

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** : 03 June 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 from 1 January 2021, a new application for employment (Z83) form is effective and failure to use the new Z83 will result in disqualification. 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. It is not required that an applicant submit such when applying for the post prior to the closing date but the nominated candidate (first and second choice) must have completed the pre-entry certificate and must be in possession of such prior to issuing the offer of employment letter. The nominated candidate must submit the pre-entry Certificate as proof that the course has been completed within 15 days from the conclusion of the interviews. 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 not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

<u>POST 18/204</u>	:	<u>EXECUTIVE DIRECTOR: INSPECTORATE FOR SOCIAL ASSISTANCE</u> <u>REF NO: K1/A/2022</u> (5-Year Fixed Term Contract) Branch: Comprehensive Social Security Senior Management Service
<u>SALARY</u>	:	R1 544 415 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. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE REQUIREMENTS</u>	:	Harlequins Office Park, Groenkloof An appropriate undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognised by SAQA, preferably in the legal field PLUS a minimum of 8 to 10 years' experience at senior management level. Knowledge of the relevant Public Service legislation. Knowledge and understanding of the Social Assistance Act and South African Social Security Agency Act. Knowledge of the PFMA and Treasury Regulations. Knowledge of public management and administration principles. Knowledge of MACRO, MISO & MICRO policies such as DORA, MTSF, NDP, MTEF etc. Knowledge of integrity management. Knowledge of anti-corruption legislation, frameworks and systems. Competencies needed: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Change management skills. Knowledge management skills. Communication skills. Service delivery innovation. Problem solving and change management skills. People management and empowerment skills. Client orientation and customer focus. Stakeholder management skills. Presentation and facilitation skills. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Independent thinker. Ability to work in a team and independently. Adaptability. Confidentiality. Political sensitivity. Cost consciousness. Honesty, Integrity and Ethics. Emotional intelligence. Strategic awareness.
<u>DUTIES</u>	:	Provide strategic leadership and manage all the processes for the establishment of the Inspectorate for Social Assistance as a government component in terms of section 24 of the Social Assistance Act, 2004 (as amended). Manage the creation and maintenance of appropriate organisational capability and appropriate infrastructure requirements for the Inspectorate for Social Assistance. Manage the development of a strategic human resource plan to support the implementation of the Inspectorate for Social Assistance strategy. Manage the development of the governance and business model, enterprise operations and systems, strategic plan and budget requirements for the Inspectorate. Ensure that the necessary systems, procedures and capacity are in place for implementation of priorities and attainment of Inspectorate outcomes. Oversee the design, establishment and maintenance of appropriate processes, structures, procedures and norms and standards for conducting compliance and financial audits. Manage the design, establishment and maintenance of central Inspectorate platforms for complaints and investigations functions. Manage the development and maintenance of appropriate collaboration instruments with all relevant key stakeholders.
<u>ENQUIRIES NOTE</u>	:	Ms B Sibeko Tel No: (012) 741-6803 In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.
<u>POST 18/205</u>	:	<u>DIRECTOR: FINANCIAL ADMINISTRATION AND ACCOUNTING REF NO: K1/B/2022</u> Chief Directorate: Financial Management and Administration
<u>SALARY</u>	:	R1 073 187 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 may be structured i.t.o. the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria An appropriate undergraduate qualification (NQF level 7) in Cost and Management Accounting or Economics or Public Finance as recognized by

SAQA PLUS a minimum 5 years' experience at a middle/senior management level. Knowledge of the relevant Public Service legislation. Knowledge of Cost and Management Accounting. Knowledge of public finance and economics. Knowledge of the Public Finance Management Act and Treasury Regulations. Competencies needed: Financial performance monitoring and evaluation. Strategic capability and leadership. Programme and project management. Financial management. Policy analysis and development. Computer literacy. Communication. Service delivery innovation. Problem solving and change management. Economic and statistical analysis. People Management and empowerment. Client orientation and customer focus. Stakeholder management. Presentation and facilitation. Attributes: Good interpersonal relationship. 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.

- DUTIES** : Provide financial accounting and reporting services. Administer payments. Manage revenue and debts. Administer salary payments. Manage financial systems. Provide bookkeeping services.
- ENQUIRIES** : Mr D Naidoo Tel No: (012) 312 7688
- NOTE** : In terms of the 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 18/206** : **DEPUTY DIRECTOR: POPULATION POLICY STRATEGY MONITORING AND EVALUATION REF NO: K1/C/2022**
Directorate: Population Policy and Monitoring Evaluation

- SALARY** : R882 042 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 may be structured i.t.o. the applicable rules.

