

DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts 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 Research Policy Manager – e-recruit.RPM@dsd.gov.za
 Deputy Director: Systems Development – e-recruit.DDSD@dsd.gov.za
 Project Coordinator: Sector Infrastructure – e-recruit.PCSI@dsd.gov.za
 Branch Coordinator – e-recruit.BC@dsd.gov.za
 Social Work Policy Developer Grade 1 – e-recruit.SWPDCP@dsd.gov.za
 Assistant Director: HIV and AIDS Capacity Building – e-recruit.ADHACB@dsd.gov.za
 Assistant Director: Systems Development – e-recruit.ADSD@dsd.gov.za
 Project Administrator – e-recruit.PAPMO@dsd.gov.za
- FOR ATTENTION** : Mr S Boshielo
- CLOSING DATE** : 30 June 2026
- 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 enroll for it at a cost of R400.00. The duration of the course is 120 hours. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine the candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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 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. 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 R Khobatha.

DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

- POST 20/69** : **RESEARCH PROJECT MANAGER REF NO: O1/A/2026**
Directorate: Population Research and Information
- SALARY** : R1 101 468 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
: A qualification at NQF Level 7 as recognised by SAQA in Social Science including Population Studies and Demography Plus 3-5 years' experience at a junior management level. A Postgraduate qualification in Social Science will be an added advantage. Knowledge and understanding of Public Service Regulations and Public Service Act. Knowledge and understanding of the Constitution of South Africa. Knowledge and understanding of the Public Service Statutory Framework. Knowledge and understanding of the Population Policy White Paper. Knowledge and understanding of the Programme of Action of the International Conference on Population Development. Knowledge and understanding of the POPIA. Knowledge and understanding of ethical frameworks within government. Knowledge and understanding of the Public Finance Management Act programmes. Knowledge and understanding of social development sector policies. Knowledge and understanding of research methodology. Knowledge and understanding of the public management and administration principles. Knowledge and understanding of the National Development Plan including Medium Term Development Plan. Knowledge and understanding of the management strategic plans and budgeting. Knowledge and understanding of the financial prescripts of the public service, costing methodologies and performance management. Competencies needed: Strategic capability and leadership skills. Quantitative and qualitative data collection, analysis and interpretation skills. Proposal and research report writing skills. Programme and project management skills. Financial management skills. Policy Analysis and development skills. Information and knowledge management skills. Communication skills. Problem-solving and change management skills. People management and empowerment skills. Stakeholder management skills. Computer literacy, including data analysis software skills. Planning and coordination skills. Presentation and facilitation skills. Risk management skills. Monitoring and evaluation skills. Quality management skills. 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. Time Management. Attention to details. Ethical conduct.
- DUTIES** : Manage the design, development and implementation of research frameworks and methodologies aligned to Population policy priorities and departmental strategic objectives. Manage the implementation of capacity development on population and social development research. Coordinate stakeholder engagement and partnerships on matters of technical support and implementation of programmes. Manage and report on the performance of the sub-directorate in line with the set of regulations and prescripts.
- ENQUIRIES** : Ms M Golden Tel No: (012) 312-7831
- POST 20/70** : **DEPUTY DIRECTOR: SYSTEMS DEVELOPMENT REF NO: O1/B/2026**
Directorate: Systems Development
- SALARY** : R932 292 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
: A qualification at NQF Level 7 as recognised by SAQA in Business Information Systems/ Information Technology in Software Development and Systems Development / Computer Sciences Plus 3-5 years' experience at a junior management level. Knowledge and understanding of Digital Transformation Strategy of the Public Services. Knowledge and understanding of Public Service Act and Regulation. Knowledge and understanding of the relevant

