

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** : 17 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 disclosure 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.

OTHER POSTS

- POST 09/71** : **DEPUTY DIRECTOR: INVESTIGATIONS 2 POSTS REF NO: F1/A/2017**
Directorate: Investigations ()
- SALARY** : R726 276 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 Park, Groenkloof
- REQUIREMENTS** : An appropriate recognised Bachelor's Degree in Policing or equivalent qualification in a related field plus at least 3-5 years junior management experience in fraud and corruption investigations. Knowledge of criminal law and procedures and law of evidence. Knowledge of the Public Service Regulatory Framework. Knowledge of the PFMA and Treasury Regulations. Knowledge of the South African Judiciary System. Knowledge of the Social Assistance Act. Knowledge of Management of Information Security System (MIS). Competencies: Project management skills. Computer literacy. Communication (written and verbal) skills. Presentation and facilitation skills. Problem solving skills. Diagnostic and analytical skills. Planning, coordination and organising skills. Client orientation skills. People management skills. Fraud investigation skills. Persuasion skills. Interpersonal and liaison skills. Attributes: Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Assertiveness. Cost consciousness. Business ethics. Confidentiality. Achievement orientated.
- DUTIES** : Develop and implement a framework for investigations of fraud and corruption in the social assistance system. Manage, allocate and co-ordinate fraud and corruption cases and investigations. Advise on and investigate fraud and corruption investigations. Compile and quality assure investigation reports. Conduct research in respect of fraud and corruption related matters. In terms of the Chief Directorate's employment equity target, African males, African and Indian females as well as persons with disabilities are encouraged to apply.
- ENQUIRIES** : Mr J Khumalo, Tel no: (012) 741 6805

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| <u>POST 09/72</u> | : | <u>DEPUTY DIRECTOR: FINANCIAL AUDITS REF NO: F1/B/2017</u> Directorate: Financial Audits |
| <u>SALARY</u> | : | R726 276 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. |
| <u>CENTRE REQUIREMENTS</u> | : | Harlequins Office Park, Groenkloof An appropriate recognised Bachelors Degree in Accounting/Internal Auditing PLUS 3-5 years junior management experience in an auditing environment. In-depth knowledge and understanding of GAAP. In-depth knowledge of the Standards for Professional Practice for Internal Auditing. Knowledge of the Public Service Regulatory Framework. Knowledge of the PFMA and Treasury Regulations. Knowledge of project management principles. Competencies: Analytical skills. Handling of evidence skills. Project management skills. Financial management skills. Computer literacy. Communication (written and verbal) skills. Presentation and facilitation skills. Problem solving skills. Client orientation and customer focus skills. People management and empowerment skills. Stakeholder management skills. Attributes: Analytical thinking. Achievement orientated. Ability to work under pressure. Ability to work in a team and independently. Tenacity. Accurate. Systematic and logical. Adaptable. Disciplined. Trustworthy. Diplomacy. Assertive and persuasive. |
| <u>DUTIES</u> | : | Plan and manage financial audits visits at the SASSA and DSD in respect of the social assistance framework. Advise and conduct high level financial audits. Coordinate and oversee financial audits of Inspectors. Compile and quality assure financial audits reports. Assist with the development and implementation of a Memorandum of Understanding between the Inspectorate, SASSA and the Department of Social Development regarding financial audits in respect of the social assistance framework. Assist with the development and implementation of standard reporting formats amongst role players and stakeholders. |
| <u>ENQUIRIES NOTE</u> | : | Ms K Gaesale, Tel no: (012) 741 6801 In terms of the Chief Directorate's employment equity target, African males, African and Indian females as well as persons with disabilities are encouraged to apply. |
| <u>POST 09/73</u> | : | <u>DEPUTY DIRECTOR: COMPLIANCE AUDITS Ref NO: F1/C/2017</u> Directorate: Compliance Audits |
| <u>SALARY</u> | : | R726 276 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. |
| <u>CENTRE REQUIREMENTS</u> | : | Harlequins Office Park, Groenkloof An appropriate recognised Bachelor's Degree in Accounting/Internal Auditing PLUS 3-5 years junior management experience in an auditing environment. In-depth knowledge of and understanding of GAAP. In-depth knowledge of the Standards for Professional Practice for Internal Auditing. Knowledge of the Public Service Regulatory Framework. Knowledge of the PFMA and Treasury Regulations. Knowledge of project management principles. Competencies: Strategic capability and leadership skills. Analytical skills. Handling of evidence skills. Project management skills. Financial management skills. Communication (written and verbal) skills. Presentation and facilitation skills. Problem solving skills. Client orientation and customer focus skills. People management and empowerment skills. Stakeholder management skills. Attributes: Analytical thinking. Achievement orientated. Ability to work under pressure. Ability to work in a team and independently. Tenacity. Accurate. Systematic and logical. Adaptable. Disciplined. Trustworthy. Diplomacy. Assertive and persuasive. |
| <u>DUTIES</u> | : | Plan and manage audits on compliance visits at the SASSA and DSD in respect of the social assistance framework. Advise and conduct high level compliance audits. Coordinate and oversee compliance audits of Inspectors. Compile and quality assure compliance audits reports. Assist with the development and implementation of a Memorandum of Understanding between the Inspectorate, SASSA and the Department of Social Development regarding audits on compliance in respect of the social assistance framework. Assist with the development and implementation of standard reporting formats amongst role players and stakeholders. |
| <u>ENQUIRIES NOTE</u> | : | Ms K Gaesale, Tel no: (012) 741 6801 In terms of the Chief Directorate's employment equity target, African males, African and Indian females as well as persons with disabilities are encouraged to apply. |

