

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF SOCIAL DEVELOPMENT**



- APPLICATIONS** : Applications for the Department of Social Development to be submitted to: Private Bag X20616, Bloemfontein, 9300. Attention Ms. A Molalenyane – Human Resource Management (Recruitment Section) Old Standard Bank Building, or place applications in an application box at Cnr Charlotte Maxeke and West Burger Street, Old Standard Bank Building, Bloemfontein. Tel No: 083 555 9270. or E-mail to recruitment@fssocdev.gov.za
- CLOSING DATE** : 09 June 2023
- NOTE** : Direction to application: Applications must be submitted on the new Z83 form (update version that came into effect on 1 January 2021), obtained from any Public Service Department and must only be accompanied by a detailed Curriculum Vitae (Subjects of relevant qualifications should be mentioned in the CV). Applicants are requested to complete the Z83 form properly and in full. (Section A, B, C and D are compulsory and Section E, F and G do not need to be completed if a detailed CV covering Sections is attached). The department, post name and reference number of the advertised post should be stated on the Z83. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. If you have not been contacted within four (4) months after the closing date of this advertisement, please regard your application as unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) Please note: The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. 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. Candidates will be required to undergo SMS Competency Assessment. No appointment will take place without the successful completion of SMS pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

MANAGEMENT ECHELON

- POST 17/203** : **CHIEF DIRECTOR: SPECIALIST SOCIAL SERVICES REF NO: DSDFS 32/23**
- SALARY** : R1 308 051 per annum (Level 14), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance
- CENTRE** : Provincial Office (Bloemfontein)
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA. Five (5) years relevant experience at a Senior Managerial Level. The candidate must

have sound knowledge: White Paper on Social Welfare, Integrated Service Delivery model and reviewed Social Welfare Services Framework and Social Welfare Legislations. The candidate must have strategic capabilities and leadership skills, change management skills, problem solving and conflict management, people management and conflict management, people management and empowering skills, knowledge management and networking skills. Values/attitudes: Batho Pele principles. Applicants are not expected to submit certified copies/attachments/proof of qualification certificates/ ID/Driver license/ qualifications on application, but only when invited for an interview/shortlisted.

DUTIES : Oversee the provision of strategic direction to the specialist social services and Programmes. Manage and coordinate all activities towards ensuring the effective and efficient functioning of the Chief Directorate. Facilitating the implementation of the following Sub Programmes: HIV/AIDS, Anti-Substance Abuse, Social Crime Prevention and Victim Empowerment and Support Programmes. Provide leadership, management, planning and coordination of the functions of the Chief Directorate. Facilitate programme implementation, monitoring and reporting on the planned strategic outputs and outcomes of the Chief Directorate. Ensure integration and coordination of services with sector departments and all other relevant partners. Manage the review process of policies in line with new developments or amended legislation. Ensure the participation in formation of policy/legislation at National and Provincial level. Ensure sound financial management within the Chief Directorate, by developing and managing the budget of the Chief Directorate, ensure expenditure of the allocated budget with the prescripts of PFMA and other policies and legislations, ensure the implementation of financial controls within the Chief Directorate, prevent unauthorized, irregular, fruitless and wasteful expenditure and report non-compliance to the CFO. Overall manage and development of the resources of the Chief Directorate.

ENQUIRIES : Adv TJ Phahlo at 082 0440 057

POST 17/204 : **DIRECTOR: INSTITUTIONAL CAPACITY BUILDING AND SUPPORT REF NO: DSDFS 33/23**

SALARY : R1 105 383 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance

CENTRE REQUIREMENTS : Provincial Office (Bloemfontein)
: An undergraduate qualification (NQF level 7) as recognized by SAQA in Management Sciences/Social Sciences/Commerce/Public Management. Five (5) years of experience at a middle/senior managerial level. Relevant/appropriate experience. Knowledge of NPO Sector, NPO Act. Valid driver's license. The candidate must have ability to work under pressure, Ability to work in a team. Competencies needed: Communication skills. Planning & organizing skills. Problem-solving skills. Monitoring & evaluation skills. Analytical skills. Business ethics. Financial management skills. People management and empowerment skills. Client orientation and customer focus skills. Applicants are not expected to submit certified copies/attachments/proof of qualification certificates/ ID/Driver license/ qualifications on application, but only when invited for an interview/shortlisted.

