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

02 February 2018

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 disclouser 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

MANAGEMENT ECHELON

POST 03/101

DIRECTOR: WOMEN EMPOWERMENT AND GENDER FOCAL POINT REF NO.

A1/A/2018

Chief Directorate: Gender

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

HSRC Building, Pretoria

REQUIREMENTS


DUTIES

Develop policy on gender issues. Influence the development of the departmental policies in respect of gender issues. Monitor the implementation of policy, both at national and provincial spheres. Develop plans to assist various directorates of the
Department to comply with the National and International obligations on gender. Support the National Gender Machinery in the compilation of country reports and where necessary to assist in representing the South African Government and International gender fora as appropriate. Compile regular reports for various gender stakeholders and organs of Government on the activities of the Gender Focal Point. Commission research and develop appropriate research proposals on gender issues. Develop or procure appropriate training on gender issues for national and provincial Departments in collaboration with the Directorate: HRD and Performance Management. Develop and/or facilitate the development of, the gender machinery (institutional arrangement) of the Department of Social Development at national and provincial level in order to ensure implementation of South Africa’s National Policy Framework for Women’s Empowerment and Equality. Manage the human, financial and material resources of the Gender Focal Point.

ENQUIRIES : Ms D Moema, Tel: (012) 312-7394
NOTE : In terms of the Chief Directorate’s employment equity targets, African males and persons with disabilities are encouraged to apply.

POST 03/102 : DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO. A1/B/2018
Chief Directorate: Human Capital Management

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 into the applicable rules.

CENTRE : HSRC Building, Pretoria


DUTIES : Efficient management of the Directorate: Human Resource Management. Manage recruitment, selection, appointment, transfer and promotions. Facilitate the review, development and implementation of delegations in terms of the Public Service Act and Public Service Regulations and Departmental policies with regard to human resource management. Manage compensation, conditions of service of employees and human resource personnel records. Manage employee health and wellness programmes. Manage conflict of interest, including financial disclosures of employees and applications for external remunerative work.

ENQUIRIES : Mr D Chinappan, Tel: (012) 312-7504
NOTE : In terms of the Chief Directorate’s employment equity targets, African males and females, Coloured females as well as persons with disabilities are encouraged to apply.

OTHER POSTS

POST 03/103 : DEPUTY DIRECTOR: INSTITUTIONAL SUPPORT AND CAPACITY DEVELOPMENT (RPD) REF NO. A1/C/2018
Directorate: Institutional Support and Capacity Development (RPD)

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 into the applicable rules.
CENTRE : HSRC Building, Pretoria

DUTIES : Manage the disability rights information portal. Develop user-friendly information on disability rights in general and disability services in the public sector in particular. Serve as content manager to promote disability rights on social media platforms. Support disability rights awareness month activities.

ENQUIRIES : Ms L Pretorius, Tel: 012 312 7051
NOTE : In terms of the Chief Directorate’s employment equity target, African males as well as persons with disabilities are encouraged to apply.

POST 03/104 : SOCIAL WORK POLICY DEVELOPER: FOSTER CARE REF NO. A1/D/2018
Directorate: Child Protection

SALARY : R323 178 – R516 279 per annum (Salary will commensurate with appropriate experience)
CENTRE : HSRC Building, Pretoria

DUTIES : Develop costed evidence-based and maintain foster care policies, legislation and procedures. Monitor the implementation of legislation, policies and procedures to determine and promote compliance with the prescripts. Interpret and analyse legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts, policies and procedures as well as develop new costed policies and procedures where required. Coordinate and conduct training on legislation, policies and procedures. Develop implementation of programs to implement the foster care policy, legislation and procedures. Develop training material, conduct training and monitor the implementation of programs. Manage inquiries on foster care. Liaise with key stakeholders to take cognizance of the latest developments in the relevant field and provide inputs into
the work of such departments and other organisations. Undertake commissioned research on foster care and keep up to date with new developments in the field.

ENQUIRIES: Ms N Cekiso Tel: (012) 312-7989
NOTE: In terms of the Chief Directorate’s employment equity target, Coloured and White males as well as persons with disabilities are encouraged to apply.

POST 03/105: ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO. A1/E/2018
Directorate: Supply Chain Management

SALARY: R334 545 per annum
CENTRE: HSRC Building, Pretoria

DUTIES: Identify current and future procurement needs of the Department and link the needs to the Departmental strategic and operational plans. Perform industry and commodity analysis including market analysis. Determine sourcing strategies. Coordinate the development of specifications and /or terms of references. Render secretariat services to the bid specification committee. Manage the assistance potential suppliers with registration on the Centralised Supplier Database administered by National Treasury.

