

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** : Please forward your application, quoting the relevant reference number, and email to recruitment@dsd.gov.za or alternatively in exceptional circumstances hand deliver at Department of Social Development, HSRC Building, 134 Pretorius Street.
- FOR ATTENTION NOTE** : Ms E Steenkamp
: 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 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, 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 REQUIREMENTS** : HSRC Building, Pretoria
: 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

level (Management experience in victim empowerment or social welfare services; or criminal justice environment will be an added advantage). Registration with the South African Council for Social Service Professions as a Social Worker. Knowledge of the relevant public service legislation. Knowledge of legislation governing the implementation of VEP programmes within the JCPS sector. Knowledge of VEP and criminal justice field. Knowledge of the social development sector. Competencies: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Policy analysis and development skills. Change management skills. Knowledge management skills. Communication (verbal and written) skills. Service delivery innovation skills. Problem-solving skills. People management and empowerment skills. Client orientation and customer focus skills. Stakeholder management skills. Presentation and facilitation skills. Coordination skills. Analytical skill. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Independent thinker. Ability to work in a team and independently. Cultural sensitivity. Adaptability. Confidentiality. Compliant. Cost Consciousness. Honesty and Integrity.

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 NOTE : Ms S Magangoe Tel No: (012) 312-7786
 : 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 REQUIREMENTS : Harlequins Office Park, Groenkloof
 : MBChB Degree or equivalent qualification (NQF level 7) as recognized by SAQA PLUS 5 years' experience at a middle/senior managerial level in the medical assessment field. Registration with the HPCSA as a Medical Practitioner. Knowledge of i) SASSA Medical Assessment Processes; ii) Disability Management practices and principles; iii) Social Assistance Act and Regulations; iv) Social Development Sector. Competencies: Financial management skills. Project management skills. Communication (verbal, written and liaison) skills. Planning and organising skills. Strategic capability and leadership skills. Customer care skills. Analytical skills. Monitoring and evaluation skills. Presentation and facilitation skills. Negotiation skills. Computer literacy. Research skills. Problem-solving skills. Coordination skills. Attributes: Assertiveness. Ability to work independently and as part of a team. Compliance. Diplomacy. Ability to work under pressure. Decisiveness. Adaptability. Confident. Accuracy. Compliant. Self-starter. Trustworthiness.

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 NOTE : Adv A Brink or Ms Erika du Plessis Tel No: (012) 741 6846 / (012) 741 6925
 : 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 REQUIREMENTS** : HSRC Building, Pretoria
 : An appropriate recognized Bachelor's Degree in Social Sciences (NQF level 7) as recognized by SAQA PLUS five years' relevant experience in middle / senior management. Post Graduate qualification in Project management/ Food Security will be an added advantage. Knowledge of Public Service legislation, project management, food and nutrition security policies, community development, project monitoring and evaluation as well as stakeholder consultation and mobilisation. Competencies needed: Financial management skills. Planning & coordination skills. Problem-solving skills. Time management skills. Project and programme management skills. People management and empowerment skills. Risk management skills. Presentation and facilitation skills. Computer literacy. Attributes: Ability to work under pressure. Systematic. Adaptable. Confidentiality. Integrity. Disciplined. Friendly & trustworthy.
- 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 REQUIREMENTS** : HSRC Building, Pretoria
 : Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker plus ten (10) years' appropriate experience in social work (probation services, child justice and social crime prevention) after registration as Social Worker with the SACSSP of which five (5) years must be appropriate experience in social work policy development. Extensive knowledge of Probation Services Act, Criminal Procedure Act, Correctional Services Act, Children's Act and other relevant prescripts, conventions and protocol. Willingness to travel. Competencies needed: Project management skills. Planning and organising skills. Networking skills. Communication (written and verbal) skills. Professional counselling skills. Policy analysis and development skills. Financial management skills. Presentation skills. Monitoring and evaluation skills. People management skills. Ability to compile complex reports. Attributes: Positive. Hard working. Assertive. Independent. Self-starter. Diversity commitment. Task-driven. Adaptable. Team leader. Innovative.
- 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 : Mr NS Maselesele Tel No: (012) 312-7066
NOTE : In terms of the Chief Directorate: Social Crime Prevention and Anti-Substance Abuse's employment equity targets, African, Coloured, Indian and White males and African, Coloured and Indian females as well as persons with disabilities are encouraged to apply.

