

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** : 19 March 2021
- 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 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. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. 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. 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 08/102</u>	:	<u>CHIEF DIRECTOR: FINANCIAL MANAGEMENT AND ADMINISTRATION REF NO: D1/A/2021</u> Branch: Financial Management Services
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria An appropriate recognized Bachelor's Degree or equivalent qualification in commerce or financial management/administration and/or public finance (NQF level 7) as recognized by SAQA PLUS five years' experience in financial management and administration at senior management level. A post-graduate qualification or certificate in technical accounting will be an added advantage. Knowledge of the relevant public service legislation, in particular an understanding of public finance management legislative requirements. Knowledge and understanding of Government Immovable Asset Management Act. Knowledge and understanding of government macro-economic and social policies. Knowledge and understanding of government supply chain management framework. Knowledge and understanding of General Accepted Accounting Practices (GAAP)/ General Recognized Accounting Practices (GRAP). Knowledge and understanding of the government financial accounting and administration processes and systems. Competencies needed: Strategic capability and leadership. Programme and project management. Financial management and administration. Policy analysis and development. Information and knowledge management. Communication. Computer literacy. Service delivery innovation. Problem-solving and change management. People management and empowerment. Client orientation and customer focus. Stakeholder management. Presentation and facilitation. Risk Management. Financial analysis and reporting. Attributes: Good interpersonal relation. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Diplomatic. Independent thinker. Cost consciousness. Honesty and Integrity. Self-Starter. Assertiveness
<u>DUTIES</u>	:	Manage and oversee the review, development and implementation of financial management, accounting services, administration policies, strategies and compliance framework. Ensure effective management of departmental revenue, management of debt and the administration of bank account services in compliance with the relevant public finance management legislation. Ensure effective management of departmental expenditure, general accounting and reporting in compliance with the relevant public finance management legislation. Manage and oversee the provision of supply chain management services including the demand, acquisition, logistics, disposal, risk, performance and contract management services. Manage and oversee the provision of asset and facilities management services for the Department. Provide financial advice and guidance to the social development sector and participate in various fora in relation to financial management and administration matters. Ensure timeous submission of interim and annual financial statements in accordance with applicable standards and legislative framework.
<u>ENQUIRIES NOTE</u>	:	Mr F Esterhuizen Tel No: (012) 312 7778 In terms of the relevant Branch's employment equity targets, African males and African females as well as persons with disabilities are encouraged to apply

OTHER POSTS

<u>POST 08/103</u>	:	<u>DEPUTY DIRECTOR: CHANGE AND ORGANISATIONAL DESIGN REF NO: D1/B/2021</u> Directorate: Organisational Design and HR Planning
<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>	:	An appropriate Bachelors' Degree or National Diploma in Management Services (Work Study), Production, Operation Management or Management Service Certificate or equivalent qualification PLUS a minimum 3 years' middle management experience in the Organizational Design and Work study field. Training in job evaluation and experience in implementing change management interventions, using the Public Service Evaluate system, Visio and/or ORGPLUS. Knowledge of the i) relevant Public Service Regulatory Framework; and ii) job evaluation analysis and design. Knowledge and understanding of i) Evaluate system; ii) work study techniques, procedures and methods; iii) Visio and ORGPLUS for designing of structure and business processes; iv) Operations Management Framework; v) Human Resources Planning; and vi) change management methodologies and approaches. Competencies needed: Communication (verbal and written). People management. Facilitation and presentation. Job analysis Benchmarking. Research. Project management. Diagnostic and analytical. Client liaison. Report writing. Policy development and analysis. Computer literacy. Problem-solving. Planning and organising. Attributes: Interpersonal and liaison. Innovation and creativity. Business ethics. Independent. Assertiveness. Ability to work independently and as part of a team. Ability to work under pressure. Cost consciousness. Compliant. Confidentiality.
<u>DUTIES</u>	:	Facilitate change management process, implementation of change management interventions and programmes within the Department as well implementation of change in social development sector in line with only National projects. Facilitate the design, review and implementation of the organisational structure for the Department as well as ensuring alignment of the generic social development sector organisational structure across provinces. Manage the development and maintenance of organisational design, post provisioning norms, job descriptions and job evaluation process. Facilitate the development and review of existing business processes in order to identify gaps, problems and best practices. Manage and maintain the Department's staff establishment and information on PERSAL. Manage the collection, analysis and producing of reports of social development sector data for social service professionals.
<u>ENQUIRIES</u>	:	Ms A Vokwana Tel No: (012) 312-7378
<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 08/104</u>	:	<u>DEPUTY DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: D1/C/2021</u> Directorate: Supply Chain Management
<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>	:	An appropriate Bachelors' Degree or National Diploma in Supply Chain management or Purchasing Management or equivalent qualification PLUS a minimum 3 years' middle management experience in the supply chain field. Knowledge of i) Legal Governance Financial Framework; ii) Public Service Legislative Framework (PFMA and Treasury Regulations); iii) departmental financial policies and delegations; iv) BBBEE; v) Supply Chain Management Framework and procurement prescripts; vi) LOGIS and Central Supplier Database; and vii) contract management. Competencies needed: Ability to interpret and apply policies. Planning and organising. Communication (verbal and written). Problem-solving. Presentation. Computer literacy (MS Word, Excel and PowerPoint). Financial management and accounting. Interpersonal. Liaison. Analytical. Co-ordination. People management and empowerment. Strategic capability and leadership. Project management. Research. Change management. Facilitation. Policy development and implementation. Client orientation and customer focus. Monitoring and evaluation. Attributes: Ability to work both in a team and independently. Friendly and trustworthy. Ability to work under pressure. Innovative and creative. Patient. Creative and innovative. Confident. Honesty and integrity. Compliant. Accuracy. Diplomacy. Assertiveness. Trustworthiness.

