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: 16 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 04/70: 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

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.
- 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.
- Promote a culture of excellence and continuous improvement. Develop and implement strategies and policies to enhance the performance of the Directorate. Manage human resources to ensure effective delivery of services. Manage the budget to ensure financial discipline and accountability. Manage the human resource management systems to ensure compliance with legislative requirements.

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 04/71:
- 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 i.t.o. the applicable rules.

CENTRE:
- HSRC Building, Pretoria

REQUIREMENTS:

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.