

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: Chief Director: Human Capital Management- e-recruit.CDHCM@dsd.gov.za; Senior Organisational Design Practitioner- e-recruit.SODP@dsd.gov.za
- FOR ATTENTION** : Mr S Boshielo
- CLOSING DATE** : 17 April 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.

MANAGEMENT ECHELON

- POST 11/113** : **CHIEF DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: I1/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. 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 Human Resource Management or Industrial Psychology as recognized by SAQA PLUS 5 years' experience at senior management level in the relevant field. Knowledge and understanding of the relevant Public Service Act and Regulation. Knowledge and understanding of SET's, SAQA, processes and curriculum development. Knowledge and understanding of performance management frameworks and best practice. Knowledge and understanding of Employment Equity Act, Labour Relations Act. Knowledge and understanding of Treasury Regulation and PFMA. Knowledge and understanding of dispute resolution, collective bargaining and CCMA process. Knowledge and understanding of EHWP. Knowledge and understanding of White Paper on Social Welfare. Knowledge and understanding of relevant policies and strategies pertaining to SSP. Understanding of National Gender Policy and Framework. 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). Problem solving and change management. People management and empowerment. Client orientation and customer focus. Stakeholder management. Presentation and facilitation. Risk management. Conflict management. 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.

DUTIES : Key Responsibilities: Manage and facilitate the provision of human resource management services. Manage and coordinate the provision of employee relations and wellness services. Manage and facilitate the provision of training, development and performance management services. Manage and facilitate the development, review and monitor implementation of policies, regulations, frameworks, guidelines, norms and standards in relation to Social Service Professionals. Manage the implementation and mainstreaming of gender and disability throughout the organisation. Oversee, manage and report on the budget, human resources, and performance of the Chief Directorate in line with the set regulations and prescripts.

ENQUIRIES : Mr XA Brukwe, Tel: (012) 312-7665/7866

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.

POST 11/114 : **SENIOR ORGANISATIONAL DESIGN PRACTITIONER REF NO: 11/B/2026**
Directorate: Organisational Design and Human Resource Planning

SALARY : R397 116 per annum
CENTRE : HSRC Building, Pretoria
REQUIREMENTS : An appropriate 3-year Degree/National Diploma in Management Service/ Industrial Psychology/ Operations Management/ Organisational Development as recognized by SAQA. 1-2 years' experience in the Organisational Design (Work study and Job Evaluation) field. Knowledge and understanding of the Public Service Act. Knowledge and understanding of Public Service Regulations. Knowledge and understanding of DPSA Directives. Knowledge and understanding of Job Description guidelines. Knowledge and understanding of Job Evaluation guidelines. Knowledge and understanding of Organisational Design toolkit. Knowledge and understanding of Code of Remuneration. Knowledge and understanding of relevant departmental policies. Knowledge and understanding of Visio and Org Plus systems. Knowledge and understanding of the Job Evaluation System. Knowledge and understanding of DPSA Organisational Guidelines on Transformation and restructuring. Knowledge and understanding of Change Management. Knowledge and understanding of work measurement techniques, procedures, and methods. Knowledge and understanding of costing tools and methodologies. Competencies needed: Job design and analysis. Computer

literacy. People management. Planning and Organising. Communication (written and verbal). Problem solving. Negotiation skills. Client orientation and customer focus. Report writing. Policy analysis and implementation. Project administration. Facilitation and presentation. Presentation skills. Attributes: Accuracy. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Diplomacy. Self-starter. Confidentiality. Systematic.

DUTIES

: Key Responsibilities: Conduct organizational design to improve efficiency and productivity. Conduct Job Evaluation to determine the correct salary grading. Develop, review and maintain Job Descriptions. Map, review and update Business Processes and Standard Operating Procedures. Implement Change Management activities.

ENQUIRIES

: Ms M Ramathunya, Tel: (012) 312-7195

NOTE

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