- DUTIES** : Facilitate the demand and acquisition of goods and services in the Department. Coordinate and develop the Department's annual procurement plan, monitor the implementation thereof and report on the progress to National Treasury. Facilitate the appointment of bid specification, bid evaluation and bid adjudication committees. Facilitate requests for quotations of goods and services in the Department. Facilitate the invitations/requests for proposals of professional services as well as evaluation process thereof. Responsible for travel management in the Department. Manage and monitor contracts.
- ENQUIRIES NOTE** : Mr Z Mantantana Tel No: (012) 312-7463
: In terms of the Chief Directorate: Financial Management and Administration's employment equity targets, African male and female as well as persons with disabilities are encouraged to apply.
- POST 08/105** : **MANAGER: SOCIAL WORK POLICY GRADE 1 REF NO: D1/D/202**
Directorate: Victim Empowerment Programme and Prevention and Gender Based Violence (Gender Based Violence Command Centre)
- 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 REQUIREMENTS** : 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 after registration as Social Worker with the SACSSP of which five (5) years must be appropriate experience in social work policy development. Knowledge of Public Service Regulatory Framework. Knowledge of gender-based violence issues. Knowledge of social and structural drivers of gender-based violence. Knowledge on the Public Financial Management Act. Willingness to work shifts. Competencies needed: Planning and organising. Monitoring and evaluation. Presentation and facilitation. Research. Communication (written and verbal). People management. Problem-solving. Analytical. Policy and programme development. Computer literate. Leadership and management. Financial management. Project management. Monitoring and evaluation. Interpersonal and liaison. Strategic planning. Needs assessment and analysis. Flexibility and adaptability. Attributes: Good interpersonal relation. 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** : Coordinate and manage the development, implementation, monitoring and evaluation of frameworks on gender-based violence. Manage the research on gender-based violence interventions to improve Command Centre performance and quality assure services rendered. Monitor the implementation of gender-based violence legislation, policies, strategies, guidelines programmes in the command centre and align internal strategies to address implementation gaps. Manage and monitor the implementation of campaigns by the Command Centre for the benefit of service users. Manage capacity building for implementers both social work and support staff within the Gender-Based Violence Command Centre. Manage, monitor, quality assure statistics and customer satisfaction including user rates and the performance levels of the Command Centre.
- ENQUIRIES NOTE** : Mr S Malope Tel No: (012) 312-7410
: In terms of the Chief Directorate: Social Crime Prevention and Anti-Substance Abuse'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.
- POST 08/106** : **MANAGER: SOCIAL WORK POLICY GRADE 1 REF NO: D1/E/202**
Directorate: Welfare Services to Persons with Disabilities
- 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

