

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 October 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 39/24** : **CHIEF EXECUTIVE OFFICER: SOUTH AFRICAN SOCIAL SECURITY AGENCY**
REF NO: A3/2017
(Five-year fixed term contract)
- SALARY** : R1 782,687 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** : Head Office, Pretoria
- REQUIREMENTS** : 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. Competencies needed: Strategic capability and leadership. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation. Problem-solving and analysis. People management and empowerment. Client orientation and customer focus. Communication (written and verbal). Honesty and Integrity. Attributes: Ability to initiate and support organizational transformation and change. Ability to explore and implement new ways of delivering services that will contribute to the improvement of organizational processes and to build the

highest standard of ethical and moral conduct. Ability to provide vision, set organizational direction and inspire other to deliver on the organizational mandate. Ability to work together with civil society, business, academia and international community.

DUTIES : Ensure the effective and efficient management, administration as well as payment of social security grants in South Africa. Provide strategic direction and leadership to ensure continuous improvement of social grants service delivery. Ensure efficient management and administration of the Agency, including the effective utilisation and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use as well as care of state property. Render support to the Government and develop as well as implement social security policies. Ensure that policies and legislation are drafted to achieve the strategic goals set by the Minister of Social Development for the Agency. Develop effective strategies and programmes to give effect to policies and legislation. Manage communication and dissemination of information on the social development sector.

ENQUIRIES : Mr D Chinappan, Tel no: (012) 312-7504
NOTE : Preference will be given to African females/PWD followed by Coloured females, respectively as at the time of appointment.

OTHER POSTS

POST 39/25 : **PROJECT MANAGER: GLOBAL FUND REF NO: B3/A/2017**
Contract until 31 March 2019
Chief Directorate: HIV/AIDS and Burdens of the Diseases (Global Fund Project)

SALARY : R657 558 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 : National Department of Social Development, HSRC Building, Pretoria
REQUIREMENTS : An appropriate recognised Degree/National Diploma Plus a qualification in Advanced Project Management Plus a minimum of 3 years' experience in financial monitoring and managing projects Plus experience in using project management tools. A postgraduate qualification in project management and registration with a relevant project management professional body will be an added advantage. Knowledge of the relevant Public Service Legislation. Knowledge of the project management discipline and life cycle (PMBOK, PRINCE2). Knowledge of project management techniques and tools. Competencies needed: Financial management. Planning and coordination. Project and programme management. People management and empowerment. Time management. Risk management. Presentation and facilitation. Computer literacy. Contract management. Conflict management. Stakeholder management. Communication (verbal and written). Capacity building. Analytical. Quality Management. Leadership. Critical thinking and problem-solving. Team work. Monitoring and evaluation. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Independent thinker. Cost consciousness. Honesty and integrity. Influential.

DUTIES : Develop project scope and executable project plans in collaboration with responsible managers. Support departmental managers in implementing appropriate project management tools and methodologies, processes and standards to ensure uniformity when executing projects. Facilitate and coordinate the implementation of allocated projects from initiation to closure. Compile and present financial and project progress and close-out reports. Ensure quality project deliverables in line with the project plans. Identify and address emerging project risk ensuring project success.

ENQUIRIES : Ms R Pooe Tel no: (012) 312 7832
FOR ATTENTION : Ms E Steenkamp
CLOSING DATE : 13 October 2017

