

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, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. No faxed or e-mailed applications will be considered.
- FOR ATTENTION** : Ms E Steenkamp
- CLOSING DATE** : 16 October 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). 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 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. 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 23/50** : **CHIEF DIRECTOR: OFFICE ON THE RIGHTS OF THE CHILD REF NO: C3/A/2020**
Branch: Welfare Services
- SALARY** : R1 251 183 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 plus five years of experience at a senior managerial level. Registration with the South African Council for Social Service Professions as a Social Worker will be an added advantage. Knowledge of the Children's legislation on regional and international instruments. Knowledge of the Children's Act and other legislation that have an impact on children's issues. Knowledge and understanding of chapter nine institutions focusing on children's issues. Knowledge and understanding of prevention and early intervention programmes. Competencies

needed: Strategic capability and leadership. International relations engagement. Programme and Project management. Financial management and administration. Policy analysis and development. Information and knowledge management. Communication skills. Computer literacy. Service delivery innovation. Problem-solving and change management. People management and empowerment. Client orientation and customer focus. Stakeholder management. Presentation and facilitation. Cost consciousness. Honesty and integrity. Self-starter. Assertiveness. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Diplomacy. Independent thinker.

DUTIES : Facilitate the development, implementation and monitoring of the National Plan of Action for Children. Manage, coordinate and ensure strengthening of the country's institutional mechanisms for child rights delivery. Manage and coordinate the strengthening of child rights advocacy and social mobilisation. Coordinate and monitor the integration of services for child rights through the Inter-Sectoral Committee on Child Rights. Develop generic indicators to broadly monitor the children's sector nationally and provincially. Develop an integrated data collection tool to ensure compliance and reporting on national legislation, regional and international instruments. Facilitate and monitor compliance and reporting to national, regional and international child rights commitments, obligations and international instruments (AU and UN) for children.

ENQUIRIES : Ms I Sekawana Tel No: (012) 312-7352
NOTE : In terms of the Branch: Welfare Services' employment equity targets, African and Coloured males and Coloured females as well as persons with disabilities are encouraged to apply.

POST 23/51 : **DIRECTOR: POPULATION DEVELOPMENT PROGRAMMES AND CAPACITY BUILDING REF NO: C3/B/2020**
 Chief Directorate: Population and Development

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 Population Studies plus 5 years of experience at a middle/senior managerial level in the field of population and development. A post-graduate qualification in Population Studies will be an added advantage. Knowledge of the relevant Public Service regulatory framework such as the PSR, PFMA and relevant Acts. Knowledge of and experience in the social development sector. Knowledge of the Population and Development Policy. Competencies: Proven management and leadership skills. Communication (written, verbal and liaison) skills. Policy development and formulation skills. Sound financial management skills. Strong strategic planning and analytical skills. Computer literacy. Excellent internal/ external networking skills. Programme and project management skills. Planning and organising skills. People management and empowerment skills. Resource management skills. Problem-solving skills. Interpersonal skills. Facilitation and capacity building or training skills. Attributes: Good interpersonal relationship. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Compliant. Independent thinker.

DUTIES : Manage the development and implementation of integrated population and development programmes in collaboration with relevant stakeholders. Provide advice and guidance to national, provincial, local government and civil society to support the implementation of the Population Policy. Manage and assess population and development capacity building needs of government departments at all spheres of government and civil society, and develop strategies to address identified gaps. Manage the implementation of training and capacity building programmes and ensure the linkages between population trends and government policies, plans and programmes.

ENQUIRIES : Mr J van Zuydam Tel No: (012) 312 7961 / 066 480 6814
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

POST 23/52 : **DIRECTOR: POPULATION POLICY AND STRATEGY MONITORING AND EVALUATION REF NO: C3/C/2020**
 Chief Directorate: Population and Development

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.

<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria
	:	An undergraduate qualification (NQF Level 7) as recognised by SAQA in Population Studies PLUS 5 years' relevant experience at a middle or senior management level within the population and development field. Knowledge of the relevant Public Service legislative framework. Knowledge of and experience in the social development sector. Knowledge of Population and Development Policy. A post graduate qualification in population studies will be an added advantage. Competencies needed: Financial management skills. Programme and project management skills. Communication (verbal, written and liaison) skills. Planning and organising skills. Strategic planning skills. Client orientation and customer focus skills. People management and empowerment skills. Analytical skills. Monitoring and evaluation skills. Research skills. Resource management skills. Policy development skills. Computer literate. Problem-solving skills. Coordination skills. Stakeholder management skills. Interpersonal relation skills. Attributes: Innovative and creative. Ability to work in a team and independently. Ability to work under pressure. Adaptability. Compliant. Independent thinker.
<u>DUTIES</u>	:	Manage the development of the national population strategy and the coordination of structures related thereto. Manage the development of planning documents for the Chief Directorate and quarterly and annual progress reports. Manage, monitor and report on the country's international population and development commitments. Monitor and evaluate the implementation of the SA Population Policy through provincial population units and in the social and economic sectors of government.
<u>ENQUIRIES NOTE</u>	:	Mr J van Zuydam Tel No: (012) 312-7961 / 066 480 6814
	:	In terms of the Chief Directorate's employment equity targets, African males and females as well as persons with disabilities are encouraged to apply.