<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. Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems. The understanding and ability to ensure that supervisors provide social services towards protecting persons with disabilities who are vulnerable, at risk and unable to protect themselves. Extensive experience in disability issues. The appointed incumbent will be expected to travel extensively. Competencies needed: Project management skills. Communication (written and verbal skills). Professional counselling skills. Policy analysis and development skills. Financial management skills. Presentation skills. Monitoring and evaluation skills. Attributes: Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Friendly and trustworthy. Honesty and Integrity. Ability and competence to assist, advocate and empower persons with disabilities to enhance their social functioning and problem-solving capacity. Ability to compile complex reports.
<u>DUTIES</u>	:	Provide a social work service of the highest most advanced and specialised nature within the Directorate with regard to care, support, protection and development of vulnerable persons with disabilities through the Disability program. Develop, monitor, interpret and review legislation and policies to determine whether the legislation and policies are still relevant and comply with current requirements. Facilitate the development, support and planning of programmes and interventions to render services to persons with disabilities through the efficient, economical and effective utilisation of financial resources. Manage the relevant sub-directorate to ensure that services to persons with disabilities are delivered through the efficient and effective utilisation of human resources and that all the administrative functions are performed. Coordinate an institutional analysis and alignment of all policies and legislation and services of government institutions for persons with disabilities. Keep up-to-date with new developments in the social work, disability and management fields. Plan and ensure that social work research within the disability field is managed and undertaken. Coordinate consultative platforms with civil society and liaise with key stakeholders, including inter, intra-departmental representatives and various social services sectors to enhance integrated service delivery. Facilitate the provision of inclusive mainstreamed disability services to persons with disabilities.
<u>ENQUIRIES NOTE</u>	:	Ms M Molamu Tel No: (012) 312-7400
<u>NOTE</u>	:	In terms of the Chief Directorate: Strategy Management Transformation's employment equity targets, African males and persons with disabilities are encouraged to apply. Persons with disabilities will be given preference.
<u>POST 08/107</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: D1/F/2021</u> Directorate: Labour Relations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R470 040 per annum
	:	HSRC Building, Pretoria
	:	An appropriate Bachelor's Degree or equivalent qualification PLUS a minimum of three years' supervisory experience in collective bargaining/labour relations field. Knowledge of the relevant Public Service Regulatory Framework (Public Service Act, Public Service Regulations and Public Finance Management Act). Knowledge and understanding of labour relations policies and procedures. Knowledge and understanding of Public Service Coordinating Bargaining Council and Social Development Sectorial Bargaining Collective Agreements. Competencies needed: Communication (written and verbal). Planning and organizing. Facilitation and presentation. Stakeholder and client liaison. Project administration. Policy analysis. Problem-solving. Computer literacy. Analytical. Report writing. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Diplomatic. Independent thinker. Cost consciousness. Honesty and integrity.
<u>DUTIES</u>	:	Facilitate conflict resolution and represent the employer in dispute resolution hearings, conciliation and arbitration. Implement, review and maintain labour relations policies and procedures. Facilitate the administration of disciplinary cases including preparation of charge sheets and the provision of support to the relevant

		role-players, including presiding officers and departmental representatives. Conduct research, facilitate training of managers and advice with regard to labour relations matters. Participate in labour relations fora and related statutory bodies.
<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, Coloured and White males and Coloured females as well as persons with disabilities are encouraged to apply.
<u>POST 08/108</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: D1/G/2021</u> Directorate: Internal Control
<u>SALARY</u>	:	R470 040 per annum
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree or equivalent qualification PLUS a minimum of three years' supervisory experience in the field of either internal control, internal audit, finance or risk management. Knowledge of internal controls and audit processes, accounting principles, risk management and financial management systems (BAS, PERSAL and LOGIS). Knowledge of the PFMA, Treasury Regulations, Public Service Regulations and other government prescripts. Competencies needed: People management skills. Analytical skills Problem-solving skills. Financial accounting skills. Communication (written and verbal) skills. Planning and organizing skills. Audit skills. Investigation skills. Interpersonal skills. Computer literacy. Attributes: Assertive. Pro-active. Approachable. Innovative.
<u>DUTIES</u>	:	Conduct investigations of any alleged financial misconduct and fraudulent activities reported to Internal Control and recommend actions. Maintain a system/register of reporting theft and losses. Facilitate and coordinate internal and external audit findings and requests. Ensure batch compliance and safeguarding of financial documents for the Department. Conduct and manage investigations and testing (audit) of internal controls within the Department and reporting thereof. Provide inputs to outside institutions and render a secretariat function to the loss control and audit steering committee. Identify gaps, conduct research and make recommendations on the review of financial policies.
<u>ENQUIRIES</u>	:	Mr D Naidoo Tel No: (012) 312-7688
<u>NOTE</u>	:	In terms of the Branch: Financial Management Services' employment equity targets, African and Coloured males and Coloured females as well as persons with disabilities are encouraged to apply.