

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. Applicants may also email their applications to the following email addresses:
 For: Director: Entity Oversight- e-recruit.EO@dsd.gov.za
 Director: Financial, Compliance and IT Audits- e-recruit.FCIA@dsd.gov.za
 Director: Information Technology Operations- e-recruit.ITO@dsd.gov.za
 Director: Public Relations and Events Management- e-recruit.PREM@dsd.gov.za
 Director: Families Services and Programmes- e-recruit.FSP@dsd.gov.za
 Director: HIV Care and Support- e-recruit.HCS@dsd.gov.za
 Director: Social Relief- e-recruit.SR@dsd.gov.za
 Social Work Policy Manager Grade 1- e-recruit.SWPM2@dsd.gov.za
 Social Work Policy Developer Grade 1- e-recruit.SWPD2@dsd.gov.za
 Senior Training Officer- e-recruit.STO@dsd.gov.za
- FOR ATTENTION** : Mr TZ Mapela
- CLOSING DATE** : 31 October 2025
- NOTE** : Curriculum vitae with a detailed description of duties and the names of two referees must accompany your signed application for employment (Z83). If applying for more than one position, applicants must submit separate applications for each position. Shortlisted candidates for a post will be required to submit certified copies of qualifications and identity 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 (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 shortlisted 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 Amendment Regulations, 2023, 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 TZ 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 ECHELON

<u>POST 38/119</u>	:	<u>DIRECTOR: ENTITY OVERSIGHT (OPERATIONS AND FINANCIAL OVERSIGHT) REF NO: N1/A/2025</u> Office of the Director-General
<u>SALARY</u>	:	R1 266 714 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.
<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria An appropriate NQF level 7 qualification in Public Management/ Public Administration/ Social Sciences/Commerce as recognized by SAQA plus 5 years' experience at middle/ senior management level in the relevant field. Knowledge and understanding of the Constitution on organs of state, entities and institutions. Knowledge and understanding of the Public Service Act and Regulations. Knowledge and understanding of the Public Finance Management and Treasury Regulations. Knowledge and understanding of the South African Council Social Service Profession (SACSSP). Knowledge and understanding of Central Drug Authority (CDA) Knowledge and understanding of South African Security Agency Act. Knowledge and understanding of the Social Assistance Act. Knowledge and understanding of National Development Agency Act. Knowledge and understanding of the king IV Report on Corporate Governance and other good governance practices. Knowledge and understanding of Prevention of and Treatment for Substance Abuse Act of 2008. Competencies needed: Programme and project management. Information and knowledge management. People management and empowerment. Problem solving and change management. Policy analysis and development. Client orientation and customer focus. Service delivery innovation. Financial management. Communication (verbal and written). Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Monitoring and evaluation. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity. Assertiveness.
<u>DUTIES</u>	:	Manage the development, review and implementation of policies, legislations, frameworks and guidelines in respect of governance and compliance oversight. Manage and oversee policy, governance and compliance of Entities and Institutions. Manage and oversee the performance of the Entities and Institutions in line with their strategic plans and Annual Performance Plans. Manage and oversee the financial performance of the Entities and Institutions. Manage and report on the budget, human resources, and performance of the Directorate in line with the set regulations and prescripts.
<u>ENQUIRIES NOTE</u>	:	Mr K Maluleke Tel No: (012) 312-7062/ 7068 In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.
<u>POST 38/120</u>	:	<u>DIRECTOR: FINANCIAL, COMPLIANCE AND IT AUDITS REF NO: N1/B/2025</u> Chief Directive: Internal Audit Services
<u>SALARY</u>	:	R1 266 714 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.
<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria An appropriate NQF level 7 qualification in Auditing/ Internal Auditing recognised by SAQA plus 5 years' experience at middle/ senior management in the relevant field. Knowledge and understanding of the Public Service Act

