

DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post 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>	:	23 November 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 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. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process. 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

<u>POST 45/42</u>	:	<u>DEPUTY DIRECTOR-GENERAL: CORPORATE SUPPORT SERVICES REF NO: M2/2018</u> Branch: Corporate Support Services
<u>SALARY</u>	:	R1 446 378 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 appropriate undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA PLUS a minimum of 8 to 10 years' experience at senior management level. Knowledge of the- i) relevant Public Service legislation; ii) Treasury Regulations; iii) public management and administration principles; Public Finance Management Act; iv) White Paper on Transformation of Public Service; v) MACRO, MISO & MICRO policies such as DORA, MTSF, NDP, MTEF, MISS, MPSS, OHS, PIA, PAIA, PAJA, NSIA, PDA, PCCA, CAPPV, Private Security Industry Regulations Act etc; vi) Public Service Act and Regulations; vii) financial prescripts of the Public Service, costing methodologies and performance measurement; viii) Public Service Statutory Framework; ix) MISS and MPSS; and x) OHS. Track record in preparation and management of strategic plans, business plans and budgeting. Competencies

needed: Strategic capability and leadership. Programme and project management. Financial management. Policy analysis and development. Change management. Knowledge management. Communication. Service delivery innovation. Problem-solving and change management. People management and empowerment. Client orientation and customer focus. Stakeholder management. Presentation and facilitation. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Independent thinker. Ability to work in a team and independently. Adaptability. Confidentiality. Political sensitivity. Cost consciousness. Honesty and Integrity and Ethics. Emotional Intelligence. Ability to evaluate / analyse information and to select an alternative that best meets the needs of the impending situation. Strategic awareness. Customer service oriented and Focus. Accountability. Ability to exercise appropriate judgment.

DUTIES

: Ensure the preparation and alignment of the Branch's APP, Operational Plans to the strategic objectives of the department. Provide leadership in the development and implementation of policies and strategies relating to corporate support functional areas. Oversee the provision of information management systems technology services. Oversee the provision of human resource management services. Oversee the provision of internal and external communication services. Oversee the provision of legal services. Oversee the provision of auxiliary services. Provide strategic advice and guidance to social development sector and participate in various fora in relation to corporate support matters. Ensure effective promotion and practice of good corporate governance and compliance pertaining to financial policies, legislations and regulations.

ENQUIRIES

: Mr D Chinappan Tel No: (012) 312-7504