OTHER POSTS

<u>POST 23/53</u>	:	<u>DEPUTY DIRECTOR: PERFORMANCE AUDIT REF NO: C3/D/2020</u> Chief Directorate: Internal Audit Services
<u>SALARY</u>	:	R869 007 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.
<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria
	:	An appropriate recognised Bachelor's Degree or National Diploma in Internal Auditing or equivalent qualification plus three years' experience in conducting performance audits at a junior management/supervisory level plus registration with the Institute of Internal Auditors of South Africa. Certified Internal Auditor (CIA) will be an added advantage. Knowledge of the i) Public Service Legislation and other relevant frameworks; ii) Standards for the Professional Practice of Internal Auditing (SPPIA); iii) Protection of Access to Information Act; and iv) PFMA and Treasury Regulations. Knowledge and understanding of i) investigation technique/practice; and ii) governance processes. Knowledge and application of the audit methodology. Competencies needed: Planning and organising skills. Coordination skills. Monitoring skills. People management skills. Presentation and facilitation skills. Communication (written and verbal) skills. Problem-solving skills. Report writing skills. Policy analysis and development skills. Computer literacy. Project management skills. Stakeholder and client liaison skills. Interpersonal and liaison skills. Conflict management skills. Attributes: Ability to work under pressure. Ability to work independently and in a team. Assertiveness. Innovative and creative. Achievement orientated. Cost consciousness. Personal and business ethics in line with IIA code of ethics. Confidentiality.
<u>DUTIES</u>	:	Develop and coordinate the implementation of performance audit framework, methodology and annual risk-based audit plan in accordance with the requirements of the Public Finance Management Act and the Treasury Regulations. Coordinate and conduct performance audit to evaluate the adequacy and effectiveness of processes and controls in the Department. Provide performance audit support services on departmental entities and represent the Chief Directorate, when required. Determine departmental compliance with plans, policies, procedures, laws and regulations. Evaluate risk mitigation and management plans on performance processes. Monitor progress on execution of the operational plan for the performance projects identified and manage the overall team productivity. Conduct assessments on the implementation of audit recommendations and the impact of the corrective action taken by management on the deficiencies identified by the audit. Validate response on audit findings and produce audit reports for the relevant stakeholders. Prepare quarterly reports to the Audit Committee and assist with the coordination and management of the Audit Committee Activities. Provide administration support to the sub-directorate and/or

any other support services relevant to the Chief Directorate. Coordinate co-sourced audit assignments assigned to service providers on projects falling within the sub-directorate.

ENQUIRIES : Ms MV Manyoga Tel No: (012) 312-7316
NOTE : In terms of the Chief Directorate: Internal Audit Services' employment equity targets, African males and Coloured females as well as persons with disabilities are encouraged to apply.

POST 23/54 : **MANAGER SOCIAL WORK POLICY GRADE 1 REF NO: C3/F/2020**
Directorate: Service Standards and Quality Assurance

SALARY : R794 889 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 : Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker plus ten (10) years' appropriate experience in social work after registration as Social Worker with the SACSSP of which five (5) years must be appropriate experience in social work policy development. Knowledge of key overarching legislation and policies for social welfare services. Knowledge and understanding of human behaviour and social systems. Knowledge of the Public Finance Management Act. Knowledge of the Framework for Social Welfare Services, the generic norms and standards, quality assurance processes and procedures. Willingness to travel. Competencies needed: Capacity building skills. Policy development and implementation skills. Monitoring and evaluation skills. Communication (written, verbal and presentation) skills. Interpersonal and liaison skills. Client orientation and customer focus skills. Project management skills. Computer literacy. Planning and organising skills. Negotiation skills. Financial management skills. Facilitation skills. Research skills. Attributes: Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Friendly and trustworthy. Integrity.

DUTIES : Develop and review legislation, policies and strategies to determine whether the legislation, policies and procedures for social welfare services are still relevant and comply with current requirements. Develop, review, and monitor the implementation of the Framework for Social Welfare Services, the Generic Norms and Standards for Social Welfare Services and Quality Assurance Framework. Conduct capacity building on the implementation of the Framework for Social Welfare Services and the Generic Norms and Standards. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources. Manage the relevant sub-directorate to ensure that an efficient and effective social work service is delivered through the efficient and effective utilization of human resources and ensure that all the administrative functions are performed. 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. Liaise with key stakeholders including inter, intra-departmental representatives and various social services sectors to enhance integrated service delivery. Perform and/or ensure that all the administrative functions required in the unit are performed.

