

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** : Mr T Mapela
- CLOSING DATE** : 22 September 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. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS which is submitted prior to appointment 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 enrol 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 Mr T Mapela. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECEHLON

<u>POST 32/68</u>	:	<p><u>DIRECTOR: INSTITUTIONAL PERFORMANCE ASSESSEMENT AND REPORTING REF NO: S1/2023</u> Chief Directorate: Monitoring and Evaluation Senior Management Services</p>
<u>SALARY</u>	:	<p>R1 162 200 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 successful candidate will be required to enter into a performance agreement and to sign an employment contract.</p>
<u>CENTRE REQUIREMENTS</u>	:	<p>HSRC Building, Pretoria</p> <p>An appropriate degree in Social or Economic Sciences/ Corporate Governance/Development studies or equivalent qualification (NQF level 7 as recognized by SAQA), Plus minimum of 5 years' experience at middle management in government, non-government institutions and parastatals. A post-graduate qualification in social sciences or equivalent field will be an added advantage. Knowledge of the relevant Public Service legislation. Knowledge of public service, planning, monitoring and evaluation policy framework. Knowledge of results-based management framework. Knowledge of monitoring and evaluation tools, systems and methodologies. Knowledge of quantitative and qualitative research. Knowledge and understanding of government reporting requirements. Competencies needed: Programme and project management skills. People management and empowerment skills. Financial management skills. Communication (written and verbal) skills. Client orientation and customer focus skills. Policy development and implementation skills. Strategic capability and leadership skills. Computer literacy. Change Management skills. Knowledge and information management skills. Problem solving and analytical skills. Service livery innovation skills. Attributes: Good interpersonal relations. Ability to work under pressure. Ability to work in a team and independently. Adaptability. Assertiveness. Creative and innovative. Independent thinker. Cost consciousness. Honesty and integrity.</p>
<u>DUTIES</u>	:	<p>Facilitate the development/review of the department's systems for data and information as well as reporting. Provide support to the sector to implement and manage performance assessments and reporting in line with government wide frameworks and legislations. Develop frameworks, policies and guidelines for assessing and reporting on performance. Manage the quality of performance assessment and reporting data and information. Develop performance assessment and reporting plans in line with departmental framework and policies. Manage the performance data collection and analysis process. Facilitate performance review sessions to provide analysis and feedback on performance to departmental senior management. Consolidate departmental performance assessment reports. Coordinate the provision of other inputs into the annual report. Coordinate the drafting of the annual report for the department. Facilitate engagements with key stakeholders and strategic partners to obtain additional data and information with regards to performance assessments and reporting. Prepare departmental performance reports in line with the Department's reporting requirements. Provide performance report in response to requests from stakeholders. Participate and contribute to government-led country initiatives. Oversee quality assurance of performance information. Ensure adherence to the compliance schedule for performance reporting. Establish and maintain proper storage and archiving of information in line with the information and knowledge management standards. Collating, analysing and sharing reports and information with various stakeholders. Lead and coordinate peer review reports. Coordinate inputs, produce and disseminate reports to Ministry, Parliament, The Presidency, National Treasury, Auditor General of South Africa and provide information in response to queries from other stakeholders. Consolidate DSD inputs into and produce progress reports on the State of the Nation Address (SONA) including Five- and Ten-Year Review Reports. Review, institutionalise and produce sector progress report on the recommendation of the Portfolio Committee's Budgetary Review and Recommendation Report. Disseminate institutional and sector performance reports to various stakeholders including Parliament, The Presidency, National Treasury, Auditor General of South Africa, among others. Develop the strategic plans and</p>

annual operational plans for the Directorate and ensure implementation thereof. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Develop solutions to technical challenges. Conduct financial planning and account for allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the directorate. Monitor, evaluate and report on the performance of the Directorate. Manage client relations. Ensure staff capacity building in the directorate.

ENQUIRIES

: Mr T Buthelezi Tel No: (012) 312-7880

NOTE

: In terms of the Chief Directorate: Monitoring and Evaluation employment equity targets, African, Coloured, Indian and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.