		and Regulations. Knowledge and understanding of standards set by the Institute of Internal Auditors (IIA). Knowledge and understanding of accounting practices and public sector reporting requirements. Knowledge and understanding of internal audit and risk management principles and practices. Knowledge and understanding of PFMA. Knowledge and understanding of legal compliance, good governance and financial management. Knowledge in the use of Computer Assisted Audit Techniques (CAATS). Knowledge of corporate governance. Knowledge and understanding of General Acceptance Accounting Practice (GAAP). Knowledge and understanding of International Financial Reporting Standards (FRS). Competencies needed: Programme and project management. Information and knowledge management. People management and empowerment. Problem solving and change management. Policy analysis and development. Client orientation and customer focus. Service delivery innovation. Financial management. Communication (verbal and written). Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Monitoring and evaluation. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity. Assertiveness.
<u>DUTIES</u>	:	Manage and conduct financial, compliance and IT audits in accordance with IA standards and relevant public service legislation. Manage, and report on the budget, human resources, and performance of the Directorate in line with the set regulations and prescripts.
<u>ENQUIRIES</u>	:	Mr A Mudau Tel No: (012) 312-7304/ 7085
<u>NOTE</u>	:	In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.
<u>POST 38/121</u>	:	<u>DIRECTOR: INFORMATION TECHNOLOGY OPERATIONS REF NO: N1/C/2025</u> Information Management Systems and Technology (IMST)
<u>SALARY</u>	:	R1 266 714 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.
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF level 7 qualification in Business Information Systems/ Information Technology/ Computer Sciences/Computer Engineering as recognised by SAQA plus 5 years' experience at middle/ senior management level in the relevant field. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of the relevant Public Service regulatory frameworks such as MIS, Archives, PAJA, PAIA, and ECTA. Knowledge and understanding of the Cybercrimes Act. Knowledge and understanding of SITA Act and its Regulations. Knowledge and understanding of Information and Communication Technology framework. Knowledge and understanding of PFMA and Treasury Regulations. Knowledge and understanding of Information security principles and practices. Knowledge and understanding of vendor management and contract negotiation. Knowledge and understanding of emerging technologies and industry trends. Knowledge and understanding of cloud security. Knowledge and understanding of best practices on data privacy. Competencies needed: Programme and project management. Information and knowledge management. People management and empowerment. Problem solving and change management. Policy analysis and development. Client orientation and customer focus. Service delivery innovation. Financial management. Communication (verbal and written). Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Monitoring and evaluation. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity. Assertiveness.
<u>DUTIES</u>	:	Manage the optimal functioning of IMST service management operations and end user support. Manage the development, review and implementation of ICT related policies. Manage the establishment and monitoring of IT Enterprise

		Architecture. Manage IT Infrastructure, data centre and support services. Manage the provision of IT security operations and compliance. Manage, and report on the budget, human resources, and performance of the Directorate in line with the set regulations and prescripts.
<u>ENQUIRIES</u>	:	Ms T Sibuyi Tel No: (012) 312-7730/ 7777
<u>NOTE</u>	:	In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.
<u>POST 38/122</u>	:	<u>DIRECTOR: PUBLIC RELATIONS AND EVENTS MANAGEMENT REF NO: N1/D/2025</u> Chief Directorate: Communications
<u>SALARY</u>	:	R1 266 714 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.
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF level 7 qualification in Communications/ Public Relations/ Media and Journalism Studies/ Marketing as recognised by SAQA PLUS 5 years' experience at middle/ senior management level in the relevant field. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of Government Communication Information System (GCIS). Knowledge and understanding of National Communication Strategy Framework. Knowledge and understanding of Language Policy. Knowledge and understanding of the Intellectual Property and Copyright Act. Knowledge and understanding of POPIA and PAIA. Knowledge and understanding of the Public Service Corporate Identify Manual. Knowledge and understanding of the South African Media Landscape. Knowledge and understanding of the Social Development Sector. Knowledge and understanding of National and International political developments and trends. Knowledge and understanding of the Government Communication Policy. Knowledge and understanding of digital platforms. Competencies needed: Programme and project management. Information and knowledge management. People management and empowerment. Problem solving and change management. Policy analysis and development. Client orientation and customer focus. Service delivery innovation. Financial management. Communication (verbal and written). Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Monitoring and evaluation. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity. Assertiveness.
<u>DUTIES</u>	:	Manage the development, review and implementation of public relations/event management guidelines, event plans and concept documents for the social development sector. Manage and coordinate event management and public participation programmes. Participate in planning and management meetings to advise on Public Relations and Events Management. Ensure brand, marketing and Public Relations strategies are integrated and support long term organisational strategies.
<u>ENQUIRIES</u>	:	Ms S Godwana Tel No: (012) 312-7026
<u>NOTE</u>	:	In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.
<u>POST 38/123</u>	:	<u>DIRECTOR: FAMILIES SERVICES AND PROGRAMMES REF NO: N1/E/2025</u> Chief Directorate: Social Professional Services and Older Persons
<u>SALARY</u>	:	R1 266 714.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.
<u>CENTRE</u>	:	HSRC Building, Pretoria

