

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** : 28 July 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 will sign an annual performance agreement, complete a financial disclosure form and will 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.

MANAGEMENT ECHELON

- POST 28/47** : **DIRECTOR-GENERAL: SOCIAL DEVELOPMENT REF NO: M2/A/2017**
(Five-year fixed term contract)
- SALARY** : R1 689 750 per annum plus a 10% non pensionable HoD allowance. 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. The successful candidate will be required to enter into a performance agreement, sign an employment contract and disclose her/his financial interest within one month of appointment and thereafter on an annual basis.
- CENTRE REQUIREMENTS** : Pretoria, HSRC Building
- : An undergraduate qualification (NQF level 7) and a Post graduate qualification (NQF level 8) as recognised by SAQA plus 8 – 10 years of experience at senior managerial level of which at least 3 years experience must be within any organ of State as defined in the Constitution, Act 108 of 1996. Knowledge of the Public Service Legislation. Knowledge and understanding of the relevant legal framework. Competencies needed: Strategic capability and leadership. Programme and project management. People management and empowerment. Financial management. Change management. Knowledge management. Service delivery innovation. Problem-solving and analysis. Client orientation and customer focus. Communication. Project management. Attributes: Ability to initiate and support organisational transformation and change. Ability to explore and implement new ways of delivering service. Ability to provide vision, set organisational direction and inspire others to deliver on the organisational mandate. Ability to work together with civil society, business, academia and the international community.

<u>DUTIES</u>	:	Oversee the provision and implementation of intergovernmental relations, executive support and special project services, comprehensive social security, non-profitable organisations regulatory services, families and social welfare, community development programmes, social crime prevention, social policy and research, corporate, financial and strategy services, social policy and research programmes as well as rights to people with disabilities services. Oversee the facilitation of the translation of national and international obligations into empowerment and socio-economic development programmes towards the realization of rights of people with disabilities and equalization of opportunities. Ensure that policies and legislation are drafted to achieve the strategic priorities set by the Minister of Social Development for the Social Development sector. Ensure that the necessary systems, procedures and capacity are in place for implementation of priorities and attainment of outcomes. Develop effective strategies for the implementation of priorities and attainment of government outcome 13. Provide support to the Provincial Departments, Non-Governmental Organisations, community-based organisations with the implementation of strategies and programmes and other outcomes related to Department of Social Development. Advise the Minister of Social Development on a range of budgetary matters pertaining to the social development sector. Manage communication and dissemination of information on the social development sector. Oversee the effective management and administration of entities reporting to the Minister. Provide technical support to Minister at meetings, including MINMEC, through preparation of briefing notes and inputs from the Department. Prepare an annual report and accounts for submission to Minister and Parliament.
<u>ENQUIRIES</u>	:	Mr D Chinappan, Tel no: (012) 312 7504
<u>NOTE</u>	:	In terms of the Department's employment equity target, African, Coloured and White males and African, Coloured and Indian females as well as persons with disabilities are encouraged to apply.
<u>POST 28/48</u>	:	<u>DEPUTY DIRECTOR-GENERAL: COMPREHENSIVE SOCIAL SECURITY REF NO: M2/B/2017</u>
<u>SALARY</u>	:	R1 299 501 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 REQUIREMENTS</u>	:	Harlequins Office Park, Groenkloof An appropriate Bachelor's Degree or equivalent qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognised by SAQA PLUS a minimum of 8 to 10 years of relevant experience at a senior managerial level. Knowledge of the relevant Public Service Regulatory Framework. Knowledge of acts governing the implementation of social development services and programmes. Understanding and knowledge of comprehensive social security and the legislative framework, systems, processes and programmes. Competencies: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Policy analysis and development skills. Information and knowledge management skills. Communication (written and verbal) 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, facilitation and coordination skills. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Independent thinker. Ability to work in a team and independently. Cultural sensitivity. Adaptability. Confidentiality. Political sensitivity. Diplomatic. Cost consciousness. Honesty and integrity.
<u>DUTIES</u>	:	Manage and provide leadership in the review and development of comprehensive social security (Social insurance, social security, appeals and inspectorate) legislative, regulatory and compliance frameworks. Manage the operations of the Inspectorate for Social Assistance and the development of the appropriate institutional form and relevant frameworks. Manage the provisioning of social security budgeting, modelling and forecasting services. Manage and coordinate the implementation of the social security reform programmes. Manage the operations of social assistance appeals. Provide advice and guidance to the social development sector, cluster and participate in various fora in relation to comprehensive social security.
<u>ENQUIRIES</u>	:	Mr D Chinappan, Tel no: (012) 312 7504

