

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** : 20 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. 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 40/16** : **PROJECT MANAGER: EARLY CHILDHOOD DEVELOPMENT CONDITIONAL GRANT REF NO: C3/A/2017 (TWO-YEAR FIXED TERM CONTRACT)**
Chief Directorate: Early Childhood Development and Partial Care (Conditional Grant Project Management Office)
- SALARY** : R948, 174.00 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** : Pretoria, HSRC Building
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Social Work as recognized by SAQA PLUS five (5) years of relevant experience at middle/senior managerial level. Registration with the South African Council for Social Services Professions. Knowledge of the i) relevant Public Service legislation; ii) National Integrated Early Childhood Development Policy; and iii) African Charter on the Rights and Welfare of the Child. Knowledge and understanding of i) ECD Conditional Grant; ii) education and social development policies, strategies and programmes pertaining to ECD; and iii) government policies and approach to ECD. Competencies needed: Strategic planning skills. Programme and project management skills. Financial management skills. Policy analysis and development skills. Information and knowledge

management skills. Communication skills. Service delivery innovation. Problem-solving skills. People management and empowerment skills. Client orientation and customer focus skills. Stakeholder management skills. Planning and organising skills. Attributes: Good interpersonal relationship. Ability to work under pressure. Innovative and creative. Ability to work in a team. Confidentiality and sensitivity. Adaptive. Independent thinking. Cost consciousness. Honesty and Integrity.

DUTIES : Manage and facilitate the development and implementation of policies, legislation, minimum technical norms and standards, practice guidelines in respect of early childhood development conditional grant. Provide technical support to the ECD programme and ensure that all deliverables of the ECD conditional grant are met. Consolidate national reports in line with the conditional grant framework. Manage and facilitate capacity building on the ECD conditional grant. Manage and monitor funded ECD centres.

ENQUIRIES : Ms M Ngcobo-Mbere Tel: (012) 312-7948

CLOSING DATE : 27 October 2017

OTHER POSTS

POST 40/17 : **SOCIAL WORK POLICY MANAGER GRADE 1 REF NO: C3/B/2017**
Directorate: Early Childhood Development (ECD)

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 to professional compliance. In-depth knowledge of professional/ practice standards for social services practitioners. Knowledge of the Public Service Regulatory Framework. A valid Code 8 drivers 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 and implementation of policies, strategies, programmes and implementation tools in respect of ECD and Partial Care. Facilitate the development and implementation of practice guidelines, norms and standards with regards to ECD and Partial Care. Facilitate and coordinate the mainstreaming of ECD and Partial Care into social services to children and families. Manage the implementation of the National Early Childhood Development Programme of Action and Partial Care with the Expanded Public Works Programme. Coordinate the Expanded Public Work Programme and Early Childhood Development Programme. Manage the National Inter-departmental committee for ECD. Ensure monitoring, quality assurance and evaluation of programmes and services pertaining to ECD and Partial Care at all levels. Manage and ensure coordination of stakeholders as well as maintenance of partnership. Facilitate the development of implementation plans by provinces and other stakeholders including local government and conduct capacity building in respect of ECD and Partial Care.

