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: 06 March 2020

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 regulation 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 at any stage of the recruitment process.

OTHER POST

POST 07/46: SOCIAL WORK SUPERVISORS GRADE 1 (X4 POSTS)

Gender Based Violence Command Centre

SALARY: R384 228 per annum

CENTRE: Groenkloof Forum Office Park

REQUIREMENTS: 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. 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.

DUTIES: 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, 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, Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES

Ms N Malvern Tel No: (012) 740 9650