CLOSING DATE : 21 August 2020

POST 19/117 : **DEPUTY DIRECTOR: POLICY DEVELOPMENT REF NO: W1/D/2020**
 Directorate: HIV Prevention

SALARY : R733 257 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
REQUIREMENTS : An appropriate Bachelor's Degree in Social Science or equivalent qualification plus three (3) years' junior management experience in HIV and AIDS programmes. Knowledge of i) policies in the HIV and AIDS field; ii) social and structural drivers of HIV and AIDS; and iii) the Public Service Regulatory Framework. Willingness to travel. Competencies needed: Planning and organising skills. Monitoring and evaluation skills. Presentation and facilitation skills. Research skills. Communication (written and verbal) skills. People management skills. Problem-solving skills. Needs analysis and analytical skills. Policy and programme development skills. Leadership and management skills. Computer literacy. Financial management skills. Project management skills. Interpersonal and liaison skills. Strategic planning skills. Attributes: Ability to work under pressure. Ability to work independently and in a team. Adaptability and flexibility. Disciplined. Friendly and trustworthy. Assertiveness. Innovative.

DUTIES : Develop and review policies, strategies, guidelines and programmes for prevention of HIV, STIs and TB infections to families. Conduct capacity building of implementers and other stakeholders on HIV prevention programmes focusing on families. Conduct monitoring and evaluation of programmes that address social and structural driver of HIV in relation to families. Conduct research activities related to the prevention of HIV and structural drivers within families. Coordinate and plan for internal and external events to commemorate HIV and AIDS events. Establish relations with stakeholders and forums involved in HIV and develop MOUs to maintain the relations.

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

POST 19/118 : **DEPUTY DIRECTOR: EXECUTIVE SECRETARIAT SUPPORT REF NO: W1/E/2020**
 Directorate: Cluster Coordination and Secretariat Support

SALARY : R733 257 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
REQUIREMENTS : A three year Bachelor's Degree/ National Diploma in Administration or equivalent qualification PLUS three (3) years' junior management experience in the administrative/secretarial field. Knowledge of the i) Social Development

Sector; ii) parliamentary process; iii) provisioning and procurement prescripts; and iv) relevant legislation and policies. Willingness to travel. Competencies needed: Advanced written and verbal communication skills. Managerial and multi project management skills. Policy development and analysis skills. Planning and organising skills. Report writing skills. Computer literacy. Business ethics. Financial management skills. Problem-solving skills. Analytical and conceptualisation skills. Quality assurance skills. Attributes: Positive attitude and willingness to work in a team approach. Self-driven and independent. Diversity commitment and task driven. Adaptable and hardworking and willing to work under pressure. Integrity and trustworthy.

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 NOTE : Ms W Masibi Tel No: (012) 312-7090
: 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 CENTRE REQUIREMENTS : R376 596 per annum
: HSRC Building, Pretoria
: 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 NOTE : Mr M Koekoe Tel No: (012) 312-7234/073 280 1032
: 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 19/120 : **ASSISTANT DIRECTOR: POPULATION KNOWLEDGE AND INFORMATION SERVICE REF NO: W1/J/2020**
Directorate: Population Advocacy, Information and Knowledge Management

SALARY CENTRE REQUIREMENTS : R376 596 per annum
: HSRC Building, Pretoria
: 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. Attributes: Accurate. Compliant. Systematic. Adaptable. Disciplined. Logical. Independent. Assertive. Self-starter.

