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: 13 April 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 application was unsuccessful.

MANAGEMENT ECHELON

POST 13/50: DIRECTOR: WOMEN EMPOWERMENT AND GENDER FOCAL POINT REF NO: R1/A/2018
(This is a re-advertisement. Candidates who previously applied must re-apply).
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


DUTIES: Manage and monitor the development of policies, legislation, minimum norms and standards, practice in respect of gender issues. Manage capacity
development for women empowerment and gender equality matters. Advocate for gender issues to be considered in the departmental planning processes. Adopt a wide set of options for governance and institutional development. Manage the advocacy and lobbying on gender issues. Provide support to various Directorates for compliance with international and national reporting obligations. Manage the compilation of regular reports for various gender stakeholders and organs of Government.

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.

OTHER POSTS

POST 13/51: DEPUTY DIRECTOR: LEGAL CASE ASSESSMENT AND ADJUDICATION
REF NO: R1/B/2018
Chief Directorate: Social Assistance Appeals

SALARY: R779 295 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: Harlequins Office Park, Groenkloof

REQUIREMENTS:

DUTIES:
- Perform legal case assessment services. Develop, implement and review Norms, Standards and Forms for Legal Case Assessment, Adjudication and Post Adjudication Services in line with the Social Assistance Act PAJA and Policy Framework. Assist with enlist of panel members, drafting terms and conditions for appointment and coordinating the scheduling of Panel Members, development of a training and capacity building programme for Tribunal Panel Members and facilitation of such training. Assist with development of customized templates for outcome letters to oversee the capturing of appeal decisions by Tribunal and communication thereof to relevant stakeholders and ensuring the implementation of Tribunal Outcomes by SASSA. Coordinate litigation support services when required in relation to litigious appeals. Assist with drafting of strategic and period specific reports in relation to legal case assessment, adjudication and post adjudication services and prepare inputs on reviews and related social security policies and legislation. Provide inputs into Directorate’s budget, procurement, risk and operational plans and ensure compliance thereto. Coordinate Human Resource related activities for Legal Case Assessment. Participate in the Ministerial social development services monitoring projects (Mikondzo).

ENQUIRIES: Adv A Brink, Tel (012) 741 6846
NOTE: In terms of the Chief Directorate’s employment equity targets, African females and persons with disabilities are encouraged to apply.

POST 13/52: SOCIAL WORK POLICY MANAGER GRADE I: PROGRAMME IMPLEMENTATION REF NO: R1/C/2018
Directorate: Services to Persons with Disabilities

SALARY: R712 827 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 Work or equivalent qualification. Registration with the SACSSP as a Social Worker. A minimum of 10 years appropriate experience in social work after registration of which five years must be appropriate experience in social work policy development. Skills to challenge structural sources of poverty, inequality, oppression,

DUTIES:
Provide a social work service of the highest most advanced and specialized nature within the Directorate with regard to care, support and development of vulnerable persons within disabilities through the Disability program. Develop, monitor, interpret and review legislation and policies to determine whether the legislation and policies are still relevant and comply with current requirements. Facilitate the development and planning of programmes and interventions to render services to persons with disabilities through efficient, economical and effective utilization of financial resources. Manage the relevant sub-directorate to ensure that an efficient and effective service to persons with disabilities is delivered through the efficient and effective utilization of human resources and ensure that all the administrative functions are performed. Keep up-to-date with new developments in the social work, disability and management fields. Plan and ensure that social work research within the disability field is managed and undertaken. Liaise with key stakeholders, including inter, intra-departmental representatives and various social services sectors to enhance integrated service delivery.

ENQUIRIES:
Ms M Molamu, Tel: 012 312 7400

NOTE:
In terms of the Chief Directorate's employment equity target, African males and persons with disabilities are encouraged to apply.

POST 13/53:
BRANCH COORDINATOR REF NO: R1/D/2018
Branch: Comprehensive Social Security

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 i.t.o. the applicable rules.

CENTRE:
Harlequins Office Park, Groenkloof

REQUIREMENTS:

DUTIES:
Co-ordinate the development and analysis of the Branch’s operational, budget, strategic and risk management plans. Coordinate key Branch interventions and projects and submission of reports thereof. Develop and maintain financial database and spread sheet applications for tracking the utilization of the budget (under/ over expenditure) and reporting, in line with the departmental policies. Assist in drafting responses, submissions and memoranda. Coordinate the compilation and monitoring of the implementation of the Branch year plan activities. Provide administrative and secretarial support to Branch meetings and workshops (co-ordinate meetings, liaise with stakeholders, etc). Support the Head of Branch in monitoring the utilization of Branch resources (financial, human and physical). Coordinate responses on
parliamentary questions and related processes. Assist the Head of Branch in coordinating other activities as required in the Branch.

ENQUIRIES
Ms B Sibeko, Tel (012) 741 6803

NOTE
In terms of the Branch’s employment equity targets, Coloured, Indian and White males, African, Coloured and Indian females as well as persons with disabilities are encouraged to apply.

POST 13/54
SYSTEMS DEVELOPER REF NO: R1/E/2018
Directorate: Systems Development

SALARY
R281 418 per annum

CENTRE
HSRC Building, Pretoria

REQUIREMENTS

DUTIES
Interpret the User Requirements Specification (URS) and develop applications to meet these requirements, within agreed timeframes. Create efficient and logical databases, design, develop and maintain SQL Database. Design and code superior technical solutions. Easily recognize system deficiencies and implement effective solutions. Maintain and enhance existing development standards and assume responsibility for development environment, communicate and enforce coding standards. Work with System and Business Analysts to design and develop applications. Create well designed, reusable objects. Provide assistance to testers and support personnel as needed to determine system problems. Document code consistently throughout the development process by listing a description of the program, special instructions and any changes made in database tables on procedural, modular and database level.

ENQUIRIES
Mr T Chele, Tel: (012) 312-7459

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

POST 13/55
SENIOR NPO OFFICER REF NO: R1/F/2018
Directorate: NPO Programme Management and Institutional Support

SALARY
R281 418 per annum

CENTRE
HSRC Building, Pretoria

REQUIREMENTS

DUTIES
Provide administration support to the implementation of NPO capacity building framework and service delivery improvement programmes. Provide secretariat support. Administer logistical arrangements. Liaise with institutional support.
and stakeholders to deal with general enquiries. Conduct capacity building sessions to Non Profit Organisations.

ENQUIRIES

: Mr M Zama, Tel: (012) 312-7634

NOTE

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