

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.
- CLOSING DATE** : 05 February 2021
- 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). Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable however from 1 January 2021, a new application for employment (Z83) form will be effective. The new form can be downloaded online at www.dpsa.gov.za-vacancies. 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. 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. 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 02/62** : **CHIEF INFORMATION OFFICER REF NO: A1/A/2021**
Branch: Corporate Support Services
Senior Management Service
- 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 a flexible portion that maybe structured into. 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 recognized Bachelor's Degree in the field of Information Management Systems Technology (NQF level 7) as recognized by SAQA

PLUS five years' relevant experience at senior management level. Experience in Government Information Management System Technology will be an added advantage. Knowledge of the relevant Public Service Regulatory Framework such as POPI Act, MISS, Archives, PAJA, PAIA and ECT. Knowledge of systems development, information and knowledge management. Knowledge of Government IMST and systems. Competencies needed: Strategic capability and leadership. Programme and Project management. Financial management. Information and Knowledge management. People management and empowerment. Client orientation and customer focus. Communication. Policy analysis and development. Computer literacy. Change Management. Interpersonal. Problem-solving and analysis. Statistical and data analysis. Service delivery innovation. Stakeholder management. Strategy and benefits realisation. Attributes: Good interpersonal relations. Diplomacy. Ability to work in a team and independently. Independent thinker. Honesty and Integrity. Pragmatism. Ability to work under pressure. Ability to bring the benefits of IT, Information System and Information Management to solve business issues while also managing costs and risk.

DUTIES : Provide strategic leadership and support to the Department regarding information and technology communication technology systems as well as information system security and risks. Develop ICT Strategy and oversee the development of Operational Plans aligned to the Department's strategy. Direct the ICT resources and processes to facilitate the achievement of organisational strategic objectives as well as identifying opportunities for the appropriate and cost effective investment in ICT systems and resources. Direct programme and project management activities to ensure successful completion of projects. Engage in strategic relationships with relevant stakeholders and manage stakeholder expectations by maintaining appropriate communication channels. Develop Departmental Information Management Systems policies, guidelines, norms and standards as well as the development and maintenance of ICT governance model and policies. Provide advice and guidance to the Social Development Sector, Cluster and participate in various forums in relation to the Departmental IMST.

ENQUIRIES : Mr K Ndaba Tel No: (012) 312-7665/7866/7299
NOTE : In terms of the relevant Branch's employment equity targets, African and Coloured males and Coloured, Indian and White females as well as persons with disabilities are encouraged to apply.

OTHER POSTS

POST 02/63 : **DEPUTY DIRECTOR: FOOD AND NUTRITION SECURITY COORDINATION PROGRAMME IMPLEMENTATION REF NO: A1/B/2021 (X2 POSTS)**
 Directorate: Food and Nutrition Security Coordination

SALARY : 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.

CENTRE REQUIREMENTS : HSRC Building, Pretoria
 : An appropriate Bachelor's Degree/National Diploma (or equivalent qualification) plus 3 – 5 years' experience in food and nutrition security. A postgraduate in Project Management/Food Security will be an added advantage. Knowledge of i) Public Service Legislation; ii) project management; iii) food and nutrition security polices; iv) community development; v) project monitoring and evaluation; and vi) stakeholder consultation and mobilization. Willingness to travel. Competencies needed: Financial management skills. Planning and 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. Adaptive. Confidentiality. Integrity. Discipline. Friendly and trustworthy.

DUTIES : Develop food and nutrition security policy and legislation to guide the sector. Develop the food and nutrition security programme implementation guidelines. Facilitate, monitor and report implementation of food and nutrition security programmes within the sector. Facilitate inter-sectoral coordination and integration of appropriate food and nutrition security interventions. Design and provide appropriate food and nutrition security training and capacity building for DSD officials. Facilitate nutrition assessment counselling and support (NACS) in all DSD centre based feeding programmes. Facilitate research on key food and nutrition security areas to provide evidence for better decision making and resource mobilisation. Participate in the Ministerial Outreach Programmes.

