

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:

Director: Child Rights, Governance, Advocacy and Compliance – e-recruit.CRCAC@dsd.gov.za

Deputy Director: Care Dependency Grants – e-recruit.DDCDG@dsd.gov.za

Deputy Director: Risk Management – e-recruit.DDRM@dsd.gov.za

Deputy Director: IT Audits – e-recruit.DDITA@dsd.gov.za

Deputy Director: Bookkeeping and Payment – e-recruit.DDBP@dsd.gov.za

Deputy Director: Legal Case Assessment and Adjudication – e-recruit.DDLCAA@dsd.gov.za

Deputy Director: Information and Knowledge Research – e-recruit.DDIKR@dsd.gov.za; Branch Coordinator – e-recruit.BCCD@dsd.gov.za

Assistant Director: Monitoring and Evaluation Systems Development – e-recruit.ADMESD@dsd.gov.za

Assistant Director: Social Relief – e-recruit.ADSR@dsd.gov.za

Senior Labour Relations Officer – e-recruit.SLRO@dsd.gov.za

Communications Officer – e-recruit.ComOff@dsd.gov.za

Food Service Aide – e-recruit.FSAide@dsd.gov.za

FOR ATTENTION

: Mr S Boshelo

CLOSING DATE

: 18 September 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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.

MANAGEMENT ECHELON

<u>POST 32/149</u>	:	<u>DIRECTOR: CHILD RIGHTS, GOVERNANCE, ADVOCACY AND COMPLIANCE REF NO: Q1/A/2026</u> Chief Directorate: Children Services and Support
<u>SALARY</u>	:	R1 317 384 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 REQUIREMENTS</u>	:	HSRC Building, Pretoria A qualification at NQF level 7, as recognised by SAQA, in Social Work, and be registered with the South African Council for Social Service Professions (SACSSP). Five (5) years' experience at middle management level or senior management services. Knowledge and understanding of the Constitution of the Republic of South Africa. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of the Social Developmental Acts and Regulations. Knowledge and understanding of Social Welfare services, related policies and legislations. Knowledge and understanding of the Children's Act no 38 of 2005. Knowledge and understanding of the UN Convention on the Rights of the Child (UNCRC, 1995). Knowledge and understanding of National Plan of Action for Children. Knowledge and understanding of African Charter on the Rights and Welfare of the Child (2000). Knowledge and understanding of White Paper for Social Development. Knowledge and understanding of Child Justice Act. Knowledge and understanding of White Paper on Persons with Disabilities (WPRPD). Knowledge and understanding 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 relation. 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 the National Strategy to Accelerate Action for Children. Promote Advocacy on Child's Rights and Child participation. Manage the establishment of functional governance and co-ordination structures for the children's rights sector. Manage the coordination of the national, regional and international treaty reporting. Coordinate the engagements, collaboration, and partnerships with domestic and international stakeholders in relation to children's rights. Manage, budget, human resources, and performance of the Directorate in line with the set regulations and prescripts.
<u>ENQUIRIES</u>	:	Ms S Magangoe Tel No: (012) 312-7248/ 7545

OTHER POSTS

<u>POST 32/150</u>	:	<u>DEPUTY DIRECTOR: CARE DEPENDENCY GRANTS REF NO: Q1/B/2026</u> Chief Directorate: Social Assistance
<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 Social Science, Developmental Studies or Economics, Plus 3-5 years' experience at a junior management level. Knowledge and understanding of Constitution of the Republic of South Africa. Knowledge and understanding of the Social Development sector. Knowledge and understanding of the Public Service Act and Regulations. Knowledge and understanding of the PFMA. Knowledge and understanding of the Social Assistance Act and regulations. Knowledge and understanding of White Paper on the Rights of Persons with Disabilities. Knowledge and understanding of international instruments in relation to persons with disabilities. Knowledge and understanding of the South African Social Security Agency Act, norms and standards. Knowledge and understanding of Children's Act. 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). Report writing. Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Monitoring and evaluation. Attributes: Good interpersonal relation. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty, reliability and Integrity. Assertiveness.
<u>DUTIES</u>	:	Manage the development, implementation, review, and monitoring of policies, legislation frameworks and strategies for administering social assistance for children with disabilities. Manage and capacitate stakeholders on policies, legislation, strategies and programmes in respect of social assistance for children with disabilities. Coordinate the engagement, collaboration, and partnerships with various stakeholders. Manage, and report on the budget, human resources, and performance of the Sub-directorate in line with the set regulations and prescriptions.
<u>ENQUIRIES</u>	:	Dr M Mogotsi Tel No: (012) 741-7698/ 6833
<u>POST 32/151</u>	:	<u>DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: Q1/C/2026</u> Chief Directorate: Chief Risk Office
<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 recognized recognised by SAQA, in Risk Management, including Risk Practitioner Certificate with the Institute for Risk Management South Africa (IRMSA), Plus 3-5 years' experience at junior management level. Knowledge and understanding of the Public Service Act and Regulation. Knowledge and understanding of the Social Development Sector. Knowledge and understanding of the Public Sector Risk Management Framework. Knowledge and understanding of the Public Finance Management Act & Treasury Regulations. Knowledge and understanding of the COSO framework. Knowledge and understanding of the King V Report. Knowledge and understanding of ISO 31000. Knowledge and understanding of Business continuity standard 22301. Knowledge and use of the BarnOwl Risk System. Competencies needed: Policy analysis and development. Business Continuity. Budget planning and monitoring. Service delivery innovation. Project coordination. 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. Public relations skills. Planning and organizing skills. Computer literacy including Advanced Excel. Monitoring. Report writing. Attributes: Good interpersonal relations. Ability to work under pressure. Innovation and creativity. Ability to work in a team and independently. Adaptability. Diplomacy. Independent thinking. Emotional intelligence. Cost consciousness. Honesty and Integrity. Assertiveness.
<u>DUTIES</u>	:	Manage the development, review, implementation and monitoring of risk management policy, strategy and plans. Establish Risk Management Committee (RMC) and Sub-Committee (Risk Champions). Manage and Co-ordinate the development and monitoring of implementation of enterprise-wide

