

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** : 26 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, 2001 (as amended) Part VII/D. 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 19/44** : **CHIEF DIRECTOR: SOCIAL MOBILISATION AND COMMUNITY EMPOWERMENT REF NO: V1/A/2017**
Branch: Community Development
- 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 flexible portion that may be structured i.t.o. the applicable rules.
- CENTRE** : HSRC Building, Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA in social sciences Plus 5 years of experience at a senior managerial level in the field of Community Development. Knowledge of the relevant Public Service legislation. Knowledge and understanding of the relevant legal framework. Knowledge of- a) Community Development policies and practices; b) the IGR and IDP; c) the practice of community development and community interventions; d) stakeholder management; e) local government processes; f) Intergovernmental Relations policies; g) community development policies and practices; h) community-based planning and research and i) social and

community mobilisation dynamics. Knowledge and understanding of the PFMA. Competencies: Strategic capability and leadership skills. Programme and project management skills. Financial management and administration skills. Policy analysis and development skills. Information and knowledge management skills. Communication (verbal and written) skills. Service delivery innovation skills. Problem-solving and change management skills. People management and empowerment skills. Client orientation and customer focus skills. Stakeholder management skills. Presentation and facilities skills. Risk management skills. Attributes: Good interpersonal relationship. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Confidentiality. Adaptability. Diplomatic. Cost consciousness. Honesty and Integrity.

DUTIES : Manage and coordinate community development research and interventions. Manage and facilitate the development of social and community mobilisation programmes for social change. Manage and facilitate the development of community development services, practice, programme and policy implementation support. Promote good governance in public entities and statutory bodies. Manage the development of community and capacity enhancement as well as youth development programmes. Facilitate the development and implementation of policies, legislation, minimum norms and standards, practice guidelines in respect of social mobilisation.

ENQUIRIES NOTE : Mr P Netshipale, Tel no: 012 312 7662
 : In terms of the Department's employment equity target, African, Coloured and White males, African Coloured and Indian females as well as persons with disabilities are encouraged to apply.

POST 19/45 : **DIRECTOR: CHILDREN'S LEGISLATION AND MONITORING, REF NO: V1/B/2017**
 Chief Directorate: Children's Legislation, Monitoring and Reporting

SALARY : Total Cost-To-Employer Package: R898, 743.00 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.

CENTRE REQUIREMENTS : Pretoria, HSRC Building
 : An undergraduate qualification (NQF level 7) in Social Work or equivalent qualification as recognized by SAQA PLUS 5 years of experience at a middle/senior managerial level in the field of policy and legislation development in the children's sector. Knowledge and experience in the field of child care and protection services. Registration with the South African Council for Social Service Professions. Knowledge and understanding of human behaviour and social system. Broad knowledge of the relevant legislation, international and regional instruments and policies pertaining to child care services. Good understanding of the relevant Public Service legislative framework such as the PFMA, Public Service Act and Regulations. Competencies: Project management skills. Policy development and implementation skills. Writing and Presentation skills. Communication and liaison skills. Coordination skills. Planning and organising skills. Analytical skills. Problem-solving skills. Business ethics. Counselling skills. Strategic capability and leadership skills. Monitoring and evaluation skills. Negotiation skills. Client orientation and customer focus skills. Computer literacy. Financial management skills. Research skills. Facilitation skills. Attributes: Confidence. Trustworthiness. Integrity. Patience. Accuracy. Diplomacy. Assertiveness. Compliance. Ability to work under pressure. Ability to work in a team and independently. Creative and innovative. Friendliness.

DUTIES : Manage the development of policies, norms and standards. Manage and facilitate the drafting of regulations to the Children's Act. Manage and facilitate training to social workers and other professionals to implement the Children's Act. Manage and facilitate indicators as well as quality assurance mechanisms to implement the Children's Act. Provide advice and guidance to issues pertaining to legislation monitoring and evaluation of norms and standards. Manage and facilitate the review of the Children's Act including the development of policies to strengthen proposals to amend the Act. Monitor, coordinate and evaluate intersectoral and interdepartmental compliance and reporting on the implementation of international, regional and national obligations.

