

## 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** : 2 July 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](http://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. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. 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. 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 22/159** : **DIRECTOR: FAMILIES SERVICES AND PROGRAMMES REF NO: K1/A/2021**  
Chief Directorate: Early Childhood Development and Families

<b><u>SALARY</u></b>	:	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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	HSRC Building, Pretoria An undergraduate qualification (NQF level 7) as recognised by SAQA in Social Work (or equivalent qualification) plus 5 years of experience at a middle/senior managerial level in implementing social development programmes Plus registration with South African Council for Social Service Professions as a Social Worker. Knowledge of the Public Service legislation. Knowledge and understanding of policies and programmes pertaining to families in the South African context. Knowledge and understanding of the White Paper on Social Welfare Services. Competencies needed: Programme and project management. Information and knowledge management. People management and empowerment. Problem-solving and change management. Research, policy analysis and development. Client orientation and customer focus. Service delivery innovation. Financial management. Communication (verbal and written). Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Monitoring and evaluation. Research. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Independent thinker. Ability to work in a team and independently. Adaptive. Cost consciousness. Honesty and Integrity. Business ethics. Confidentiality.
<b><u>DUTIES</u></b>	:	Key Responsibilities: Develop and manage the implementation of policies, strategies, programme, norms and standards aimed at enhancing the socializing, caring and supporting capabilities of families. Manage the development and implementation of the integrated plan that enables families to contribute effectively to the overall development of the country. Manage the implementation of moral regeneration programmes to promote positive values with families and strengthening of families. Monitor and evaluate the implementation of a social development specific moral regeneration strategy. Facilitate dialogue with government, civil society and the private sector on families' issues. Conduct research and disseminate information and coordinate support network on family's issues. Ensure alignment of policies and compliance to regional and international instruments.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms I Sekawana Tel No: (012) 312-7352 In terms of the Branch: Welfare Services' employment equity targets, Coloured, Indian and White males and Indian and White females as well as persons with disabilities are encouraged to apply.
<b><u>POST 22/160</u></b>	:	<b><u>DIRECTOR: LEGAL SERVICES REF NO: K1/B/2021</u></b> Chief Directorate: Legal Services
<b><u>SALARY</u></b>	:	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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	HSRC Building, Pretoria An appropriate undergraduate qualification (NQF level 7) as recognized by SAQA in the legal field or equivalent qualification PLUS a minimum of 5 years' experience at a middle/senior managerial level in the field of Legal Services. Broad knowledge of the social development sector. Good understanding of the relevant legislative framework such as the PFMA, Labour Relations Act, Public Service Act and Regulations. Knowledge of policy development and legislative drafting. Competencies needed: Communication skills. People management and empowerment skills. Financial management skills. Client orientation and customer focus skills. Planning and organization skills. Programme and project management skills. Problem-solving skills. Analytical skills. Business ethics skills. Legal administrative and court skills. Quality management skills. Strategic thinking skills. Research skills. Attributes: Ability to work under pressure. Positive. Ability to work independently and as part of a team. Confident. Patient. Accurate. Systematic & logical. Adaptable. Discipline. Friendly & trustworthy. Diplomacy. Assertive. Persuasive
<b><u>DUTIES</u></b>	:	Key Responsibilities: Provide legislative review and drafting services and coordinate inputs as well as liaison thereof. Formulate contracts and provide

litigation management services. Provide legal advice, opinions and prepare legal documents for the Department, State Law Advisor and provinces. Conduct administrative legal actions to ensure compliance. Advice on the drafting and monitoring of service level agreements. Ensure legal compliance with national, international and continental instruments.

**ENQUIRIES  
NOTE**

: Adv. N Dladla Tel No: (012) 312 7985  
 : In terms of the Branch: Corporate Support Services employment equity targets, African and Coloured males and African, Coloured, Indian and White females as well as persons with disabilities are encouraged to apply.

**OTHER POSTS**

**POST 22/161**

: **DEPUTY DIRECTOR: HIV/AIDS CAPACITY BUILDING REF NO: K1/C/2021**  
 Directorate: HIV Care and Support

**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 in Social Science or equivalent qualification plus a minimum of three (3) years junior management experience in capacity building, training and development, HIV and AIDS and monitoring and evaluation. Knowledge and understanding of Public Service Regulations. Knowledge and understanding of relevant legislation and policies in the HIV and AIDS field. Knowledge of relevant policies in the NPO sector. Knowledge of capacity building and mentorship, training and development. Knowledge of SAQA, QCTO and SETA processes. Competencies needed: Financial management skills. Planning and organising skills. Monitoring and evaluation skills. Presentation and facilitation skills. Communication (written and verbal) skills. Project management skills. People management skills. Problem-solving skills. Policy development and analytical skills. Attributes: Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Trustworthy. Honest. Compliant.

**DUTIES**

: Key Responsibilities: Facilitate HIV and AIDS capacity building programmes in provinces. Provide guidance and support in developing provincial training plans according to training needs. Monitor and evaluate training and capacity building programmes. Identify training and development needs regarding capacity building of community caregivers. Develop, evaluate and review training material and capacity building guidelines. Provide oversight on the implementation of HCBC within the EPWP social sector. Review and standardise Community Caregiver qualification in collaboration with HWSETA, QCTO and other professional bodies.

