

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.

<u>APPLICATIONS</u>	:	The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
<u>FOR ATTENTION</u>	:	Ms E Steenkamp
<u>CLOSING DATE</u>	:	16 March 2018
<u>NOTE</u>	:	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

MANAGEMENT ECHELON

<u>POST 09/57</u>	:	<u>CHIEF DIRECTOR: POVERTY ALLEVIATION, SUSTAINABLE LIVELIHOOD AND FOOD SECURITY (REF NO: F1/A/2018)</u> Branch: Community Development
<u>SALARY</u>	:	R1 127 334. 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.
<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria An undergraduate qualification (NQF level 7) as recognised by SAQA plus 5 years of experience at a senior managerial level in the field of community development. Knowledge of the Public Service legislation. Knowledge of economic development programme. Knowledge and understanding of government developmental plan and approaches. Knowledge and understanding of social development policies and programmes. Knowledge of critical government transformation programmes. Understanding of Poverty Alleviation Initiatives and Programmes. Understanding of Census Report 2011 and Poverty Statistics. Understanding of the National Development Plan (NDP) vision 2030. Knowledge of special poverty relief projects. Understanding of the State of the Nation Address. Competencies needed: Strategic capabilities and leadership skills. Programme and project management. Information and knowledge management. People management and empowerment. Problem-solving and change management. Policy analysis and development. Client orientation and customer focus. Service delivery innovation. Financial management and administration. Communication (verbal and written).

		Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Quality management. Attributes: Good interpersonal relationship. Ability to work under pressure. Ability to work in a team and independently. Adaptability. Compliant. Independent thinker. Cost consciousness. Honesty and Integrity.
<u>DUTIES</u>	:	Develop and review integrated Community empowerment frameworks (guidelines, policies, strategies, programmes and approaches) to facilitate the implementation of poverty alleviation and sustainable livelihoods programmes. Design and facilitate the implementation of community-based poverty alleviation, sustainable livelihoods and economical empowerment interventions. Design, develop and coordinate food and nutrition security programmes. Design programmes to capacitate community members, households, cooperatives and existing and emerging small and medium enterprises to effectively participate in the local economy value chain. Facilitate and coordinate community development research, planning and impact assessment.
<u>ENQUIRIES NOTE</u>	:	Mr P Netshipale Tel (012) 312 7662/ 7556
	:	In terms of the Branch's employment equity targets, Coloured and White males and females as well as persons with disabilities are encouraged to apply.
<u>POST 09/58</u>	:	<u>CHIEF DIRECTOR: SPECIAL PROJECTS AND INNOVATION (REF NO. F1/B/2018)</u> Branch: Strategy and Organisational Transformation
<u>SALARY</u>	:	R1 127 334. 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.
<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria
	:	An undergraduate qualification (NQF level 7) as recognised by SAQA plus 5 years of experience at a senior managerial level. Knowledge of the Public Service legislation. Knowledge and understanding of the relevant legal framework. Knowledge of strategic planning and policy development and implementation. Knowledge of design of Programme and Project Management Systems. Knowledge of Monitoring, Evaluation and Reporting. Knowledge and understanding of PFMA. Understanding of EPWP framework. Knowledge of special poverty relief allocations. Understanding of the State of the Nation Address. Understanding of the National Development Plan (Vision 2030). Competencies needed: Financial management and administration. People management and empowerment. Communication. Analytical skills. Strategic capabilities and leadership skills. Client orientation and customer focus. Programme and project management. Presentation and facilitation. Strategic planning. Computer literacy. Project Management systems. Service delivery innovation. Monitoring, evaluation and reporting. Policy analysis and development. Information and knowledge management. Problem-solving and change management. Stakeholder management. Attributes: Good interpersonal relationship. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Ability to inspire others. Ability to prioritise and manage multiple tasks. Confidentiality. Adaptability. Diplomatic. Cost consciousness. Honesty and Integrity.
<u>DUTIES</u>	:	Manage the strategic integration of special initiatives, esp. EPWP Social Sector Plan into existing departmental and sector programmes. Manage and oversee the development of innovative mechanisms and best practices towards institutionalising of special projects in the social development sector. Provide institutional coordination, capacity building and campaigns of special programmes in the social development sector. Establish and manage the institutional mechanisms to ensure coordination and driving, aligned to the three spheres of government (IGR). Facilitate the Joint Implementation Plans with sector departments, participating institutions and partnerships. Align the departmental programmes with the government's broader priorities and strategies.
<u>ENQUIRIES NOTE</u>	:	Ms L Oliphant Tel (012) 312 7653
	:	In terms of the Branch's employment equity targets, African and Coloured males, African females and persons with disabilities are encouraged to apply.