- CENTRE** : HSRC Building, Pretoria
- REQUIREMENTS** : An appropriate recognized Bachelor's degree in Social Science or equivalent qualification PLUS three years' experience in population and development field. Post-graduate in Social Science will be an added advantage. Knowledge of the relevant Public Service regulatory framework such as the PSR, PFM and Acts. Knowledge of social development sector. Knowledge of Population and Development Policy and legislations. Knowledge of government monitoring and evaluation. Knowledge of Quality Control Methods. Competencies needed: Project management skills. Computer literacy. People management skills. Planning and organizing skills. Communication (written, verbal and liaison) skills. Financial management skills. Interpersonal relations. Customer care skills. Problem solving skills. Analytical skills. Coordination skills. Research, monitoring and evaluation skills. Data manipulation skills. Multi-stakeholder liaisons and networking skills. International relations skills. Statistical software packages skills. Attributes: Diligent. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Diplomacy. Confident. Assertive. Accuracy. Creativity.

- DUTIES** : Coordinate the review and development of national population policy strategies. Coordinate the planning of all internal and external population and development activities. Coordinate and manage the development, implementation, monitoring and evaluation of South Africa's international strategy on population and development. Develop and manage monitoring and evaluation systems in relation to population policy. Conduct and commission evaluation studies on population and development. Render technical support to stakeholders to integrate population issues into policies, strategies and development planning.

- ENQUIRIES** : Ms T Gumbeni Tel No: (012) 312 7924
- NOTE** : In terms of the Chief Directorate: Population and Development's employment equity targets, African and Coloured males and African females as well as persons with disabilities are encouraged to apply.

<u>POST 18/207</u>	:	<u>DEPUTY DIRECTOR: INVESTIGATIONS REF NO: K1/D/2022</u> Chief Directorate: Investigations and Complaints
<u>SALARY</u>	:	R882 042 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 may be structured i.t.o. the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Harlequins Office Park, Groenkloof An appropriate recognised Bachelor's degree in policing or related field and at least three years junior management experience in fraud and corruption investigations. Knowledge of criminal law and procedures and law of evidence. Knowledge of the Public Service Regulatory Framework. Knowledge of the PFMA and Treasury Regulations. Knowledge of the South African Judiciary System. Knowledge of Social Assistance Act. Knowledge of Management of Information Security System (MIS). Competencies needed: Communication (written and verbal). Planning, coordination and organisation. Problem solving. Diagnostic and analytical. Project management. Computer literacy. Facilitation and presentation. Client orientation. People management. Fraud investigation. Persuasion. Attributes: Interpersonal and liaison skills. Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Assertiveness. Achievement orientated. Cost consciousness. Business ethics. Confidentiality.
<u>DUTIES</u>	:	Develop and implement framework for investigations of fraud and corruption in the social assistance system. Manage, allocate and co-ordinate fraud and corruption cases and investigations. Compile and quality assure investigation reports. Conduct research in respect of fraud and corruption related matters. Advice on and investigate fraud and corruption investigations.
<u>ENQUIRIES NOTE</u>	:	Mr J Khumalo Tel No: (012) 741 6805 In terms of the Chief Directorate: Investigations and Complaints's employment equity targets, African, Coloured, Indian and White males and females as well as persons with disabilities are encouraged to apply.
<u>POST 18/208</u>	:	<u>INSPECTOR: INVESTIGATIONS (FRAUD AND CORRUPTION) REF NO: K1/E/2022 (X2 POSTS)</u> Chief Directorate: Investigation and Complaints
<u>SALARY</u>	:	R477 090 per annum
<u>CENTRE REQUIREMENTS</u>	:	Harlequins Office Park, Groenkloof An appropriate Bachelor's Degree in policing or related field Plus 2 to 3 years' experience in fraud and corruption investigations field. Knowledge of criminal law and procedures and law of evidence. Knowledge of Management of Information Security Systems (MIS). Knowledge of Social Assistant Act. Knowledge of the Public Service Regulatory Framework. Knowledge of the PFMA and Treasury Regulations. Competencies needed: Communication (written and verbal). Planning, coordination and organising. Facilitation and presentation. Project administration. Policy analysis. Problem solving. Computer literacy. Analytical. People management. Records management. Fraud detection. Client orientation. Attributes: Interpersonal and liaison skills. Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Assertiveness. Achievement orientated. Cost consciousness. Business ethics. Confidentiality. Persuasive.
<u>DUTIES</u>	:	Administer fraud and corruption cases. Plan investigations of alleged fraud and corruption cases. Conduct investigations on alleged fraud and corruption cases. Conduct interviews with suspects and witnesses and obtain affidavits. Conduct searches and collection of evidence. Compile and present investigation reports.
<u>ENQUIRIES NOTE</u>	:	Mr J Khumalo Tel No: (012) 741-6805 In terms of the Chief Directorate: Investigations and Complaints's employment equity targets, African, Coloured, Indian and White males and females as well as persons with disabilities are encouraged to apply.
<u>POST 18/209</u>	:	<u>INSPECTOR: COMPLIANCE AUDITS REF NO: K1/I/2022</u> Chief Directorate: Audits and Compliance
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE REQUIREMENTS</u>	:	Harlequins Office, Groenkloof An appropriate Bachelor's Degree in Auditing/ B-Com Accounting with Auditing as a major subject or equivalent qualification Plus a minimum of 3 years proven