<u>REQUIREMENTS</u>	:	An appropriate NQF level 7 qualification in Social Sciences/ Social Work as recognized by SAQA plus 5 years' experience at middle/ senior management level in the relevant field. Registration with the SACSSP. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of the White Paper on Families. Knowledge and understanding of the Children's Amendment Act, 2007. Knowledge of Social Assistance Amendment Act. Knowledge of White Paper for Social Development. Knowledge and understanding of the Constitution of the Republic of South African, 1996. Knowledge of White Paper on Persons with Disabilities (WPRPD). Knowledge and understanding Social Welfare services, related policies, legislations, frameworks, and norms & standards. Knowledge of Sexual Offence Act. Knowledge and understanding of International Treaties and obligations. Knowledge of POPIA and PAIA. Competencies needed: Programme and project management. Information and knowledge management. People management and empowerment. Problem solving and change management. Policy analysis and development. Client orientation and customer focus. Service delivery innovation. Financial management. Communication (verbal and written). Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Monitoring and evaluation. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Independent thinker. Ability to work in a team and independently. Cultural sensitivity. Adaptability. Confidentiality. Cost consciousness. Honesty and integrity. Emotional intelligence.
<u>DUTIES</u>	:	Manage, coordinate, and monitor the development, review, and implementation of policies, norms and standards, international instruments and legislative frameworks for the protection, support, empowerment, promotion and upholding of the rights of individuals, groups and families. Facilitate and monitor the implementation of family services within communities to promote care, support, protection, and the upholding of the rights of individuals, groups and families. Coordinate the engagements, collaborations, and partnerships with various stakeholders as well as regional and international structures in relation to matters, programmes and strategies related to families. Coordinate, manage, facilitate, and monitor the development, review, and the implementation of capacity building programmes and practical programmes, strategies, and guidelines to improve the delivery of quality services to families, through partnership with stakeholders. Facilitate research and evaluation studies on family services to inform policies, strategies, programmes, and legislative frameworks. Manage and report on the budget, human resources, and performance of the Directorate in line with the set regulations and prescripts.
<u>ENQUIRIES</u>	:	Ms C Legodu Tel No: (012) 312-7548/ 741 6826
<u>NOTE</u>	:	In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.
<u>POST 38/124</u>	:	<u>DIRECTOR: HIV CARE AND SUPPORT REF NO: N1/F/2025</u> Chief Directorate: HIV/AIDS and Burdens of the Diseases
<u>SALARY</u>	:	R1 266 714 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.
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF level 7 qualification in Social Sciences/ Social Work as recognized by SAQA plus 5 years' experience at middle/ senior management level in the relevant field. Registration with the SACSSP. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of National Strategic Plan on HIV, TB and STIs. Knowledge and understanding on the DSD HIV and AIDS Comprehensive Strategy. Knowledge and understanding of legislations, policies and strategies pertaining to HIV. Knowledge and understanding of guidelines and frameworks for Psychosocial Support in context of HIV. Knowledge and understanding of care support programmes. Knowledge and understanding of the integrated School Health Programme (ISHP). Knowledge and understanding of the Social Behavioural Change programmes. Knowledge and understanding of the White Paper on

