

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** : Mr T Mapela
- CLOSING DATE** : 14 October 2022
- NOTE** : The application must only include a completed and signed new 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 the day of the interview date. Failure to use the new Z83 form will result in disqualification. 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. Failure to do will result in the offer being withdrawn. 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 shortlisted 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. No faxed or e-mailed applications will be considered. 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 Mr T Mapela.

OTHER POSTS

- POST 37/102** : **PROJECT OFFICER REF: U1/A/2022**
(Contract position until 30 September 2024)
Chief Directorate: HIV/AIDS

SALARY
CENTRE
REQUIREMENTS

: R477, 090 per annum PLUS 37% of salary in lieu of benefits.
: Free State Province (Lejweleputswa district)
: An appropriate recognised Degree in Social, Behavioral or Health Sciences with five (5) years' experience in developing and implementing programmes in the HIV/AIDS Social Development Sector. Experience in Social Work Supervision. Experience within the Child Protection Sector. Previous experience working with or within the South African Government, preferably at DSD, PEPFAR funded programme or similar agency. Facilitate and encourage open communication in the team, communicating effectively. Actively producing and disseminating new knowledge. Create/contribute to mechanisms to collect and share knowledge. Good working knowledge of Microsoft Word, Excel, Outlook and PowerPoint. Competencies needed: Excellent communication skills with demonstrated experience in communicating complex processes to diverse stakeholders. Strong interpersonal skills with a proven ability to develop and communicate a common vision among diverse counterparts. Strong team player with the ability to navigate complex organizational structures and motivate people for programme participation. Attributes: Ability to work under pressure. Ability to work in a team and independently. Compliant. Innovative. Adaptable.

DUTIES

: Key Responsibilities: Participate in programme activities, offering technical support to the team including facilitation of task teams to support implementation. Actively participate in the management and oversight of the design, planning and implementation of G2G programme activities within allocated districts. Coordinate the delivery of services among different programme activities to increase effectiveness and efficiency within allocated districts. Ensure close collaboration and coordination with cooperating partners to guarantee smooth implementation of activities and achievement of results as specified in the contract agreement. Promote the programme through advocacy, presentations, participation in provincial and district technical forums. Roll out a district level system to improve integration of service delivery and support access by children to health and welfare services. Roll out identified social behavior change and child protection programmes for vulnerable children. Identify programme challenges and implement creative solutions. Support in planning and rolling out of G2G data collection processes. Provide administrative support to the G2G programme at district level. Participate actively in any capacity building intervention including training and mentoring. Provide weekly supervision, support and oversight to assist NPOs in developing monthly work plans to ensure the implementation of key G2G programme activities. Provide overall supervision, mentoring and guidance to NPOs. Write activity reports, minutes of meetings and ensure completion of weekly, monthly and quarterly events calendar.

ENQUIRIES

: Ms M Pule, Tel: (012) 312-7465 / 083 396 3964

POST 37/103

: **MONITORING AND EVALUATION OFFICER REF: U1/B/2022**
(Contract position until 30 September 2024)
Chief Directorate: HIV/Aids

SALARY
CENTRE
REQUIREMENTS

: R477,090.per annum PLUS 37% of salary in lieu of benefits.
: Free State, Lejweleputswa district
: An appropriate recognised Degree in Social, Behavioural or Health Sciences with five (5) years' experience in developing and implementing monitoring and evaluation activities in the HIV/AIDS Social Development Sector. Experience in evaluation and research design, data collection and analysis, indicator construction, data use as well as using various software for data management. Experience in NGO/NPO MERL capacity development. Experience in evaluation and impact reporting to donors and project managers, demonstrating both analytical rigor and practicality. Previous experience working with USAID or PEPFAR supported program. Experience working on M&E of HIV Prevention programs is preferable. Competencies needed: Ability to write clearly and convincingly, adapting style and content to different audiences. Speaks clearly and convincingly. Strong presentation and facilitation skills. Excellent technical writing skills. Computer literacy in Microsoft Office. Demonstrated ability to perform complex data analytics utilizing Microsoft Excel, STATA, Epi Info, and/or software. Attributes: Ability to work under pressure. Ability to work in a team and independently. Compliant, Innovative. Adaptability.

