

**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** : 15 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. 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 post 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.

**MANAGEMENT ECHELON**

**POST 35/67** : **DIRECTOR: SECTORAL AND CORPORATE STRATEGY AND PLANNING REF NO: T2/2017**  
Chief Directorate: Strategic Management and Change Management

**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 a flexible portion that may be structured i.t.o. the applicable rules.

**CENTRE REQUIREMENTS** : HSRC Building, Pretoria  
An appropriate Bachelor's Degree or equivalent qualification (NQF level 7) as recognised by SAQA PLUS five (5) years of experience at a middle/senior management level in the field of strategy planning and management. Knowledge of the relevant Public Service Regulatory Legislations. Knowledge and experience in general management. Knowledge of risk management. Competencies: Financial management skills. Knowledge management skills. Change management skills. People management and empowerment skills. Client orientation and customer focus. Communication (written, verbal and liaison) skills. Analytical skills. Planning and organising skills. Problem-solving skills. Computer literacy. Attributes:

Interpersonal relations. Ability to work independently and under pressure. Innovative and creative. Independent thinker. Ability to work in a team and independently. Cultural sensitivity. Adaptability. Confident. Political sensitivity. Cost consciousness. Honesty and integrity.

**DUTIES** : Develop the annual strategic and performance plans for the department. Formulate and evaluate the Social Development Sector Strategy. Align the national strategic plan with the sector strategy (priorities). Facilitate the development of operational plans for business units in the Department. Conduct strategic environmental analysis and annual strategic reviews in the context of both government and the Department's commitments. Facilitate the institutional transformation process. Provide support to Provincial Social Development Departments with regard to planning. Develop, maintain and update the strategic information portal for planning purposes.

**ENQUIRIES** : Ms N Vilakazi, Tel no: (012) 312 7293

**NOTE** : In terms of the Chief Directorate's employment equity targets, African males and females as well as persons with disabilities are encouraged to apply.

#### **OTHER POSTS**

**POST 35/68** : **SOCIAL WORK POLICY MANAGER GRADE I REF NO: S2/A/2017**  
Directorate: Integrated Anti-Substance Abuse Programmes

**SALARY** : R712 827 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** : HSRC Building, Pretoria  
**REQUIREMENTS** : An appropriate recognised Bachelor's Degree in Social Work or equivalent qualification. Registration with the SACSSP as a Social Worker. A minimum of 10 years appropriate experience in social work after registration of which five years must be appropriate experience in 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 8 driver's licence. Willingness to travel. Competencies: Project management skills. Planning and organising skills. Networking skills. Communication (written, verbal and liaison) skills. Professional counselling 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. Logical. Assertive. Self-starter. Persuasive. Adaptable. Diversity management. Innovative.

**DUTIES** : Facilitate the development, implementation, monitoring and reviewing of policies and legislations. Manage a policy development sub-directorate 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 social work and management fields. Plan and ensure that policy research and development are undertaken. Undertake complex research in the area of substance abuse. Perform and ensure that all administrative functions required in the unit are performed.

**ENQUIRIES** : Mr M Kalaemodimo, Tel no: (012) 312 7448

**NOTE** : In terms of the Chief Directorate's employment equity target, African, Coloured and Indian males as well as persons with disabilities are encouraged to apply.

**POST 35/69** : **SOCIAL WORK POLICY MANAGER GRADE I: CENTRAL DRUG AUTHORITY (CDA) SECRETARIAT REF NO: S2/B/2017**  
Directorate: Integrated Anti-Substance Abuse Programmes

**SALARY** : R712 827 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** :
- HSRC Building, Pretoria
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- An appropriate recognised Bachelor's Degree in Social Work or equivalent qualification. Registration with the SACSSP as a Social Worker. A minimum of 10 years appropriate experience in social work after registration of which five 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 8 driver's licence. Willingness to travel. Competencies: Project management skills. Planning and organising skills. Networking skills. Communication (written, verbal and liaison) skills. Professional counselling 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. Logical. Assertive. Self-starter. Persuasive. Adaptable. Diversity management. Innovative.
- DUTIES** :
- Facilitate the implementation, monitoring and review of and reporting on the CDA business plan. Provide professional support to CDA sub-committees in relation to the management and implementation of projects. Coordinate international liaison in relation to relevant international bodies. Monitor and report on the progress made with the implementation of the National Drug Master Plan by other government departments. Coordinate processes related to research, information management and implementation of specific mini-drug master plans of different provincial forums. Arrange and facilitate meetings of the CDA and taking minutes. Keep up to date with new developments in the social work and management fields. Plan and ensure that complex social work policy research and development are undertaken.
- ENQUIRIES NOTE** :
- Mr M Kalaemodimo, Tel no: (012) 312 7448
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- In terms of the Chief Directorate's employment equity target, African, Coloured and Indian males as well as persons with disabilities are encouraged to apply.