ENQUIRIES : Ms C Legodu Tel No: (012) 312-7548
NOTE : In terms of the Chief Directorate: Social Professional Services and Older Persons' employment equity targets, Coloured males and females as well as persons with disabilities are encouraged to apply.

POST 23/55 : **MANAGER SOCIAL WORK POLICY GRADE 1 REF NO: C3/G/2020**
Directorate: Child Protection

SALARY : R794 889 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 : Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker plus ten (10) years' appropriate experience in social work (child protection services) after registration as Social Worker with the SACSSP of which five (5) years must be appropriate experience in social work policy development with specific reference to child protection. Knowledge of relevant legislation and policies in child protection. Knowledge and understanding of human behaviour and social systems. Knowledge of social work legislation. Willingness to travel. Competencies needed: Policy development and implementation skills. Monitoring and evaluation skills. Communication (written,

verbal and presentation) skills. Interpersonal and liaison skills. Client orientation and customer focus skills. Project management skills. Computer literacy. Planning and organising skills. Networking skills. Financial management skills. Facilitation skills. People management skills. Diversity management Attributes: Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Friendly and trustworthy. Integrity.

DUTIES : Develop and review legislation, policies and strategies to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources. Manage the relevant sub-directorate to ensure that an efficient and effective social work service is delivered through the efficient and effective utilization of human resources and ensure that all the administrative functions are performed. 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. Liaise with key stakeholders including inter, intra-departmental representatives and various social services sectors to enhance integrated service delivery. Perform and/or ensure that all the administrative functions required in the unit are performed.

ENQUIRIES : Ms N Cekiso Tel No: (012) 312-7989
NOTE : In terms of the Chief Directorate: Children Services' employment equity targets, African, Coloured, and White males as well as persons with disabilities are encouraged to apply.

POST 23/56 : **DEPUTY DIRECTOR: INTERNAL COMMUNICATION REF NO: C3/E/2020**
 Chief Directorate: Communication

SALARY : R733 257 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 appropriate recognised Bachelor's Degree or National Diploma in Communication or equivalent qualification plus three years' experience in social media and online communication at a junior management/supervisory level. Knowledge of the relevant Public Service regulatory legislation and Government Communication Policy. Knowledge of management software. Knowledge of multimedia software. Knowledge of communication and online communication platforms. Knowledge of social development sector. Experience on online communication platforms both in South Africa and in international contexts. 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 : Develop, manage and implement the Internal Communication strategy of die Department. Manage branding for internal and external departmental events. Manage and oversee exhibitions and displays in the frontline areas of the Department. Manage, promote and maintain the corporate identity and brand of the Department. Manage, coordinate and liaise with other government departments to align communication on departmental campaigns. Develop and manage marketing strategies, and activities for departmental programmes and campaigns. Manage media buying. Manage internal communication and inter-governmental communication including the sector newsletter.

ENQUIRIES : Ms L Oliphant Tel No: (012) 312-7653
NOTE : In terms of the Chief Directorate: Communication's employment equity targets, Coloured and Indian males as well as persons with disabilities are encouraged to apply.

POST 23/57 : **ASSISTANT DIRECTOR: WOMEN EMPOWERMENT REF NO: C3/I/2020**
 Directorate: Gender Focal Point

SALARY : R470 040 per annum

CENTRE : HSRC Building, Pretoria

REQUIREMENTS : An appropriate recognised Bachelor's Degree or equivalent qualification in Social Science plus three (3) years' experience in the gender environment. Knowledge of the relevant Public Service Regulatory Framework. Knowledge of women's empowerment and gender mainstreaming. Knowledge and understanding of

