

DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post 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** : 05 May 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 post 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.
- Erratum:** Please take note 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 POST

- POST 15/39** : **ASSISTANT DIRECTOR: PROGRAMME AND POLICY EVALUATION REF NO: W1/2017**
Directorate: Programme and Policy Evaluation
- SALARY** : R311 784 per annum
- CENTRE** : Pretoria, HSRC Building
- REQUIREMENTS** : A relevant Postgraduate Degree in Social Sciences or equivalent qualification. A minimum of three years relevant experience in the research/monitoring/evaluation field. Knowledge of the Public Service Legislative Framework. Knowledge of the Social Development Sector programmes and Acts will be an added advantage. Knowledge and understanding of government policies. Practical application of qualitative and quantitative research and statistical software packages (STATA, SPSS and SAS). Knowledge of the design in the implementation of monitoring and evaluation systems. Competencies needed: Monitoring and evaluation skills. Planning and organising skills. Analytical and research skills. Communication

(written and verbal) skills. Problem-solving skills. Facilitation and presentation skills. Stakeholder and client liaison skills. Project administration skills. Policy analysis skills. Computer literacy. Report writing skills. Information and knowledge management skills. Resource management skills. Attributes: Systematic. Assertive. Consistent and accurate. Compliant. Pro-active and self-driven. Analytical and critical thinking skills. Ability to exercise confidentiality. Ability to work in a team and independently. Innovative and creative. Adaptability. Diplomatic. Cost consciousness. Honesty and integrity. Ability to work under pressure.

DUTIES

: Participate in the development and review of the evaluation plan for the social development sector. Design and facilitate the implementation of programme and policy evaluations for the social development sector. Produce and disseminate evaluation reports to relevant stakeholders. Oversee the execution of outsourced projects. Provide support to Social Development Sector evaluation initiatives. Facilitate stakeholder participation for evaluation projects.

ENQUIRIES

: Ms D Ababio Tel no: (012) 312 7614

NOTE

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