literate. Strategic management skills. Communication (Written and verbal) skills. Project management skills. Planning and organising skills. Analytical skills. Problem solving skills. People management and empowerment skills. Facilitation skills. Attributes: Good interpersonal relationship. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Gender expert.

**DUTIES** : Oversee the development and implementation of the Department's strategic plan. Oversee the development and mainstreaming of gender policies. Develop and drive long-term strategies and initiatives together with stakeholders and partners throughout the Department. Oversee the development and maintenance of business improvement processes that would support the Department's mission, vision, goals and objectives. Provide guidance to the Senior Management in the development of operational plans. Ensure efficient and optimal organizational performance and use of resources. Develop and maintain a risk management strategy.

**ENQUIRIES NOTE** : Ms N Vilakazi, Tel no: (012) 312-7293  
 : In terms of the Branch's employment equity target, Coloured, Indian & White males and African females as well as persons with disabilities are encouraged to apply.

**POST 07/114** : **CHIEF DIRECTOR: PROFESSIONAL SOCIAL SERVICES AND OLDER PERSONS REF NO: E1/C/2017**  
 Branch: Specialised and Professional Services

**SALARY** : R1 068 564 per annum This inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

**CENTRE** : HSRC Building, Pretoria

<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree in Social Work or equivalent qualification (NQF level 7) as recognized by SAQA PLUS 5 years' experience at a senior managerial level. Registration with the SA Council for Social Service Professions as a Social Worker. Knowledge and understanding of i) government macro-economic and social policies; ii) relevant Public Service legislation, iii) integrated social work legislation, policies and programmes; iv) Older Persons Act and other legislation that has an impact on older persons; v) Treasury Regulations; vi) public management and administration principles; vii) Public Finance Management Act; viii) White Paper on Transformation of Social Welfare; x) policies such as MTSF, NDP, MTEF etc.; xi) management of strategic plans, business plans and budgeting, xii) financial prescripts of the Public Service, costing methodologies and performance measurement, and xiii) Public Service Statutory Framework. Competencies: Strategic capability and leadership. International relations engagement. Programme and project management. Financial management and administration. Policy analysis and development. Information and knowledge management. Communication. Computer literacy. Service delivery innovation. Problem solving and change management. People management and empowerment. Client orientation and customer focus. Stakeholder Management. Presentation and facilitation. Risk Management. Financial analysis and reporting. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Diplomatic. Independent thinker. Cost consciousness. Honesty and Integrity
<b><u>DUTIES</u></b>	:	Manage and facilitate the development of policies, strategies and programmes relating to the delivery of services to older persons. Coordinate the implementation of the national scholarship programme for social service professionals and facilitate partnership programmes with retired social workers for social development services and sectors. Manage the development and implementation of norms and standards to inform the delivery of services to older persons. Manage and coordinate the implementation of social service provider support services. Coordinate and facilitate the implementation of service standards, quality assurance and governance programmes. Provide planning and implementation guidance to the social development sector and clusters as well as participate in various fora in relation to social professional services and older persons programmes. Develop policies and strategies to recruit and retain social services professionals and provide training initiatives for social work programmes.
<b><u>ENQUIRIES</u></b>	:	Ms CG Nxumalo, Tel no: (012) 312-7386
<b><u>NOTE</u></b>	:	In terms of the Branch's employment equity target, African, Coloured and White males as well as persons with disabilities are encouraged to apply.
<b><u>POST 07/115</u></b>		<b><u>CHIEF DIRECTOR: CHILD PROTECTION REF NO: E1/D/2017</u></b> Branch: Families and Social Professional Services
<b><u>SALARY</u></b>	:	R1 068 564 per annum This inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
<b><u>CENTRE REQUIREMENTS</u></b>	:	HSRC Building, Pretoria An undergraduate qualification in Social Sciences (NQF level 7) as recognized by SAQA or equivalent qualification PLUS a minimum of 5 years relevant senior management experience in Children's Services. Registration with the South African Council for Social Services Professions as a Social Worker. Knowledge of relevant Public Service legislation, the Children's Act and the Child Protection Register. Understanding of the National Adoption Register, strategies and guidelines of Child Abuse, Neglect and Exploitation (CANE). Competencies: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Policy analysis and development skills. Information and knowledge management skills. Communication skills. Service delivery innovation skills. Problem solving and change management skills. People Management and empowerment skills. Client orientation and customer focus skills. Stakeholder management skills. Presentation and facilitation skills. Attributes: Good interpersonal relationship. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Diplomatic. Independent thinker. Cost consciousness. Honesty and Integrity
<b><u>DUTIES</u></b>	:	Manage and monitor the child protection register. Manage and monitor the provision of national and inter-country adoption services. Manage the development of policies, strategies, guidelines and programmes for children's protection: (a) Children placed in alternative care such as foster care, child and youth care centres

and temporary safe care; (b) Child abuse and neglect and exploitation (CANE). Promote child protection services.