ENQUIRIES : Ms C Nxumalo, Tel no: (012) 312-7386

<u>NOTE</u>	:	In terms of the Department's employment equity target, African, Coloured and White males, African, Coloured and Indian females as well as persons with disabilities are encouraged to apply.
<u>POST 19/46</u>	:	<u>DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: V1/C/2017</u> Chief Directorate: Financial Management and Administration
<u>SALARY</u>	:	Total Cost-To-Employer Package: R898 743 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.
<u>CENTRE DUTIES</u>	:	Pretoria, HSRC Building
<u>DUTIES</u>	:	An undergraduate qualification (NQF level 7) in Commerce or Purchasing and Supply Chain Management with accounting as a subject within the curriculum, as recognized by SAQA PLUS 5 years supply chain management experience at a middle/senior managerial level. Knowledge of the relevant Public Service legislation, regulations and policies. Knowledge of government procurement systems including Preferential Procurement Policy Framework Act, BBBEE, LOGIS, BAS, PFMA. Knowledge of all relevant supply chain management systems in the Public Sector will be an added advantage. Competencies: Negotiation skills. Strategic planning skills. Programme and project management skills. Economic and statistical analysis skills. Financial management skills. Policy analysis and development skills. Information and knowledge management skills. Communication skills. Service delivery innovation skills. Problem solving skills. People Management and empowerment skills. Client orientation and customer focus skills. Stakeholder management skills. Planning and organising skills. Presentation and facilitation skills. Attributes: Good interpersonal relationship. Ability to work under pressure. Confidentiality and sensitivity. Ability to work in a team and independently. Independent thinker. Cost consciousness. Honesty and Integrity. Innovative and creative.
<u>DUTIES</u>	:	Manage the relationship between the Department and its different categories of service providers. Manage the procurement process with the Department including the compilation of bid documents. Implement and promote BEE and PPPFA policies. Manage the Department's LOGIS system. Provide strategic direction with regard to supply chain management functions to the Directorate and the Department. Develop and implement an asset management system for the Department, including the maintenance of the asset register. Assist and advise management in preparing and managing service contracts. Manage the development and maintenance of a database of service providers in the Department. Oversee the stock management system. Advise management on all supply chain management matters. Secretariat to the Bid Adjudication Committee. Oversee supplier development and relationship management, demand management, acquisition management, assets and inventory management and contract management.
<u>ENQUIRIES</u>	:	Ms S Mgwaba Tel no: (012) 312 7844
<u>NOTE</u>	:	In terms of the Chief Directorate's employment equity target, African males and females as well as persons with disabilities are encouraged to apply.
<u>POST 19/47</u>	:	<u>DIRECTOR: INSTITUTIONAL PERFORMANCE ASSESSMENT AND REPORTING, REF NO: V1/D/2017</u> Chief Directorate: Monitoring and Evaluation
<u>SALARY</u>	:	Total Cost-To-Employer Package: R898,743.00 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 DUTIES</u>	:	PRETORIA, HSRC Building
<u>DUTIES</u>	:	A Postgraduate qualification (NQF level 8) in Social or Economic Sciences as recognized by SAQA PLUS five (5) years of experience at middle/senior managerial level. Knowledge of the relevant Public Service legislation. Knowledge and understanding of i) government reporting requirements; ii) qualitative and quantitative research; and iii) statistical analysis methodologies. Knowledge and understanding of social development programmes. Competencies needed: Strategic planning skills. Project management skills. Research skills. Analytical skills. Financial management skills. Policy analysis and development skills. Information and knowledge management skills. Report

writing skills. Communication skills. Service delivery innovation. Institutional performance assessment and reporting. Problem-solving skills. Client orientation and customer focus skills. Stakeholder management skills. Planning and organising skills. Presentation and facilitation skills. Attributes: Good interpersonal relationship. Ability to work under pressure. Innovative and creative. Ability to work in a team. Confidentiality and sensitivity. Independent thinking. Honesty and Integrity. Cultural sensitivity.

DUTIES : Compile departmental quarterly and annual reports to assess programme performance against targets. Provide support and monitor the implementation of recommendations on institutional performance. Produce and provide reports in response to requests from Parliament, The Presidency and other stakeholders. Provide technical assistance to Social Development Sector to improve capacity and technical expertise in monitoring and evaluation. Participate and contribute to government led country initiatives. Coordinate and collate inputs on the implementation of Sustainable Development Goals (SDGs) and produce reports thereof. Coordinate Management Performance Assessment Tool (MPAT).

ENQUIRIES : Mr T Buthelezi Tel no: (012) 312 7880

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

OTHER POST

POST 19/48 : **SOCIAL WORK POLICY MANAGER GRADE I REF NO: V1/E/2017**
Directorate: Recruitment and Retention Programme for Social Service Practitioners

SALARY : Total Cost-To-Employer Package: R712 827 05 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 REQUIREMENTS : 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. Extensive knowledge and understanding of the social development sector. Knowledge of developmental social welfare legislation, policies and guidelines pertaining professional compliance. In-depth knowledge of professional/practice standards for social services practitioners. Knowledge of the Public Service Regulatory Framework. A valid Code 8 driver's licence. Willingness to travel. Competencies: Project management skills. Planning and organising skills. Networking skills. Communication (written, verbal and liaison) skills. Professional counselling skills. Policy development, formulation and analysis skills. Financial management skills. Presentation skills. Monitoring and evaluation skills. People management skills. Ability to compile complex reports. Computer literacy. 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.

DUTIES : Develop/ facilitate the development of policies for professional support and compliance. Ensure the establishment and functioning of the South African Council for Social Service Practitioners (SACSSP). 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. Undertake complex social work research. Perform and/or ensure that all the administrative functions required in the unit are performed.

ENQUIRIES : Ms AG Rapoo, Tel no: 012 312 7755

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