<u>POST 09/59</u>	:	<u>DIRECTOR: SECTORAL PROGRAMME PLANNING AND COORDINATION (REF NO. F1/C/2018)</u> Chief Directorate: Special Projects Innovation
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria An undergraduate qualification in Social Work (NQF level 7) as recognised by SAQA plus 5 years of experience at a middle/ senior managerial level. Knowledge of the relevant Public Service Legislation. Knowledge of public service, planning, monitoring and evaluation policy framework. Competencies needed: Strategic planning. Programme and project management. Financial management. Policy analysis and development. Information and Knowledge management. Communication. Service delivery innovation. Problem-solving. People management and empowerment. Client orientation and customer focus. Stakeholder management. Planning and organising. Attributes: Good interpersonal relationship. Ability to work under pressure. Creative and Innovative. Ability to work in a team and independently. Adaptability. Cost consciousness. Honesty and Integrity.
<u>DUTIES</u>	:	Identify and ensure the alignment of sectoral and special projects to social development sector strategic plans. Conduct strategy analysis to inform the implementation of special projects and alignment with national and departmental priorities. Coordinate the development of project plans, Programme management frameworks, guidelines and tools. Facilitate collaborations with national departments and relevant stakeholders on sectoral plans and implementation processes. Facilitate innovation, incubation and replication of best practices in the social development sector. Provide advice on resource planning requirements to support the implementation of programmes.
<u>ENQUIRIES NOTE</u>	:	Ms N Zonke Tel (012) 312 7322 In terms of the Branch's employment equity targets, African and Coloured males, African females and persons with disabilities are encouraged to apply.

OTHER POSTS

<u>POST 09/60</u>	:	<u>SOCIAL WORK SUPERVISOR GRADE I (5 POSTS) (REF: F1/E/2018)</u> Directorate: VEP and Prevention of Gender Based Violence (Gender Based Violence Command Centre)
<u>SALARY</u>	:	R341 322. – R395 685. per annum (Salary will commensurate with years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Groenkloof Forum Office Park, Pretoria Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Knowledge of relevant Public Service Legislation. Proficient in at least three South African languages. Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being. Understanding and ability to ensure that supervisees provide social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves. Willingness to work shifts. Competencies needed: Computer literacy. Planning and organising skills. Communication (written, verbal) and liaison skills. Customer care skills. Problem-solving skills. Interpersonal skills. Business ethics skills. Analytical skills. Counselling skills Attributes: Accurate. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Diplomacy. Confidentiality. Self-starter. Customer focused. Adaptive. Ability to compile complex reports.
<u>DUTIES</u>	:	Provide comprehensive, telephonic, one-stop client social work supervisory services with regard to the care, support, protection and development of vulnerable individuals, and families in line with social development programmes. This would include the following: Respond to escalated telephonic assessments referred by

supervisees. Ensure the development and planning of programmes to render the recommended interventions efficiently, effectively and economically by the responsible service centers. Provide continuous support, counseling, guidance and advice to supervisees implementing recommended interventions. Monitor and evaluate the effectiveness of the recommended interventions, ensure reporting on progress and identify further/amended interventions to address the identified conditions. v) Study, interpret, apply and give guidance on legislation and policies in the identified work fields to supervisees and other role-players/stakeholders. Perform statutory functions escalated by supervisees, compile reports and other tasks emanating from these matters. Ensure that records of social work interventions, processes and outcomes are produced and maintained. Supervise and advise social workers. This would, inter alia, entail the following: Debrief and support supervisees to manage occupational stress and related issues to promote a sound and effective social work service. Professional and general supervision of the relevant staff. Quality control of the work delivered by supervisees. Advise supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively by, *inter alia*, mentoring and coaching. Keep up to date with new developments in the social work field. This would entail the following: Study professional journals and publications to ensure that cognisance is taken of the latest developments Monitor and study the social services legal and policy framework continuously. Liaise/ attend meetings with other departments and non-government institutions and relevant stakeholders to take cognisance of the latest developments in the relevant fields. Engage in continuous professional development activities as prescribed. Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

**ENQUIRIES
NOTE**

: Ms T Moloi Tel: (012) 312-7362
 : In terms of the Chief Directorate's employment equity target, Coloured males and females and Indian females as well as persons with disabilities are encouraged to apply.