experience in compliance risk based auditing. Must be a member of the Institute of Internal Auditors. Knowledge of SASSA and DSD sector. Knowledge of the International Standards for the Professional Practice of the Internal Auditing. Knowledge of Internal Auditors Code of Ethics. Knowledge of Enterprise Risk Management Framework. Knowledge of King Report. Knowledge of Combined Assurance Model. Knowledge of Teammate Audit Software. Data manipulation and analysis. Knowledge of the PFMA and Treasury Regulations. Knowledge of the Public Service Regulatory Framework. Knowledge of Minimum Information Security Standards (MISS). Knowledge of the Social Assistance Act. Knowledge of the Protection of Personal Information Act (POPIA). Competencies needed: Analytical skills. Numerical skills. Records Management skills. Interviewing skills. Handling of audit evidence and confidential information skills. Project management skills. Report writing skills. Financial management skills. Communication (written and oral) skills. Problem solving skills. Presentation and facilitation skills. Computer literacy. Attributes: Technical and job knowledge. Analytical thinking. Achievement orientation. Ability to work under pressure. Ability to work independently and as part of a team. Tenacity. Accurate. Systematic and logical. Adaptable. Disciplined. Trustworthy. Diplomacy. Assertive and persuasive. Confidentiality. Willingness to travel around South Africa.

DUTIES : Conduct compliance audits by gathering all relevant data and audit evidence in line with prescripts and professional standards. Provide inputs into the audit plans to assess compliance at SASSA and DSD offices in line with the Social Assistance Frameworks and Systems. Compile and provide reports on all audit findings. Conduct follow up audits to verify that agreed management action plans are implemented economically, efficiently and effectively.

ENQUIRIES : Ms K Gaesale Tel No: (012) 741-6801
NOTE : In terms of the Chief Directorate: Audits and Compliance's employment equity targets, African, Coloured and White males and females as well as persons with disabilities are encouraged to apply.

POST 18/210 : **INSPECTOR: FINANCIAL AUDITS REF NO: K1/J/2022**
 Chief Directorate: Audits and Compliance

SALARY : R382 245 per annum
CENTRE : Harlequins Office, Groenkloof
REQUIREMENTS : An appropriate Bachelor's Degree in Auditing/B-Com Accounting with Auditing as a major subject or equivalent qualification Plus a minimum of 3 years proven experience in financial risk based auditing. Must be a member of the Institute of Internal Auditors. Knowledge of SASSA and DSD sector. Knowledge of the International Standards for the Professional Practice of Internal Auditing. Knowledge of Modified Cash Standards (MCS). Understanding of Generally Recognised Accounting Practice (GRAP) and related financial prescripts. Knowledge, proficiency and skill of auditing financial statements. Knowledge of Internal Auditors Code of Ethics. Knowledge of Enterprise Risk Management Framework. Knowledge of King Report. Knowledge for Combined Assurance Model. Knowledge of Teammate Audit Software. Data manipulation and analysis. Knowledge of the PFMA and Treasury Regulations. Knowledge of the Public Service Regulatory Framework. Knowledge of Minimum Information Security Standards (MISS). Knowledge of the Social Assistance Act. Knowledge of Protection of Personal Information Act (POPIA). Competencies needed: Analytical skills. Numerical skills. Records Management skills. Interviewing skills. Handling of audit evidence and confidential information skills. Project management skills. Report writing skills. Financial management skills. Communication (written and oral) skills. Problem solving skills. Presentation and facilitation skills. Computer literacy. Attributes: Technical and job knowledge. Analytical thinking. Achievement orientation. Ability to work under pressure. Ability to work independently and as part of a team. Tenacity. Accurate. Systematic and logical. Adaptable. Disciplined. Trustworthy. Diplomacy. Assertive and persuasive. Confidentiality. Willing to travel all around South Africa.

