

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** : 01 September 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. 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 this post and candidates whose transfer / promotion/ appointment will promote representivity will receive preference.

MANAGEMENT ECHELON

- POST 32/107** : **DIRECTOR: MEDICAL CASE ASSESSMENT AND ADJUDICATION, REF NO: P2/2017**
Chief Directorate: Social Assistance Appeals
- SALARY** : 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.
- CENTRE REQUIREMENTS** : Harlequins Office Park, Groenkloof
A MBChB Degree or equivalent qualification (NQF level 7) PLUS five (5) years of experience at a middle/senior management level in the medical field. Registration as medical practitioner with the HPCSA. Knowledge of the applicable legislation, Medical Practices and Guidelines. Competencies: Financial management skills. Communication (written and verbal) and liaison skills. Planning and organising skills. Strategic capability and leadership skills. Problem-solving skills. Analytical skills. Project management skills. Computer literacy. Presentation and facilitation skills. Customer care skills. Monitoring and evaluation skills. Negotiation skills. Research skills. Coordination skills. Attributes: Assertiveness. Ability to work independently and as part of a team.

Compliance. Diplomacy. Ability to work under pressure. Decisiveness. Adaptability. Confident. Accuracy. Compliant. Self-starter. Trustworthiness.

DUTIES

: Manage medical adjudication services by ensuring verification of correctness and completeness of medical reports, examining medical correspondence, scheduling appeals for adjudication (where applicable), responding to medically related correspondence and liaising with medical role players, where applicable. Coordinate and perform medical case assessments by assessing appeals for medically related social grants applications based on the application of applicable legislation, policy, medical guidelines, medical practice, interpretation and analysis and compliance thereto, and examining appeals in the light of medical evidence and prevailing circumstances in respect of the decision taken by the SASSA as well as validating and confirming medical evidence. Provide strategic direction and support the medical appeals process. Ensure development, implementation, monitoring and evaluation of the compliance system. Do quality assurance of adjudicated appeals. In terms of the Chief Directorate's employment equity target, African males and females as well as persons with disabilities are encouraged to apply.

ENQUIRIES

: Adv A Brink, Tel no: (012) 741 6846