

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.

<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>	:	14 April 2020
<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 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. DSD reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

<u>POST 12/39</u>	:	<u>SYSTEM ANALYST REF NO: Q1/A/2020</u> Directorate: Systems Development
<u>SALARY</u>	:	R376, 596 per annum
<u>CENTRE</u>	:	Pretoria, HSRC Building
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/Diploma in Information Technology plus credible experience in IT Solutions/Systems Development. Knowledge of the Public Service Legislation. Knowledge of and experience in the field of information systems development and database administration. Knowledge of and experience in leading/working on information systems projects. Competencies needed: Communication (written and verbal) skills. Planning and organising skills. Problem-solving skills. Policy analysis skills. Office management and administration skills. Computer literacy. Client liaison skills. Analytical skills. Report writing skills. Attributes: Integrity. Objectivity. Independence. Confidentiality. Ability to work under pressure. Confident. Willingness to learn. Team player. Key Responsibilities: Design and enhance IT systems using systems development and design tools across all the systems. Analyse current systems, design and document possible implementation plans for systems. Liaise with external service providers to make them understand the E-R diagrams and dependences within the various modules of the system. Analyse requirements from various directorates and design and develop business solutions. Design, plan and manage all information technology (IT) network related activities.
<u>ENQUIRIES</u>	:	Ms M Nkhethoa, Tel No: (012) 312-7108
<u>NOTE</u>	:	In terms of the Chief Directorate's employment equity targets, Coloured and Indian males and Coloured, Indian and White females as well as persons with disabilities are encouraged to apply.
<u>POST 12/40</u>	:	<u>ADMINISTRATIVE ASSISTANT REF NO: Q1/B/2020</u> Office of the Chief Director: Human Capital Management
<u>SALARY</u>	:	R208, 584 per annum
<u>CENTRE</u>	:	Pretoria, HSRC Building
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/Diploma (or equivalent qualification) plus minimum of one (1) year administration experience. Knowledge of relevant Public Service legislation. Knowledge of financial, procurement prescripts and procedures. Knowledge of document management, tracking and retrieving of information. Competencies needed: Communication (written and verbal) skills. Computer literacy. Problem-solving skills. Planning and organising skills. Customer care skills. Office Administration skills. Attributes: Friendly and trustworthy. Good interpersonal relations. Accurate. Independent. Assertiveness. Ability to work independently and as part of a team. Ability to work under pressure. Adaptive. Confidentiality. Integrity. Discipline.

DUTIES

: Key Responsibilities: Serve as a Chief User Clerk and facilitate the procurement of resources. Support managers in preparing financial plans and reports. Administer all logistical arrangements for the business unit. Process all the relevant claims and distribute salary advices for staff. Provide records management services, type documents and track responses. Take minutes and make follow-ups on decisions taken during unit meetings. Participate in core functions of the unit (25%) as part of personal development.

ENQUIRIES

: Ms E Steenkamp, Tel No: (012) 312-7482

NOTE

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