		Social Development. Knowledge and understanding of the PFMA and National Treasury Regulations. Competencies needed: Programme and project management. Information and knowledge management. People management and empowerment. Problem solving and change management. Policy analysis and development. Client orientation and customer focus. Service delivery innovation. Financial management. Communication (verbal and written). Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Monitoring and evaluation. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Independent thinker. Ability to work in a team and independently. Adaptability. Cost consciousness. Honesty and integrity. Emotional intelligence. Assertiveness.
<u>DUTIES</u>	:	Manage and facilitate the development and review of HIV Care and Support programmes. Monitor implementation of plans, strategies, and guidelines in relation to HIV Care and Support policies and programmes in provinces. Coordinate stakeholder engagements and partnership on matters of technical support, funding, and implementation of programmes related to HIV care and support. Manage, and report on the budget, human resources, and performance of the Directorate in line with the set regulations and prescripts.
<u>ENQUIRIES</u>	:	Mr N Skosana Tel No: (012) 312-7904/7263
<u>NOTE</u>	:	In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.
<u>POST 38/125</u>	:	<u>DIRECTOR: SOCIAL RELIEF REF NO: N1/G/2025</u> Chief Directorate: Social Assistance
<u>SALARY</u>	:	R1 266 714 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.
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF level 7 qualification in Social Work/Social Sciences/ Development Studies/Public Administration and Disaster Management as recognized by SAQA PLUS 5 years' experience at middle management/senior management level in the relevant field. Knowledge and understanding of Constitution of the Republic of South Africa. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of the Social Assistance Act. Knowledge and understanding of the Public Finance Management Act. Knowledge and understanding of the South African Social Security Agency Act. Knowledge and understanding of disaster management framework. Knowledge and understanding the costing of social protection programmes. Knowledge and understanding of the Fundraising Act. Knowledge and understanding of the White Paper on Social Development. Knowledge and understanding of the PAJA, POPIA and PAIA. Competencies needed: Programme and project management. Information and knowledge management. People management and empowerment. Problem solving and change management. Policy analysis and development. Client orientation and customer focus. Service delivery innovation. Financial management. Communication (verbal and written). Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Monitoring and evaluation. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity. Assertiveness.
<u>DUTIES</u>	:	Manage the development and review of policies, legislation, frameworks, strategies and guidelines for individuals, families and communities in distress. Design solution-focused social relief programmes for individuals, families and communities. Oversee and manage stakeholder engagements, partnerships and collaborations on matters relating to social relief programmes. Provide secretariat support and advisory services to the Disaster Relief Fund Board. Manage, and report on the budget, human resources, and performance of the Directorate in line with the set regulations and prescripts.
<u>ENQUIRIES</u>	:	Dr M Mogotsi Tel No: (012) 741-6835/ 6833

NOTE : In terms of the Department's employment equity targets, Coloured and White males and African, African, Coloured and White females as well as persons with disabilities are encouraged to apply.

OTHER POSTS

POST 38/126 : **SOCIAL WORK POLICY MANAGER GRADE 1: ORPHANS AND VULNERABLE CHILDREN REF NO: N1/H/2025**
Directorate: Child Protection

SALARY : R970 686 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.