Public Service Regulatory Frameworks such as MISS, SDLC, MIOS, National Archives and Records Service Act, PAJA, PAIA and ECT. Knowledge and understanding of the DPSA Corporate Governance for ICT Policy Framework. Knowledge and understanding of Information and Communication Technology frameworks. Knowledge and understanding of business systems. Knowledge and understanding of database and development standards. Knowledge and understanding of business process principles, practices, techniques and tools. Knowledge and understanding of business concepts and requirements. Knowledge and understanding of database development. Knowledge and understanding of Information security principles and practices. Knowledge and understanding of Network management. Knowledge and understanding of IT Infrastructure Principles. Knowledge and understanding of vendor management and contract negotiation. Knowledge and understanding of system development methodology and project management. Knowledge and understanding of information technology business systems. Knowledge and understanding of ASP.net, VB.net, SQL, XML, HTML, JavaScript. Competencies needed: Database development skills. Systems development skills. Communication skills. Policy analysis and development skills. People management. Project management skills. Problem-solving skills. Computer literacy skills. Facilitation and presentation skills. Stakeholder and client liaison skills. Monitoring skills. Report writing skills. 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 : Develop, review and implement systems database and development plans, policies and strategies to align with business needs, policies, legislative requirements, norms and standards. Develop databases, computerized systems, software applications and integrations to meet specific information systems requirements. Maintain and support all databases, computerized systems, software applications to ensure their availability, reliability, and security. Monitor the implementation and utilization of systems and processes in line with relevant standards, data security policies, and regulatory requirements, and compile performance reports. Manage, and report on human resources, and performance in line with the set regulations and prescripts.

ENQUIRIES : Ms M Nkhetho Tel No: (012) 312-7108

POST 20/71 : **PROJECT COORDINATOR SECTOR INFRASTRUCTURE REF NO: 01/C/2026**
Chief Directorate: HIV Care, Prevention and Sector Infrastructure

SALARY : R932 292 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
A qualification at NQF Level 7 as recognised by SAQA in Infrastructure Management/ Environmental Sciences/ Built Management/ Environmental Studies Plus 2-3 years' experience at a junior management level. Knowledge and understanding of Public Service Act and Regulation. Knowledge and understanding of Public infrastructure project management frameworks (GIAMA, Infrastructure Delivery Management Systems (IDMS). Knowledge of Infrastructure Reporting Mode (IRM). Knowledge and understanding of Treasury Regulations, PFMA and SCM prescripts. Knowledge and understanding of Social Development Sector. Knowledge and understanding of Municipality Infrastructure Bylaws. Knowledge and understanding of Spatial Planning and Land Usage Management Act. Knowledge and understanding of User Asset Management Guidelines and Frameworks. Knowledge and understanding of White Paper on the Rights of Persons with Disabilities. Competencies needed: Project and programme management skills. Policy development and analysis skills. Financial administrations and reporting skills. Communication skills (written and verbal). Stakeholder management and intergovernmental coordination skills. Research, analytical and report writing skills. Computer literacy (MS Office, Project management software, IRM). People management skills. Problem-solving skills. Planning and organizing skills. Facilitation and presentation skills. Attributes: Good interpersonal relations. Innovative and creative. Ability to work under pressure. Ability to work