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| <u>POST 09/74</u> | : | <u>SOCIAL WORK POLICY MANAGER GRADE I REF NO: F1/D/2017</u> Directorate: Children's Act |
| <u>SALARY</u> | : | R664 332 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. |
| <u>CENTRE REQUIREMENTS</u> | : | HSRC Building, Pretoria An appropriate recognised Bachelor's Degree in Social Work or equivalent qualification. Registration with the SACSSP as a Social Worker. A minimum of 10 years appropriate experience in social work after registration of which five years must be appropriate experience in social work policy development. Knowledge of child care and other related social welfare legislation, policies and practices. A valid Code 8 driver's licence. Willingness to travel. Competencies: Policy development, formulation and analysis skills. Communication (written, verbal and liaison) skills. Networking skills. People management skills. Planning and organising skills. Monitoring and evaluation skills. Presentation skills. Project management skills. Computer literacy. Facilitation and training skills. Professional counselling skills. Ability to compile complex reports. Problem-solving skills. Attributes: Ability to work under pressure. Ability to work in a team and independently. Confident. Complaint. Accurate. Systematic. Logical. Assertive. Self-starter. Persuasive. Adaptable. Diversity management. Innovative. |
| <u>DUTIES</u> | : | Facilitate the implementation of the Children's Act. Manage and facilitate the process of policy development in relation to capacity building and training on the Children's Act. Manage the review and updating of the training materials and guidelines for the Children's Act. Submit reports to the Minister as well as relevant stakeholders on the Children's Act. Represent the Department on forums, meetings, task group meetings and conferences. Act as a resource person on legislation matters. Formulate drafts, responses, oral and written replies, media releases and speeches to senior management. Develop/facilitate the development of policies for rendering a social work service in departments. Manage a social work policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilisation of human resources. Keep up to date with new developments in the social work and management fields. Plan and ensure that social work policy research and development are undertaken. Perform and/or ensure that all the administrative functions required in the unit are performed. |
| <u>ENQUIRIES NOTE</u> | : | Ms A Muller, Tel no: (012) 312 7586 In terms of the Chief Directorate's employment equity target, African, Coloured and Whites males and Coloured females as well as persons with disabilities are encouraged to apply. |
| <u>POST 09/75</u> | : | <u>FRAUD INVESTIGATOR 6 POSTS REF NO: F1/E/2017</u> Directorate: Investigations |
| <u>SALARY</u> | : | R389 145 per annum |
| <u>CENTRE REQUIREMENTS</u> | : | Harlequins Office Park, Groenkloof An appropriate Bachelor's Degree or equivalent qualification in Policing Plus 2-3 years' experience in the fraud and corruption investigations field. Knowledge of criminal law and procedures and law of evidence. Knowledge of MIS (Management of Information Security Systems). Knowledge of the Social Assistant Act. Knowledge of the Public Service Regulatory Framework. Knowledge of the PFMA and Treasury Regulations. Competencies: Communication (written and verbal) skills. Planning, coordination and organising skills. Facilitation and presentation skills. Project administration skills. Policy analysis skills. Problem solving skills. Computer literacy. Analytical skills. Interpersonal and liaison skills. People management skills. Records management skills. Fraud detection skills. Client orientation skills. Interpersonal and liaison skills. Attributes: Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Assertiveness. Achievement orientated. Cost consciousness. Business ethics. Confidentiality. Persuasive. |
| <u>DUTIES</u> | : | Administer fraud and corruption cases. Plan investigations of alleged fraud and corruption cases. Conduct investigations on alleged fraud and corruption cases. Conduct interviews with suspects and witnesses and obtain affidavits. Conduct searches and collection of evidence. Compile and present investigation reports. |
| <u>ENQUIRIES NOTE</u> | : | Mr J Khumalo, Tel no: (012) 741 6805 In terms of the Chief Directorate's employment equity target, African, Coloured and Indian males, African, Indian and White females as well as persons with disabilities are encouraged to apply. |