CENTRE REQUIREMENTS : HSRC Building, Pretoria
: An appropriate recognised Bachelor's Degree in Social Work or equivalent qualification. Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker plus ten (10) years' appropriate experience in social work after registration as Social Worker with the SACSSP of which five (5) years must be appropriate experience in social work policy development. Knowledge of child care and protection legislation, and child protection policies, children with disabilities and chronic illnesses, provision of therapeutic services and psychosocial services. Willingness to travel. Competencies needed: Programme development, Project management skills. Planning and organising skills. Networking skills. Communication (written and verbal) skills. Professional counselling skills. Policy analysis and development skills. Financial management skills. Presentation and facilitation skills. Report writing. Monitoring and evaluation skills. People management skills. Ability to compile complex reports. Attributes: Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Friendly and trustworthy. Integrity.

DUTIES : Develop/facilitate the development, review, amendment and implementation of legislation, policies, strategies, guidelines and programmes on children with disabilities and chronic illnesses including orphans and vulnerable children. Monitor and coordinate provision of services and programmes to children with disabilities and chronic illnesses. Manage a social work policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilization of human resources. Consult and liaise with stakeholders, including Cabinet, Parliament and Clusters. Keep up to date with new developments in the social work and management fields. Plan and ensure that programmes for children with disabilities and chronic illnesses are in place, undertaking policy research and development. Perform and/or ensure that all the administrative functions required in the unit are performed.

ENQUIRIES : Ms Neliswa Cekiso Tel No: (012) 312-7989/7609

POST 38/127 : **SOCIAL WORK POLICY DEVELOPER GRADE 1 REF NO: N1/I/2025**
Directorate: Adoptions and International Services

SALARY : R453 201 per annum
CENTRE : HSRC Building, Pretoria
REQUIREMENTS : An appropriate recognised Bachelor's Degree in Social Work or equivalent qualification. Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker plus eight (8) years' appropriate experience in social work after registration as Social Worker with the SACSSP. Knowledge of the relevant Public Service legislation. Knowledge of child care and protection legislative framework and policies. Competencies needed: Project management skills. Planning and organizing skills. Networking skills. Coordination skills. Communication (verbal and written) skills. Professional counselling skills. Policy Analysis and development skills. Financial Management skills. Presentation skills. Monitoring and evaluation skills. People management skills. Ability to compile complex reports. Attributes: Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Compliant. Assertive.

DUTIES : Assist in developing, implementing, and maintaining social work policies and guidelines pertaining to adoptions. Management of the registration of adoptions process by: verifying adoption documents received from Children's Courts, signing of adoption orders, identifying faults on the adoption documents and refer them for further intervention and collating of monthly and quarterly

statistics. Popularising and training of stakeholders on the Registration of Adoption process. Engagements and liaising with Children's Courts to ensure the correction of faults on adoption files. Management of origin and search enquiries of adoptees and the birth or biological parents in line with the provision of the Children's Act. Keep up to date with new developments in the social work field pertaining to adoptions. Perform administrative functions required in the unit.

ENQUIRIES : Dr Tebogo Mabe Tel No: (012) 312-7144/3

POST 38/128 : **SENIOR TRAINING OFFICER REF NO: N1/J/2025**
Directorate: Recruitment and Retention Programme for Social Service Practitioners

SALARY : R397 116 per annum
CENTRE : HSRC Building, Pretoria
REQUIREMENTS : A relevant qualification at NQF level 6 in Human Resource Development/ Human Resource Management/ Management of Training and Development plus 1-2 years relevant experience in the field. Knowledge of Public Service Legislation. Knowledge and understanding in the functioning of the Sector Education and Training authorities. Knowledge and understanding of the SAQA process. Competencies needed: Communication (written and verbal). Planning and organising. Problem solving. Policy analysis. Office management and administration. Computer literacy. Client liaison. Analytical. Report writing. Attributes: Good interpersonal relation. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Diplomatic. Independent thinker. Cost consciousness. Honesty and integrity. Self-Starter. Assertiveness.

DUTIES : Facilitate the implementation of professional learning and development programmes. Provide support on the review and implementation of policies and legislation for regulation of social service professionals. Facilitate the development and maintenance of the database for social service practitioners.

ENQUIRIES : Ms G Rapoo Tel No: (012) 312 7755