POST 09/61

: **ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS (REF NO. F1/D/2018)**
 Directorate: International Relations

**SALARY
CENTRE
REQUIREMENTS**

: R334 545 per annum
 : HSRC Building, Pretoria
 : An appropriate Degree in International Relations/ Political Science or relevant 3 year qualification PLUS three (3) years' experience in International Relations environment. Knowledge of South Africa's foreign policy; priorities of government including the National Development Plan and the relevant Public Service Legislation. Competencies: Planning and organising skills. Project coordination and administration skills. Time management skills. Computer literacy. Stakeholder relations skills. Communication (written, verbal and liaison) skills. Report writing skills. Research and analytical skills. Problem-solving skills. Team work. Client orientation skills. Minutes taking skills. Attributes: Good interpersonal relations. Ability to work under pressure. Ability to work in a team and independently. Adaptive. Confidentiality Participative. Disciplined. Assertive. Independent thinker. Honesty and integrity.

DUTIES

: Facilitate negotiation, processing, signing and ratification of bilateral and multilateral instruments. Strengthen and promote relations through regular contribution and active participation in bilateral and multilateral platforms. Monitor implementation of various international instruments to ensure alignment of Departmental policies to these instruments. Coordinate and facilitate department's contribution at various multilateral bodies such as UN; BRICS; IBSA and other identified international bodies. Coordinate incoming and outgoing visits through providing professional protocol services and advice to the political leadership and officials of the Department. Conduct basic research and prepare submissions, briefing documents, status update, minutes and reports regarding the work allocated to the Directorate.

ENQUIRIES

: Mr X Khumalo, Tel: 012 312 7167

- NOTE** : In terms of the Directorate's employment equity target, African females and persons with disabilities are encouraged to apply.
- POST 09/62** : **COMMAND CENTRE QUALITY ASSURER (2 POSTS) (Ref: F1/F/2018)**
Directorate: VEP and Prevention of Gender Based Violence (Gender Based Violence Command Centre)
- SALARY** : R334 545. per annum
CENTRE : Groenkloof Forum Office Park, Pretoria
REQUIREMENTS : An appropriate National Diploma/ Bachelor's Degree or equivalent qualification PLUS minimum of three years' experience in providing quality assurance services. Knowledge of the Public Service Legislation. Knowledge and understanding of call centre practices, systems and processes. Knowledge and understanding of quality assurance framework or practices, systems and techniques. Knowledge and understanding of the application of Batho Pele Principles. Knowledge and understanding of the social development environment and programmes. Willingness to work shifts. Competencies needed: Communication (written and verbal) skills. Planning and organising skills. Problem-solving skills. Diagnostic and analytical skills. Project management skills. Computer literacy. Coordination skills. Facilitation and presentation skills. Client orientation skills. Policy development and analysis skills. Monitoring skills. Report writing skills. Research skills. Interpersonal and liaison skills. Attributes: Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Assertiveness. Achievement orientated. Cost consciousness. Business ethics. Confidentiality.
- DUTIES** : Determine quality standards and procedures and ensure compliance thereof. Monitor and advise on the performance of the gender-based violence command centre services and produce reports on performance against set quality standards. Conduct surveys to assess the quality and efficiency of command center services. Monitor calls to identify customer needs and expectations. Design and review the gender-based violence command centre scorecards and advise on necessary changes to enable the call centre to achieve the required services quality. Assess and identify training needs and facilitate training interventions for call centre staff. Conduct research and keep abreast of new trends and best practice in the quality assurance field.
- ENQUIRIES** : Ms T Moloi Tel: (012) 312-7362
NOTE : In terms of the Chief Directorate's employment equity target, Coloured males and females and Indian females as well as persons with disabilities are encouraged to apply.
- POST 09/63** : **SOCIAL WORKER (4 POSTS) (REF NO. F1/G/2018)**
Directorate: VEP and Prevention of Gender Based Violence
- SALARY** : R226 686. – R516 279. per annum (Salary will commensurate with years of experience)
CENTRE : Groenkloof Forum Office Park, Pretoria
REQUIREMENTS : Registration with the South African Council for Social Service Professions as Social Worker. Knowledge of relevant Public Service Legislation. Proficient in at least three South African languages. Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Willingness to work shifts. Competencies needed: Computer literacy. Planning and organising skills. Communication (written, verbal) and liaison skills. Customer care skills. Problem-solving skills. Interpersonal skills. Business ethics skills. Analytical skills. Attributes: Accurate. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Diplomacy. Confidentiality. Self-starter. Customer focused. Adaptive.
- DUTIES** : Render comprehensive, telephonic, one-stop client social work services with regard to the care, support, protection and development of vulnerable individuals, and families in line with social development programmes. Attend to any other matters that could result in, or stem from, social instability in any form. This would include the following actions: Conduct telephonic assessments aimed at identifying conditions in individuals and families identify relevant interventions. Implement