ENQUIRIES: Ms RC Henning Tel: 012 312 7780
NOTE: In terms of the Chief Directorate’s employment equity targets, African, Coloured, White males, Coloured females and persons with disabilities are encouraged to apply.

POST 03/106: SENIOR HUMAN RESOURCE PRACTITIONER (PMDS) REF NO. A1/F/2018

SALARY: R281 418 per annum
CENTRE: HSRC Building, Pretoria

DUTIES: Administer the departmental performance management and development system (PMDS). Arrange moderating committee meetings and serve as the secretariat. Provide advice, guidance and information sessions to staff on the Department’s PMDS. Implement the policy framework for performance management and participate in the reviewing thereof. Maintain the PMDS database. Implement the Awards and Recognition Policy and participate in the reviewing thereof. Update the costing model in order to monitor expenditure on performance bonuses.

ENQUIRIES: Mr M Shabangu Tel: 012 312 7865
NOTE: In terms of the Chief Directorate’s employment equity target, Coloured and White males, Coloured females as well as persons with disabilities are encouraged to apply.

POST 03/107: SUPPLY CHAIN CLERK: ASSETS REF NO. A1/G/2018
Directorate: Supply Chain Management

SALARY: R152 862 per annum
CENTRE: HSRC Building, Pretoria
**REQUIREMENTS**: A Grade 12 Certificate or equivalent qualification. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Generic Competencies: Job Knowledge, Communication (verbal and written) skills. Good interpersonal relations. Flexibility. Teamwork. Technical Competencies: Computer skills. Planning and organising skills. Language. Good verbal and written communication skills.

**DUTIES**: Render asset management clerical support. Compile and maintain records. Check and issue furniture, equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register.

**ENQUIRIES**: Ms RC Henning Tel: 012 312 7780

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

**POST 03/108**: SUPPLY CHAIN CLERK: TRANSIT REF NO. A1/H/2018
Directorate: Supply Chain Management

**SALARY**: R152 862 per annum

**CENTRE**: HSRC Building, Pretoria

**REQUIREMENTS**: A Grade 12 Certificate or equivalent qualification. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Generic Competencies: Job Knowledge, Communication (verbal and written) skills. Good interpersonal relations. Flexibility. Teamwork. Technical Competencies: Computer skills. Planning and organising skills. Language. Good verbal and written communication skills.

**DUTIES**: Receive and verify invoices from suppliers. Follow-up 0 to 9 file. Maintain goods register. Update and maintain register of suppliers. Accept invoices on LOGIS system.

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

**ENQUIRIES**: Ms RC Henning Tel: 012 312 7780

**POST 03/109**: SUPPLY CHAIN CLERK: ACQUISITION MANAGEMENT REF NO. A1/I/2018
Directorate: Supply Chain Management

**SALARY**: R152 862 per annum

**CENTRE**: HSRC Building, Pretoria

**REQUIREMENTS**: A Grade 12 Certificate or equivalent qualification. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Generic Competencies: Job Knowledge, Communication (verbal and written) skills. Good interpersonal relations. Flexibility. Teamwork. Technical Competencies: Computer skills. Planning and organising skills. Language. Good verbal and written communication skills.

**DUTIES**: Receive and request quotations. Capture specification on the electronic purchasing system. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile and draft documents as required. Verify supplier on Central Supplier Database.

**ENQUIRIES**: Ms RC Henning Tel: 012 312 7780

**NOTE**: In terms of the Chief Directorate’s employment equity targets, African, Coloured, Indian, White males, Coloured females and persons with disabilities are encouraged to apply.
POST 03/110: SUPPLY CHAIN CLERK: LOGISTICS REF NO.A1/J/2018
Directorate: Supply Chain Management

SALARY: R152 862 per annum
CENTRE: HSRC Building, Pretoria

REQUIREMENTS:
A Grade 12 Certificate or equivalent qualification. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Generic Competencies: Job Knowledge, Communication (verbal and written) skills. Good interpersonal relations. Flexibility. Teamwork. Technical Competencies: Computer skills. Planning and organising skills. Language. Good verbal and written communication skills.

DUTIES:

ENQUIRIES:
Ms RC Henning Tel: 012 312 7780

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