		in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity. Assertiveness.
<u>DUTIES</u>	:	Facilitate and coordinate sector-wide infrastructure planning processes. Develop and review Infrastructure Policy and Guidelines. Coordinate the implementation of the National Infrastructure Projects. Monitor compliance of Social Development Infrastructure facilities and centres with applicable infrastructure norms and standards.
<u>ENQUIRIES</u>	:	Mr N Skosana Tel No: (012) 312-7904
<u>POST 20/72</u>	:	<u>BRANCH COORDINATOR REF NO: O1/D/2026</u> Branch: Comprehensive Social Security
<u>SALARY</u>	:	R932 292 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.
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 7 as recognised by SAQA in Office Administration/ Public Administration/ Business Management or Financial Management. Knowledge and understanding of the relevant Public Service Act and Public Service Regulations. Knowledge and understanding of relevant PFMA and Treasury Regulations. Knowledge and understanding of administrative process. Knowledge and understanding of records management. Knowledge and understanding of PAIA and POPIA. Basic knowledge of Promotion of Administrative Justice Act (PAJA). Knowledge and understanding of Batho Pele principles. Competencies needed: Communication (verbal and written) skills. Policy analysis and development skills. Planning and organising skills. People management skills. Project coordination skills. Problem solving skills. Computer literacy. Facilitation and presentation skills. Stakeholder and client liaison skills. Monitoring skills. Report writing skills. Financial management skills. 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.
<u>DUTIES</u>	:	Manage the provision of strategic and executive administrative support services to the branch. Coordinate the development and analyses of branch APPs, Operational, Strategic and Risk management plans. Manage and monitor the utilisation of the branch budget in line with the set regulations and prescripts. Coordinate key branch projects, stakeholder and intersectoral coordination. Manage and report on the human resources, and performance in line with the set regulations and prescripts.
<u>ENQUIRIES</u>	:	Ms B Sibeko Tel No: (012) 741-6803
<u>POST 20/73</u>	:	<u>ASSISTANT DIRECTOR: HIV AND AIDS CAPACITY BUILDING REF NO: O1/F/2026</u> Directorate: HIV/AIDS Care and Support
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF Level 6 as recognised by SAQA in Social Sciences/ Development Studies/ Social Work Plus 2-3 years' experience in HIV and AIDS field, and experience in capacity building, training and development. Knowledge and understanding of Social Development Sector. Knowledge and understanding of Public Service, departmental policies, procedures and regulations. Knowledge and understanding of PFMA and Treasury Regulations. Knowledge and understanding of relevant legislations and policies in the HIV and AIDS field and Skills Development Act. Knowledge and understanding of 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 POPIA, PAIA and PAJA. Knowledge in SAQA, QCTO and SETA processes. Competencies needed: Computer literacy skills. Analytical Skills. Policy analysis and development skills. Project management skills. Financial management skills. Communication (written and verbal) skills. Problem-solving skills. Client orientation and customer focus skills. Presentation and facilitation skills. Report writing. Planning and organising skills. Monitoring and evaluation skills. Programme management skills. Attributes: Analytical thinker. Ability to work

		under pressure. Ability to work in a team and independently. Friendly and trustworthy. Systematic and logical. Adaptable. Disciplined. Diplomacy. Assertive and persuasive. Emotional intelligence.
<u>DUTIES</u>	:	Develop, implement and monitor HIV and AIDS policies, procedures and programmes in line with the national legislation, norms and standards. Coordinate HIV/AIDS capacity building programmes. Facilitate accreditation of capacity building programmes developed by the Directorate, with relevant bodies such as the South African Council for Social Service Professionals. Coordinate and manage capacity building stakeholders for HIV&AIDS in the country. Develop a database of all beneficiaries or participants capacitated on programmes developed by the Directorate.
<u>ENQUIRIES</u>	:	Dr L Nziyane Tel No: (012) 312-7110/ 7300
<u>POST 20/74</u>	:	<u>ASSISTANT DIRECTOR: SYSTEM ANALYST REF NO: O1/G/2026</u> Directorate: Systems Development
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF Level 6 as recognised by SAQA in Business Information/ Information Technology in Software Development and Systems Development/ Computer Sciences Plus 2-3 years' experience at supervisory level. Knowledge and understanding Public Service Act and Regulation. Knowledge and understanding of Digital Transformation Strategy of the Public Services. Knowledge and understanding of the relevant Public Service regulatory frameworks such as MISS, SDLC, MIOS, National Archives and Records Service Act, PAJA, PAIA and ECT. Knowledge and understanding of Information and Communication Technology frameworks. Knowledge and understanding of DPSA Corporate Governance ICT policy Framework. Knowledge and understanding of business systems. Knowledge and understanding of database and development standards. Knowledge and understanding business process principles, practices, techniques and tools. Knowledge and understanding of business concepts and requirements. Knowledge and understanding of database development. Knowledge and understanding of Information security principles and practices. Knowledge and understanding of Network Management. Knowledge and understanding of IT Infrastructure Principles. Knowledge and understanding of system development methodology and project management. Knowledge and understanding of information technology business systems. Knowledge and understanding of ASP.net SQL, XML, HTML, JavaScript. Knowledge and understanding of Business Processes principles, practices, techniques and tools. Competencies needed: Computer literacy skills. Analytical Skills. Policy analysis and development skills. Project management skills. Financial management skills. Communication (written and verbal) skills. Problem-solving skills. Client orientation and customer focus skills. Presentation and facilitation skills. Report writing. Planning and organising skills. Monitoring and evaluation skills. Programme management skills. Attributes: Analytical thinker. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Systematic and logical. Adaptable. Disciplined. Diplomacy. Assertive and persuasive. Emotional intelligence.
<u>DUTIES</u>	:	Detail system requirements and develop databases, computerised systems, software applications and integrations to meet specific information systems requirements. Design and implement technical solutions. Facilitate and manage technical feasibility and integration with existing systems. Manage, and report on the human resources, and performance in line with the set regulations and prescripts.
<u>ENQUIRIES</u>	:	Mr T Chele Tel No: (012) 312-7459
<u>POST 20/75</u>	:	<u>SOCIAL WORK POLICY DEVELOPER GRADE 1: CHILD PROTECTION REF NO: O1/E/2026</u> Directorate: Child Protection
<u>SALARY</u>	:	R471 330 per annum
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	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 a Social Worker with the

