

## 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** : 27 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 41/58** : **DIRECTOR: LEGAL SERVICES REF NO: G3/A/2017**  
Chief Directorate: Legal Services
- SALARY** : R948 174 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 undergraduate Law/Legal qualification (NQF level 7) as recognised by SAQA plus 5 years of experience at a middle/senior managerial level in the field of legal services. Knowledge of the Public Service legislation. Knowledge of legislative drafting and contract formulation. Competencies: Communication skills. People Management and Empowerment skills. Financial Management skills. Client orientation and customer focus skills. Planning and organising skills. Programme and project management skills. Problem-solving skills. Policy analysis skills. Business ethics. Legal administration skills. Research skills. Attributes: Ability to work under pressure. Positive. Ability to work independently and as part of a team. Confident. Patient. Accurate. Systematic & logical. Adaptable. Disciplined. Trustworthy. Diplomacy. Assertive. Persuasive.
- DUTIES** : Provide legislative review and drafting services and coordinate inputs as well as liaison thereof. Formulate contracts and provide litigation management

services. Provide legal advice, opinions and prepare legal documents for the Department, State Law Advisor and provinces. Conduct administrative legal actions to ensure compliance. Advice on the drafting and monitoring of service level agreements. Ensure legal compliance with national, international and continental instruments.

**ENQUIRIES** : Adv N Dladla, Tel: 012 312-7985  
**NOTE** : In terms of the Chief Directorate's employment equity targets, White males and African females as well as persons with disabilities are encouraged to apply.

#### OTHER POSTS

**POST 41/59** : **DEPUTY DIRECTOR: MEDICAL CASE ASSESSMENT AND ADJUDICATION REF NO: G3/B/2017**  
 Chief Directorate: Social Assistance Appeals

**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** : Harlequins Office Park, Pretoria  
**REQUIREMENTS** : An MBChB Degree plus five (5) years professional experience in the medical field. Registration as a medical practitioner with the HPCSA. Knowledge of the Public Service, Health and Social Assistance Legislation. Knowledge of Medical Practices and Guidelines. Competencies: Communication (written and verbal) skills. Planning and organising skills. Problem-solving skills. Leadership and management skills. Project management skills. Computer literacy. Facilitation and presentation skills. Client orientation skills. People management skills. Financial Management skills. Policy development and analysis skills. Report writing skills. Interpersonal and liaison skills. Strategic planning skills. Attributes: Independent thinker. Ability to work in a team and independently. Ability to work under pressure. Innovative and creative. Assertiveness. Achievement orientated. Cost consciousness. Business ethics. Confidentiality.

**DUTIES** : Perform medical case assessment. Coordinate and facilitate the referral process for obtaining medical opinions. Assist in monitoring and supporting the medical adjudication process. Render inputs regarding medical guidelines, standard operating procedures, norms and standards and training material. Render medical advice to panel members and stakeholders. Prepare reports. Participate in training and capacity building. Liaise with medical and health professionals. Assist in rendering management functions including Human Resource, financial and Risk Management functions.

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

**ENQUIRIES** : Adv A Brink, Tel: 012 741-6846

**POST 41/60** : **ASSISTANT DIRECTOR: PROGRAMME AND POLICY EVALUATION (2 Posts) REF NO: G3/C/2017**  
 Directorate: Programme and Policy Evaluation

**SALARY** : R334 545 per annum  
**CENTRE** : HSRC Building, Pretoria  
**REQUIREMENTS** : A relevant Bachelors Degree in Social Sciences or equivalent qualification. A minimum of two (2) years relevant experience in the research and evaluation field. A post graduate Degree in Social Sciences or equivalent qualification will be an added advantage. Knowledge of the Public Service Policy and Legislation. Knowledge of Social Development Sector Programmes and Acts. Practical application of qualitative and quantitative research and statistical software packages (STATA, SPSS, SAS, R etc). Knowledge of the design in the implementation of monitoring and evaluation systems. Competencies: Monitoring and Evaluation skills. Planning and Organisation skills. Problem-solving skills. Analytical and research skills. Coordination skills. Computer literacy. Project Management skills. Communication (written and verbal) skills. Client orientation and customer focus skills. Stakeholder Management skills. Statistical Analysis skills. Policy analysis skills. Report writing skills. Information and knowledge management skills. Presentation and facilitation. Attributes: Systematic. Assertive. Consistent and accurate. Compliant. Pro-

		active and self-driven. Analytical and critical thinking. Ability to exercise confidentiality. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Diplomatic. Cost consciousness. Honesty and integrity.
<b><u>DUTIES</u></b>	:	Participate in the development and review of the evaluation plan for the social development sector. Design and facilitate the implementation of programme and policy evaluations for the social development sector. Produce and disseminate evaluation reports to relevant stakeholders. Oversee the execution of outsourced evaluation projects. Provide support to Social Development Sector evaluation initiatives. Facilitate stakeholder participation for evaluation projects.
<b><u>NOTE</u></b>	:	(a) In terms of the Chief Directorate's employment equity targets, Coloured and White males and Coloured females as well as persons with disabilities are encouraged to apply. (b) It is not necessary for candidates who previously applied to reapply again.
<b><u>ENQUIRIES</u></b>	:	Ms D Jason, Tel: 012 312-7193
<b><u>POST 41/61</u></b>	:	<b><u>SENIOR ORGANISATIONAL DEVELOPMENT AND HR PLANNING PRACTITIONER REF NO: G3/D/2017</u></b> Directorate: Organisational Design and HR Planning
<b><u>SALARY</u></b>	:	R281 418 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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	HSRC Building, Pretoria An appropriate and recognised three (3) year Bachelor's Degree/Diploma or equivalent qualification plus minimum of 1-2 years relevant experience in conducting job evaluation (Job Evaluation Certificate), and work study investigations and in Human Resource Planning and Information Management. An added advantage will be a PERSAL certificate, certificate in management services/organisational development/business process management/operations management. Knowledge of the Public Service Legislation. Knowledge and understanding of the evaluate system and PERSAL. Knowledge of job evaluation principles and processes. Knowledge and understanding of work study techniques, procedures and methods. Knowledge of Human Resource Planning and Employment Equity Processes. Knowledge of information management. Competencies: Communication (verbal and written) skills. Presentation skills. Job analysis skills. Benchmarking skills. Project coordination skills. Analytical skills. Client liaison skills. Report writing skills. Policy-analysis skills. Computer literacy. Problem-solving skills. Planning and organising skills. Attributes: Good interpersonal relations. Accurate. Self-starter. Innovation and creativity. Ability to work independently and as part of a team. Ability to work under pressure. Adaptive.
<b><u>DUTIES</u></b>	:	Conduct human resource capacity assessment and work study investigations. Conduct job evaluation and ensure the alignment of the post establishment to the organisational structure at all times. Maintain the post establishment information on PERSAL and updating the costing model. Assist with the implementation of recommended initiatives regarding organisational efficiency. Assist with the coordination of processes pertaining to employment equity, human resource planning and assessment of the performance of human resource components.
<b><u>NOTE</u></b>	:	In terms of the Chief Directorate's employment equity targets, Coloured and White males and Coloured females as well as persons with disabilities are encouraged to apply.
<b><u>ENQUIRIES</u></b>	:	Mr S Modise, Tel: 012 312-7282