**ENQUIRIES  
NOTE**

: Ms R Pooe Tel No: (012) 312-7832  
 : In terms of the Chief Directorate: HIV and AIDS' employment equity targets, African, Coloured, Indian and White males and females as well as persons with disabilities are encouraged to apply.

**POST 22/162**

: **MANAGER: COMMUNITY DEVELOPMENT POLICY GRADE 1 REF NO: K1/D/2021**  
 Directorate: Sustainable Livelihoods

**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**

: HSRC Building, Pretoria  
 : An appropriate Bachelor's Degree in Social Science or equivalent qualification plus 10 years recognisable experience in Community Development after obtaining the required qualification, of which 5 years must be appropriate experience in community policy development and programme implementation management. Knowledge of the Public Service Regulations. Knowledge and understanding of sustainable livelihoods approach. Knowledge and understanding of research methodologies. Competencies needed: Policy analysis and development skills. Planning and organising skills. Communication (written, verbal and liaison) skills. Problem-solving skills. People management skills. Report writing skills. Project and

programme management skills. Monitoring and evaluation skills. Research and analytical skills. Negotiation skills. Facilitation and presentation skills. Computer literacy. Financial management skills. Stakeholder and client liaison skills. Attributes: Accurate. Patience. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Diplomacy. Compliant. Integrity. Assertiveness. Innovative and creativity.

**DUTIES** : Key Responsibilities: Facilitate the development of financial systems, procedures and guidelines for project implementation support to community projects. Conduct site visits to community projects as part of monitoring and implementation support. Facilitate training support to the community as part of project management. Develop and update a data base of sustainable livelihoods initiatives in provinces. Monitor state agencies in terms of performance management such as CSIR, NDT, etc (Monitor implementation of sustainable livelihoods initiatives in provinces). Develop and update implementation tools for sustainable livelihoods initiatives.

**ENQUIRIES** : Mr A Mahlako Tel No: (012) 312-7335  
**NOTE** : In terms of the Chief Directorate: Poverty Alleviation Sustainable Livelihood and Food Security's employment equity targets, African and Indian males and African females as well as persons with disabilities are encouraged to apply.

**POST 22/163** : **MANAGER: SOCIAL WORK POLICY GRADE 1 (CHILD PROTECTION TRAINING) REF NO: K1/E/2021**  
 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 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 after registration as Social Worker with the SACSSP of which five (5) years must be appropriate experience in the field of child protection and capacity building. Knowledge of prevention and management of violence against children, child abuse, neglect and exploitation, as well as trauma debriefing. Knowledge of programme development and child protection training material. Knowledge of the implementation of safety and risk assessment in terms of the Children's Act. In-depth knowledge of key national child protection legislation and international key child protection instruments. 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 and facilitation 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** : Key Responsibilities: Monitor, interpret and review legislation, policies, strategies and procedures to determine whether the legislation, policies, strategies and procedures are still relevant and comply with current requirements in terms of child protection capacity building and training programmes. Develop proposals to amend/maintain the relevant acts, policies and procedures on child protection capacity building and training programmes and develop new policies/procedures where required. This includes costing the relevant policies/strategies. Manage the development and coordination of child protection capacity building policy, strategy and programmes and child protection training material in line with trends and patterns. Facilitate capacity building programmes in provinces and monitor and quality assure the implementation of the training received by provincial child protection social workers and stakeholders. 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. 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** : Ms N Cekiso Tel No: (012) 312-7989

**NOTE** : In terms of the Chief Directorate: Children Service's employment equity targets, African, Coloured and White males as well as persons with disabilities are encouraged to apply.

**POST 22/164** : **PROJECT COORDINATOR: INFRASTRUCTURE REF NO: K1/F /2021**  
(2 Contract Posts until 31 March 2022)  
Directorate: Early Childhood Development (Conditional Grant Project Management Office)

**SALARY** : R376,596. per annum plus 37% of salary in lieu of benefits

**CENTRE** : HSRC Building, Pretoria

**REQUIREMENTS** : An appropriate recognised Bachelor's Degree/National Diploma (or equivalent qualification) plus a minimum of three years' experience in infrastructure projects administration and coordination. A qualification in project management and registration with a relevant professional body will be an added advantage. Knowledge of the relevant Public Service legislation. Knowledge of infrastructure project administration and coordination. Knowledge of project management techniques and tools. Knowledge of project management discipline and life cycle (PMBOK, PRINCE2). Competencies needed: Planning and organizing skills. Project coordination and administration skills. Time management skills. Risk management skills. Computer literacy. Stakeholder relations skills. Communication (verbal and written) skills. Report writing skills. Analytical skills. Problem-solving skills. Minute taking skills. Attributes: Interpersonal relations. Ability to work under pressure. Ability to work in a team and independently. Adaptive. Confidentiality. Participative. Patience. Accuracy. Persuasive. Disciplined. Assertive. Independent thinker. Honesty and integrity.

**DUTIES** : Key Responsibilities: Provide support to the allocated provinces. Ensure that the database is completed and maintained. Ensure that the IRM is completed by the allocated provinces and up to date. Provide guidance on the necessary assessments for improvements. Ensure compliance with the conditional grant requirements. Maintain all invoices and required information for payment. Update and maintain rates for allocated provinces.

**ENQUIRIES** : Ms PW Ndlovu Tel No: (012) 312-7410