SACSSP. Knowledge of childcare and protection legislation, child protection policies, vulnerable children, and the provision of prevention and early intervention 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, implement and maintain child protection policies. Monitor, interpret and review legislation, policies and procedures to determine whether legislation, policies and procedures are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing the policies. Develop programmes to implement the relevant policies. Facilitate, monitor, and evaluate the implementation of community-based prevention and early intervention services for vulnerable children (Risiha). Facilitate the funding of a national body to provide services to vulnerable children. Keep up to date with new developments in the social work field. This would, inter alia, entail the following: (i) Study professional journals and publications to ensure that cognisance is taken of new developments. (ii) Monitor and study the social services, legal, and policy framework continuously. (ii) Liaise/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognisance of the latest developments in the relevant fields. Engage in continuous professional development activities as prescribed. Research and development. Perform the administrative functions required in the unit.

ENQUIRIES : Ms B. Sambo Tel No: (012) 312-7178

POST 20/76 : **PROJECT ADMINISTRATOR REF NO: O1/H/2026**
Directorate: Enterprise Project Management (PMO)

SALARY : R413 001 per annum
CENTRE : HSRC Building, Pretoria
REQUIREMENTS : An appropriate NQF level 6 as recognised by SAQA in Project Management/ Business or Public Administration Plus 1 to 2 years' experience in project management environment. Knowledge and understanding of the relevant Public Service regulatory framework such as MISS, National Archives and Record Service Act, PAJA, PAIA. Knowledge and understanding of DPSA Corporate Governance ICT Policy Framework. Knowledge and understanding of Information and Communication Technology framework. Knowledge and understanding of PFMA and Treasury Regulations. Knowledge and understanding of project administration. Knowledge and understanding of project management discipline and life cycle (PMBOK, PRINCE2). Knowledge and understanding of project management tools and techniques. Competencies needed: Communication (written and verbal) skills. Planning and Organising skills. Problem solving skills. Policy analysis and implementation skills. Computer literacy. Client management and administration skills. Project administration skills. Analytical skills. Report writing skills. Facilitation and presentation skills. Attributes: Accuracy. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Diplomacy. Self-stater. Confidentiality. Systematic.

DUTIES : Administer all IMST departmental projects in line with the project management framework and prescripts. Coordinate and manage project documentation and correspondence. Coordinate projects meetings. Provide support in the implementation of the project plan.

ENQUIRIES : Ms C Mamatlepa Tel No: (012) 312-7077