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: Please forward your application, quoting the relevant reference number, and email to recruitment@dsd.gov.za or alternatively hand deliver at Department of Social Development, 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. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS and full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours. 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, 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. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Ms E Steenkamp. 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. 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 19/113: DIRECTOR: VEP AND PREVENTION OF GENDER BASED VIOLENCE REF NO: W1/A/2020

Chief Directorate: Social Crime Prevention and Anti-Substance Abuse

Re-advertisement and candidates who previously applied, should re-apply

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.t.o. the applicable rules.

CENTRE: HSRC Building, Pretoria

REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognised by SAQA in Social Sciences/Social Work plus 5 years of experience at a middle/senior managerial

DUTIES : Manage, facilitate and monitor the development of policies, guidelines, norms and standards pertaining to victim empowerment and prevention of gender based violence. Design marketing strategies and plans to implement programmes pertaining to VEP and prevention of gender based violence. Identify policy implementation challenges and advise on possible interventions to address the gaps. Develop mentoring and coaching model for emerging organisations. Facilitate the dispensing of funds to national NGO’s implementing VEP and prevention of gender based violence programmes.

ENQUIRIES : Ms S Magangoe Tel No: (012) 312-7786
NOTE : In terms of the Chief Directorate’s employment equity targets, white males and African and white females as well as persons with disabilities are encouraged to apply.
CLOSING DATE : 21 August 2020
POST 19/114 : DIRECTOR: MEDICAL CASE ASSESSMENT AND ADJUDICATION REF NO: W1/B/2020
Chief Directorate: Social Assistance Appeals

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.t.o. the applicable rules.
CENTRE : Harlequins Office Park, Groenkloof

DUTIES : Key Responsibilities: Manage Medical Case Assessment. Manage and support the Medical Adjudication Process. Provide strategic direction and support to the Medical Appeals Process.
ENQUIRIES : Adv A Brink or Ms Erika du Plessis Tel No: (012) 741 6846 / (012) 741 6925
NOTE : In terms of the Chief Directorate’s employment equity targets, African males and females as well as persons with disabilities are encouraged to apply.
CLOSING DATE : 18 September 2020
POST 19/115 : DIRECTOR: FOOD AND NUTRITION SECURITY COORDINATION REF NO: W1/C/2020

Chief Directorate: Poverty Alleviation, Sustainable Livelihood and Food Security

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 : HSRC Building, Pretoria


DUTIES : Manage and monitor the development and implementation of food and nutrition security policy, strategies, guidelines, norms and standards. Manage and monitor the development and implementation of the food and nutrition security programme monitoring framework and report thereon to the social development sector. Manage the coordination and facilitation of integration of food access and nutrition programme interventions implemented by the participating stakeholders. Manage the facilitation of resource mobilisation awareness programmes and institutional structures to implement food access and nutrition security programmes. Manage the research process on food and nutrition security to enhance programme implementation.

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

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

CLOSING DATE : 21 August 2020

OTHER POSTS

POST 19/116 : MANAGER SOCIAL WORK POLICY GRADE 1 REF NO: W1/F/2020

Directorate: Probation and Child Justice Services

SALARY : R794 889 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 : HSRC Building, Pretoria


DUTIES : Develop and review legislation, policies and strategies to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. Monitor the implementation of policies and strategies
pertaining to probation services. Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing of the relevant policies. Manage and supervise the policy and strategy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilization of human resources. Develop strategies and norms and standards for probation services. Keep up to date with new developments in the social work and management fields. Plan and ensure that social work policy research and development are undertaken. Perform and/or ensure that all the administrative functions required in the unit are performed.

ENQUIRIES
NOTE:
ENQUIRIES:
NOTE:
Closing Date:
Post 19/117:
Deputy Director: Policy Development REF NO: W1/D/2020
Directorate: HIV Prevention
Salary:
Centre:
Requirements:
Duties:
Enquiries:
Note:
Closing Date:
Post 19/118:
Deputy Director: Executive Secretariat Support REF NO: W1/E/2020
Directorate: Cluster Coordination and Secretariat Support
Salary:
Centre:
Requirements:

