

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>	:	03 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.

MANAGEMENT ECHELON

<u>POST 11/30</u>	:	<u>DIRECTOR: NPO COMPLIANCE MONITORING REF NO: K1/A/2020</u> Chief Directorate: NPO Registration, Funding and Compliance Monitoring
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An undergraduate qualification (NQF Level 7) as recognised by SAQA in Social Sciences PLUS five years' of experience at middle/ senior managerial level in the field of NPO regulation and compliance. Knowledge of the NPO sector in general, NPO legal framework and governance. Knowledge of PFMA and other government regulatory frameworks. Competencies needed: Communication skills. Planning & organizing skills. Problem-solving skills. Monitoring & evaluation skills. Analytical skills. Business ethics. Quality management skills. Financial management skills. People management and empowerment skills. Client orientation and customer focus skills. Attributes: Positive. Teamwork. Confident. Participative. Patient. Accurate. Adaptable. Disciplined. Friendly & trustworthy. Diplomacy. Independent & self-starter. Assertive. Persuasive.
<u>DUTIES</u>	:	Key Responsibilities: Manage NPO compliance. Manage Risk Management Controls system and compliance for NPOs in collaboration with all other stakeholders. Develop and monitor policies and procedure that will enable effective administration of the NPO Act. Develop and monitor implementation

of processes and procedures to enable the effective execution of the NPO Act. Manage NPO appeals in line with the NPO Act. Develop and manage processes and systems for NPO cancellation or de-registration. Manage and conduct compliance monitoring and reporting in terms of the NPO Act.
Mr FP Netshipale, Tel No: (012) 312-7662/7556

ENQUIRIES

OTHER POSTS

POST 11/31

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

SALARY CENTRE REQUIREMENTS

R316 791. per annum
HSRC Building, Pretoria
An appropriate degree/National Diploma in Management Services/Industrial Psychology/Operations Management PLUS 1-2 years' experience in the Organizational Design (Work study and Job Evaluation) field. Successful completion of the Job Evaluation certificate. Knowledge of the relevant Public Service Regulatory Framework. Knowledge and understanding of Evaluate, VISIO and Orgplus Systems. Knowledge of job evaluation analysis and design. Knowledge and understanding of work study techniques, procedures and methods. Knowledge of change management. Competencies needed: Communication (written, verbal) skills. Job design and analysis skills. Negotiation skills. Report writing skills. Policy analysis skills. People management skills. Presentation skills. Facilitation skills. Interpersonal relations skills. Research skills. Time management skills. Project management. Office management and administration skills. Analytical skills. Client liaison skills. Computer literacy. Problem-solving skills. Planning and organizing skills. Attributes: Friendly and trustworthy. Patience. Good interpersonal relations. Accuracy. Self-starter. Innovation and creative. Logic thinking. Independent. Assertiveness. Ability to work in a team and independently. Ability to work under pressure. Compliant. Disciplined. Adaptive.

DUTIES

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

ENQUIRIES NOTE

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

POST 11/32

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

SALARY CENTRE REQUIREMENTS

R316 791 per annum
HSRC Building, Pretoria
A Bachelor's Degree or National Diploma in Internal Auditing/Auditing/IT Management/Informatics/Information Systems/BSc IT/Computer Science with a minimum of 3 years functional experience in Information Technology audit environment. Membership with the Institute of Internal Auditors South Africa/Global (IIASA) or Information Systems Audit and Control Association (ISACA) will be an added advantage. Knowledge and exposure to Public Service Legislations, IT(e.g. COBIT, ITIL, ISO2700 etc.) and Internal audit frameworks, Ability to research and apply IT control concepts in audit assignments, Information Technology audit concepts, frameworks and methodologies, Principles relating to IT Governance, ISACA and IIA Standards. Competencies needed: Planning and organizing skills. Communication (written, verbal) skills. Computer literacy. Problem-solving skills. Policy analysis skills. Client liaison skills and analytical skills. Report writing skills. Presentation skills. Data analytics (ACL, IDEA, Teammate analytics) skills. Attributes: Integrity. Objectivity. Independent. Confidentiality. Ability to work under minimum supervision. Ability to work under pressure. 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 and in accordance with the IIA and ISACA Standards. Formulate/compile audit findings and discuss outcomes with the clients. Develop draft audit reports. Evaluate client responses and make necessary adjustments. Coordinate exit meetings with clients. Conduct follow ups on audit findings. Conduct ad hoc audit as requested. The official may be deployed to other units within the Chief Directorate Internal Audit Services when need arises.
- ENQUIRIES** : Ms NP Maripane, Tel No: (012) 312-7790
- NOTE** : In terms of the Chief Directorate's employment equity targets, Coloured, Indian, White males and females as well as persons with disabilities are encouraged to apply.
- POST 11/33** : **SOCIAL WORKER GRADE 1 REF NO: K1/D/2020**
Directorate: VEP and Prevention of Gender Based Violence
- SALARY** : R257 592 per annum
- CENTRE** : Groenkloof Forum Office Park
- REQUIREMENTS** : Registration with the South African Council for Social Service Professions as Social Worker. Knowledge of relevant Public Service Legislation. Proficient in at least three South African languages. Fluency in Afrikaans will be an added advantage. Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Driver's license. Willingness to work shifts. Competencies: Computer literacy. Planning and organising skills. Communication (written, verbal) and liaison skills. Customer care skills. Problem-solving skills. Interpersonal skills. Business ethics skills. Analytical skills. Counselling skills. Attributes: Accurate. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Diplomacy. Confidentiality. Self-starter. Customer focused. Adaptive.
- DUTIES** : Render a comprehensive, telephonic, one-stop client social work services with regard to the care, support, protection and development of vulnerable individuals and families in line with social development programmes. Attend to any other matters that could result in, or stem from, social instability in any form. This would include the following actions: Conduct telephonic assessments aimed at identifying conditions in individuals and families and identify relevant interventions, implement referral mechanisms that will include follow-up and escalation of cases, as well as provision of feedback to affected individuals, provide support, counselling, guidance and advice to the affected individuals, groups, families and communities, monitor the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions, produce and maintain records of social work interventions, processes and outcomes and statistics to analyse trends. Keep up to date with new developments in the social work and social welfare fields. This would, inter alia, entail the following: study professional journals and publications in order to ensure that cognisance is taken of new developments, monitor and study the social services legal and policy framework continuously, liaise with other departments and non-governmental institutions to take cognisance of the latest developments in the relevant fields, undertake first level social work research and development, engage in continuous professional development activities as prescribed, perform all the administrative functions required of the job.
- ENQUIRIES** : Ms N Malvern Tel No: (012) 740 9650