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) 312-7831/084/084 602 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 : An appropriate Bachelor's Degree or equivalent qualification in Facility Management/Built Environment plus 2–3 years' experience in the facilities management field. Knowledge and understanding of facility management. Knowledge of Public Service legislative framework. Knowledge and understanding of Supply Chain Management policies. Knowledge and understanding of OHS. Competencies needed: Project management skills. Policy development and analysis skills. Client orientation skills. Problem-solving skills. Financial management skills. Communication (written and verbal) skills. Presentation and facilitation skills. People management skills. Monitoring and evaluation skills. Planning and organising skills. Computer literacy. Attributes: Ability to work under pressure. Patience. Ability to work in a team and independently. Innovative and creative. Compliant. Trustworthy. Integrity. Assertive.

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 : An appropriate Bachelor's Degree or National Diploma in Information Technology plus credible experience in IT solutions/systems development. Knowledge of 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. Independent. Confidentiality. Ability to work under pressure. Confident. Willingness to learn. Team player.

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.
<u>ENQUIRIES</u>	:	Ms M Nkhetho Tel No: (012) 312-7108
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	21 August 2020
<u>POST 19/123</u>	:	<u>SOCIAL WORK POLICY DEVELOPER GRADE 1 REF NO: W1/G/2020</u> Directorate: VEP Cluster Technical and Support Services
<u>SALARY</u>	:	R363 801 – R407 625 per annum (salary will commensurate with years of experience)
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker plus eight (8) years' appropriate experience in the field of victim empowerment after registration as Social Worker. Knowledge of the relevant Public Service Regulatory Framework such as the PSR and PFMA. Knowledge of and experience in the social development sector and the Victim Empowerment Programme. Knowledge of legislation and policies relevant to the Victim Empowerment Programme. Competencies needed: Communication (written, verbal and liaison) skills. Planning and organising skills. Problem-solving skills. Business ethics. Project management skills. Computer literacy. Minute taking skills. Report writing skills. Research skills. Negotiation skills. Stakeholder liaison skills. Attributes: Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Compliant. Assertive.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr F Faltein Tel No: (012) 312-7168
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	21 August 2020
<u>POST 19/124</u>	:	<u>SOCIAL WORK POLICY DEVELOPER GRADE 1 REF NO: W1/H/2020 (X5 POSTS)</u> Directorate: Child Protection (Child Protection Register)
<u>SALARY</u>	:	R363 801 – R407 625 per annum (salary will commensurate with years of experience)
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker plus eight (8) years' appropriate experience in the field of child abuse and neglect after registration as Social Worker. Knowledge of the relevant public service legislation. Knowledge of legislative framework and policies. Competencies needed: Project management skills. Planning and organising skills. Networking skills. Communication (verbal and written) skills. Professional counselling skills. Policy analysis and development skills. Financial management skills. Presentation skills. Monitoring and evaluation skills. People management skills. Ability to compile complex reports. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Independent thinker. Quality assurance. Ability to work

- in a team and independently. Cultural sensitivity. Adaptability. Confidentiality. Cost consciousness. Honesty and integrity.
- DUTIES** : Conduct verification of screened inquiries of Part B of the Child Protection Register. Monitor the reporting of cases of child abuse, conviction and findings of the Children's court on Part A of the Child Protection Register. Monitor the implementation of the Register in compliance with the Children's Act. Conduct capacity building and training on the National Child Protection Register (Part A and Part B).
- 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
- REQUIREMENTS** : LLB Degree or equivalent qualification plus two (2) years' appropriate post qualification legal experience. Knowledge of litigation processes and contractual drafting, law of evidence, civil procedure, criminal law and interpretation of statutes. Knowledge of the Public Service legislative framework. Competencies needed: Client orientation and customer focus skills. Negotiation skills. Public relations skills. Project management skills. Computer literacy. Presentation and facilitation skills. Communication (written and verbal) skills. Monitoring and evaluation skills. Analytical skills. Research skills. Coordination skills. Attributes: Confident. Adaptability. Self-starter. Accurate. Diplomatic. Compliant. Ability to work under pressure. Ability to work in a team and independently.
- 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 advise 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
Re-advertisement and candidates who previously applied, should re-apply
- SALARY** : R208 584 per annum
- CENTRE** : HSRC Building, Pretoria
- REQUIREMENTS** : 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: 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** : 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