- DUTIES** : Key Responsibilities: Develop systems across sites to monitor service delivery. Develop and support continuous quality improvement systems across program sites to ensure ongoing program improvement and reaching of targets. Lead efforts to strengthen monitoring and evaluation and performance reporting within the targeted geographic area. Liaise with relevant DSD personnel and counterparts responsible for district and provincial level strategic information and monitoring and evaluation and support coordination on the national level. Arrange site visits and meetings with partners and provide information to the team on monthly work plans. Finalise a schedule for the production of the annual report and provide support in writing the MER section on the report. Develop catch up plan for performance monitoring of implementing partners. Prepare reports and/or presentations on programmatic goals and achievements for various audiences as needed.
- ENQUIRIES** : Ms M Pule, Tel: (012) 312-7465 / 083 396 3964
- POST 37/104** : **ADMINISTRATIVE ASSISTANT REF: U1/C/2022**
(Contract position until 30 September 2024)
Chief Directorate: HIV/Aids
- SALARY CENTRE REQUIREMENTS** : R211, 713 per annum plus 37% of salary in lieu of benefits.
: HSRC Building, Pretoria
: An appropriate Bachelor's Degree/Diploma (or equivalent qualification) plus minimum of one (1) year administrative experience and/or a Senior Certificate plus four (4) years' administrative experience Knowledge of relevant Public Service Legislation. Knowledge of financial, procurement prescripts and procedures. Knowledge of document management, tracking and retrieving of information. Competencies needed: Communication (verbal and written) skills. Computer literacy. Problem-solving skills. Planning and organising skills. Customer care skills. Office administration skills. Attributes: Friendly and trustworthy. Good interpersonal relations. Accurate. Independent. Assertiveness. Ability to work independently and as part of a team. Ability to work under pressure. Adaptive. Confidentiality. Integrity. Discipline.
- DUTIES** : Key Responsibilities: Serve as a Chief User Clerk and facilitate the procurement of resources. Support managers in preparing financial plans and reports. Administer all logistical arrangements for the business unit. Welcome visitor/clients and prepare for meeting venues and distribution of relevant documentation. Check invoices for correctness and certify them for payment. Make copies and allocate correspondences to relevant officials and other components. Process all the relevant claims and distribute salary advices for staff. Provide records management services, type documents and track responses. Take minutes and make follow-ups on decisions taken during unit meetings. Participate in core functions of the unit (25%) as part of personal development.
- ENQUIRIES** : Ms M Pule, Tel: (012) 312-7465 / 083 396 3964
- POST 37/105** : **DATA CAPTURER REF: U1/D/2022**
(3 contract position until 30 September 2024)
Chief Directorate: HIV/Aids
- SALARY CENTRE** : R176 310.per annum PLUS 37% in lieu of benefits.
: Free State Province,
Lejweleputswa, (1 Post)
Thabo Mofutsanyana, (1 Post)
Ekurhuleni (1 Post)
- REQUIREMENTS** : Grade 12 Certificate or equivalent qualification plus 1 to 2 years' experience in data collection and capturing. Experience in a health systems research environment or within the public health sector or PEPFAR sponsored organization will be an added advantage. Training in data management will be an added advantage. Ability to speak at least two local languages is essential. Fluent in English. Competencies needed: Computer Literacy in MS Office, especially Intermediate MS Excel and MS Word. Administrative and organisational skills. Coordination skills. Planning and organising skills. Communication (verbal and written) skills. Interpersonal skills. Problem-solving skills. Attributes: Ability to work under pressure. Ability to work in a team and independently. Compliant. Innovative. Adaptable.
- DUTIES** : Key Responsibilities: Ensure accurate daily data capturing and consolidation for designated service points and non-profit organisations (NPOs) using

available data capturing system. Ensure that data is transmitted to the relevant manager within the set time frames. Ensure that all project outputs are captured in Data for Accountability, Transparency and Impact Monitoring (DATIM) as per Standard Operating Procedure (SOP). Participate in data quality management by performing system verifications, data quality assurance and control measures. Validate the quality of data by performing system verifications. Complete monthly reporting templates and timely submission thereof. Verify the integrity of data provided by partners by comparing with previously submitted records. Support service points and NPOs to address emerging data management issues.

ENQUIRIES

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Ms M Pule, Tel: (012) 312-7465 / 083 396 3964