

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 : 07 April 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. Short listed 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 for a SMS post will sign an annual performance agreement, complete a financial disclosure form and 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. Candidates requiring additional information regarding the advertised posts may direct their enquiries to the person as indicated. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Ms E Steenkamp. 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.

MANAGEMENT ECHELON

POST 12/24 : **CHIEF DIRECTOR: EARLY CHILDHOOD DEVELOPMENT AND PARTIAL CARE REF NO: J1/A/2017**
Branch: Children, Families and Professional Services

SALARY : Total Cost-To Employer Package: R1 068 564 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 : HSRC Building, Pretoria

REQUIREMENTS : An appropriate recognised Bachelor's Degree in Social Sciences or equivalent qualification (NQF Level 7) as recognised by SAQA PLUS 5 years' experience at a senior management level. Registration as a Social Worker with the South African Council for Social Services Professions. Knowledge of the relevant Public Service legislation. Knowledge and understanding of the Children's Act, government strategy and approach to ECD and partial care. Competencies needed: 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. Problem-solving and change management skills. People management

and empowerment skills. Client orientation and customer focus skills. Stakeholder management skills. Presentation and facilitation skills. Interpersonal relation skills. Attributes: 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.

- DUTIES** : Manage and facilitate the implementation of legislation and policies relating to the delivery of early childhood development and partial care services. Manage the development of strategies and models for package of services, capacity building, funding and infrastructure models. Manage the development and implementation of norms and standards to inform the delivery of comprehensive early childhood development and partial care services across the spheres of government and related sectors. Manage the design and implementation of quality assurance, monitoring and evaluation framework as well as ensure compliance to policies, norms and standards. Manage the establishment and implement coordinating mechanisms to bring all participating sectors in government, NGOs and private sector together to ensure the delivery of integrated early childhood development and partial care services. Provide planning and implementation guidance to the social development sector, clusters and participate in various fora in relation to the delivery of early childhood development and partial care programmes.
- ENQUIRIES** : Ms C Nxumalo, Tel no: (012) 312-7386
- NOTE** : In terms of the Branch's employment equity targets, African, Coloured and White males as well as persons with disabilities are encouraged to apply.

OTHER POSTS

- POST 12/25** : **DEPUTY DIRECTOR: COLLECTIVE BARGAINING REF NO: J1/B/2017**
Directorate: Employee Relations
- SALARY** : R612 822 per annum. This inclusive remuneration package consist 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** : Pretoria, HSRC Building
- REQUIREMENTS** : An appropriate Bachelor's Degree or equivalent qualification in Collective Bargaining/Labour Relations/Labour Law PLUS credible experience in the collective bargaining/labour relations field. Knowledge of labour relations policies and procedures. Knowledge of Public Service Coordinating Bargaining Council and Public Health and Social Development Sectoral Bargaining Council Collective Agreements. Knowledge of Public Service Act, Public Service Regulations and Public Finance Management Act. A valid driver's license. Willingness to travel. Competencies: Planning and organising skills. Analytical thinking and innovation. Computer literacy. Change and diversity management. Costing and budgeting skills. Research skills. Negotiation skills. People management skills. Presentation skills. Communication (written, verbal and liaison) skills. Project management skills. Attributes: Ability to work under pressure. Ability to work independently and as part of a team. Adaptability. Confidence. Accuracy. Compliance. Persuasive. Political sensitivity.
- DUTIES** : Represent the employer in collective bargaining structures of the PHSDSBC including, but not limited to, task teams and committees. Conduct research in respect of the proposed human resource interventions for the sector. Ensure the implementation and enforcement of collective agreements and resolutions within the sector, assist in ensuring that all chambers are functioning efficaciously, render advice to provincial departments with regard to collective bargaining matters and sector related disputes. Assist with management of the Labour Relations Committee of HRCF. Support senior managers on negotiations preparations and associated processes. Facilitate the resolution of sector related disputes and provide advice on strike management.
- ENQUIRIES** : Mr D Chinappan, Tel no: (012) 312-7504
- NOTE** : In terms of the Chief Directorate's employment equity targets Coloured males and persons with disabilities are encouraged to apply.
- POST 12/26** : **SOCIAL WORK POLICY DEVELOPER REF NO: J1/C/2017**
Directorate: Child Protection
- SALARY** : R301 191–337 470 per annum (Salary will commensurate with appropriate experience)
- CENTRE** : Pretoria, HSRC Building

<u>REQUIREMENTS</u>	:	A Bachelor's Degree in Social Work. Registration with the South African Council of Social Service Professions as a Social Worker. A minimum of eight (8) years' experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions (SACSSP). Understanding of i) social dynamics, ii) human behaviour and social systems, iii) social intervention, iv) social empowerment, v) social work research, vi) social work legislation, vii) social work values and principles. Competencies: Project management skills. Planning and organising skills. Networking skills. Communication (verbal and written) skills. Professional counselling skills. Policy Analysis and development skills. Financial management skills. Presentation skills. Monitoring and evaluation skills. Ability to compile complex reports. Attributes: Drive and energy. Confident. Ability to work under-pressure. Ability to work in a team and independently. Friendly and trustworthy. Diplomacy.
<u>DUTIES</u>	:	Develop, implement and maintain social work policies. Keep up to date with new developments in the social work field. Research and development. Perform the administrative functions required in the unit.
<u>ENQUIRIES</u>	:	Mr S Mashiane, Tel no: (012) 312-7371
<u>NOTE</u>	:	In terms of the Chief Directorate's employment equity targets; African, Coloured, White males and Coloured females, as well as persons with disabilities are encouraged to apply.
<u>POST 12/27</u>	:	<u>INTERNAL AUDITOR: INFORMATION TECHNOLOGY AUDIT, REF NO: J1/D/2017</u> Directorate: Financial and Compliance Audits
<u>SALARY</u>	:	R262 272 per annum
<u>CENTRE</u>	:	Pretoria, HSRC Building
<u>REQUIREMENTS</u>	:	A Bachelor's Degree or National Diploma in auditing/internal auditing or equivalent qualification Plus 1 – 2 years experience in conducting internal audits. Registration with the Institute of Internal Auditors (IIA) will be an added advantage. Knowledge of Public Service Legislation. Knowledge of the IIA Standards. Knowledge and understanding of internal audit systems and procedures. Understanding of corporate governance practices. Understanding of government compliance prescripts. Competencies: Communication (verbal and written) skills. Planning and organising skills. Problem-solving skills. Policy analysis skills. Office management and administration. Computer literacy. Client liaison. Analytical skills. Report writing skills. Attributes: Integrity. Objectivity. Independence. Confidentiality. Ability to work under pressure. Confident. Willingness to learn. Team player.
<u>DUTIES</u>	:	Assist in planning audit projects in accordance with internal audit methodology. Execute audits in accordance with the approved audit framework, plan and IIA Standards. Raise findings and discuss outcomes to the client. Develop draft audit reports. Evaluate client responses to draft internal audit findings and make the necessary adjustments. Coordinate exit meetings with clients. Conduct follow-ups on audit findings.
<u>ENQUIRIES</u>	:	Mr B Fikeni, Tel no: (012) 312-7883
<u>NOTE</u>	:	In terms of the Chief Directorate's employment equity targets, Coloured and White males, White females as well as persons with disabilities are encouraged to apply.