

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** : 04 April 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. 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.

OTHER POSTS

- POST 10/90** : **DEPUTY DIRECTOR: POPULATION AND DEVELOPMENT PROGRAMMES**
REF NO: C1/A/2022
Directorate: Population Development Programmes and Capacity Building
- SALARY** : R882,042. per annum (Employer Package) 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
- REQUIREMENTS** : An appropriate recognised Bachelor's Degree in Social Science or equivalent qualification plus 3-5 years' experience in the population field of which 3 years

should be in junior management level. Knowledge of the relevant Public Service Regulatory Framework such as the PSR, PFMA and Acts. Knowledge of and experience in the social development sector. Knowledge of Population and Development policy. Competencies needed: Computer literacy. Resource management skills. Planning and organising skills. Communication (written, verbal and liaison) skills. Problem solving skills. Interpersonal skills. Attributes: Accurate. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Diplomacy.

DUTIES : Key Responsibilities: Develop and implement integrated population and development programmes, strategies and plans in collaboration with civil society and government. Provide demographic technical support on the implementation of the population policy at all spheres of government and civil society. Initiate, develop, implement and manage integrated population and development capacity development programmes. Coordinate the implementation of national and international donor programmes. Develop, monitor and evaluate population and development capacity building initiatives.

ENQUIRIES NOTE : Ms B Malaza Tel: (012) 312 7737
: In terms of the Chief Directorate's employment equity targets, Coloured and White males and African and White females as well as persons with disabilities are encouraged to apply.

POST 10/91 : **DEPUTY DIRECTOR: SOCIAL RELIEF REF NO: C1/B/2022**
Directorate: Social Relief

SALARY : R882,042. per annum (Employer Package): 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.

CENTRE REQUIREMENTS : Harlequins Office Park, Groenkloof
: An appropriate recognised Bachelor's Degree in Social Science or equivalent qualification plus 3-5 year's junior management experience. Knowledge and understanding of the Public Service Regulatory Framework, the PFMA, the NPO Act, the Fund Raising Act, the Legal Framework and policies supporting the provision of Social Assistance. Knowledge and understanding of Social Security policy and gaps within the South African context, disaster management protocols and good governance. A qualification in the field of social security and/or experience in managing a board secretariat will be an added advantage. Competencies needed: Communication (written and verbal). Planning, coordination and organising. Facilitation and presentation. Stakeholder and client liaison. Project administration. Policy analysis and development. Problem-solving. Computer literacy. Analytical. Report writing. People management. Attributes: Interpersonal and liaison. Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Assertiveness. Achievement orientated. Cost consciousness. Business ethics. Confidentiality.

DUTIES : Key Responsibilities: Manage and provide secretariat and administrative services to the Disaster Relief Fund Board and other Relief Fund Boards. Develop Disaster Risk Mitigation Plans for the Social Development sector in line with the requirements of the Disaster Management Act and Framework. Provide national training to officials dealing with issues of disaster. Participate in the inter-sectoral Disaster Management forums to deal with and inform policy developments on issues of disaster and social relief management. Develop budget projections and monitor expenditure of the relief funds thereof. Develop, review and monitor implementation of income support policies for those with insufficient means. Note: In terms of the Chief Directorate: Social Assistance's employment equity targets, African males and Coloured males and females as well as persons with disabilities are encouraged to apply.

ENQUIRIES : Mr B van Vrede Tel No: (012) 741 6906

POST 10/92 : **MANAGER SOCIAL WORK POLICY GRADE 1 REF NO: C1/C/2022**
Directorate: Victim Empowerment Programme and Prevention of Gender Based Violence

SALARY : R806,811. per annum (Employer Package): 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.

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. Knowledge of domestic violence legislation, sexual offences and related matters. Act and policy on provision of psychosocial services. 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 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>	:	Key Responsibilities: Develop/facilitate the development, review, amendment and implementation of legislation and policies for victim empowerment programme. 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 victim empowerment programme policy research and development are undertaken. Perform and/or ensure that all the administrative functions required in the unit are performed.
<u>ENQUIRIES</u>	:	Mr S Malope Tel No: (012) 312-7410
<u>NOTE</u>	:	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.
<u>POST 10/93</u>	:	<u>SOCIAL WORK POLICY DEVELOPER GRADE 1 REF NO: C1/D/2022</u> Directorate: Children's Act
<u>SALARY</u>	:	R369,258 – R413,739.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>	:	Key Responsibilities: 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 Chief Directorate: Children's Legislation, Monitoring and Reporting's employment equity targets, persons with disabilities are encouraged to apply.
<u>POST 10/94</u>	:	<u>SOCIAL WORK POLICY DEVELOPER GRADE 1 REF NO: C1/E/2022</u> Directorate: Child Protection
<u>SALARY</u>	:	R369,258 – R413,739 per annum (salary will commensurate with years of experience)

**CENTRE
REQUIREMENTS**

: HSRC Building, Pretoria
: 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.

DUTIES

: Key Responsibilities: Develop, implement and maintain child care and protection strategies, guidelines and policies. Develop prevention and early intervention programmes services, manage and monitor programmes implemented for the care and protection of children that are abused, neglected and exploited. Coordinate the planning, implementation and evaluation of the National Child Protection week campaign. 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.

ENQUIRIES

: Ms N Cekiso Tel No: (012) 312-7989

NOTE

: In terms of the Chief Directorate's employment equity targets, African, Coloured and Indian males and Coloured females as well as persons with disabilities are encouraged to apply.