referral mechanisms that will include follow-up and escalation of cases, as well as provision of feedback to affected individuals. Provide support, counselling, guidance and advice to the affected individuals, groups, families and communities. Monitor the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions. Produce and maintain records of social work interventions, processes and outcomes and statistic to analyse trends. Keep up to date with new developments in the social work and social welfare fields. This would, inter alia, entail the following: Study professional journals and publications in order to ensure that cognisance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Liaise with other departments and non-governmental institutions to take cognisance of the latest developments in the relevant fields. Undertake first level social work research and development. Engage in continuous professional development activities as prescribed. Perform all the administrative functions required of the job. It will be expected from the Social Workers Grade 4 to mentor and coach the Social Workers Grade 1 to enable them to render an effective and efficient social work service.

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

ENQUIRIES : Ms T Moloi Tel: (012) 312-7362

POST 09/64 : **SOCIAL AUXILIARY WORKER (2 POSTS) REF: F1/H/2018**
Directorate: VEP and Prevention of Gender Based Violence (Gender Based Violence Command Centre)

SALARY : R130 434. – R233 487. per annum (Salary will commensurate with years of experience)

CENTRE : Groenkloof Forum Office Park, Pretoria

REQUIREMENTS : Registration with the South African Council for Social Service Professions as Social Auxiliary Worker. Basic understanding of the South African social welfare context, the policy and practice of developmental social welfare services and the role of social auxiliary worker within this context. Understanding of the purpose of social auxiliary work and the role and functions of a social worker within the South African context. Knowledge of values and principles contained in the Bill of Rights and the social work profession's Code of Ethics in service delivery as a social auxiliary worker. Basic understanding of the South African judicial system and the legislation governing and impacting on social auxiliary work and social work. Basic understanding of human behaviour, relationship system and social issues. Knowledge of appropriate social auxiliary methods and techniques to address the social needs of client system as well as resources in service delivery to client systems. Willingness to work shifts. Competencies needed: Computer literacy. Planning and organising skills. Communication (written, verbal) and liaison skills. Customer care skills. Problem-solving skills. Interpersonal skills. Business ethics skills. Analytical skills. Attributes: Accurate. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Diplomacy. Confidentiality. Self-starter. Customer focused. Adaptive.

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the support to the deaf community through the relevant departmental programmes. Assist social workers to attend to any other matters that could result in, or stem from social instability in any form. This would include the following actions: Conduct interviews for assessments aimed at identifying issues of Gender Based Violence that justify relevant interventions. Provide information for the identification of appropriate interventions required to address the identified services. Assist with the development of programmes to render the recommended, relevant and appropriate interventions for the deaf community. Implement the recommended interventions by the Social Worker and providing continuous telephonic support, to the affected individuals, groups, families and communities. Monitor and evaluate the effectiveness of the recommended interventions. Produce and maintain records and data of interventions, processes and outcomes. Collate data on all telephonic support provided. Keep abreast with new developments in the disability and social work sector. This would, inter alia,

entail the following: i) Read publications and relevant documentation on disability sector in order to ensure that cognisance are taken of new developments. ii) Attend meetings, workshops, symposia, conferences and any other relevant development activities to take cognizance of the latest developments in the relevant disability sector. Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES

: Ms T Moloji Tel: (012) 312-7362

NOTE

: In terms of the Chief Directorate's employment equity target, Coloured, Indian, White males and females as well as persons with disabilities are encouraged to apply.