ANNEXURE K

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: 03 April 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 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 11/30: DIRECTOR: NPO COMPLIANCE MONITORING REF NO: K1/A/2020

Chief Directorate: NPO Registration, Funding and Compliance Monitoring

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 a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

CENTRE: Pretoria


DUTIES: Key Responsibilities: Manage NPO compliance. Manage Risk Management Controls system and compliance for NPOs in collaboration with all other stakeholders. Develop and monitor policies and procedure that will enable effective administration of the NPO Act. Develop and monitor implementation
of processes and procedures to enable the effective execution of the NPO Act. Manage NPO appeals in line with the NPO Act. Develop and manage processes and systems for NPO cancellation or de-registration. Manage and conduct compliance monitoring and reporting in terms of the NPO Act.

ENQUIRIES: Mr FP Netshipale, Tel No: (012) 312-7662/7556

OTHER POSTS

POST 11/31: SENIOR ORGANISATIONAL DEVELOPMENT OFFICER REF NO: K1/B/2020
Directorate: Organisational Design and HR Planning

SALARY: R316 791 per annum
CENTRE: HSRC Building, Pretoria

DUTIES: Develop, review and advice on Job descriptions. Conduct job evaluation process using evaluate system. Conduct work study investigations and work flow measurements. Develop and maintain job evaluation filing system. Maintain and ensure that the post establishment and organisational structure are aligned at all times. Provide advisory support on Organisational Design and Job Evaluation projects.

ENQUIRIES: Ms F Rampfumedzi, Tel No: (012) 312-7211
NOTE: In terms of the Chief Directorate’s employment equity targets, African, Coloured, White males and Coloured females as well as persons with disabilities are encouraged to apply.

POST 11/32: INTERNAL AUDITOR: INFORMATION TECHNOLOGY AUDIT REF NO: K1/C/2020
Chief Directorate: Internal Audit Services

SALARY: R316 791 per annum
CENTRE: HSRC Building, Pretoria
REQUIREMENTS: A Bachelor’s Degree or National Diploma in Internal Auditing/Auditing/IT Management/Informatics/Information Systems/BSc IT/Computer Science with a minimum of 3 years functional experience in Information Technology audit environment. Membership with the Institute of Internal Auditors South Africa/Global (IIASA) or Information Systems Audit and Control Association (ISACA) will be an added advantage. Knowledge and exposure to Public Service Legislations, IT(e.g. COBIT, ITIL, ISO2700 etc.) and Internal audit frameworks. Ability to research and apply IT control concepts in audit assignments, Information Technology audit concepts, frameworks and methodologies, Principles relating to IT Governance, ISACA and IIA Standards. Competencies needed: Planning and organizing skills. Communication (written, verbal) skills. Computer literacy. Problem-solving skills. Policy analysis skills. Client liaison skills and analytical skills. Report writing skills. Presentation skills. Data analytics (ACL, IDEA, Teammate analytics) skills. Attributes: Integrity. Objectivity. Independent. Confidentiality. Ability to work under minimum supervision. Ability to work under pressure. Confidential. Willingness to learn. Team player.
DUTIES: Assist in planning of Information Technology audit projects in accordance with the approved Internal Audit Methodology. Execute audits in accordance with the approved internal audit framework and plan and in accordance with the IIA and ISACA Standards. Formulate/compile audit findings and discuss outcomes with the clients. Develop draft audit reports. Evaluate client responses and make necessary adjustments. Coordinate exit meetings with clients. Conduct follow ups on audit findings. Conduct ad hoc audit as requested. The official may be deployed to other units within the Chief Directorate Internal Audit Services when need arises.

ENQUIRIES: Ms NP Maripane, Tel No: (012) 312-7790

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

POST 11/33: SOCIAL WORKER GRADE 1 REF NO: K1/D/2020
Directorate: VEP and Prevention of Gender Based Violence

SALARY: R257 592 per annum

CENTRE: Groenkloof Forum Office Park


DUTIES: Render a comprehensive, telephonic, one-stop client social work services with regard to the care, support, protection and development of vulnerable individuals and families in line with social development programmes. Attend to any other matters that could result in, or stem from, social instability in any form. This would include the following actions: Conduct telephonic assessments aimed at identifying conditions in individuals and families and identify relevant interventions, implement referral mechanisms that will include follow-up and escalation of cases, as well as provision of feedback to affected individuals, provide support, counselling, guidance and advice to the affected individuals, groups, families and communities, monitor the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions, produce and maintain records of social work interventions, processes and outcomes and statistics to analyse trends. Keep up to date with new developments in the social work and social welfare fields. This would, inter alia, entail the following: study professional journals and publications in order to ensure that cognisance is taken of new developments, monitor and study the social services legal and policy framework continuously, liaise with other departments and non-governmental institutions to take cognisance of the latest developments in the relevant fields, undertake first level social work research and development, engage in continuous professional development activities as prescribed, perform all the administrative functions required of the job.

ENQUIRIES: Ms N Malvern Tel No: (012) 740 9650