

## 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** : 18 February 2022
- NOTE** : Curriculum vitae with a detailed description of duties, the names of two referees and copies of qualifications and identity document must accompany your signed application for employment (Z83). Short listed candidates for a post will be required to submit certified documents on or before the date of the interview. 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 discloser 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

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| <b><u>POST 04/112</u></b>         | : | <b><u>DIRECTOR: POPULATION AND DEVELOPMENT RESEARCH REF NO: A1/A/2022</u></b><br>Chief Directorate: Population and Development  |
| <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<br>A Bachelor's Degree or equivalent qualification in Population Studies (NQF level 7) as recognized by SAQA PLUS 5 years' experience at a middle/senior managerial level in the field of population and development research. A post-graduate qualification in population studies/demography or a related field will be an added advantage. Knowledge of Public Service Regulatory Framework such as Public Service Regulations, PFMA and relevant Acts. Knowledge and understanding of the social development sector and programmes including social policy. Knowledge and understanding of the application of the Batho Pele principles. Knowledge and understanding of monitoring and evaluation processes and systems. Knowledge of the South Africa's Population Policy. Knowledge and understanding of population and development programmes. Knowledge and understanding of research and quality assurance framework. Competencies: Programme and project management. People management and empowerment. Financial management. Communication (written and verbal). Client orientation and customer focus. Policy development and implementation. Strategic capability and leadership. Quantitative and qualitative research. Computer literacy. Change management. Knowledge and information management. Problem-solving and analytical. Service delivery innovation. Attributes: Good interpersonal relationship. Ability to work under pressure. Creative and Innovative. Ability to work in a team and independently. Adaptability. Cost consciousness. Honesty and Integrity. |
| <b><u>DUTIES</u></b>              | : | Manage the development, coordination and implementation of the South African government's population research agenda. Liaise and collaborate with relevant stakeholders on population and development research activities, including forging and managing partnerships. Manage the process of analysing and interpreting population trends and dynamics to support the implementation of the Population Policy, and in support of Social Policy development. Manage capacity development on population and development research. Participate in Social Policy research by the Department.   |
| <b><u>ENQUIRIES NOTE</u></b>      | : | Mr J van Zuydam Tel No: (012) 312-7961/083 3577 774<br>In terms of the Branch: Strategy and Organisational Transformation's employment equity targets, African and Coloured males and African females as well as persons with disabilities are encouraged to apply.   |

## OTHER POSTS

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| <b><u>POST 04/113</u></b>         | : | <b><u>DEPUTY DIRECTOR: LEGAL CASE ASSESSMENT AND ADJUDICATION REF NO: A1/B /2022</u></b><br>Chief Directorate: Social Assistance Appeals  |
| <b><u>SALARY</u></b>              | : | R882 042 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> | : | Harlequins Office Park, Groenkloof<br>A Bachelor of Law Degree or equivalent qualification plus 5 years' experience in practicing Law. Knowledge of the Public Service Legislation. Knowledge of the Social Assistance Act. Knowledge of the PAJA. Competencies needed: Communication (written, verbal and liaison). Planning and organising. Problem-solving. Diagnosis and analysis. Project management. Computer literacy. Facilitation and presentation. Client orientation. People management. Policy development and analysis. Monitoring. Report writing. Attributes: Interpersonal relations. Ability to work under pressure. Ability to work in a team and |