Ms L Nziyane Tel No: (012) 312-7110

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

CLOSING DATE: 21 August 2020

ENQUIRIES
NOTE:
Closing Date:
Post 19/117:
Deputy Director: Policy Development REF NO: W1/D/2020
Directorate: HIV Prevention
Salary:
Centre:
Requirements:
Duties:
Enquiries:
Note:
Closing Date:
Post 19/118:
Deputy Director: Executive Secretariat Support REF NO: W1/E/2020
Directorate: Cluster Coordination and Secretariat Support
Salary:
Centre:
Requirements:

Ms L Nziyane Tel No: (012) 312-7110
DUTIES : Provide secretariat support for the meetings chaired by the Director-General and Minister (MINEXCO and MINMEC). Prepare logistical and administrative arrangements for the meetings chaired by the Director-General. Render the Intergovernmental coordination function for the Office of the DG (all the internal committees or governance structures). Develop an annual schedule to facilitate the coordination of the Director-General's meetings with the management of the Department and Provinces. Provide document management support services in relation to meeting documentation and other confidential documents in line with the Minimum Information Security Standards Act.

ENQUIRIES : Ms W Masibi Tel No: (012) 312-7090

NOTE : In terms of the Chief Directorate: Executive Support and Intergovernmental Relations' employment equity targets, African males as well as persons with disabilities are encouraged to apply.

CLOSING DATE : 21 August 2020

POST 19/119 : ASSISTANT DIRECTOR: POPULATION CAPACITY BUILDING REF NO: W1/I/2020
Directorate: Population and Development Programmes

SALARY : R376 596 per annum

CENTRE : HSRC Building, Pretoria

REQUIREMENTS : An appropriate recognized Bachelor's Degree or equivalent qualification plus three (3) years' experience in the population capacity building field. Knowledge of the relevant Public Service Regulatory Framework such as the PSR and PFMA. Knowledge of the White Paper on Population Policy for South Africa. Competencies needed: Financial management skills. Planning and organising skills. Communication (written, verbal and liaison) skills. Problem-solving skills. Interpersonal skills. Monitoring and evaluation skills. Computer literacy. Attributes: Accuracy. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Diplomacy. Self-starter.

DUTIES : Provide technical support and expert services to the three spheres of government, statutory bodies, civil society sector and other relevant partners. Coordinate processes to ensure the integration of population and development programmes to government, statutory bodies and civil society sector programmes. Facilitate the development and implementation of population and development capacity building strategies and programmes. Assist in facilitating training and capacity building programmes on the implementation of population and development policies and programmes. Assist in the monitoring and evaluation of population and development capacity building initiatives.

ENQUIRIES : Mr M Koekoe Tel No: (012) 312-7234/073 280 1032

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

CLOSING DATE : 21 August 2020

POST 19/120 : ASSISTANT DIRECTOR: POPULATION KNOWLEDGE AND INFORMATION SERVICE REF NO: W1/J/2020
Directorate: Population Advocacy, Information and Knowledge Management

SALARY : R376 596 per annum

CENTRE : HSRC Building, Pretoria

REQUIREMENTS : An appropriate recognised Bachelor's Degree or equivalent qualification in Social Sciences plus credible appropriate experience. Competencies needed: Expertise and experience in utilising information science and technology. Communication (written, verbal and liaison) skills. Planning and organising skills.

DUTIES : Provide technical support and expert services to the three spheres of government, statutory bodies, civil society sector and other relevant partners. Coordinate processes to ensure the integration of population and development programmes to government, statutory bodies and civil society sector programmes. Facilitate the development and implementation of population and development capacity building strategies and programmes. Assist in facilitating training and capacity building programmes on the implementation of population and development policies and programmes. Assist in the monitoring and evaluation of population and development capacity building initiatives.

**DUTIES**
Manage the Population and Development Information Service and the Population Resource Centre. Facilitate the World Summit on Information Society implementation in cooperation with relevant stakeholders. Monitor and evaluate the population and development information needs. Promote the Population and Development Information Service and Population Resource Centre. Package and disseminate population and development information according to stakeholder’s needs.

