

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 : 02 June 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.

OTHER POSTS

POST 20/41 : **DEPUTY DIRECTOR: NPO FUNDING POLICY REF NO: B2/A/2017**
Directorate: Social Services Provider and NPO Funding Coordination

SALARY : Total cost-to employer package: R657 558 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 : Pretoria, HSRC Building

REQUIREMENTS : A appropriate recognised Bachelor's Degree in Social Sciences or equivalent qualification Plus 3-5 years junior management experience in a financial management environment. Knowledge of Financial Award Policy, Public Finance Management Act and Treasury Regulations. A valid drivers license. Willingness to travel. Competencies: Communication (written and verbal) skills. Planning and organising skills. Business ethics. Quality of work. Project management skills. Analytical skills. Computer literacy. Presentation and coordination skills. Problem-solving skills. Client orientation and customer focus skills. Financial management

		skills. Facilitation skills. Policy development skills. Strategic planning skills. Interpersonal and liaison skills. Attributes: Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Assertiveness. Achievement orientated. Cost consciousness. Confidentiality.
<u>REQUIREMENTS</u>	:	Develop and monitor the implementation of the DSD Sector Policy for NPO funding. Draft service level agreements in consultation with welfare service providers and ensure the implementation and monitoring thereof. Manage the subsidy transfer payment process. Design and implement programmes related to the financial awards policy. Review policies related to financing of social services. Develop and review administrative tools on the financial awards policy. Manage the financial and human resources of the Sub-directorate.
<u>ENQUIRIES NOTE</u>	:	Ms CM Legodu Tel: (012) 312-7548
	:	In terms of the Chief Directorate's employment equity target, Indian males and persons with disabilities are encouraged to apply.
<u>POST 20/42</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION AND KNOWLEDGE MANAGEMENT</u> <u>Ref NO: B2/B/2017</u> Directorate: Information and Knowledge Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 per annum.
	:	Pretoria, HSRC Building
	:	An appropriate recognised Bachelors Degree in Information Studies/Information Science/Information Library Science or equivalent qualification Plus sufficient experience in the field of information management. Knowledge of Public Service Legislative Framework. Knowledge of the Promotion of Access to Information Act. Knowledge of National Archives of South African Act. Knowledge of e-government, information management and content management policies. Knowledge of project management. Competencies: Analytical skills. Financial management skills. Communication (written and verbal) skills. Planning and coordination skills. People management and empowerment skills. Time management skills. Presentation and facilitation skills. Interpersonal skills. Problem-solving skills. Quality management skills. Project management skills. Computer literacy. Attributes: Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Cost consciousness. Honesty and integrity.
<u>DUTIES</u>	:	Manage the human and financial resources of the Information Resource Centre. Facilitate the development and implementation of systems and procedures for the use of the library. Coordinate departmental information to ensure that the Department meets the statutory requirements. Conduct information needs analysis for the Department and facilitate information and knowledge sharing within the Department. Search and retrieve information from the internet and other online databases to support research projects. Promote awareness of information services within the Department. Maintaining the content of information on the departmental Intranet and Government Gateway Portal.
<u>ENQUIRIES NOTE</u>	:	Ms D Mathebula Tel: (012) 312-7175
	:	In terms of the Chief Directorate's employment equity target, African males, Coloured females as well as persons with disabilities are encouraged to apply.
<u>POST 20/43</u>	:	<u>SENIOR MESSENGER</u> Directorate: Information and Knowledge Management (Ref. B2/C/2017)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R107 886 per annum.
	:	Pretoria, HSRC Building
	:	A Grade 10 Certificate or equivalent qualifications or ABET level 4. A Grade 12 Certificate or equivalent qualification will be an added advantage. Knowledge of: i) courier services, ii) safety and security, iii) postal services and iv) clearance of official documents. Competencies: Ability to handle urgent and confidential records. Computer literacy. Ability to read and write. Attributes: Accurate. Attention to detail. Friendly. Positive attitude. Communicative
<u>DUTIES</u>	:	Render an effective and efficient messenger service. Render effective and efficient courier services. Render effective and efficient postal services.
<u>ENQUIRIES</u>	:	Ms L Molelekwa Tel: (012) 312-7907

- NOTE** : In terms of the Chief Directorate's employment equity target, African, Coloured and White males, Coloured females as well as persons with disabilities are encouraged to apply.
- POST 20/44** : **OPERATOR REF NO: B2/D/2017**
Directorate: Information and Knowledge Management
- SALARY** : R107 886 per annum.
CENTRE : Pretoria, HSRC Building
REQUIREMENTS : A Grade 10 Certificate or equivalent qualifications or ABET level 4. A Grade 12 Certificate or equivalent qualification will be an added advantage. Knowledge of: i) courier services, ii) safety and security, iii) postal services, iv) clearance of official documents and v) operating photocopy machine. Competencies: Ability to handle urgent and confidential records. Computer literacy. Ability to read and write. Attributes: Accurate. Attention to detail. Friendly. Positive attitude. Communicative.
- DUTIES** : Render an effective and efficient messenger service. Render effective and efficient photocopy services. Render effective and efficient postal services. Collect and deliver the postal bag to and from the Post Office.
- ENQUIRIES** : Ms J Molelekwa Tel: (012) 312-7907
NOTE : In terms of the Chief Directorate's employment equity target, African, Coloured and White males, Coloured females as well as persons with disabilities are encouraged to apply.