

## 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** : 14 April 2023
- 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 must be completed in full, 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 R400.00. 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 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.

## OTHER POST

- POST 11/97** : **ETHICS & INTEGRITY MANAGEMENT PRACTITIONER REF NO: D1/2023 (X2 POSTS)**  
Chief Directorate: Risk, Oversight & Integrity Management  
(12 Months Contract Positions)
- SALARY** : R331 188 per annum, plus 37% of salary in lieu of benefits

- CENTRE** : HSRC Building, Pretoria
- REQUIREMENTS** : An appropriate Degree/ National Diploma in Risk Management/ Internal Auditing/ Public Administration/ Business Management Plus 1-3 years' experience in Ethics and Integrity environment. Certified Ethics Officer with a recognized body. Knowledge of: the Public Service Regulatory Framework, Public Service Act, PFMA and Treasury Regulations, Ethics Management Framework, Strategy lifestyle audit in the Public Sector and King IV report. Competencies needed: Communication skills. Planning, coordination and organizing skills. Problem Solving skills. Diagnostic and analytical skills. Project management skills. Computer literacy. Facilitation and presentation skills. Client orientation. People management skills. Fraud investigation skills. Interpersonal and liaison skills. Attributes: 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** : Facilitate the implementation of Ethics and integrity programs, policies and procedures to ensure compliance in the Department. Promote and implement code of conduct in line with legislative frameworks. Conduct investigations on ethics related cases. Promote the financial disclosure information and maintain the database within the Department. Analyse risk assessment report to identify ethics and integrity related matters. Provide secretariat services to the ethics and integrity committee.
- ENQUIRIES** : Ms A Samaad Tel No: (012) 312-7373