

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 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 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
- 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. Knowledge of Public Service Regulations. Expertise on gender issues. Knowledge of legislation and policies on gender and transformation. Knowledge of women empowerment. Knowledge of the PFMA. Knowledge of the supply chain processes. Competencies needed: Project management skills. Internal and external networking skills. Policy development and analytical skills. Financial management skills. Interpersonal 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. Problem-solving skills. Attributes: Emotional intelligence. Creative. Honesty and Integrity. Innovative. Computer literacy. Ability to work under pressure. Assertiveness.
- 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. Adopt a wide set of options for women empowerment and gender equality. 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 : An appropriate 4-year Law Degree (LLB or BProc) plus 5 years' experience in practicing Law. Knowledge of the relevant Public Service Legislation. Knowledge of Social Assistance Act. Knowledge of PAJA. Competencies needed: Communication (written and verbal). Planning and organising. Problem-solving. Diagnosis and analytical. Project management. Computer literacy. Facilitation and presentation. Client orientation People management. Policy development and analysis. Monitoring. Report writing. Attributes: Good interpersonal and liaison. Ability to work under pressure. Ability to work in a team and independently. Innovative and Creative. Assertive. Achievement orientated. Cost consciousness. Business ethics. Confidentiality.

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,

discrimination and exclusion. Knowledge and understanding of human behaviour and social systems. The understanding and ability to ensure that supervisors provide social services towards protecting people with disabilities who are vulnerable, at risk and unable to protect themselves. Experience in disability issues. Competencies: Project management skills. Planning and organising skills. Networking skills. Communication (written, verbal and liaison) skills. Professional counselling skills. Policy development, formulation and analysis skills. Financial management skills. Presentation skills. Monitoring and evaluation skills. People management skills. Ability to compile complex reports. Computer literacy. Problem-solving skills. Attributes: Ability to work under pressure. Ability to work in a team and independently. Innovative and Creative. Friendly and trustworthy. Honesty and integrity. Ability and competence to assist, advocate and empower people with disabilities to enhance their social functioning and problem-solving.

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 : An appropriate Bachelors Degree or equivalent qualification plus three (3) years middle management experience relevant to the post. Experience in project coordination and executive support will be an added advantage. Knowledge of the relevant Public Service Legislation. Knowledge of financial, provisioning and procurement prescripts and procedures. Knowledge of operational and strategic planning processes. Competencies needed: Coordination and planning skills. Financial administration. Communication (written and verbal) skills. Organising skills. Project coordination skills. Quality of work. Job Knowledge. Project management. Analytical. Computer literacy. Presentation and facilitation. Problem-solving skills. Client orientation and customer focus. Monitoring. Attributes: Good interpersonal and liaison. Ability to work under pressure. Ability to work in a team and independently. Business ethics. Diplomatic. Innovative and Creative. Assertive. Achievement orientated. Cost consciousness. Confidentiality.

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.
<u>ENQUIRIES</u>	:	Ms B Sibeko, Tel (012) 741 6803
<u>NOTE</u>	:	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.
<u>POST 13/54</u>	:	<u>SYSTEMS DEVELOPER REF NO: R1/E/2018</u> Directorate: Systems Development
<u>SALARY</u>	:	R281 418 per annum
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate National Diploma or Bachelor's Degree in Information System or equivalent qualification PLUS 3 years' experience in systems development. Experience in developing and deploying .NET applications; understanding of ASP.Net, VB.Net, C#, SQL, XML, HTML, Javascript, Web API, stored procedures, XML Web services, Rest Services, JSON, JQuery and MVC will be an added advantage. Knowledge of information technology business systems. Competencies needed: Communication (written, verbal). Planning and organising skills. Computer literacy. Facilitation and presentation. Project management skills. People management skills. Quality management skills. Technical report writing skills. IT Research skills. Negotiation skills. Problem-solving skills. Client orientation and customer focus. Analytical skills. Attributes: Interpersonal and liaison skills. Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Assertiveness. Cost consciousness. Business ethics. Confidentiality.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr T Chele, Tel: (012) 312-7459
<u>NOTE</u>	:	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.
<u>POST 13/55</u>	:	<u>SENIOR NPO OFFICER REF NO: R1/F/2018</u> Directorate: NPO Programme Management and Institutional Support
<u>SALARY</u>	:	R281 418 per annum
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate National Diploma or Bachelor's Degree (or equivalent qualification) PLUS a minimum of one year experience in Administration. Experience in NPO sector will be an added advantage. Knowledge of relevant Public Service Regulatory Framework and Acts. Knowledge of the Non Profit Organisations Act and other related legislation will be an added advantage. Knowledge of the Non Profit Organization's Sector. Competencies needed: Communication (written, verbal) skills. Planning and organising skills. Problem-solving skills. People management skills. Project administration. Analytical skills. Cost consciousness. Computer literacy. Customer care skills. Attributes: Accurate. Compliant. Ability to work under pressure and cope with high work load. Ability to analyse and interpret applications for registration in terms of the Non Profit Organisations Act. Adaptive. Disciplined. Diversity commitment. Friendly and trustworthy. Diplomacy. Independency and self-starter. Assertive. Persuasive.
<u>DUTIES</u>	:	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

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and stakeholders to deal with general enquiries. Conduct capacity building sessions to Non Profit Organisations.

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

: 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.