

## DEPARTMENT OF SOCIAL DEVELOPMENT

*It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post 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** : 19 June 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 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.

## MANAGEMENT ECHELON

- POST 19/73** : **DIRECTOR: INTERNATIONAL RELATIONS REF NO: L1/2023**  
Chief Directorate: Intergovernmental Relations and Executive Support
- SALARY** : R1 162 200 per annum, (all-inclusive remuneration package). This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be

**CENTRE  
REQUIREMENTS**

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.

: HSRC Building, Pretoria  
: An appropriate recognized Bachelor's Degree in the field of Social Science (preferably a qualification in International Relations or Political Studies) (NQF level 7) as recognized by SAQA. Plus five years' relevant experience at a middle / senior management level. Knowledge of the social development sector. Knowledge and understanding of South Africa, the region as well as the rest of the world. Knowledge of South Africa's domestic and foreign policy objectives and strategies; International agreements, treaties, resolutions, commitments, and outcomes of major global development conferences; Bilateral and Multilateral relations. Competencies needed: Diplomacy. Negotiation skills. Networking skills. Strategic capability and leadership skills. Programme and Project management skills. People management and empowerment. Financial management skills. Communication skills (written and verbal). Client orientation and customer focus. Report writing and presentation skills. Computer literacy. Change Management. Knowledge management skills. Problem solving and analysis skills. Statistical and data analysis skills. Service delivery innovation skills. Strong user orientation skills. Attributes: Good interpersonal relation. Ability to work under pressure. Ability to work in a team and independently. Adaptable. Compliant. Honesty and Integrity. Innovative and creative. Pragmatism. Independent thinker. Cost consciousness. Analytical Thinker. Sense of urgency. Insight.

**DUTIES**

: Promote, facilitate, co-ordinate, support, monitor and maintain multilateral and bilateral relations. Plan, organize, delegate, coordinate and advise on the Department's position with regard to multilateral and bilateral cooperation agreements. Analyse and interpret international policies, instruments and reports. Manage the budget and human resources of the Directorate: International Relations. Draft and make recommendations on position papers regarding social development issues. Develop background reports and country profiles for Principals. Ensure that all aspects relating to State Visits, Officials Visits, BNC's and JBC's are managed effectively. Ensure co-ordination between government departments on international relations programmes. Monitor developments in countries with bilateral relations and inform/advise Senior Management. Monitor and analyse trends in a wide variety of fields within countries where the Department had established relations.

**ENQUIRIES  
NOTE**

: Mr R Hlatshwayo Tel No: (012) 312-7627/7647  
: In terms of the Chief Directorate: International Relations and Executive Support employment equity targets, African males as well as persons with disabilities are encouraged to apply.