DUTIES : Conduct financial audits by gathering all relevant data and audit evidence in line with prescripts and professional standards. Provide inputs into the audit plans to assess compliance at SASSA and DSD offices in line with the Social Assistance Frameworks and Systems. Compile and provide reports on all audit findings. Conduct follow up audits to verify that agreed management action plans are implemented economically, efficiently and effectively.

- ENQUIRIES** : Ms K Gaesalle Tel No: (012) 741-6801
NOTE : In terms of the Chief Directorate: Audits and Compliances' employment equity targets, African, Coloured and White males and females as well as persons with disabilities are encouraged to apply.
- POST 18/211** : **SOCIAL WORK POLICY DEVELOPER GRADE 1 REF NO: K1/F/2022**
 Directorate: Welfare Services to Persons with Disabilities
- SALARY** : R369 258 – R413 739 per annum, (salary will commensurate with years of experience)
- CENTRE** : HSRC Building, Pretoria
REQUIREMENTS : 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 disability 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** : Develop, implement and maintain persons with disabilities legislation and policies. Monitor, interpret and review legislation, policies and procedures relating to persons with disabilities 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 persons with disabilities matters. Facilitate the development and maintenance of a national directory of persons with disabilities 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 M Molamu Tel No: (012) 312-7400
NOTE : In terms of the Chief Directorate: Welfare Services to Persons with Disabilities's employment equity targets, African females and persons with disabilities are encouraged to apply.
- POST 18/212** : **SOCIAL WORK POLICY DEVELOPER GRADE 1 REF NO: K1/G/2022**
 Directorate: Child Protection
- SALARY** : R369 258 – R413 739 per annum, (salary will commensurate with years of experience)
- CENTRE** : HSRC Building, Pretoria
REQUIREMENTS : 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 alternative care legislative framework and policies. Competencies needed: Project management skills. Planning and organising 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** : Develop, implement and maintain alternative care legislation and policies. Monitor, interpret and review legislation, policies and procedures relating to alternative care to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. Maintain database of children placed in alternative care. Liaise with relevant stakeholders on issues related to alternative care. Coordinate capacity building of the implementers on the legislation, policies and procedures. 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 relevant Chief Directorate's employment equity targets, African, Coloured, Indian and White males and females as well as persons with disabilities are encouraged to apply.
- POST 18/213** : **SOCIAL WORK POLICY DEVELOPER GRADE 1 REF NO: K1/H/2022**
Directorate: HIV Care and Support
- SALARY** : R369 258 – R413 739 per annum, (salary will commensurate with years of experience)
- CENTRE** : HSRC Building, Pretoria
- REQUIREMENTS** : Registration with the South African Council for Social Service Professions (SACSSP) plus eight (8) years' experience in social work and extensive exposure in the field of HIV and AIDS. Knowledge and understanding of human development systems and social work approaches. Knowledge and understanding of legislations and policies related to HIV and AIDS. Experience in working with the NPO sector. Competencies needed: Project management skills. Policy analysis and development skills. Financial management skills. Social Research and analytical skills. Planning and organising skills. Monitoring and evaluation skills. Presentation and facilitation skills. Communication (written and verbal) skills. People management skills. Problem solving skills. Attributes: Ability to work under pressure. Ability to work in a team and independently. Compliant. Innovative. Adaptable.
- DUTIES** : Design implementation guidelines and programme for care and support to mitigate the psychosocial impact of HIV. Identify gaps in service delivery and make recommendations for action. Provide guidance and capacitate provinces and other stakeholders in the implementation of policies and guidelines. Oversee the implantation of psychosocial support in provinces. Monitor the compliance of implementation agencies to the norms and standards of the Home and Community Based Care programme. Assist in the development of monitoring the implementation of strategies of care and support programme. Facilitate and maintain coordination among stakeholders, development agencies and donors within the Care and Support programme. Participate and represent the Care and Support programme in stakeholder forums.
- ENQUIRIES** : Ms R Pooe Tel No: (012) 312-7832/ 066 480 6834
- NOTE** : In terms of the Directorate: HIV/AIDS Care and Support's employment equity targets, Coloured and White males and Coloured females as well as persons with disabilities are encouraged to apply.