

## 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** : 14 July 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 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 22/219** : **MONITORING AND EVALUATION MANAGER (REF: O1/2023)**  
(Contract Until 30 September 2024)  
Chief Directorate: HIV/ Aids (G2G Project)
- SALARY** : R958 824 per annum 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 structured i.t.o. the applicable rules. The

**CENTRE  
REQUIREMENTS**

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 Social/Behavioral and/or Health Sciences studies or equivalent qualification PLUS 7 years of experience in evaluation and research design, data collection, indicator construction, curriculum development and computer software. Previous experience in working with SAG Social Sector USAID/PEPFAR. Knowledge and understanding of policies, and regulations related to SAG, International development, non- government organisations (NGOs), USAID and PEPFAR. Knowledge and understanding of Social and behavioural change and DREAMS (Determined, Resilient, Empowered, AIDS-Free, Mentored and Safe implementations) programmes. Knowledge and understanding of human behavior and social system. Knowledge and understanding of legislations, policies and strategies pertaining to HIV & AIDS. Knowledge and understanding of government MERL systems and requirements. Competencies needed: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Policy analysis and development. Information and Knowledge management skills. Excellent communication (written and verbal) skills. Service delivery innovation skills. Problem solving and change management skills. People Management and empowerment skills. Client orientation and customer focus skills. Stakeholder management skills. Presentation and facilitation skills. Time management skills. Networking and liaison skills. Monitoring and Evaluation skills. Quality management skills. Asset Management skills. Technical writing skills. Negotiation skills. Report writing skills Personal Attributes: Confidentiality. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Ability to liaise with senior government officials, dignitaries, executives of NGOs, FBOs, CBOs, for-profit business community and senior members of the donor communities. Diplomatic. Independent thinker. Ability to navigate complex organisational structures and motivate people for program participation. Cost consciousness. Honesty and Integrity. Self-Starter. Assertiveness.

**DUTIES**

- : Key Responsibilities: Develop, review, monitor and implement MERL framework and MERL Work plan strategies and activities. Manage the development, implementation, and regular review and audit of the monitoring and evaluation systems to produce customized quality reports within the required timeframes. Provide capacity building to ensure effective implementation of MERL framework and MERL by Programme and MERL personnel. Establish and maintain relations with key stakeholders and forums involved in the G2G projects and National and International HIV and AIDS response. Lead, mentor and supervisor G2G MER project officers.

**ENQUIRIES**

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