**ENQUIRIES**
Ms M Golden Tel No: (012) 312-7831/084 602 9257

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

**CLOSING DATE**
21 August 2020

**POST 19/121**
**ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: W1/K/2020**
Chief Directorate: Auxiliary Services

**SALARY**
R376 596 per annum

**CENTRE**
HSRC Building, Pretoria

**REQUIREMENTS**

**DUTIES**
Manage office space and parking allocation for the Department. Ensure proper planned and unplanned facility maintenance. Manage cleaning hygiene contractors and food service aids. Manage accommodation and lease agreements for the Department. Facilitate and conduct regular building audits to ensure compliance with legal, safety, health and environmental standards.

**ENQUIRIES**
Ms N Ndabankulu Tel No: (012) 312-7670

**NOTE**
In terms of the Chief Directorate: Auxiliary Services’ employment equity targets, African males and females as well as persons with disabilities are encouraged to apply.

**CLOSING DATE**
21 August 2020

**POST 19/122**
**SYSTEMS ANALYST REF NO: W1/L/2020**
Directorate: Systems Development
Re-advertisement and candidates who previously applied, should re-apply.

**SALARY**
R376 596 per annum

**CENTRE**
HSRC Building, Pretoria

**REQUIREMENTS**

**DUTIES**
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 dependencies within the various modules of the systems. Analyse requirements from various
business units and design and develop business solutions. Design, plan and manage all information technology (IT) network related activities.

**ENQUIRIES**
Ms M Nkhethoa Tel No: (012) 312-7108

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

**CLOSING DATE**
21 August 2020

**POST 19/123**
SOCIAL WORK POLICY DEVELOPER GRADE 1 REF NO: W1/G/2020
Directorate: VEP Cluster Technical and Support Services

**SALARY**
R363 801 – R407 625 per annum (salary will commensurate with years of experience)

**CENTRE**
HSRC Building, Pretoria

**REQUIREMENTS**

**DUTIES**
Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures relating to victim empowerment are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing the policies. Develop programmes to implement the policies relevant to the Victim Empowerment Programme. Keep up to date with new developments in the field of social work and victim empowerment by studying professional journals and publications to ensure that cognisance is taken of new developments. Monitor and study the social services legal and policy framework continuously, attend meetings with other relevant stakeholders to take cognisance of the latest developments in the field of social work and victim empowerment. Engage in continuous professional development activities as prescribed. Perform the administrative functions required in the unit.

**ENQUIRIES**
Mr F Faltein Tel No: (012) 312-7168

**NOTE**
In terms of the Chief Directorate: Social Crime Prevention and Anti-Substance Abuse’s employment equity targets, African and Coloured males and Coloured and Indian females as well as persons with disabilities are encouraged to apply.

**CLOSING DATE**
21 August 2020

**POST 19/124**
SOCIAL WORK POLICY DEVELOPER GRADE 1 REF NO: W1/H/2020 (X5 POSTS)
Directorate: Child Protection (Child Protection Register)

**SALARY**
R363 801 – R407 625 per annum (salary will commensurate with years of experience)

**CENTRE**
HSRC Building, Pretoria

**REQUIREMENTS**

ENQUIRIES: Mr S Mashiane Tel No: (012) 312-7371

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

CLOSING DATE: 21 August 2020

POST 19/125: LEGAL ADMINISTRATION OFFICER GRADE 3 REF NO: W1/M/2020 Chief Directorate: Legal Services

SALARY: R257 073 – R293 940 per annum (salary will commensurate with years of experience)

CENTRE: HSRC Building, Pretoria


DUTIES: Conduct research that will provide information and case law relevant to the legal matter at hand and present motivation proposals on how the specific case should be approached to obtain a desirable or justifiable outcome. Draft legal documents that provide clear motivation/justification for a particular position pertaining to the case. Successfully conduct an interview in order to determine the client’s goals and objectives and advice the client on possible courses of action during the consultation process, in entitlements and client’s instructions. Document interview and all advice given during the legal consultation in writing.

ENQUIRIES: Mr L Mtshotshisa Tel No: (012) 312-7214

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

CLOSING DATE: 21 August 2020

POST 19/126: ADMINISTRATIVE ASSISTANT REF NO: W1/N/2020 (X2 POSTS)

Chief Directorate: Human Capital Management

SALARY: R208 584 per annum

CENTRE: HSRC Building, Pretoria


DUTIES: 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: Human Capital Management’s employment equity targets, Coloured and white males and African females as well as persons with disabilities are encouraged to apply.

CLOSING DATE: 21 August 2020