

## 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** : 02 May 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 discloser 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.

## OTHER POST

- POST 13/57** : **MONITORING AND EVALUATION OFFICER REF NO: U1/2023**  
Chief Directorate: HIV/Aids  
(Contract position until 30 September 2024)
- SALARY** : R491 403 per annum, plus 37% of salary in lieu of benefits
- CENTRE** : Free State Province (Lejweleputswa District)

**REQUIREMENTS**

: 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**

: 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 No: (012) 312-7465 / 083 396 3964