ENQUIRIES : Ms M Ngcobo-Mbere, Tel: 012 312 7948

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

<u>POST 40/18</u>	:	<u>ASSISTANT DIRECTOR: INTER-SECTORAL COORDINATION OUTCOME 13 REF NO: C3/D/2017</u> Directorate: Inter-Sectoral Coordination Outcome 13
<u>SALARY</u>	:	R417 552 per annum
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised Bachelors Degree or equivalent qualification Plus 3 years junior management/supervisory experience. Knowledge of the Public Service Legislative Framework. Knowledge of government and departmental social development protection programmes. Knowledge and understanding of administrative and planning processes of government (e.g. the MTSF, ENE, etc.). Project management tools and methodologies. Knowledge and understanding of the National Development Plan (NDP) document. Competencies: Communication (written and verbal) skills. Diagnostic, analytical tools and problem-solving skills. Project management skills. Facilitation and presentation skills. Client orientation skills. Monitoring and evaluation skills. Interpersonal and liaison skills. Computer literacy. Attributes: Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Achievement orientated. Cost consciousness. Business ethics. Confidentiality.
<u>DUTIES</u>	:	Provide logistical and administrative support services to the Department and stakeholders contributing to outcome 13. Facilitate an integrated and collaborative submission of quarterly performance progress reports to DSD from all contributing stakeholders and departments. Prepare and compile reports to all outcome 13 contributors. Disseminate cabinet approved outcome 13 reports to stakeholders.
<u>ENQUIRIES</u>	:	Mr F Sesedinyane, Tel: (012) 312 7613
<u>NOTE</u>	:	In terms of the Directorate's employment equity targets, African males and females as well as persons with disabilities are encouraged to apply.
<u>POST 40/19</u>	:	<u>PROJECT COORDINATOR: INFRASTRUCTURE 2 POSITIONS REF NO: C3/E/2017</u> (Two year fixed-term contract) Chief Directorate: Early Childhood Development and Partial Care (Conditional Grant Project Management Office)
<u>SALARY</u>	:	R334 545 per annum plus 37% of salary in lieu of benefits.
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised Bachelor's Degree/National Diploma Plus a minimum of 3-5 years experience in infrastructure project administration and coordination. A qualification in Project Management and registration with a relevant professional body will be an added advantage. Knowledge of- i) the relevant Public Service Legislation; ii) infrastructure project administration and coordination; iii) project management techniques and tools; and iv) project management discipline and life cycle (PMBOK, PRINCE2) Competencies: Planning and organising skills. Project coordination and administration skills. Time management skills. Risk management skills. Stakeholder relations skills. Communication (written and verbal) skills. Report writing skills. Analytical skills. Problem-solving skills. Computer literacy. Ability to take minutes. Interpersonal relations skills. Attributes: Ability to work under pressure. Ability to work in a team and independently. Adaptive. Confidentiality. Participative. Patience. Accuracy. Persuasive. Disciplined. Assertive. Independent thinker. Honesty and integrity.
<u>DUTIES</u>	:	Provide support to the allocated provinces. Ensure that the database is completed and maintained. Ensure that the IRM is completed by the allocated provinces and up to date. Provide guidance on the necessary assessments for improvements. Ensure compliance with the conditional grant requirements. Maintain all invoices and required information for payment. Update and maintain rates for allocated provinces.
<u>ENQUIRIES</u>	:	Ms M Ngcobo-Mbere, Tel: (012) 312 7948
<u>POST 40/20</u>	:	<u>SOCIAL WORK POLICY DEVELOPER GRADE 1 REF NO: C3/C/2017</u> Directorate: Adoptions and International Social Services
<u>SALARY</u>	:	R323 178 per annum
<u>CENTRE</u>	:	HSRC Building, Pretoria