**ENQUIRIES  
NOTE**

Ms C Nxumalo, Tel no: 012 312 7386

In terms of the Branch's employment equity target, African, Coloured and White males as well as persons with disabilities are encouraged to apply.

**POST 07/116**

**CHIEF DIRECTOR: NPO REGISTRATION, SUPPORT, COMPLIANCE AND  
MONITORING REF NO: E1/E/2017**

Branch: Community Development

**SALARY**

R1 068 564 per annum This inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

**CENTRE  
REQUIREMENTS**

HSRC Building, Pretoria

An appropriate Bachelor's Degree or equivalent qualification (NQF level 7) as recognised by SAQA PLUS five years senior management experience in the field of NPO governance or administration. Knowledge of the relevant Public Service legislation. Knowledge and understanding of the NPO legal framework. Competencies: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Communication skills. Policy analysis and development skills. Information and knowledge management skills. Service delivery innovation. Problem solving and change management skills. People management and empowerment skills. Client orientation and customer focus. Stakeholder management skills. Presentation and facilitation skills. Attributes: Good interpersonal relationship. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Confidentiality. Adaptability. Diplomatic. Independent thinker. Cost consciousness. Honesty and integrity.

**DUTIES**

Manage the implementation and review of regulatory, legislative, and operational framework to ensure effective delivery of NPO services. Manage the development and maintenance of an efficient NPO administrative and information management system for the registration and administration of the registered organisations. Manage the development and implementation of NPO compliance monitoring and reporting framework and coordinate related legal compliance processes. Manage the development and effective implementation of stakeholder management framework to ensure effective governance and stakeholder participation. Manage the design and the provision of NPOs service delivery improvement and institutional capacity building programmes. Manage the design of effective customer care response, feedback mechanism and communication systems to enhance client relations. Provide advice and guidance to the social development sector and participate in various fora in relation to NPO matters.

**ENQUIRIES  
NOTE**

Mr P Netshipale, Tel no: (012) 312 7662

In terms of the Branch's employment equity target, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.

**POST 07/117**

**CHIEF DIRECTOR: HIV AND AIDS REF NO: E1/F/2017**

Branch: Specialised and Professional Services

**SALARY**

R1 068 564 per annum This inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

**CENTRE  
REQUIREMENTS**

HSRC Building, Pretoria

An undergraduate qualification (NQF level 7) as recognised by SAQA PLUS 5 years senior management experience in implementing prevention, care and support HIV and AIDS programmes or in a relevant field. Relevant post graduate degree will be an added advantage. Knowledge of the public service legislation. Knowledge and understanding of HIV and AIDS national strategy as contained in the National Strategic Plan for HIV and AIDS and STI. Knowledge of HIV and AIDS in a social and economic context. Knowledge and understanding of human behavior and social systems. Knowledge and understanding of Social Development policies and programmes pertaining to HIV and AIDS. Competencies: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Policy analysis and development skills. Information and knowledge management skills. Communication (written and verbal) skills. Service delivery innovation skills. Problem solving and change