- POST 39/26** : **ADMINISTRATIVE OFFICER REF NO: B3/B/2017**
Contract until 31 March 2019
Chief Directorate: HIV/AIDS and Burdens of the Diseases (Global Fund Project)
- SALARY** : R226 611 per annum Plus 37% of salary in lieu of benefits
CENTRE : National Department of Social Development, HSRC Building, Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma or equivalent qualification Plus 1 to 2 years' experience in the financial administration field. Knowledge of administrative field. Knowledge of financial, provisioning and procurement prescripts and procedures. Knowledge of document management, tracking and retrieving of information. Competencies needed: Planning and organising skills. Office administration skills. Communication (verbal and written) skills. Problem-solving skills. Computer literacy. Attributes: Good interpersonal relations. Compliant. Systematic. Ability to work under pressure. Ability to work in a team and independently. Adaptive. Confidentiality. Accuracy. Disciplined. Assertive. Honesty and integrity. Friendly and trustworthy.
- DUTIES** : Facilitate communication and manage documents flow within the Global Fund unit and between other departmental units. Provide records management services and maintain updated filing system. Assist with logistical arrangements for travelling, meetings and workshops. Prepare and ensure distribution of meeting and workshop documents. Assist with the capturing of data, collect and disseminate relevant project information and reports. Render secretariat services i.e. create, update and maintain project repository.
- ENQUIRIES** : Ms R Pooe Tel no: (012) 312 7832
FOR ATTENTION : Ms E Steenkamp
CLOSING DATE : 13 October 2017
- POST 39/27** : **DATA CAPTURER REF NO: B3/C/2017 52 CONTRACT POSTS**
Contract until 31 March 2019
Chief Directorate: HIV/AIDS and Burdens of the Diseases (Global Fund Project)
- SALARY** : R127 851.00 per annum Plus 37% of salary in lieu of benefits
CENTRE : Gauteng Provincial Department 6 Positions: (X1 Tshwane District Office), (X1 West Rand District Office), (X1 Sedibeng District Office), (X1 Ekurhuleni District Office), (X2 Johannesburg Metro Office)
Limpopo Provincial Department 5 Positions: (X1 Waterberg District Office) ,(X1 Vhembe District Office) ,(X1 Capricorn District Office) ,(X1 Sekhukhune District Office) ,(X1 Mopani District Office)
Mpumalanga Provincial Department 5 Positions: (X2 Ehlanzeni District Office) ,(X1 Nkangala District Office) ,(X1 Gert Sibande District Office) ,(X1 Bushbuckridge Office)
North-West Provincial Department 5 Positions: (X2 Ngaka Modiri Molema District Office) ,(X1 Dr Kenneth Kaunda District Office) ,(X1 Bojanala District Office) ,(X1 Dr Ruth Segomotsi Mompati District Office)
KwaZulu-Natal Provincial Department 12 Positions: (X1 Ilembe District Office) ,(X1 Umzinyathi District Office) ,(X1 Zululand District Office) ,(X1 Umkhanyakude District Office) ,(X1 Uthukela District Office) ,(X1 Amajuba District Office) ,(X1 Ugu District Office) ,(X1 Umgungundlovu District Office) ,(X1 Ethekwini North District Office) ,(X1 Ethekwini South District Office) ,(X1 King Cetshwayo District Office) ,(X1 Harry Gwala District Office)
Northern Cape Provincial Department 6 Positions: (X2 Frances Baard District Office) ,(X1 ZF Mgcawu District Office) ,(X1 Pixley Ka Seme District Office) ,(X1 Namaqua District Office) ,(X1 John Taolo Gaetsewe District Office)
Eastern Cape Provincial Department 8 Positions: (X1 Joe Gqabi District Office) ,(X1 OR Tambo District Office) ,(X1 Amathole District Office) ,(X1 Buffalo City District Office) ,(X1 Cacadu District Office) ,(X1 Chris Hani District Office) ,(X1 Nelson Mandela District Office) ,(X1 Alfred Nzo District Office)
Free State Provincial Department 5 Positions: (X2 Mangaung District Office) ,(X1 Xhariep District Office) ,(X2 Fezile Dabi District Office)
- REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification PLUS 1 year relevant working experience in data capturing and data management environment. Knowledge of the

administrative field. Knowledge of Community Based Information Systems. Knowledge of document management, tracking and retrieving of information. Data quality management. Competencies: Data capturing skills. Communication (written and verbal) skills. Planning and organising skills. Problem-solving skills. Customer care and client orientation skills. Understanding of Community Based Organisations. Attributes: Good interpersonal relations. Drive and energy. Ability to work under pressure. Friendly and trustworthy. Diplomacy. Discipline. Ability to work in a team and independently.

DUTIES

: Assist with the capturing of organisations data in the departmental online reporting system. Gather and conduct data quality checks on community based data sets relevant information systems. Assist officials and Community Based Organisations (CBO) with relevant information and training sessions. Maintain and compile weekly, monthly and quarterly statistics reports.

ENQUIRIES

: Gauteng: Dept. of Health and Social Development, Private Bag X35, Johannesburg, 2000 or hand deliver to 9th Floor, Perm Building, 75 Commissioner Street, Johannesburg, 2000, Enquiries: Ms Busi Zondo, Tel: 011 355 7926
Limpopo: Dept. of Social Development, Private Bag X9710, Polokwane, 0700, or hand deliver to 21 Biccard Street, Olympic Towers, Ground floor Office 030, Polokwane, 0700, Enquiries: Ms Fiaona Modikwa, Tel: 015 230 4374
Mpumalanga: Dept. of Social Development, Private Bag X11285, Nelspruit, 1200 or hand deliver to No. 7 Government Boulevard, Riverside Government Complex, Building number 3, 1st Floor, Nelspruit, 1200, Enquiries: Ms Cecilia Mazibuko, Tel: 013 766 3522
North West: Dept. of Social Development, Private Bag X2068, Mmabatho, North West, 2745 or hand deliver to 4th Floor, Provident Fund Building, University Drive, Mmabatho, 2745, Enquiries: Mr Hendrick Setjie, Tel: 018 388 1629
KwaZulu-Natal: Dept. of Social Development, Private Bag X9144, Pietermaritzburg, 3200 or hand deliver to 208 Hoosen Haffejee Street (Opposite Nashua Building), Pietermaritzburg, 3200 Enquiries: Ms Fezile Luthuli, Tel: 033 264 2175
Northern Cape: Dept. of Social Development, Private Bag X5042, Kimberley, 8301 or hand deliver to Mimosa Complex, Bakley Road, Kimberley, 8301, Enquiries: Ms Pamela Hendricks, Tel: 053 874 9297
Eastern Cape: Dept. of Social Development, Private Bag X0039, Bisho, 5605 or hand deliver to Beacon Hill Office corner Hargreaves Rd and Hockey close, King Williams Town, 5605, Enquiries: Ms Noluvuyo Mekuto, Tel: 043 605 5158
Free State: Dept. of Social Development, Private Bag X20616, Bloemfontein, 9300 or hand deliver to 14 Elizabeth Street, Civilia Building 6th Floor, Room No. 605, Bloemfontein, 9300, Enquiries: Ms.Dithuso Monare, Tel: 051 409 0668
13 October 2017

CLOSING DATE