

**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** : 30 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. All shortlisted 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 24/18** : **SOCIAL WORK POLICY MANAGER GRADE 1, REF NO: H2/2017**  
Directorate: Adoptions and International Social Services
- SALARY** : R712 827 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** : Pretoria, HSRC Building
- REQUIREMENTS** : An appropriate recognized Bachelor's Degree in Social Work or equivalent qualification. Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. A minimum of ten (10) years appropriate experience in social work after registration of which five (5) 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 08 driver's licence. Willingness to travel. Competencies: Project Management skills. Planning and Organisation skills. Networking skills. Communication (written, verbal and liaison) skills. Professional counseling 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. Compliant. Accurate. Systematic. Logistical. Assertive. Self-starter. Persuasive. Adaptable. Innovative.

**DUTIES** : Key Responsibilities: Develop/facilitate the development of legislation, policies and guidelines for rendering international social services in the department. Manage International Social Services 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 international social services field. Plan and ensure that social work policy research and development are undertaken. Undertake complex research on international social services. Ensure that all the administrative functions required in the unit are performed.

**ENQUIRIES** : Dr T Mabe Tel no: (012) 312 7143  
**NOTE** : In terms of the Chief Directorate's employment equity target, African, Coloured and White males as well as Coloured females and persons with disability are encouraged to apply.

**POST 24/19** : **ASSISTANT DIRECTOR: POPULATION CAPACITY BUILDING COORDINATION REF NO: G2/2017**  
 Directorate: Population and Development Programmes and Capacity Building

**SALARY** : R334 545 per annum  
**CENTRE** : HSRC Building, Pretoria  
**REQUIREMENTS** : An appropriate recognized Bachelor's Degree in Social Science or equivalent qualification PLUS at least 3-5 years' experience in capacity building field. Knowledge of the relevant Public Regulatory Framework such as the Public Service Regulations, Public Finance Management Act and other relevant Acts. Knowledge of population and development policy. Competencies: Computer literacy. Resource management skills. Planning and organising skills. Communication (written, verbal and liaison) skills. Problem-solving skills. Interpersonal skills. Monitoring and evaluation skills. Analytical skills. Project coordination skills. Attributes: Accurate. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Diplomacy. Self-starter.

**DUTIES** : Provide technical support pertaining to capacity building services to the three spheres of government, statutory bodies, civil society sector and other relevant partners. Coordinate processes to ensure the integration of population and development programmes to government, statutory bodies and civil society sector programmes. Facilitate the development and implementation of population and development capacity building strategy and programmes. Assist in facilitating training and capacity building programmes on the implementation of population and development policies and programmes. Assist in the monitoring and evaluation of population and development capacity building initiatives.

**ENQUIRIES** : Ms L van Staden, Tel no: (012) 312 7408  
**NOTE** : In terms of the Chief Directorate's employment equity target, African, Coloured, Indian and White males, African and Coloured females as well as persons with disabilities are encouraged to apply.