		global gender issues. Knowledge and understanding of development issues in South Africa. Knowledge of international, continental, regional and national instruments on gender. Competencies needed: Project management skills. Policy development skills. Training and facilitation skills. Problem-solving skills. Interpersonal and liaison skills. Computer literacy. Communication skills. Presentation skills. People management skills. Capacity building skills. Planning and organizing skills. Policy analysis skills. Advocacy skills. Attributes: Innovative and creative. Hard working and diligent. Trustworthy. Self-motivated. Assertive. Confident. Honest. Courteous. Accurate. Attention to detail. Friendly. Patient. Disciplined. Confidence. Precise. Positive attitude. Ability to work under pressure.
<u>DUTIES</u>	:	Implement tools to audit the Department's programmes, policies, planning and budgeting process. Adopt a wide set of options for women's empowerment and gender equality. Collate information by coordinating and compiling reports as per national and international requirements. Conduct capacity building on gender mainstreaming and related areas. Facilitate and coordinate the commemoration of national days relevant to Gender.
<u>ENQUIRIES</u>	:	Ms D Moema Tel No: (012) 312-7394
<u>NOTE</u>	:	In terms of the Chief Directorate: Gender's employment equity targets, African females as well as persons with disabilities are encouraged to apply.
<u>POST 23/58</u>	:	<u>SOCIAL WORK POLICY DEVELOPER GRADE 1 REF NO: C3/H/2020</u> Directorate: Service Standards and Quality Assurance
<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 social work after registration as Social Worker with the SACSSP. Knowledge of the relevant Public Service Regulatory Framework such as the PSR and PFMA. Knowledge of the framework for social welfare services, the generic norms and standards, quality assurance processes and procedures. Willingness to travel. Competencies needed: Project management skills. Planning and organizing skills. Networking skills. Communication (written and verbal) skills; Policy analysis and development skills. Financial management skills. Presentation skills. Monitoring and evaluation skills. Ability to compile complex reports. Attributes: Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Compliant. Assertive.
<u>DUTIES</u>	:	Support the development and review of legislation, policies and strategies to determine whether the legislation, policies and procedures for social welfare services are still relevant and comply with current requirements. Support the development, review, and monitor the implementation of the Framework for Social Welfare Services, the Generic Norms and Standards for Social Welfare Services and Quality Assurance Framework. Conduct capacity building on the implementation of the Framework for Social Welfare Services and the Generic Norms and Standards. Keep up to date with new developments in the field of social work by studying professional journals and publications to ensure that cognizance is taken of new developments. Provide advice to social service providers to ensure an efficient, effective and economic social services. Monitor and study the social services legal and policy framework continuously, attend meetings with other relevant stakeholders to take cognizance of the latest developments in the field of social work. Engage in continuous professional development activities as prescribed. Undertake social research and develop policies. Perform the administrative functions required in the unit.
<u>ENQUIRIES</u>	:	Ms C Legodu Tel No: (012) 312-7548
<u>NOTE</u>	:	In terms of the Chief Directorate: Social Professional Services and Older Persons' employment equity targets, African males as well as persons with disabilities are encouraged to apply.
<u>POST 23/59</u>	:	<u>INTERNAL AUDITOR: INFORMATION TECHNOLOGY AUDIT REF NO: C3/J/2020</u> Chief Directorate: Internal Audit Services
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised Bachelor's Degree or National Diploma in Internal Auditing/Auditing/IT Management/Informatics/Information Systems/BSC IT/Computer Science with a minimum of three years' functional experience in the 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 of and exposure to the Public Service Legislation, 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 and verbal) skills. Computer literacy. Problem-solving skills. Policy analysis skills. Client liaison and analytical skills. Report writing skills. Presentation skills. Data analytics (ACL, IDEA, Teammate analytics). Attributes: Integrity. Objectivity. Independency. Confidentiality. Ability to work with minimal supervision. Ability to work under pressure. Confident. 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 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 audits as requested. The successful candidate may be deployed to other units within the Chief Directorate when need arises.

ENQUIRIES NOTE : Ms N Maripane Tel No: (012) 312-7790
 : In terms of the Chief Directorate: Internal Audit Services' employment equity targets, Coloured and Indian males and females as well as persons with disabilities are encouraged to apply.

POST 23/60 : **BRANCH ADMINISTRATOR REF NO: C3/K/2020 (X2 POSTS)**
 Chief Directorate: Social Professional Services and Older Persons
 Chief Directorate: Social Crime Prevention and Anti-Substance Abuse

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

REQUIREMENTS : An appropriate recognised Bachelor's Degree or National Diploma (or equivalent qualification) plus two years' experience in providing administrative support and financial administration services. Knowledge of the relevant Public Service legislation. Knowledge and understanding of i) financial, provisioning and procurement prescripts and procedures; ii) document management, tracking and retrieving of information; and iii) departmental operational policies. Competencies needed: Communication (verbal and written) skills. Computer literacy. Problem-solving skills. Planning and organising skills. Client liaison skills. Office administration skills. Financial administration skills. Coordination 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. Disciplined.

DUTIES : Coordinate financial planning, monitoring and reporting processes. Coordinate performance management and development compliance processes. Coordinate inputs, plans and reports for audit queries and risk management. Assist with the coordination of meetings and workshops including the administrative and logistical processes thereof. Support Administrative Assistants with procurement processes and provide advice to ensure compliance with the relevant administrative prescripts attached to their functions.

ENQUIRIES NOTE : Ms C Legodu Tel No: (012) 312-7548 and Ms S Magangoe Tel No: (012) 312-7786
 : In terms of the Chief Directorate: Social Professional Services and Older Persons' employment equity targets, African males as well as persons with disabilities are encouraged to apply. 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.