

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 disclosure 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 REQUIREMENTS** : HSRC Building, Pretoria
An appropriate recognised three year Degree or Diploma in Financial Management or Purchasing Management. Sufficient experience in the field of logistics and assets management. Knowledge of the Public Service Regulatory Framework. Knowledge and understanding of the Supply Chain Management Framework. Knowledge of completion of Annual Financial Statement. Knowledge of asset and inventory systems, for example LOGIS, Fasttrack and BAUD. Competencies: Communication and liaison skills. Analytical skills. Problem-solving skills. Coordination skills. People management and empowerment skills. Strategic capability and leadership skills. Project management skills. Presentation skills. Research skills. Facilitation skills. Policy development and implementation skills. Client orientation and customer focus skills. Monitoring and evaluation skills. Attributes: Creative and innovative. Integrity. Assertiveness. Ability to work under pressure. Ability to work in a team and independently. Trustworthiness.
- 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.
<u>ENQUIRIES</u>	:	Ms S Mgwaba Tel: 012 312 7844
<u>NOTE</u>	:	In terms of the Chief Directorate's employment equity target, African males and persons with disability are encouraged to apply.
<u>POST 06/65</u>	:	<u>DEPUTY DIRECTOR: POLICY DEVELOPMENT REF NO. B1/B/2018</u> Directorate: Support and Mitigation Programmes
<u>SALARY</u>	:	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
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms R Pooe Tel: 012 312 7832
<u>NOTE</u>	:	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.
<u>POST 06/66</u>	:	<u>ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO. B1/C/2018</u> Directorate: Information and Knowledge Management
<u>SALARY</u>	:	R334 545. per annum
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree in Information Studies/ Information Management or equivalent qualification plus credible appropriate experience. Certificate in Records Management. Specialist knowledge of records management practices. Knowledge of the public service environment. Knowledge of information management. Understanding of Electronic Document Management System. Knowledge of relevant standards as well as the statutory and regulatory framework within the records management environment (National Archives Records Services Act and Regulations and Promotion of Access to Information Act). Basic knowledge of financial management. Competencies: Communication (written and verbal) skills. Planning and time management skills. Influencing skills. People management and empowerment skills. Project management skills. Basic understanding of business systems analysis and process mapping skills. Attributes: Professionalism. Flexibility. Patient. Teamwork. Innovative and creative. Confident. Disciplined. Positive. Friendly.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr M Machubeng Tel: 012 312 7839
<u>NOTE</u>	:	In terms of the Chief Directorate's employment equity target, persons with disability are encouraged to apply.
<u>POST 06/67</u>	:	<u>SOCIAL WORK POLICY DEVELOPER REF NO. B1/D/2018</u> Directorate: Recruitment and Retention Programme for Social Service Practitioners
<u>SALARY</u>	:	R323 178. – 516 279. per annum (salary will commensurate with years of experience)
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised four year Bachelor's Degree in Social Work. A minimum of seven (7) years appropriate experience in social work after registration as a Social Worker with the SACSSP. Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. Knowledge of the relevant Public Service Legislation. Knowledge of legislative framework and policies for regulation of Social Service Practitioners. Knowledge of social development services sector. Competencies: Project management skills. Planning and organising skills. Networking skills. Communication (verbal and written) skills. Policy analysis and development skills. Financial management skills. Presentation skills. Monitoring and evaluation skills. People management skills. Ability to compile complex reports. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Independent thinker. Ability to work in a team and independently. Cultural sensitivity. Adaptability. Ability to adhere to confidentiality. Cost conscious. Honesty and Integrity.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms G Rapoo Tel: 012 312 7755
<u>NOTE</u>	:	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.