

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 discloser 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

: An appropriate recognised Bachelor's Degree in Social Science or equivalent qualification (NQF level 7) as recognised by SAQA PLUS five years middle/senior management experience in the gender field. Expertise on gender issues. Competencies needed: Project management skills. Internal and external networking skills. Policy analysis and development skills. Financial management skills. Communication (written, verbal and liaison) skills. People management and empowerment skills. Client orientation and customer focus skills. Negotiation skills. Strategic planning skills. Presentation skills. Computer literacy. Attributes: Creative. Innovative. Ability to work under pressure. Ability to work in a team and independently. Adaptive. Honesty and Integrity. Independent thinker. Cost consciousness. Business ethics.

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
REQUIREMENTS : An appropriate Bachelor's Degree (NQF level 7) as recognized by SAQA or equivalent qualification in the field of human resource management PLUS five (5) years of relevant experience at a middle/senior managerial level. Sound knowledge of the, i) Public Service Act, ii) Public Service Regulations, iii) Employment Equity Act, iv) Basic Conditions of Employment Act, v) Codes of Remuneration, vi) Public Finance Management Act, vii) Labour Relations Act, viii) Collective Agreements, xi) Integrity Management Framework and Ethics. Competencies needed: Negotiation skills. People management and empowerment skills. Financial management skills. Client orientation and customer focus. Service delivery innovation. Project management skills. Good communications skills (written verbal and liaison). Presentation skills. Planning and organising skills. Problem-solving skills. Computer literacy. Attributes: Ability to work independently and in a team. Ability to work under pressure and to cope with high workload. Innovative and creative. Integrity and honesty. Assertive. Self-starter. Accurate and compliant. Honesty and integrity.

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.

<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria
	:	An appropriate management-related Degree or equivalent qualification (NQF 6) PLUS three (3) years supervisory experience. Demonstrative experience in managing budgets, people and mainstreaming of disability considerations. Knowledge of i) disability as a human rights and socio-political issue and organizational development, IGR and capacity development approaches and frameworks, ii) provisions of the Public Finance Management Act and Treasury Regulations, iii) provisions of the Minimum Information Security Standards (MISS) Act, Protection of Access to Information Act (PAIA), Employment Equity Act, Disciplinary code and grievance procedures, Skills Development and Performance Management Development System. Competencies: Strategic planning skills. Financial administration skills. Project management skills. Change management skills. Customer relations management. Negotiation and facilitation skills. Problem-solving skills. Excellent writing skills and development of user-friendly versions of technical documents. Proficiency in utilisation of a range of social media platforms. Attributes: Analytical thinking. Innovative and creative. Ability to work under stressful situations. Solution orientated. Assertive. People orientated and able to function within a group. Highly motivated. Effective interpersonal relations.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES NOTE</u>	:	Ms L Pretorius, Tel: 012 312 7051
	:	In terms of the Chief Directorate's employment equity target, African males as well as persons with disabilities are encouraged to apply.
<u>POST 03/104</u>	:	<u>SOCIAL WORK POLICY DEVELOPER: FOSTER CARE REF NO. A1/D/2018</u> Directorate: Child Protection
<u>SALARY</u>	:	R323 178 – R516 279 per annum (Salary will commensurate with appropriate experience)
<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria
	:	An appropriate Bachelors Degree in Social Work or equivalent qualification plus 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). Extensive knowledge and understanding of the i) social development sector, ii) social development welfare legislation, policies and guidelines, iii) professional practice standards for social service practitioners, iv) 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 and verbal) skills. Professional counselling skills. Policy analysis and development skills. Presentation skills. Monitoring and evaluation skills. Ability to compile complex reports. Research skills. Cost consciousness. Training and capacity building skills. Problem-solving skills. Programme design. Computer literacy. Attributes: Good interpersonal relations. Ability to work in a team and independently. Ability to work under pressure. Independent thinker. Ability to communicate effectively. Adaptability. Innovative and creative. Honesty and Integrity.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms N Cekiso Tel: (012) 312-7989
<u>NOTE</u>	:	In terms of the Chief Directorate's employment equity target, Coloured and White males as well as persons with disabilities are encouraged to apply.
<u>POST 03/105</u>	:	<u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO. A1/E/2018</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R334 545 per annum
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate 3-year Bachelor's Degree or equivalent qualification PLUS extensive experience in the field of Supply Chain Management. Knowledge of: i) Public Service Regulations, ii) Legislation governing government procurement, iii) PPPFA and Regulations, iv) Supply Chain Management Framework. Competencies: Problem-solving skills. Planning and organising skills. Analytical skills. Communication (verbal and written) skills. Computer literacy. Attributes: Good interpersonal relations. Positive. Friendly. Accuracy. Confidentiality. Disciplined. Self-starter. Systematic. Trustworthy. Participative. Compliant. Ability to manage and work in a team. Ability to work under pressure and to cope with high workload.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms RC Henning Tel: 012 312 7780
<u>NOTE</u>	:	In terms of the Chief Directorate's employment equity targets, African, Coloured, White males, Coloured females and persons with disabilities are encouraged to apply.
<u>POST 03/106</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER (PMDS) REF NO. A1/F/2018</u> Directorate: Human Resource Development and Performance Management
<u>SALARY</u>	:	R281 418 per annum
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree or equivalent qualification plus credible performance management experience. Knowledge of Public Service Regulatory Framework. Competencies: Communication (written, verbal and liaison) skills. Presentation skills. Planning and organising skills. Interpersonal skills. Problem-solving skills. Computer literacy. Attributes: Ability to work in a team. Ability to produce quality work. Ability to work under pressure and to cope with high workload. Self-starter. Accurate and compliant.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr M Shabangu Tel: 012 312 7865
<u>NOTE</u>	:	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
<u>POST 03/107</u>	:	<u>SUPPLY CHAIN CLERK: ASSETS REF NO. A1/G/2018</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R152 862 per annum
<u>CENTRE</u>	:	HSRC Building, Pretoria

<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms RC Henning Tel: 012 312 7780
<u>NOTE</u>	:	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.
<u>POST 03/108</u>	:	<u>SUPPLY CHAIN CLERK: TRANSIT REF NO. A1/H/2018</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R152 862 per annum
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>NOTE</u>	:	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.
<u>ENQUIRIES</u>	:	Ms RC Henning Tel: 012 312 7780
<u>POST 03/109</u>	:	<u>SUPPLY CHAIN CLERK: ACQUISITION MANAGEMENT REF NO. A1/I/2018</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R152 862 per annum
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms RC Henning Tel: 012 312 7780
<u>NOTE</u>	:	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 : Assist in management of official cell phones and data cards. Daily monitoring of usage. Maintain devices. Hand out pool phones and manage the return.

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.