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|                            |   | independently. Innovation and creativity. Assertiveness. Achievement orientated. Cost consciousness. Business ethics.  |
| <b><u>DUTIES</u></b>       | : | Perform legal case assessment services by i) reviewing appeals for social grants applications based on the application of applicable legislation, policy, interpretation and analysis; ii) Examining appeals in the light of evidence and prevailing circumstances in respect of the decisions taken by the SASSA; iii) Making recommendations to referrals to institutions; and iv) Validating evidence and making appropriate recommendations to the Tribunal Panel. Develop, implement and review norms, standards and forms for legal case assessment, adjudication and post adjudication services in line with the Social Assistance Act, PAJA and Policy Framework. Enlist Panel Members, draft terms and conditions for appointment and coordinate scheduling of Panel Members. Develop a training and capacity building programme for Tribunal Panel Members and facilitate such training. Develop customized templates for outcome letters and oversee the capturing of appeal decisions by the Tribunal and communication thereof to relevant stakeholders. Ensure the implementation of Tribunal outcomes by SASSA. Draft strategic and period specific reports in relation to legal case assessment, adjudication and post adjudication services and prepare inputs on reviews and related social security policies and legislation. Provide inputs into the Directorate's budget, procurement, risk and operational plan and ensure compliance thereto. Supervise and coordinate human resource related activities for Legal Case Assessment. |
| <b><u>ENQUIRIES</u></b>    | : | Ms E du Plessis Tel No: (012) 741-6925   |
| <b><u>NOTE</u></b>         | : | In terms of the Chief Directorate's employment equity targets, African and Coloured females as well as persons with disabilities are encouraged to apply.  |
| <b><u>POST 04/114</u></b>  | : | <b><u>DEPUTY DIRECTOR: COMPLIANCE MONITORING AND REPORTING REF NO: A1/C/2022</u></b><br>Directorate: NPO Compliance Monitoring   |
| <b><u>SALARY</u></b>       | : | R882 042 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</u></b>       | : | HSRC Building, Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate recognised Bachelor's Degree (NQF level 7) in Social Sciences or Public Administration or equivalent qualification plus 3 years' junior management credible experience in nonprofit governance. A qualification in Financial Management or Forensic Investigation or Law or Compliance Management will be an added advantage. Knowledge of the DSD sector, Public Service Regulations and NPO sector. Conversant with various aspects of the legal framework on NPO, particularly the NPO Act. Knowledge of record keeping and registry requirements. Competencies needed: Communication (written and verbal). Planning and organizing. Problem-solving. Teamwork. Computer literacy. Analytical skills. Business ethics. Quality management. Strategic thinking. Financial management. Policy development. Stakeholder participation and planning. Ability to speak and write more than one South African language. Attributes: Ability to work under pressure. Patient. Accurate. Systematic and logical. Adaptable. Disciplined. Diversity commitment. Diplomacy. Independent and self-starter. Assertive. Persuasive.   |
| <b><u>DUTIES</u></b>       | : | Develop and implement strategies and guidelines to ensure compliance with the Act by registered NPOs. Design and facilitate the implementation of risk management frameworks. Design NPOs reporting model, systems and tools to facilitate submission of reports by registered NPOs. Develop indicators and framework for sector reviews and reporting. Develop de-registration criteria and an appellant administration system in line with the NPO Act. Audit NPOs narrative and financial reports to ensure compliance with the NPO Act. Identify and report post monitoring findings with recommendations to the legal compliance units.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr L Ngonyama Tel No: (012) 312-7729   |
| <b><u>NOTE</u></b>         | : | In terms of the Chief Directorate: NPO Registration, Funding and Compliance Monitoring's employment equity targets, African males as well as persons with disabilities are encouraged to apply.  |

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| <b><u>POST 04/115</u></b>         | : | <b><u>MANAGER: SOCIAL WORK POLICY GRADE 1 REF NO: A1/D/2022</u></b><br>Directorate: Families Services and Programmes  |
| <b><u>SALARY</u></b>              | : | R806 811.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<br>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 social work policy development and in working with families. Knowledge of policies, programmes, services for families and Public Service Legislative Framework. Valid driver's license. Willingness to travel. 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. |
| <b><u>DUTIES</u></b>              | : | Develop and review policies, strategies, guidelines and programmes for the strengthening of families. Conduct capacity building of the implementers and other key stakeholders on family programmes and families. Conduct monitoring and evaluation of programmes and services that prevent vulnerability and strengthen families. Conduct research studies related to family life. Coordinate and implement and/or facilitate the advocacy campaigns related to family life. Forge collaborative partnerships, both internally and externally, with all the key stakeholders working with families.  |
| <b><u>ENQUIRIES NOTE</u></b>      | : | Ms M Sebopela Tel No: (012) 312-7399 or Mr P Ntsoane Tel No: (012) 312-7185<br>In terms of the Branch: Welfare Service's employment equity targets, African, Coloured, Indian and White males and Coloured females as well as persons with disabilities are encouraged to apply.  |
| <b><u>POST 04/116</u></b>         | : | <b><u>INTERNAL AUDITOR: PERFORMANCE AUDIT REF NO: A1/E/2022</u></b><br>Chief Directorate: Internal Audit Services   |
| <b><u>SALARY</u></b>              | : | R321 543 per annum  |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | HSRC Building, Pretoria<br>An appropriate recognised Bachelor's Degree or National Diploma in auditing/internal auditing or equivalent qualification with at least 3 years audit experience either in internal or external auditing. Registration with the Institute of Internal Auditors (IIA) will be an added advantage. Knowledge of the Public Service Legislation. Knowledge of the IIA Standards. Knowledge and understanding of internal audit processes and procedures. Understanding of corporate governance practices. Understanding of government compliance prescripts. Knowledge of Integrated internal control framework. Competencies needed: Communication (verbal and written). Planning and organising. Problem-solving. Policy analysis. Office management and administration. Computer literacy. Client liaison. Analytical. Report writing. Interviewing. Presentation. Project Management. Attributes: Integrity. Objectivity. Independence. Confidentiality. Ability to work under pressure. Ability to work with minimal supervision. Confident. Willingness to learn. Team player.  |
| <b><u>DUTIES</u></b>              | : | Assist in planning audit projects in accordance with internal audit methodology. Execute audits in accordance with the approved audit methodology, plan and IIA Standards. Formulate audit findings and discuss the outcomes with the client. Evaluate client responses to draft audit findings and make the necessary adjustments. Assist in the development of draft audit reports. Coordinate the exit meeting with clients. Conduct follow-ups review on reported issues. Perform Ad-hoc audits and assist with other Internal Audit requests. The official can be  |