DUTIES : Strategically plan, guide, coordinate and manage the development and successful implementation of the departmental policies and strategies as well as services in the Department in line with National and Provincial frameworks: Ensure that funded and unfunded NPOs are capacitated in terms of the NPO Act and other relevant prescripts. Facilitate the registration of NPOs (emerging and existing CBO's and FBO's with National DSD. Manage NPO compliance. Manage Risk Management Controls system and compliance for NPOs in collaboration with all other stakeholders. Develop and monitor policies and procedure that will enable effective administration of the NPO Act. Facilitate the establishment of Integrated NPO Forums at Provincial, District and Local/Municipal levels in collaboration with other service delivery partner. Assess the quality of service delivery by NPOs which receive financial awards from the Department of Social development through structured processes of Financial Monitoring and Compliance. Ensure the development of the

Directorates' 5- year Strategic Plan, 3 year Performance Plan and Annual Business Plan in line with priorities as set out in the Free State Growth and Development Strategy and monitor the performance of the Directorate against its strategic objectives, including implementing remedial steps where and when necessary towards improving the performance of Directorate. Represent the Department and participate in National and Provincial Committees and fora on matters related to the above. Manage, plan and co-ordinate all resources in the Directorate in line with departmental policies and strategies, which includes the budget, human resources, equipment, official vehicles. etc.

ENQUIRIES

: Ms. W Direko at 066 4876 191

POST 17/205

: **DIRECTOR: YOUTH DEVELOPMENT REF NO: DSDFS 34/23**

SALARY

: R1 105 383 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13thcheque, motor car allowance, home owner's allowance and medical aid assistance

CENTRE

: Provincial Office (Bloemfontein)

REQUIREMENTS

: An undergraduate qualification (NQF level 7) as recognized by SAQA in Management Sciences/Social Sciences/Commerce/Public Management. Five (5) years of experience at a middle/senior managerial level. Relevant/appropriate experience. Valid driver's license. The candidate must have ability to work under pressure, Ability to work in a team. Competencies needed: Communication skills. Planning & organizing skills. Problem-solving skills. Monitoring & evaluation skills. Analytical skills. Business ethics. Financial management skills. People management and empowerment skills. Client orientation and customer focus skills. Applicants are not expected to submit certified copies/attachments/proof of qualification certificates/ ID/Driver license/ qualifications on application, but only when invited for an interview/shortlisted.

DUTIES

: Strategically plan, guide, coordinate and manage the development and successful implementation of youth development programmes applicable to the mandate of the department. Provision of youth entrepreneurial skills development Programmes. Develop and implement exit strategies. Monitor implementation of youth skills development programmes. Provide youth mobilization programmes: Promote Youth participation programmes. Establish and capacitate youth formations. Establishment and Management of youth centers. Provide youth entrepreneurship development programmes. Establish and capacitate youth development organizations. Provide project management support to youth organizations. Monitor and Evaluate sustainability of youth projects. Ensure the development of the Directorates' 5- year Strategic Plan, 3 year Performance Plan and Annual Business Plan and monitor the performance of the Directorate against its strategic objectives, including implementing remedial steps where and when necessary towards improving the performance of Directorate. Represent the Department and participate in National and Provincial Committees and fora on matters related to the above. Manage, plan and co-ordinate all resources in the Directorate in line with departmental policies and strategies, which includes the budget, human resources, equipment, official vehicles. etc.

ENQUIRIES

: Ms. W Direko at 066 4876 191

POST 17/206

: **DIRECTOR: CHILDREN SERVICES REF NO: DSDFS 35/23**

SALARY

: R1 105 383 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13thcheque, motor car allowance, home owner's allowance and medical aid assistance

CENTRE

: Provincial Office (Bloemfontein)

REQUIREMENTS

: An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Sciences/Social Work or equivalent qualification. Five (5) years of experience at a middle/senior managerial level. Relevant/appropriate experience. Valid driver's license. The candidate must have ability to work under pressure, Ability to work in a team. Applicants are not expected to submit certified