		management skills. People Management and empowerment skills. Client orientation and customer focus skills. Stakeholder management skills. Presentation and facilitation skills. Research skills. Monitoring and Evaluation skills. Attributes: Confidentiality. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Diplomatic. Independent thinker. Cost consciousness. Honesty and Integrity. Self-Starter. Assertiveness.
<b><u>DUTIES</u></b>	:	Provide strategic direction in the review and development of legislative framework (policies, strategies, guidelines and programmes) to guide the implementation of the relevant Social development strategies and programmes as guided by the National Strategic Plan for HIV and AIDS. Lead the implementation of the Comprehensive Strategy of the Department of Social Development in addressing the social and structural drivers of HIV and AIDS across the public service. Lead and collaborate with other government departments, SANAC structures and relevant stakeholders in ensuring the implementation of behavioural change, prevention and response mechanisms in relation to social drivers of HIV and AIDS. Manage the implementation of the National Action Plan in mitigating the impact of HIV and AIDS on key population. Lead the implantation of Home and Community based care and support programs including the strengthening of community systems for ensuring community response. Ensure the alignment of the prevention, care and support strategies with other social development programmes to strengthen community and family systems. Lead and oversee the design and implementation of quality assurance and monitoring framework to ensure compliance to policies, norms and standards. Oversee research and impact assessment processes on the implementation of HIV and AIDS. Represent the department in all relevant forums and advise the Director-General, Minister and social development sector on issues pertaining to HIV and AIDS.
<b><u>ENQUIRIES</u></b>	:	Ms C Nxumalo, Tel no: (012) 312 7386
<b><u>NOTE</u></b>	:	In terms of the Branch's employment equity target, African, Coloured and White males as well as persons with disabilities are encouraged to apply.
<b><u>POST 07/118</u></b>	:	<b><u>DIRECTOR: LEGAL CASE ASSESSMENT AND ADJUDICATION REF NO: E1/G/2017</u></b> Chief Directorate: Social Assistance Appeals
<b><u>SALARY</u></b>	:	R898 743 per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
<b><u>CENTRE</u></b>	:	Harlequins Office Park, Groenkloof
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised Law Degree or equivalent qualification (NQF Level 7) PLUS 5 years' relevant experience at a middle or senior management level within the administrative law. Knowledge of interpretation and implementation of Social Assistance Legislation and Administrative Justice. Competencies: Financial management skills. Project management skills. Communication (verbal and written) skills. Planning and Organising Skills. Strategic capability and leadership skills. Customer Care Skills. Analytical Skills. Monitoring and evaluation skills. Presentation and facilitation skills. Negotiation skills. Computer skills. Research skills. Problem-solving skills. Coordination skills. Attributes: Assertive. Ability to work in a team and independently. Compliant. Diplomatic. Ability to work under pressure. Decisive. Adaptive. Confident. Accurate. Self-starter. Trustworthiness.
<b><u>DUTIES</u></b>	:	Coordinate Legal Case Assessment Services. Oversee the effective functioning of the Adjudication and Post Adjudication processes within the policy framework. Manage terms of conduct, proceedings and enlistment of the Panel Members of the Tribunal. Coordinate and manage training of Panel Members of the Tribunal relating to the Regulatory Framework. Develop, implement and review norms, standards and forms for Legal Case Assessment, Adjudication and Post Adjudication in line with the Social Assistance Act and regulations and compatibility with Administrative Justice Legislation. Conduct quality assurance on adjudicated files to ensure compliance to norms and standards of Adjudication. Coordinate strategic or period specific reports on the status of appeals and recommend policy reviews.
<b><u>ENQUIRIES</u></b>	:	Adv A Brink, Tel no: (012) 741 6846
<b><u>NOTE</u></b>	:	In terms of the Chief Directorate's employment equity target, African males and females as well as persons with disabilities are encouraged to apply.

<b><u>POST 07/119</u></b>	:	<b><u>DIRECTOR: MEDICAL CASE ASSESSMENT AND ADJUDICATION REF NO: E1/H/2017</u></b> Chief Directorate: Social Assistance Appeals
<b><u>SALARY</u></b>	:	R898 743 per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Harlequins Office Park, Groenkloof A MBChB Degree or equivalent qualification (NQF level 7) PLUS five (5) years of experience at a middle/senior management level in the medical field. Registration as medical practitioner with the HPCSA. Knowledge of the applicable legislation, Medical Practices and Guidelines. Competencies: Financial management skills. Communication (written and verbal) and liaison skills. Planning and organising skills. Strategic capability and leadership skills. Problem-solving skills. Analytical skills. Project management skills. Computer literacy. Presentation and facilitation skills. Customer care skills. Monitoring and evaluation skills. Negotiation skills. Research skills. Coordination skills. Attributes: Assertiveness. Ability to work independently and as part of a team. Compliance. Diplomacy. Ability to work under pressure. Decisiveness. Adaptability. Confident. Accuracy. Compliant. Self-starter. Trustworthiness.
<b><u>DUTIES</u></b>	:	Manage medical adjudication services by ensuring verification of correctness and completeness of medical reports, examining medical correspondence, scheduling appeals for adjudication (where applicable), responding to medically related correspondence and liaising with medical role players, where applicable. Coordinate and perform medical case assessments by assessing appeals for medically related social grants applications based on the application of applicable legislation, policy, medical guidelines, medical practice, interpretation and analysis and compliance thereto, and examining appeals in the light of medical evidence and prevailing circumstances in respect of the decision taken by the SASSA as well as validating and confirming medical evidence. Provide strategic direction and support the medical appeals process. Ensure development, implementation, monitoring and evaluation of the compliance system. Do quality assurance of adjudicated appeals.
<b><u>ENQUIRIES NOTE</u></b>	:	Adv A Brink, Tel no: 012 741 6846 In terms of the Chief Directorate's employment equity target, African males and females as well as persons with disabilities are encouraged to apply.