<u>NOTE</u>	:	In terms of the Department's employment equity target, African, Coloured and White males and African, Coloured and Indian females as well as persons with disabilities are encouraged to apply.
<u>POST 28/49</u>	:	<u>CHIEF DIRECTOR: INTERNAL AUDIT SERVICES REF NO. M2/C/2017</u> Chief Directorate: Internal Audit Services
<u>SALARY</u>	:	R1 068 564 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</u>	:	Pretoria, HSRC Building
<u>REQUIREMENTS</u>	:	An undergraduate or equivalent qualification in Internal Audit/Auditing (NQF level 7) as recognised by SAQA PLUS five years senior management experience in internal auditing Registration with the Institute of Internal Auditors. Certified Internal Auditor (CIA) will be an added advantage. Knowledge of the relevant Public Service Legislation. Knowledge and understanding of accounting practices and public sector reporting requirements. Knowledge and understanding of internal audit and risk management principles and practices. Knowledge and understanding of legal compliance, good governance and financial management. Knowledge and understanding of the standards set by the Institute of Internal Auditors (IIA) incorporated. Knowledge in the use of Computer Assisted Audit Techniques (CAATS). Knowledge of corporate governance. Knowledge and understanding of General Acceptance Accounting Practice (GAAP). Knowledge and understanding of International Financial Reporting Standards (IFRS). Competencies needed: Strategic capability and leadership. Programme and project management skills. Planning and organising skills. Communication (written and verbal) skills. Policy analysis and development skills. Financial management skills. People management and empowerment skills. Client orientation and customer focus skills. Service delivery innovation skills. Monitoring and evaluation skills. Change Management skills. Knowledge Management skills. Negotiation, problem-solving and analysis skills. Stakeholder management skills. Facilitation and coordination skills. Attributes: Good interpersonal relations. Ability to work under pressure. Ability to work in a team and independently. Adaptive. Honesty and Integrity. Innovative and creative. Independent thinker. Cost consciousness. Business ethics.
<u>DUTIES</u>	:	Provide leadership in the development and implementation of audit policies, strategy and plans, methodologies and procedures in line with the Institute of Internal Auditors (IIA) and relevant public service legislation. Manage the provision of internal audit services to ensure the attainment of the overall strategic objectives through the adequacy and effectiveness of internal controls, governance processes, performance, financial, information systems and forensic audits, quality assurance and compliance with prescripts and professional ethics. Provide technical and secretariat support to the Audit Committee to enable the Committee to meet its objectives. Manage the assessment on the implementation of audit recommendations and the impact of the corrective action taken by management on the deficiencies identified by the audits. Provide advice to the Director-General on the adequacy and effectiveness of internal systems, controls and processes. Report the outcomes of the Internal Audit activities, including the implementation of audit recommendations, to the Director-General, Executive Committee (EXCO) and the Audit Committee. Provide advice and support to the department's entities on internal audit matters. Keep abreast of global trends and best practices in the internal audit environment and facilitate continued staff development. Provide advice and guidance on internal audit matters to the social development sector and participate in various fora in relation to internal audit activities. Ensure that the financial and physical capacity requirements of the Chief Directorates adequately reflect operational realities in accordance with the Department's priorities and policies.
<u>ENQUIRIES</u>	:	Mr D Chinappan, Tel no: (012) 312-7504
<u>NOTE</u>	:	In terms of the Department's employment equity targets, African, Coloured and White males and African, Coloured and Indian females as well as persons with disabilities are encouraged to apply.

<u>POST28/50</u>	:	<u>DIRECTOR: LABOUR RELATIONS REF NO: M2/D/2017</u> Chief Directorate: Human Capital Management
<u>SALARY</u>	:	R898 743 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 REQUIREMENTS</u>	:	HSRC Building, Pretoria A relevant Bachelor's Degree or equivalent qualification (NQF level 7) as recognised by SAQA PLUS five years middle/senior management experience in the Collective Bargaining/ Labour Relations field. Knowledge of the relevant Public Service legislation. Knowledge and experience in developing, implementing and reviewing relevant labour relations policies and procedures. Knowledge of dispute resolution and the CCMA process. Knowledge of and experience in working with a bargaining council. Proven conflict management skills and experience. Competencies needed: Strategic capability and leadership. Programme and project management. Financial management. Policy analysis and development. Information and Knowledge management. Communication (written, verbal and liaison). Computer Literacy. Negotiation. Service delivery innovation. Problem-solving and change management. People management and empowerment. Client orientation and customer focus. Stakeholder management. Presentation and facilitation. 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.
<u>DUTIES</u>	:	Manage the development and implementation of departmental employee relations policies and guidelines. Provide strategic employee relations direction and advice to line functionaries and top management. Manage the provisioning of conflict management, labour dispute resolution and collective bargaining services. Design, present and evaluate training interventions with regard to labour relations issues for all labour relations role-players. Implement labour relations communication strategies aimed at creating awareness and/or seeking acknowledgement
<u>ENQUIRIES NOTE</u>	:	Mr D Chinappan, Tel no: (012) 312-7504 In terms of the Chief Directorate's employment equity targets, African males and females, Coloured females as well as persons with disabilities are encouraged to apply.

OTHER POST

<u>POST 28/51</u>	:	<u>SENIOR TRAINING OFFICER REF NO: M2/E/2017</u> Directorate: Human Resource Development and Performance Management
<u>SALARY</u>	:	R281 418 per annum
<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria An appropriate National Diploma / Bachelor's Degree (or equivalent qualification) plus a 1-2 years' experience in the human resource development field. Knowledge of the Public Service Legislation. Knowledge and understanding of the functioning of the Sector Education and Training Authorities. Knowledge and understanding of the SAQA processes. Competencies needed: Communication (written and verbal) skills. Planning and organising skills. Problem-solving skills. Policy analysis. Office management and administration skills. Computer literacy. Client liaison skills. Analytical skills. Attributes: Accurate. Ability to work under pressure. Ability to work independently and as part of a team. Friendly and trustworthy. Self starter. Confidentiality. Systematic.
<u>DUTIES</u>	:	Facilitate the implementation of the Work Place Skills Plan for the National Department of Social Development. Coordinate statistics and inputs for the compilation of the Annual Training Report and Quarterly Management Report. Act as liaison between the Department, service providers, institutions of higher learning and the SETA's. Quality assure all development interventions in the Department. Conduct skills audit for the Department. Conduct impact assessments of all training interventions and provide reports to the relevant stakeholders. Assist with the coordination and management of the internship and learnership programmes. Assist with the management and coordination of the departmental bursary scheme.
<u>ENQUIRIES</u>	:	Ms C van der Westhuizen, Tel no: (012) 312 7532

NOTE

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