

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** : 12 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 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 this post and candidates whose transfer / promotion/ appointment will promote representivity will receive preference.

OTHER POST

- POST 16/25** : **PRINCIPAL LIBRARIAN REF NO: X1/A/2017**
Directorate: Information and Knowledge Management
- SALARY** : R281 418 per annum
- CENTRE** : HSRC Building, Pretoria
- REQUIREMENTS** : Bachelor's Degree/Diploma in Library Science or equivalent qualification with 1 to 2 years' experience in the field of Library and Information Management. Scientific knowledge of information and Library Science or Information Management. Technical knowledge of Cataloguing and Classification. Competencies: General office administration skills. Planning and organising skills. Communication (verbal, written and liaison) skills. Computer literacy. Understanding of policies and procedure guidelines. Research skills. Attributes: Ability to work independently. Ability to work under pressure. Ability to work in a team and independently. Self-starter. Confidence.
- DUTIES** : Render an information support service to the Department. Manage and organise the Department's library. Establish an effective information service on social development issues. Classify books, journals reports, magazines and newspapers. Facilitate interlibrary lending and literature searches by using the Sabinet System. Research and overall collection development. Renew and order magazines, journals and newspaper.
- ENQUIRIES** : Ms D Mathebula, Tel no: (012) 312 7175

NOTE

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