

## 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.  
E-mail applications must be send to the following email address: Chief Director: Communications- [e-recruit:CDC@dsd.gov.za](mailto:e-recruit:CDC@dsd.gov.za); Director: Legal Services,: [e-recruit:DLS@dsd.gov.za](mailto:e-recruit:DLS@dsd.gov.za); Director: NPO Funding Coordination [e-recruit:DNPO@dsd.gov.za](mailto:e-recruit:DNPO@dsd.gov.za)
- FOR ATTENTION** : Mr S Boshelo
- CLOSING DATE** : 27 February 2026
- NOTE** : Curriculum vitae with a detailed description of duties, the names of two referees 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. The nominated candidate must submit the pre-entry Certificate as proof that the course has been completed within 15 days from the conclusion of the interviews. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants applying for SMS posts will, following the interview and technical exercise, be recommended by the selection panel 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 disclosure 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. 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 S Boshelo. 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 05/302** : **CHIEF DIRECTOR: COMMUNICATIONS REF NO: B1/A/2026**  
Branch: Corporate Support Services
- SALARY** : R1 494 900 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**

The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

: HSRC Building, Pretoria  
: An appropriate NQF level 7 qualification in Communication, Public Relations, Media and Journalism Studies, Digital Marketing as recognized by SAQA PLUS 5 years' experience at senior management level in the relevant field. Knowledge and understanding of Public Service Act. 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, PAIA to guide the information and content. Knowledge and understanding of the Corporate Identity Manual. Knowledge and understanding of 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. Competencies needed: Strategic capability and leadership. Policy analysis and development. Budget planning and monitoring. Service delivery innovation. Programme and project management. Financial management. Information and knowledge management. Communication (verbal and written). Service delivery innovation. Problem solving and change management. People management and empowerment. Client orientation and customer focus. Stakeholder management. Presentation and facilitation. Risk management. Conflict management. Networking. Monitoring and evaluation. Quality management. 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.

**DUITES**

: Oversee and manage the provision of Internal and External communications services. Oversee and manage the provision of content development services. Oversee and manage the provision of Public Relations and Events Management Services. Serve as the official spokesperson of the department. Manage, and report on the budget, human resources, and performance of the Directorate in line with the set regulations and prescripts.

**ENQUIRIES  
NOTE**

: Mr XA Brukwe, Tel No: (012) 312-7665/7866  
: In terms of the Department's employment equity targets, African, Coloured and Indian males and African, Coloured and Indian females as well as persons with disabilities are encouraged to apply.

**POST 05/303**

: **DIRECTOR: LEGAL SERVICES REF NO: B1/B/2026**  
Chief Directive: Legal Services

**SALARY**

: 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.

**CENTRE  
REQUIREMENTS**

: HSRC Building, Pretoria  
: An appropriate NQF level 7 qualification in the field of Law (LLB, BPROC, BJURIS) recognised by SAQA PLUS 5 years' experience at middle/ senior management in the relevant field. An admission as an advocate/attorney will be added advantage. Knowledge of the relevant Public Service Legislation. Knowledge and understanding of drafting legal instructions. Knowledge and understanding of litigation management processes in government. Knowledge and understanding of interpreting statutes, Constitutional Law, Law of Evidence, Civil Procedure, Promotion of Access to Information Act. Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of Promotion of Administrative Justice Act, 2000. Knowledge of Protection of Personal Information Act, 2013. Competencies needed: Strategic capability and leadership. Policy analysis and development. Budget planning and monitoring. Service delivery innovation. Problem solving and change management. People management and empowerment. Client orientation and customer focus. Stakeholder management. Presentation and facilitation. Operations management. Programme and Project management. Financial management. Communication (verbal and written). Computer literacy. Conflict management. Networking. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Diplomacy. Independent thinker. Emotional intelligence. Cost consciousness. Honesty and integrity. Assertiveness.

- DUTIES** : Manage and facilitate the review and drafting of legislation. Provide contract and litigation management services. Provide legal advice and opinions. Manage, and report on the budget, human resources, and performance of the Directorate in line with the set regulations and prescripts.
- ENQUIRIES NOTE** : Mr XA Brukwe Tel No: (012) 312-7665/7866  
: In terms of the Department's employment equity targets, African, Coloured and Indian males and African, Coloured and Indian females as well as persons with disabilities are encouraged to apply.
- POST 05/304** : **DIRECTOR: NPO FUNDING COORDINATION REF NO: B1/C/2026**  
Chief Directorate: NPO Registration Support Compliance and Monitoring
- SALARY** : 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.
- CENTRE REQUIREMENTS** : HSRC Building, Pretoria  
: An appropriate NQF level 7 qualification in Public Management/ Developmental Studies/ Social Sciences as recognized by SAQA PLUS 5 years' experience at middle management/senior management level or in the relevant field. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of the NPO Act. Knowledge and understanding of Social Development sector. Knowledge and understanding of Companies Act. Knowledge and understanding of Trust Properties Act. Knowledge and understanding of DSD Sector Funding Policy. Knowledge and understanding of PFMA and Treasury Regulations. Knowledge and understanding of anti-money laundering and counter-terrorist financing (AML/CFT) measures. 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. Research. Monitoring and evaluation. Attributes: Good interpersonal relations. Innovation and creativity. Ability to work under pressure. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity. Assertiveness.
- DUITES** : Manage the development, review and implementation of frameworks, policies, guidelines and tools related to funding of NPOs and entities providing DSD services. Facilitate the administration and management of transfers for the funding of NPOs and other entities in accordance with relevant regulatory frameworks. Coordinate stakeholder engagement and partnership on matters of NPO funding. Design and develop monitoring tools, systems and methodologies for collation, storing analysis and reporting on performance and service delivery information to improve monitoring of funded NPOs and entities. Manage and report on the budget, human resources, and performance of Directorate in line with the set regulations and prescripts.
- ENQUIRIES NOTE** : MS M Mngxitama Tel No: (012) 312-7312  
: In terms of the Department's employment equity targets, African males and Coloured and Indian females as well as persons with disabilities are encouraged to apply.