POST 09/76

ASSISTANT DIRECTOR: ADMINISTRATION REF NO: F1/F/2017

Directorate: Corporate Services

- SALARY** : R311 784 per annum
CENTRE : Harlequins Office Park, Groenkloof
REQUIREMENTS : A three year relevant Bachelor's Degree or National Diploma in Public Management/ Administration with at least 2-3 years relevant administrative experience. Knowledge of the Public Service Regulatory framework. Knowledge and understanding of the PFMA. Knowledge of principles and techniques in effective office administration and management. Competencies: Analytical skills. Financial management skills. Communication (written and verbal) skills. Planning and coordination skills. People management and empowerment skills. Time management skills. Presentation and facilitation skills. Interpersonal skills. Problem-solving skills. Quality management skills. Project management skills. Computer literacy. Attributes: Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Cost consciousness. Honesty and integrity.
- DUTIES** : Administer the budget preparation and expenditure of the Inspectorate. Administer the provisioning administration and procurement of goods. Handle and respond to general administrative enquiries and correspondence. Assist with the development and implementation of office administrative support systems. Oversee the record management function of the Inspectorate.
- ENQUIRIES** : Mr X Brukwe, Tel no: (012) 741 6880
NOTE : In terms of the Chief Directorate's employment equity target, African, Coloured and Indian males, African, Indian and White females as well as persons with disabilities are encouraged to apply.

POST 09/77

ASSISTANT DIRECTOR: COMPLIANCE AUDIT REF NO F1/G/2017

Fixed-term contract until 31 March 2018

Directorate: Financial and Compliance Audits ()

- SALARY** : R311 784 per annum plus 37% of salary in lieu of benefits.
CENTRE : HSRC Building, Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree or equivalent qualification in Compliance Audit/Internal Auditing Plus three years' experience in conducting compliance audits. Registration with the Institute of Internal Auditors of South Africa. Certified Internal Auditor (CIA) certificate will be an added advantage. Knowledge of i) relevant Public Service Legislation, ii) the Standards for the Professional Practice of Internal Auditing (SPPAIA). Knowledge and understanding of i) corporate governance and processes and practices, ii) management principles, iii) investigation technique/practice. Knowledge of the application of the audit methodology. Knowledge of the Promotion of Access to Information Act. Competencies: Communication (written and verbal) skills. Planning and organising skills. Problem-solving skills. Facilitation and presentation skills. Stakeholder and client liaison skills. Project administration skills. Policy analysis skills. Analytical skills. Report writing skills. Computer literacy. Attributes: Interpersonal and liaison skills. Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Assertiveness. Achievement orientated. Cost consciousness. Business ethics. Confidentiality.
- DUTIES** : Supervise compliance audit in accordance with methodology framework and annual risk-based internal audit plan and other relevant prescripts. Conduct compliance audit to assess the Department's ability to achieve its objectives and programme outputs in an efficient, effective and economic manner. Assist in determining the level of compliance status to laws and regulations. Conduct compliance audit investigations. Assist in the assessment of the implementation of audit recommendations and the impact of the corrective action taken by management on the deficiencies identified by the audits. Provide assistance to other internal audit sub-directorates. Prepare audit reports and follow-up on recommendations and management action plan.
- ENQUIRIES** : Ms R Sibisi, Tel no: (012) 312 7455

POST 09/78

COMPLIANCE AUDITOR 2 POSTS REF NO: F1/H/2017

Directorate: Compliance Audits

- SALARY** : R311 784 per annum
CENTRE : Harlequins Office Park, Groenkloof
REQUIREMENTS : An appropriate recognised Bachelor's Degree in Auditing or equivalent qualification Plus 2-3 years proven experience in auditing. Registration with the Institute of Internal Auditors Council. Understanding of GAAP. Knowledge of Management of Information Security System (MIS). Knowledge of Social Assistant Act. Knowledge of Public Service

Regulatory Framework. Knowledge of the IIA Standards. Knowledge of the PFMA and Treasury Regulations. Competencies: Numerical skills. Records management skills. Interviewing skills. Handling of evidence. Project management skills. Financial management skills. Communication (verbal and written) skills. Problem solving skills. Presentation and facilitation skills. Computer literacy. Analytical skills. Attributes: Analytical thinking. Achievement orientation. Ability to work under pressure. Ability to work independently and as part of a team. Tenacity. Systematic and logical. Adaptable. Disciplined. Trustworthy. Diplomacy. Assertive and persuasive. Confidentiality. Accurate.