<u>DUTIES</u>	:	copies/attachments/proof of qualification certificates/ ID/Driver license/ qualifications on application, but only when invited for an interview/shortlisted. To ensure the effective strategic management on the rendering of social welfare services in respect of children. Manage the provision of partial care to children from birth to 18 years functions. Manage the provision of child care and protection. Manage the provision of alternative care and adoption services functions: Participate in the formulation of policy/legislation, practice, guidelines as well as norms and standards at National and Provincial level (including policy advocacy). To ensure accurate documentation and appropriate responses of all interventions on children matters. Manage the performance of the unit. Manage implementation of the strategic plan, annual performance plan and operational plans. Monitor and evaluate the quality, effectiveness and compliance with regulations of Early Childhood Development. Develop concept papers for alternative care and adoption programmes. Design, manage and evaluate pilot and special programmes. Monitor the implementation of norms and standards. Manage the accreditation of services and agencies. Represent the Department in various committees and fora and attend such meetings towards contributing towards improved service delivery. Plan, manage and co-ordinate all resources (e.g. finances, equipment, human resources, etc.)
<u>ENQUIRIES</u>	:	Ms. ME Mbuyisa at 083 274 5610
<u>POST 17/207</u>	:	<u>DIRECTOR: SPECIAL NEEDS REF NO: DSDFS 35/23</u>
<u>SALARY</u>	:	R1 105 383 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13 th cheque, motor car allowance, home owner's allowance and medical aid assistance
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office (Bloemfontein)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Sciences/Social Work or equivalent qualification. Five (5) years of experience at a middle/senior managerial level. Relevant/appropriate experience. Valid driver's license. The candidate must have ability to work under pressure, Ability to work in a team. Applicants are not expected to submit certified copies/attachments/proof of qualification certificates/ ID/Driver license/ qualifications on application, but only when invited for an interview/shortlisted.
<u>DUTIES</u>	:	Strategic management and facilitating the provision of community-based care, prevention capacity building and alternative care support services to persons with disabilities. Strategic management and facilitating the provision of community-based care, residential care and capacity building services to older persons. Monitor the implementation of norms and standards in respect of services to persons with disabilities and older persons. Manage the performance of the unit. Manage implementation of the strategic plan, annual performance plan and operational plans. Monitor and evaluate the quality, effectiveness and compliance with regulations of persons with disabilities and older persons. Facilitate the implementation of responsive community-based care and support programme. Facilitate the implementation transformation of community-based care and support services. Monitor and evaluate programme implementation of community-based care programme. Represent the Department in various committees and fora and attend such meetings towards contributing towards improved service delivery. Plan, manage and co-ordinate all resources (e.g. finances, equipment, human resources, etc.)
<u>ENQUIRIES</u>	:	Ms. ME Mbuyisa at 083 274 5610
<u>POST 17/208</u>	:	<u>DIRECTOR: MANGAUNG DISTRICT REF NO: DSDFS 36/23</u>
<u>SALARY</u>	:	R1 105 383 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13 th cheque, motor car allowance, home owner's allowance and medical aid assistance.
<u>CENTRE REQUIREMENTS</u>	:	Mangaung, Bloemfontein
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Sciences/Social Work or equivalent qualification. Five (5) years of experience

<u>DUTIES</u>	:	at a middle/senior managerial level. Relevant/appropriate experience. Valid driver's license. The candidate must have ability to work under pressure, Ability to work in a team. Applicants are not expected to submit certified copies/attachments/proof of qualification certificates/ ID/Driver license/ qualifications on application, but only when invited for an interview/shortlisted. To manage and facilitate the implementation of integrated developmental social services at district level. Strategically guide, manage and co-ordinate all activities in the District Office in respect of the delivery of Community Development, Social Welfare Services and Institutions. Manage and implement services to children, families, older persons and people with disabilities, social relief services, HIV/AIDS social behaviour change. Render social crime prevention and victim support services. Render services to combat substance abuse. Poverty Alleviation Programmes to ensure relief to the needy and promote self-sufficiency. Manage, coordinate and implement professional social work services to communities to ensure a safe and enabling environment to people. Management of Administrative Support Services to officials of Mangaung District to ensure proper execution of all line functions. Liaise with all stakeholders i.e. governmental, NGO's, CBO's, FRO's, TLC's and communities to enhance accessible and coordinated social services. Participate in the development of Department's 5-Year Strategic Plan and Annual Business Plan towards achieving the objectives of the department. Ensure monthly, quarterly and annual reporting. Represent the Department in various committees and fora and attend such meetings towards contributing towards improved service delivery. Plan, manage and co-ordinate all resources (e.g. finances, equipment, human resources, etc.)
<u>ENQUIRIES</u>	:	Ms. BV Kgasane at 066 4876 169
<u>POST 17/209</u>	:	<u>DIRECTOR: SECURITY ADMINISTRATION, ANTI-FRAUD AND CORRUPTION REF NO: DSDFS 37/23</u>
<u>SALARY</u>	:	R1 105 383 per annum (Level 13), (an all-inclusive package.) The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13 th cheque, motor car allowance, home owner's allowance and medical aid assistance
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Bloemfontein
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Security Management Sciences/Public Management or equivalent qualification. Five (5) years of experience at a middle/senior managerial level. Relevant/appropriate experience. Valid driver's license. The candidate must have ability to work under pressure, Ability to work in a team. Applicants are not expected to submit certified copies/attachments/proof of qualification certificates/ ID/Driver license/ qualifications on application, but only when invited for an interview/shortlisted.
<u>DUTIES</u>	:	Manage and provide strategic leadership to the Directorate Security Administration, Anti-Fraud and Corruption in the Department of Social Development. Manage the provision of security management services. Manage the development and implement physical security management policies, systems and procedures. Manage the Development and implement MISS policies. Manage the implementation of security measures, including access control. Manage the provision of staff vetting services. Liaison with other security agencies. Implement functions of the Security Manager in the department in terms of the MISS document. Control and manage the physical and electronic security of government buildings in the department as well as residences of the Executive Authority. Manage the financial and other resources allocated to the directorate. Ensure effective implementation of all security policies and measures. Plan, manage and co-ordinate all resources (e.g. finances, equipment, human resources, etc.) Be prepared to work under pressure, on standby 24 hours and overtime when necessary.
<u>ENQUIRIES</u>	:	Ms. N Ntombela at 066 4867089