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|                            |   | deployed to other sub-units within the Chief Directorate: Internal Audit Services when a need arises.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms N Makama Tel No: (012) 312-7958  |
| <b><u>NOTE</u></b>         | : | 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.  |
| <b><u>POST 04/117</u></b>  | : | <b><u>INTERNAL AUDITOR: GOVERNANCE AUDIT REF NO: A1/F/2022</u></b><br>Chief Directorate: Internal Audit Services  |
| <b><u>SALARY</u></b>       | : | R321 543 per annum  |
| <b><u>CENTRE</u></b>       | : | HSRC Building, Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate recognised Bachelor's Degree or National Diploma in auditing/internal auditing or equivalent qualification with at least 3 years audit experience either in internal or external auditing. Registration with the Institute of Internal Auditors (IIA) will be an added advantage. Knowledge of the Public Service Legislation. Knowledge of the IIA Standards. Knowledge and understanding of internal audit processes and procedures. Understanding of corporate governance practices. Understanding of government compliance prescripts. Knowledge of integrated internal control framework. Competencies needed: Communication (verbal and written). Planning and organising. Problem-solving. Policy analysis. Office management and administration. Computer literacy. Client liaison. Analytical. Report writing. Interviewing. Presentation. Project management. Attributes: Integrity. Objectivity. Independence. Confidentiality. Ability to work under pressure. Ability to work with minimal supervision. Confident. Willingness to learn. Team player.   |
| <b><u>DUTIES</u></b>       | : | Assist in planning audit projects in accordance with internal audit methodology. Execute audits in accordance with the approved audit methodology, plan and IIA Standards. Formulate audit findings and discuss the outcomes with the client. Evaluate client responses to draft audit findings and make the necessary adjustments. Assist in the development of draft audit reports. Coordinate the exit meeting with clients. Conduct follow-ups review on reported issues. Perform Ad-hoc audits and assist with other Internal Audit requests. The official can be deployed to other sub-units within the Chief Directorate: Internal Audit Services when a need arises.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms C Ditinti Tel No: (012) 312-7230   |
| <b><u>NOTE</u></b>         | : | 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.  |
| <b><u>POST 04/118</u></b>  | : | <b><u>INTERNAL AUDITOR: INFORMATION TECHNOLOGY AUDIT REF NO: A1/G/2022</u></b><br>Chief Directorate: Internal Audit Services  |
| <b><u>SALARY</u></b>       | : | R321 543 per annum  |
| <b><u>CENTRE</u></b>       | : | HSRC Building, Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | 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 3 years functional experience in Information Technology audit environment. Applicants with proven practical experience on ACL and/or related software for performing data analytics amongst others will be given preference. 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 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 organising 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 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 audits 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: Internal Audit Services' employment equity targets, Coloured and Indian males and females as well as persons with disabilities are encouraged to apply.