DUTIES : Plan audits to assess compliance at SASSA and DSD offices in line with the social assistance framework. Conduct compliance audits. Prepare and present reports on compliance audits. Conduct follow up audits. In terms of the Chief Directorate's employment equity target, African, Coloured and Indian males, African, Indian and White females as well as persons with disabilities are encouraged to apply.

ENQUIRIES : Ms K Gaesale, Tel no: (012)) 741 6801

POST 09/79 : **FINANCIAL AUDITOR 2 POSTS REF NO: F1/I/2017**
Directorate: Financial Audits

SALARY : R311 784 per annum
CENTRE : Harlequins Office Park, Groenkloof

REQUIREMENTS : An appropriate recognised Bachelor's Degree in Auditing/Accounting or equivalent qualification Plus 2-3 years proven experience in an auditing environment or a Grade 12 Certificate with a minimum of 10 years proven experience in an auditing capacity and environment. Understanding of GAAP. Knowledge of Public Service Regulatory Framework. Knowledge of the IIA Standards. Knowledge of the PFMA and Treasury Regulations. Competencies: Analytical skills. Numerical skills. Interviewing skills. Handling of evidence. Project management skills. Communication (verbal and written) skills. Problem solving skills. Presentation and facilitation skills. Computer literacy. Reporting writing skills. Attributes: Analytical thinking. Achievement orientation. Ability to work under pressure. Ability to work independently and as part of a team. Tenacity. Accuracy. Systematic and logical. Adaptable. Disciplined. Trustworthy. Diplomacy. Assertive and persuasive.

DUTIES : Plan and conduct financial audits at SASSA and DSD offices in respect of the social assistance framework. Performs audit procedures through testing and interviewing techniques. Analyse and conclude on the effectiveness and compliance with policies, legislation and procedures. Prepare and present timely financial audit reports. Research new or technical subjects when required to support financial audits.

ENQUIRIES : Ms K Gaesale, Tel no: (012) 741 6801

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

POST 09/80 : **HUMAN RESOURCE CLERK (SUPERVISOR) REF NO: F1/J/2017**
Directorate: Human Resource Management

SALARY : R211 194 per annum
CENTRE : HSRC Building, Pretoria

REQUIREMENTS : Grade 12 Certificate (or equivalent qualification) PLUS 3 – 5 years' experience in human resource administration. Practical experience of PERSAL and successful completion of PERSAL Administration course. Working knowledge of: i) Public Service Regulatory Framework, ii) Collective Agreements, iii) MMS and SMS dispensation, iv) Financial Manual, v) OSD's, VI) Directives and Ministerial Handbook, vii) SMS Handbook, Knowledge of relevant HR policies and policy development processes. Competencies: Good written and verbal communication. Interpersonal relations. Computer literacy. Planning and organising skills. Problem solving skills. People management skills. Policy analysis and implementation skills. Numeracy. Ethics. Business, Attributes: Friendly. Positive. Confident. Participative. Patient. Accurate. Systematic and logical. Adaptable. Independent and self-starter. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Diplomacy. Attention to detail. Flexible. Quality assurance.

DUTIES : Supervise and undertake the more complex implementation and maintenance of human resource administration practices. a) Administer personnel procurement and utilisation. b) Administer conditions of service and remuneration. c). Administer recognition of improved qualification. d) Oversee preliminary recruitment processes. e) Administer professional registration. f) Administer MMS, SMS and department specific dispensation matters. g) Administer housing allowance and state guarantees. h) Administer acting allowance payments. i) Administer staff exits (Transfers out of DSD). j) Monitor and

assist the SMS members with the e-Disclosure of Financial Interests. k) Recommend (approve) transactions on Persal according to delegations. l) Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries.

ENQUIRIES
NOTE

- : Ms. E Steenkamp, Tel no: (012) 312-7482
- : In terms of the Chief Directorate's employment equity target, Coloured and White males, Coloured and Indian females as well as persons with disabilities are encouraged to apply.