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

23 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

OTHER POSTS

POST 06/64

DEPUTY DIRECTOR: LOGISTIC AND ASSET MANAGEMENT REF NO: B1/A/2018

Directorate: Supply Chain Management

SALARY

R657 558 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules

CENTRE

HSRC Building, Pretoria

REQUIREMENTS


DUTIES

Manage and maintain Departmental asset and inventory registers. Manage expenditure of goods procured and receipt thereof. Manage and maintain Departmental pool vehicles and chauffeur service. Manage and administer
Departmental cellular phones. Management of losses and disposal of obsolete assets and inventory. Provide technical advisory service to all relevant stakeholders. Manage and lead the Asset Management Unit.

**ENQUIRIES**
Ms S Mgwaba
Tel: 012 312 7844

**NOTE**
In terms of the Chief Directorate’s employment equity target, African males and persons with disability are encouraged to apply.

**POST 06/65**
DEPUTY DIRECTOR: POLICY DEVELOPMENT REF NO. B1/B/2018
Directorate: Support and Mitigation Programmes

**SALARY**
R657 558 per annum. This inclusive remuneration package consists of a basic salary, the states’ contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.

**CENTRE**
HSRC Building, Pretoria

**REQUIREMENTS**
An appropriate Bachelor’s Degree or equivalent qualification. At least five (5) years’ experience in the policy development field. Knowledge of relevant legislation and policies in the HIV and AIDS field. Knowledge and skills regarding processes of policy research. Ability to interpret and apply policies through analytical and innovative thinking. Knowledge of and experience in policy development and analysis. Competencies: Financial management skills. Project management skills. Social research analytical skills. Communication (written and verbal) skills. Planning and organising skills. People management skills. Problem-solving skills. Policy development and analytical skills. Monitoring and evaluation skills. Attributes: Ability to work in a team and independently. Ability to work under pressure. Compliant.

**DUTIES**
Review current policy framework on Community Based Care Programme for HIV and AIDS. Develop norms and standards for the Community Based Care Programme. Develop a framework for the management of Community Based Care Organisations. Develop policy monitoring and evaluation framework. Set research agenda for the care and support programme. Coordinate and manage research activities related to care and support. Conceptualise, conduct and commission research for policy development.

**ENQUIRIES**
Ms R Pooe
Tel: 012 312 7832

**NOTE**
In terms of the Chief Directorate’s employment equity target, African, Indian and White males and Coloured and White females as well as persons with disability are encouraged to apply.

**POST 06/66**
ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO. B1/C/2018
Directorate: Information and Knowledge Management

**SALARY**
R334 545 per annum

**CENTRE**
HSRC Building, Pretoria

**REQUIREMENTS**

**DUTIES**
Review, maintain and implement the file plan for the Department. Conduct regular inspections and advocacy on records to ensure that sound records management practices are followed. Ensure that classified records (records with a security classification) are managed and maintained according to the MISS document. Coordinate the transfer of records to archival off-site institution. Implement a systematic records disposal programme. Assist with the review and implementation of a records management policy and procedure manual. Liaise with National Archives on all matters related to Records...
Management. Manage service level agreements with external service providers.

ENQUIRIES: Mr M Machubeng Tel: 012 312 7839

NOTE: In terms of the Chief Directorate’s employment equity target, persons with disability are encouraged to apply.

POST 06/67: SOCIAL WORK POLICY DEVELOPER REF NO. B1/D/2018
Directorate: Recruitment and Retention Programme for Social Service Practitioners

SALARY: R323 178. – 516 279. per annum (salary will commensurate with years of experience)

CENTRE: HSRC Building, Pretoria


DUTIES: Develop, implement and monitor policies for social service practitioners’ support and compliance. Support establishment and functioning of the South African Council for Social Service Professions (SACSSP). Keep up to date with new developments in the social work and management fields. Compile reports and other documents as required. Conduct research and promote evaluation of programmes, policies and legislation. Perform the administrative functions required in the unit.

ENQUIRIES: Ms G Rapoo Tel: 012 312 7755

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