

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 P Sebatjane
- CLOSING DATE** : 22 July 2022
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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 submitted on the date of the interview. 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 P Sebatjane. 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 25/126** : **CHIEF DIRECTOR: SOCIAL ASSISTANCE REF NO: Q1/A/2022**
Branch: Comprehensive Social Security
- SALARY** : R1 269 951 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 maybe 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.

**CENTRE
REQUIREMENTS**

: Harlequins Office Park, Groenkloof
: An appropriate undergraduate qualification (NQF level 7) in economics/social security/social sciences or equivalent qualification as recognised by SAQA PLUS minimum of 5 years' experience in senior managerial level. Post-graduate qualification will be an added advantage. Knowledge of the relevant Public Service legislation. Knowledge of South African social security landscape and legislation. Knowledge of all the procedures, principles and processes within social assistance. Competencies needed: Programme and Project management. People management and empowerment. Financial management. Communication (written, verbal and liaison). Client orientation and customer focus. Policy development and formulation. Strategic capability and leadership. Quantitative modelling skills. Negotiation skills. Change Management. Knowledge and Information Management. Problem-solving and analysis. Service delivery innovation. Research. Analytical skill. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Independent thinker. Cost consciousness. Honesty and integrity.

DUTIES

: Plan, coordinate, facilitate and ensure effective and efficient implementation of social assistance policies. Coordinate the development and review of the social assistance policy and strategies for children, older persons and persons with disabilities. Coordinate the development and review of social relief policy and strategies. Coordinate the development of review of income support policies and programmes for working age individuals. Provide support to SASSA to ensure appropriate implementation of social assistance policies.

**ENQUIRIES
NOTE**

: Ms B Sibeko Tel No: (012) 741-6802
: In terms of the relevant Branch's employment equity targets, African and Coloured males and females as well as persons with disabilities are encouraged to apply.

POST 25/127

: **DIRECTOR: FINANCIAL ADMINISTRATION AND ACCOUNTING REF NO:
Q1/B/2022**
Chief Directorate: Financial Management and Administration
Re-advertisement; applicants who applied previously must not re-apply

SALARY

: 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 maybe 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.

**CENTRE
REQUIREMENTS**

: HSRC Building, Pretoria
: An appropriate undergraduate qualification (NQF level 7) in Financial Management as recognized by SAQA PLUS 5 years of experience at a middle/senior managerial level. Knowledge of the relevant public service legislation, in particular the understanding of public finance management legislative requirements. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge and understanding of the government financial accounting and administration processes and systems. Competencies needed: Financial performance monitoring and evaluation. Strategic leadership skills. Programme and project management skills. Financial management skills. Policy analysis and development skills. Communication skills. Service delivery innovation skills. Problem-solving skills. Change management skills. People Management and empowerment skills. Client orientation and customer focus. Planning and coordination skills. Presentation and facilitation skills. Attributes: Financial ethical behavior. 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.

DUTIES

: Facilitate the development and implementation of effective financial administration policies, guidelines, and standard operating procedures. Manage payments and

ensure compliance to paying suppliers within 30 days in terms of the PFMA. Manage the implementation of salary administration within the Department. Monitor compliance and submission of quarterly and annual financial statement. Manage revenue collection and debt management within the department.

ENQUIRIES
NOTE

- : Mr D Naidoo Tel No: (012) 312-7688
- : In terms of the relevant 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.