

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** : 21 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.
- AMENDMENTS** : Please take note of the following amendments. The closing date for the post of Chief Director: Early Childhood Development and Partial Care as well as the post of Deputy Director: Collective Bargaining advertised in the Public Service Vacancy Circular No.12 of 2017 has been extended until 18 April 2017 in order to coincide with the media advertisement.

OTHER POSTS

- POST 13/39** : **BRANCH COORDINATOR REF NO: P1/A/2017**
Branch: Strategy and Organisational Transformation
- SALARY** : R612 822 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 in terms of the applicable rules.
- CENTRE REQUIREMENTS** : HSRC Building, Pretoria
An appropriate Bachelors Degree or equivalent qualification plus three (3) years middle management experience relevant to the post. Experience in project coordination and executive support will be an added advantage. Knowledge of the relevant Public Service Legislation. Knowledge of financial, provisioning and procurement prescripts and procedures. Knowledge of operational and strategic planning processes. Competencies: Coordination and planning skills. Financial administration skills. Communication (verbal and

		written) skills. Organising skills. Project coordination skills. Job knowledge. Project management skills. Analytical skills. Computer literacy. Presentation and facilitation skills. Problem-solving skills. Client orientation and customer focus skills. Monitoring skills. Attributes: Good interpersonal and liaison. Ability to work under pressure. Ability to work in a team and independently. Business ethics. Diplomatic. Innovative and creative. Assertiveness. Achievement orientated. Cost consciousness. Confidentiality. Quality.
<u>DUTIES</u>	:	Coordinate the development and analysis of the Branch operational, budget, strategic and risk management plans. Coordinate key Branch interventions and projects and submission of reports thereof. Develop and maintain financial database and spread sheet applications for tracking the utilisation of the budget (under/ over expenditure) and reporting, in line with the departmental policies. Assist in drafting responses, submissions, memoranda, etc. coordinate the compilation and monitoring of the implementation of the Branch year plan activities. Provide administrative and secretarial support to Branch meetings and workshops (co-ordinate meetings, liaise with stakeholders, etc). Support the Head of Branch in monitoring the utilisation of Branch resources (financial, human and physical). Coordinate responses on parliamentary questions and related processes. Assist the Head of Branch in coordinating other activities as required in the Branch.
<u>ENQUIRIES</u>	:	Ms N Vilakazi, Tel: (012) 312 7293
<u>NOTE</u>	:	In terms of the Branch's employment equity target, African, Indian and white males and African, Indian and females as well as persons with disabilities are encouraged to apply.
<u>POST 13/40</u>	:	<u>GRAPHIC DESIGN SPECIALIST (CONTRACT UNTIL 31 MARCH 2018) REF NO: P1/B/2017</u> Directorate: Corporate Communication
<u>SALARY</u>	:	R311 784 per annum plus 37% of salary in lieu of benefits.
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Degree in Graphic Design or equivalent qualification plus minimum of three (3) years relevant experience. Knowledge of the relevant Public Service Legislation. Knowledge and understanding of graphic design technologies, software and tools. Knowledge of art and visual design. Competencies: Coordination and planning skills. Communication (verbal and written) skills. Organising skills. Project coordination skills. Job knowledge. Project management skills. Analytical skills. Computer literacy. Presentation and facilitation skills. Problem-solving skills. Client orientation and customer focus skills. Technical graphic design skills. Attributes: Good interpersonal relations. Ability to work under pressure. Independent thinker. Ability to work in a team and independently. Creative and innovation flair. Professional approach to time, costs and deadlines. Adaptability. Confidentiality. Honesty and integrity. Quality.
<u>DUTIES</u>	:	Design and layout for the departmental publications and corporate communication materials. File and archive promotional materials and artwork production. Design briefs and specifications for printing and other related services as required, and monitor and assess the compliance thereof. Establish the overall corporate branding and content of communications material to meet the needs and purpose of different units.
<u>ENQUIRIES</u>	:	Mr S Tang, Tel: (012) 312 7939
<u>POST 13/41</u>	:	<u>COMMUNICATION OFFICER (CONTRACT UNTIL 31 MARCH 2018) REF NO: P1/C/2017</u> Directorate: Corporate Communication
<u>SALARY</u>	:	R211 194 per annum plus 37% of salary in lieu of benefits.
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate National Diploma or equivalent qualification in Public Relations or Communication plus sufficient experience in communications and marketing. Competencies: Interpersonal skills. Computer literacy. Communication (verbal and written) skills. Problem-solving skills. Marketing skills. Planning and organising skills. Presentation and facilitation skills. Time management skills. Attributes: Ability to work under pressure. Ability to work in a team and independently. Assertiveness and outspoken. Compliant. Integrity.
<u>DUTIES</u>	:	Assist with marketing and branding in the Department. Enhance partnership with stakeholders. Promote and maintain image of the Department. Offer

- communication support to line functions. Draft articles for internal and external newsletters. Assist with public awareness raising of departmental activities.
- ENQUIRIES** : Mr S Tang, Tel: (012) 312 7939
- POST 13/42** : **ADMINISTRATIVE ASSISTANT REF NO: L1/A/2017**
Directorate: Sectoral Programme Planning and Coordination
- SALARY** : R171 069 per annum
CENTRE : HSRC Building, Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/Diploma or equivalent qualification plus minimum of one (1) year administration experience. Knowledge of the relevant Public Service legislation. Knowledge of financial, procurement prescripts and procedures. Knowledge of document management, tracking and retrieving of information. Competencies: Communication (verbal and written) skills. Computer literacy. Problem-solving skills. Planning and organising skills. Customer care skills. Office administration skills. Attributes: Friendly and trustworthy. Good interpersonal relations. Accurate. Independent. Assertiveness. Ability to work independently and as part of a team. Ability to work under pressure. Adaptive. Confidentiality. Integrity. Discipline.
- DUTIES** : Serve as Chief User Clerk and facilitate the procurement of resources. Support managers in preparing financial plans and reports. Administering all logistical arrangements for the Directorate. Processing all the relevant claims and distribute salary advices for staff. Providing records management services, typing documents and tracking responses. Taking minutes and making follow-ups on decisions taken during meetings. Participating in core functions of the unit (25%) as part of personal development.
- ENQUIRIES** : Mr F Thabane, Tel: (012) 312 7803
NOTE : In terms of the Chief Directorate's employment equity target, African and White males, Coloured and White females as well as persons with disabilities are encouraged to apply.