

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** : 17 November 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.

OTHER POSTS

- POST 44/145** : **SOCIAL WORK POLICY MANAGER GRADE I REF NO: J3/A/2017**
Directorate: Families Services and 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 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 license. 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.
<u>DUTIES</u>	:	Develop family programmes and conduct training. Conduct training on Teenage Parents Programme. Conduct capacity building workshops on and facilitate the implementation of the National Parenting Programme. Monitor the implementation of the Men Care Programme. Manage staff and perform tasks delegated by senior management.
<u>NOTE</u>	:	In terms of the Chief Directorate's employment equity target, African, Coloured, Indian and Whites males and Coloured, Indian and Whites females as well as persons with disabilities are encouraged to apply.
<u>ENQUIRIES</u>	:	Ms M Cele, Tel: 012 312 7235
<u>POST 44/146</u>	:	<u>BRANCH ADMINISTRATOR REF NO: J3/B/2017</u> Office of the Deputy Director-General: Rights of Persons with Disabilities
<u>SALARY</u>	:	R281 418 per annum
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate National Diploma/ Bachelor's Degree or equivalent qualification PLUS two years' experience in providing administrative support and financial administration services. Knowledge of relevant public service legislation. Knowledge and understanding of i) financial, provisioning and procurement prescripts and procedures, ii) document management, tracking and retrieving of information, iii) departmental operational policies. Competencies: Communication (verbal and written) skills. Computer literacy. Problem-solving skills. Planning and organising skills. Client liaison skills. Office administration skills. Financial administration skills. Coordination skills. Attributes: Friendly and trustworthy. Good interpersonal relations. Accuracy. Independent. Assertive. Ability to work independently and as part of a team. Ability to work under pressure. Adaptive. Confidentiality. Integrity. Disciplined.
<u>DUTIES</u>	:	Coordinate financial planning, monitoring and reporting processes. Coordinate performance management and development compliance processes within the Branch. Coordinate inputs, plans and reports for audit queries and risk management for the Branch. Assist with the coordination of branch meetings and workshops, including the administrative and logistical processes thereof. Support Administrative Assistants with procurement processes and provide advice to ensure compliance with the relevant administrative prescripts attached to their functions.
<u>NOTE</u>	:	In terms of the Branch's employment equity targets, Coloured females and persons with disabilities are encouraged to apply.
<u>ENQUIRIES</u>	:	Mr M Toni Tel: 012 312 7109/ 7627
<u>POST 44/147</u>	:	<u>ADMINISTRATIVE ASSISTANT REF NO: J3/C/2017</u> Chief Directorate: HIV and Aids
<u>SALARY</u>	:	R183 558 per annum
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/ National 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.
<u>DUTIES</u>	:	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 the 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.

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

ENQUIRIES : Ms R Pooe, Tel: 012 312 7832

POST 44/148 : **REGISTRY CLERK REF NO: J3/D/2017**
Directorate: NPO Compliance Monitoring

SALARY : R 152 862. 00 per annum.
CENTRE : HSRC Building, Pretoria
REQUIREMENTS : Grade 12 Certificate or equivalent qualification. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Competencies: Computer skills. Planning and organising skills. Communication (verbal, written and liaison) skills. Attributes: Flexibility. Ability to work in a team and independently. Self-starter. Confidence. Interpersonal relations.

DUTIES : Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and/ or disposal.

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

ENQUIRIES : Ms L Mswane, Tel: 012 312 7683