<u>ENQUIRIES</u>	:	Mr M Mbhele Tel No: (012) 312 7594
<u>NOTE</u>	:	In terms of the Chief Directorate: Poverty Alleviation, Sustainable Livelihood and Food Security's employment equity targets, Indian males and African females as well as persons with disabilities are encouraged to apply.
<u>POST 02/64</u>	:	<u>DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: A1/C/2021</u> Directorate: Labour Relations
<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</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	A three year Bachelor's degree in Labour Relations/Labour Law or equivalent qualification plus 3 year's junior management experience in the labour relations field. Knowledge of the relevant Public Service legislation. Knowledge and understanding of handling misconduct, conflict resolution, mediation and dispute and disciplinary matters as well as complaints and grievances. Knowledge of functioning of a bargaining council. Knowledge and understanding of conciliation and arbitration proceedings. Knowledge of litigation process. Willingness to travel. Competencies needed: Computer literacy. Policy analysis and development skills. Resource management skills. Planning and organising skills. Communication (written and verbal) skills. Problem-solving skills. Conflict resolution skills. Research skills. Interpretation and application of legislative framework. Stakeholder and client liaison skills. Management and leadership skills. Facilitations and presentation skills. Representation skills. Monitoring skills. Investigation skills. Analysing skills. Report writing skills. Negotiation skills. Chairing/residing skills. Creativity and innovation skills. Attributes: Accurate. Ability to work under pressure. Ability to work in a team and independently. Ability to show empathy. Ability to act with discretion and promote fairness.
<u>DUTIES</u>	:	Render a labour relations advisory service to management and employees. Develop appropriate and strategic labour relations policies and procedures to address the relevant gaps. Manage and deal/handle with disputes, grievances and disciplinary procedures. Ensure capacity building on labour relations matters for the social development sector. Maintain sound labour relations within the Department and the Social Development Sector. Monitor and ensure compliance with the implementation of labour relations prescripts and directives.
<u>ENQUIRIES</u>	:	Mr K Shabangu Tel No: (012) 312-7212
<u>NOTE</u>	:	In terms of the Chief Directorate: Human Capital Management's employment equity targets, African, Coloured and White males as well as persons with disabilities are encouraged to apply.
<u>POST 02/65</u>	:	<u>MANAGER SOCIAL WORK POLICY GRADE 1 REF NO: A1/D/2021</u> Directorate: Children's Act
<u>SALARY</u>	:	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.
<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 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 domestic legislation and international conventions relating to children. Willingness to travel. Competencies needed: Project management skills. Planning and organizing 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: Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Friendly and trustworthy. Integrity.
<u>DUTIES</u>	:	Develop/facilitate the development, review, amendment and implementation of legislation and policies for child care and protection. Manage a social work policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilization of human resources. Consult and liaise with stakeholders, including Cabinet, Parliament and Clusters. Keep up to date with new developments in the social work and management fields. Plan and ensure that child care and protection policy

		research and development are undertaken. Perform and/or ensure that all the administrative functions required in the unit are performed.
<u>ENQUIRIES</u>	:	Ms M Sebopela Tel No: (012) 312-7399
<u>NOTE</u>	:	In terms of the relevant Chief Directorate's employment equity targets, African, Coloured and White males as well as persons with disabilities are encouraged to apply.
<u>POST 02/66</u>	:	<u>SOCIAL WORK POLICY DEVELOPER GRADE 1 REF NO: A1/E/2021</u> Directorate: Children's Act
<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 legislation. Knowledge of child care and protection legislative framework and policies. Competencies needed: Project management skills. Planning and organizing skills. Networking skills. Coordination 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: Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Compliant. Assertive.
<u>DUTIES</u>	:	Develop, implement and maintain child care and protection legislation and policies. Monitor, interpret and review legislation, policies and procedures relating to children to determine whether the legislation, policies and procedures 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 as well as the costing thereof. Facilitate sector coordination on child care and protection matters. Facilitate the development and maintenance of a national directory of child protection services. Keep up to date with new developments in the social work and management fields. Conduct research and development. Perform the administrative functions required in the unit.
<u>ENQUIRIES</u>	:	Ms M Sebopela Tel No: (012) 312-7399
<u>NOTE</u>	:	In terms of the relevant Chief Directorate's employment equity targets, African, Coloured, Indian and White males and Indian females as well as persons with disabilities are encouraged to apply.
<u>POST 02/67</u>	:	<u>SOCIAL AUXILIARY WORKER GRADE 1 REF NO: A1/G/2021 (X2 POSTS)</u> Gender Based Violence Command Centre
<u>SALARY</u>	:	R148 215 – R166 830 per annum (salary will commensurate with years of experience)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Registration with the South African Council for Social Service Professions as Social Auxiliary Worker. Basic understanding of the South African social welfare context, the policy and practice of developmental social welfare services and the role of social auxiliary work within this context. Understanding of the values and principles contained in the Bill of Rights and the social work profession's Code of Ethics in service delivery. Basic understanding of the SA judicial system and the legislation governing and impacting on social work. Basic understanding of human behavior, relationships system and social issues. Competencies needed: Communication (verbal and written) skills. Ability to implement appropriate social auxiliary work methods and techniques to address the social needs of clients systems. Ability to use appropriate resources in service delivery to client systems. Ability to address the special needs, with special reference to the deaf community and problems experienced by at least three of the priority focus groups in social welfare. Ability to compile reports and keep precise records. Computer literacy. Attributes: Ability to work in a team and independently. Empathy. Trustworthiness. Honesty.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the support to the deaf community through the relevant departmental programmes. Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form. This would include support and assistance with the following actions: i) Conduct interviews for assessments aimed at identifying issues of Gender

Based Violence that justify relevant interventions. ii) Provide information for the identification of appropriate interventions required to address the identified services. lii) Assist with the development of programmes to render the recommended, relevant and appropriate interventions for the deaf community. iv) Implementation of the recommended interventions by the Social Worker and providing continuous telephonic support, to the affected individuals, groups, families and communities. v) Monitor and evaluate the effectiveness of the recommended interventions. vi) Produce and maintain records and data of interventions, processes and outcomes. vii) Collate data on all telephonic support provided. Keep abreast with new developments in the disability and social work sector. Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES
NOTE

- : Mr S Malope Tel No: (012) 312-7410
- : In terms of the relevant Chief Directorate's employment equity targets, African, Coloured, Indian and White males and Coloured, Indian and White females as well as persons with disabilities are encouraged to apply.