

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** : 15 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, 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 21/36** : **DIRECTOR: MEDIA RELATIONS AND CONTENT DEVELOPMENT REF NO: D2/A/2017**
Chief Directorate: Communications
- SALARY** : 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.
- CENTRE REQUIREMENTS** : HSRC Building, Pretoria
An undergraduate qualification (NQF level 7) as recognized by SAQA PLUS 5 years of experience at a middle/senior managerial level. Knowledge of the relevant Public Service legislation. Competencies: Presentation and facilitation skills. Financial performance monitoring and evaluation skills. Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Policy analysis and development skills. Communication (verbal and written) skills. Service delivery innovation skills. Problem solving and change management. Economic and statistical analysis skills. People Management and empowerment skills. Client orientation and customer focus

- skills. Stakeholder management skills. Attributes: Good interpersonal relationship. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Diplomatic. Independent thinker. Cost consciousness. Honesty and Integrity.
- DUTIES** : Develop, implement and monitor media, strategies and plans. Provide content development services for the Minister, Deputy Minister and DSD. Facilitate intergovernmental relations on communication matters. Record and follow up on decisions taken at Minister's and Deputy Minister's meetings. Provide speechwriting and communication support to Minister. Liaise with other government departments and provinces to align communications and media campaigns.
- ENQUIRIES NOTE** : Ms L Oliphant, Tel: 012 312 7653
 : In terms of the Chief Directorate's employment equity targets, African and Coloured males, African females as well as persons with disabilities are encouraged to apply.

OTHER POST

- POST 21/37** : **ADMINISTRATIVE ASSISTANT REF NO: D2/C/2017**
 Directorate: IMST Programme Management Office
- SALARY CENTRE REQUIREMENTS** : R183 558 per annum
 : HSRC Building, Pretoria
 : An appropriate Bachelor's Degree/Diploma (or equivalent qualification) plus a minimum of one (1) year administrative experience and/or a Senior Certificate (or equivalent qualification) plus extensive administrative experience. Knowledge of i) relevant Public Service Legislation, ii) financial, procurement prescripts and procedures, iii) 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 a Chief User Clerk and facilitate the procurement of resources. Support managers in preparing financial plans and reports. Administer all logistical arrangements for business unit that is welcome visitors/clients and prepare for meeting venues and distribution of relevant documentation, check invoices for correctness and certify them for payment, make copies and allocate correspondence to relevant officials and other components. Process all the relevant claims and distribute salary advices for staff. Provide records management services, type documents and track responses. Take minutes and make follow-ups on decisions taken during unit meetings. Participate in core functions of the unit (25%) as part of personal development.
- ENQUIRIES NOTE** : Ms T Sibuyi, Tel: 012 312 7730
 : In terms of the Chief Directorate's employment equity target, African, Indian and White males, Coloured and Indian females as well as persons with disabilities are encouraged to apply.