<u>REQUIREMENTS</u>	:	A Bachelors Degree in Social Work. Registration with the South African Council for Social Service Professions as a Social Worker. A minimum of eight (8) years' appropriate experience in social work after registration as a Social Worker with the South African Council for Social Service Professions (SACSSP). Understanding of i) social dynamics, ii) human behaviour and social systems, iii) social intervention, iv) social empowerment, v) social work research, vi) social work legislation, vii) social work values and principles. A valid code 08 driver's license. Competencies: Project management skills. Planning and organising skills. Networking skills. Communication (verbal and written) skills. Professional counselling skills. Policy Analysis and development skills. Financial management skills. Presentation skills. Monitoring and evaluation skills. Ability to compile complex reports. Attributes: Drive and energy. Confident. Ability to work under-pressure. Ability to work in a team and independently. Friendly and trustworthy. Diplomacy.
<u>DUTIES</u>	:	Manage registration of adoptions cases and attend to origin enquiries. Develop, implement and maintain social work policies pertaining to adoptions. Keep up to date with new developments in the social work field pertaining to adoptions. Research and development. Perform the administrative functions required in the unit.
<u>ENQUIRIES</u>	:	Dr T Mabe, Tel: (012) 312 7143
<u>NOTE</u>	:	In terms of the Chief Directorate's employment equity targets, persons with disabilities are encouraged to apply
<u>POST 40/21</u>	:	<u>SENIOR ADMINISTRATION OFFICER 2 POSTIONS: REF NO: C3/F/2017</u> (Two year fixed-term contract) Chief Directorate: Early Childhood Development and Partial Care (Conditional Grant Project Management Office)
<u>SALARY</u>	:	R281 418 per annum plus 37% of salary in lieu of benefits.
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised Bachelor's Degree/National Diploma Plus sufficient experience in the administrative field and/or a Senior Certificate Plus extensive experience in the administrative field. Knowledge of the social development sector. Knowledge of filing systems. Competencies: General office administration skills. Planning and organising skills. Communication (written and verbal) skills. Typing skills. Interpersonal and liaison skills. Monitoring and evaluation skills. Networking skills. Project management skills. Financial management skills. Attributes: Friendliness. Accuracy. Ability to work under pressure. Ability to work in a team and independently. Self-starter. Adaptive. Confident.
<u>DUTIES</u>	:	Act as the Secretariat of the Advisory Committee on Social Development. Assist the Project Management Office to make formal reports available to the public to ensure commitment to transparency and accountability. Implement and maintain an effective filing system for the Project Management Office. Arrange travel and accommodation bookings for meetings and process travel and subsistence claims. Assist with compilation of an annual report on the activities of the Project Management Office to the Minister of Social Development. Render an administrative support services to the Project Management Office.
<u>ENQUIRIES</u>	:	Ms M Ngcobo-Mbere, Tel: (012) 312 7948
<u>POST 40/22</u>	:	<u>INTERNAL AUDITOR: FINANCIAL AUDIT REF NO: C3/G/2017</u> Directorate: Financial and Compliance Audits
<u>SALARY</u>	:	R281 418 per annum
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised Bachelors Degree/National Diploma in Auditing/Internal Auditing or equivalent qualification Plus 1-2 years experience in conducting internal audits. Registration with the Institute of Internal Auditors will be an added advantage. Knowledge of Public Service Regulatory Framework. Knowledge of the IIA Standards. Knowledge of the PFMA. Knowledge and understanding of internal audits systems and procedures. Understanding of corporate governance practices and government compliance prescripts. Competencies: Communication (verbal and written) skills. Planning and organising skills. Problem-solving skills. Policy analysis skills. Office management and administration skills. Computer literacy. Client liaison skills. Report writing skills. Attributes: Integrity. Objectivity.

Independence. Confidentiality. Ability to work under pressure. Ability to work in a team. Confident. Willingness to learn.

DUTIES : Plan audits projects in accordance with internal audit methodology. Execute audits in accordance with the approved audit framework, plan and IIA Standards. Raise findings and discuss outcomes to the client. Develop draft audit reports. Evaluate client responses to draft internal audit findings and make the necessary adjustments. Coordinate the exit meeting with clients. Conduct follow-ups on audit findings.

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

ENQUIRIES : Mr B Fikeni, Tel: 012 312 7883

POST 40/23 : **ADMINISTRATIVE ASSISTANT REF C3/H/2017**
(Fixed-term contract until 31 March 2018)
Directorate: Families Services and Programmes

SALARY : R183 558 per annum plus 37% of salary in lieu of benefits.
CENTRE : HSRC Building, Pretoria
REQUIREMENTS : An appropriate Bachelors Degree/Diploma (or equivalent qualification) plus a minimum of one (1) year administrative experience and/or a Senior Certificate (or equivalent qualification) plus extensive administrative experience. Knowledge of i) relevant Public Service Legislation, ii) financial, procurement prescripts and procedures, iii) document management, tracking and retrieving of information. Competencies: Communication (verbal and written) skills. Computer literacy. Problem-solving skills. Planning and organising skills. Customer care skills. Office administration skills. Attributes: Friendly and trustworthy. Good interpersonal relations. Accurate. Independent. Assertiveness. Ability to work independently and as part of a team. Ability to work under pressure. Adaptive. Confidentiality. Integrity. Discipline.

DUTIES : Serve as a Chief User Clerk and facilitate the procurement of resources. Support managers in preparing financial plans and reports. Administer all logistical arrangements for business unit that is welcome visitors/clients and prepare for meeting venues and distribution of relevant documentation, check invoices for correctness and certify them for payment, make copies and allocate correspondence to relevant officials and other components. Process all the relevant claims and distribute salary advices for staff. Provide records management services, type documents and track responses. Take minutes and make follow-ups on decisions taken during unit meetings. Participate in core functions of the unit (25%) as part of personal development.

ENQUIRIES : Ms M Cele, Tel: 012 312 7235