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.


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 shortlisted 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. DSD reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

POST 05/79: CHIEF DIRECTOR: SOCIAL INSURANCE Ref NO: F1/A/2020
Branch: Comprehensive Social Security

SALARY: R1, 251,183 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: Harlequins Office Park, (Groenkloof)

An under-graduate qualification (NQF level 7) as recognised by SAQA in Economics, Public Finance or Business Administration plus five years of experience at a senior managerial level in the social security or related field. A Master’s degree will be an added advantage. Understanding of social protection, particularly social insurance. Knowledge of the relevant social security provisions in South Africa, and understanding of relevant international standards and practice. Knowledge of relevant public finance and labour market policies. Knowledge of the relevant Public Service legislation. Competencies: Programme and project management skills. People Management and empowerment skills. Financial management skills.
Communication (verbal, written and liaison) skills. Client orientation and customer focus. Policy development and formulation skills. Strategic capability and leadership skills. Computer literacy. Change management skills. Interpersonal skills. Problem-solving and analysis skills. Service delivery innovation skills. Good quantitative and qualitative research skills.


**DUTIES**

Key Responsibilities: Develop and review policies and provisions for social insurance benefits including retirement, survivor and disability benefits. Facilitate the establishment of an appropriate institutional architecture, including the benefit design, legislation and service delivery platforms to ensure a coherent, efficient and responsive social insurance system in the country. Develop and review policies for the financing of social insurance benefits to ensure coverage for all workers in both formal and informal employment settings. Cultivate and maintain good working relationships with related government departments and institutions to promote coherence in the design, implementation and oversight of social insurance policies. Promote and facilitate civil society involvement in the development and design of social insurance schemes. Develop and promote good working relations with all key stakeholders in social security. Promote and support regional and international cooperation in social security policy and practice.

**ENQUIRIES**: Ms B Sibeko, Tel No: (012) 741-6803

**POST 05/80**

**DUTIES**

Key Responsibilities: 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 No: (012) 312-7394

**SALARY**: R1,057,326 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.e. the applicable rules.

**CENTRE**: Pretoria, HSRC Building

OTHER POSTS

POST 05/81 : DEPUTY DIRECTOR: LOGISTICS AND ASSET MANAGEMENT REF NO: F1/C/2020
Directorate: Supply Chain Management

SALARY : R733 257 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

DUTIES : Facilitate the provision of departmental fleet services. Manage administration services of the department cellular phones and data cards in terms of the telecommunication policy. Manage departmental movable assets. Manage logistics services of the department. Develop and implement logistics and assets management strategies, policies and guidelines. Oversee the management of LOGIS system.

ENQUIRIES : Ms S Mgwaba, Tel No: (012) 312-7844 / 7543

POST 05/82 : SUPPLY CHAIN CLERK (TRANSPORT) REF NO: F1/D/2020
Directorate: Supply Chain Management

SALARY : R173 703. per annum.

CENTRE REQUIREMENTS : HSRC Building, Pretoria

DUTIES : Issue GG vehicles and facilitate GG shuttle services. Inspect government vehicles prior to issuing as well as when they are returned. Facilitate maintenance of vehicles, book vehicles for service, deliver cars at service point and re-collect the after service. Liaise with G-Fleet officials to report the condition of the vehicles and register all problems of government vehicles. Facilitate the cleaning and tidying of government vehicles.

ENQUIRIES : Ms S Mgwaba, Tel No: (012) 312-7844/7543

POST 05/83 : FINANCE CLERK (SALARIES) REF NO: F1/E/2020
Directorate: Financial Administration and Accounting

SALARY : R173 703. per annum.

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CENTRE : HSRC Building, Pretoria


ENQUIRIES : Ms RC Henning, Tel No: (012) 312-7844/7543

POST 05/84 : FINANCE CLERK (PAYMENTS) REF NO: F1/F/2020
Directorate: Financial Administration and Accounting

SALARY : R173 703 per annum

CENTRE : HSRC Building, Pretoria


DUTIES : Verify all requests for payments received for allocation codes and supporting documentation. Capture all payments on BAS and LOGIS. Ensure payments adhere to legislation, government prescripts and departmental policies and procedures. Perform monthly reconciliation of accounts to ensure all invoices are paid in time. Attend to queries related to payments. File all documents.

ENQUIRIES : Ms RC Henning, Tel No: (012) 312-7844/7543