

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 sent to the following email address: Director: Financial Compliance and IT Audit- e-recruit.DFCIA2A@dsd.gov.za; Personal Aide- e-recruit.PA1@dsd.gov.za
- FOR ATTENTION** : Mr S Boshielo
- CLOSING DATE** : 13 March 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. 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 Boshielo. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.
- ERRATUM:** Kindly note that the post of Director-General in the Department of Social Development that was advertised in the Public Service Vacancy Circular No. 03 of 2026 dated 30 January 2026 with Ref no: A1/2026 has been withdrawn.

MANAGEMENT ECHELON

- POST 07/69** : **DIRECTOR: FINANCIAL, COMPLIANCE AND IT AUDITS REF NO: C1/A/2026**
Chief Directive: Internal Audit 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 : HSRC Building, Pretoria

REQUIREMENTS : An appropriate NQF level 7 qualification in Auditing/ Internal Audit and/or Information Technology as recognised by SAQA PLUS 5 years' experience at middle/ senior management in the relevant field. The Certified information Systems Auditor (ICISA) certification. Knowledge and understanding of IT platforms, processes, systems, and controls, including network security, logical access, change management controls at an infrastructure and application level, databases, and systems maintenance. Knowledge and understanding of IT and information security management frameworks and standards such as ISO, SANS, COBIT, ITIL, and regulations such as SOX, PCI Compliance, etc. Knowledge in the use of Computer Assisted Audit Techniques (CAATS). Knowledge and understanding of the Public Service Act and Regulation. Knowledge and understanding of the 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 legal compliance, good governance and financial management. 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.

DUTIES : Key Responsibilities: Develop and implement internal audit policies, strategies, methodologies and procedures in line with the Institute of Internal Auditors (IIA) and relevant public service legislations. Manage the provision of the IT and Financial audits in accordance with IIA standards, professional ethics and relevant regulatory frameworks to ensure the attainment of the overall strategic objectives. Manage the delivery of quality audit reports. Provide technical support to the Audit Committee to enable the Committee to meet its objectives. Manage the assessment on the implementation of audit recommendations and the impact of the corrective actions taken by management on the deficiencies identified by the audits. Manage and report on the budget, human resources, and performance of the chief directorate in line with the set regulations and prescripts.

ENQUIRIES : Ms M Manyoga, Tel: (012) 312-7316/ 7085

NOTE : 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.

OTHER POSTS

POST 07/70 : **PERSONAL AIDE REF NO: C1/B/2026**
Chief Directorate: Community Mobilisation and Empowerment

SALARY : R228 321.per annum

CENTRE : HSRC Building, Pretoria

REQUIREMENTS : An appropriate NQF level 5 qualification as recognised by SAQA in Office Management/ Administration. 1-2 years' experience in providing professional guide and assistive services to persons with disability. Knowledge and understanding of the relevant Public Service Regulations. Knowledge and understanding of the Social Development Sector. Knowledge and understanding of PFMA and Treasury Regulations. Knowledge and understanding of Employment Equity Act. Knowledge and understanding of Reasonable Accommodation policy and other Disability Mainstreaming Protocols/ procedures. Knowledge and understanding of sign language. Knowledge and

understanding of Records Management. Knowledge and understanding of systems and software's (e.g. Daisy, Jaws and DBT). Knowledge and understanding of disability etiquette. Competencies needed: Financial planning. Problem solving. Communication (written and verbal). Computer literacy. Planning and organizing skills. Analytical skills. Coordination. Interpersonal skills. Customer care. Report writing. Orientation and mobility. Ability to read and understand braille or sign language. Ability to use Jaws software and zoom text. Attributes: Ability to work independently and as part of team. Ability to work under pressure. Ability to communicate at all levels. Ability to manage time. Assertiveness. Integrity. Emotional intelligence. Initiative. Confidentiality. Honesty. Adaptive. Good interpersonal relations. Accuracy and thorough commitment.

DUTIES

: Key Responsibilities: Render personal assistance support functions. Render administrative support functions. Provide record management services, type documents and track progress. Assist on issues of finance and Supply Chain Matters.

ENQUIRIES

: Ms L Maredi, Tel: (012) 312-7879