		business continuity plan. Conduct Risk Assessment Workshops and develop Risk Assessment report. Co-ordinate the quarterly risk progress reports from the branches. Manage the risk management system (Barnowl). Manage, and report on the human resources, and performance of the sub-directorate in line with the set regulations and prescripts.
<u>ENQUIRIES</u>	:	Ms A Samaad Tel No: (012) 312-7373/7595
<u>POST 32/152</u>	:	<u>DEPUTY DIRECTOR: IT AUDITS (REF NO: Q1/D//2026</u> Directorate: Financial Compliance and IT Audit
<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 REQUIREMENTS</u>	:	HSRC Building, Pretoria A qualification at NQF level 7, as recognised by SAQA, in Auditing, Internal Auditing, Information System Audit, including the Certified Information Systems Auditor (CISA) certification Plus 3-5 years' experience at junior management level. 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, policy, frameworks and standards such as ISO, SANS, COBIT, ITIL, and regulations such as SOX, PCI Compliance, ISACA standard, etc. Knowledge and understanding of the Public Service Act and Regulations. 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 of legal compliance, good governance and financial management. Knowledge in the use of Computer Assisted Audit Techniques (CAATS). Knowledge of corporate governance and other related best practices such as DPSA Corporate governance of ICT Policy framework. Competencies needed: Communication (written and verbal). Policy analysis and development. Planning and organizing. People management. Project coordination. Problem Solving. Computer literacy. Facilitation and presentation. Stakeholder and client liaison. Monitoring. Report writing. Attributes: Good interpersonal relations. Ability to work under pressure. Innovation and creativity. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinking. Cost consciousness. Honesty and Integrity. Assertiveness.
<u>DUTIES</u>	:	Develop the three-year rolling plan including an annual internal audit plan, including maintenance of the Internal Audit Methodology. Manage and conduct the planning of the IT audits in accordance with IIA and ISACA standards, professional ethics and relevant regulatory frameworks. Manage and Supervise fieldwork of the IT audit projects in line with the Internal Audit Methodology. Compile and manage the delivery of quality audit reports. Coordinate and Manage the Audit Committee activities. Conduct assessments on the implementation of audit recommendations and the impact of the corrective action taken by management on the deficiencies identified by the audits. Manage human resources in line with human resources management, labour relations and human resources development & performance management policies.
<u>ENQUIRIES</u>	:	Mr A Mudau Tel No: (012) 312-7304/7085
<u>POST 32/153</u>	:	<u>DEPUTY DIRECTOR: BOOKKEEPING AND PAYMENTS REF NO: Q/E//2026</u> Directorate: Financial Management and Administration
<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 REQUIREMENTS</u>	:	HSRC Building, Pretoria A qualification at NQF 7 level, as recognized by SAQA, in Accounting, Financial Management, Cost and Management Accounting or Financial Accounting PLUS 3-5 years' experience at junior management level. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of Public Finance Management Act and Treasury Regulations.

		Knowledge and understanding of Financial Management policies. Knowledge and understanding of BAS, PERSAL and LOGIS systems. Knowledge and understanding of Social Development Sector. Knowledge and understanding of the PAJA, POPIA and PAIA. Knowledge and understanding of Modified Cash Standard and Accounting Manual for Departments. Competencies needed: Communication (written and verbal). Planning and organising. Stakeholder and client liaison. Programme and project management. Policy analysis. Problem-solving and change management. Computer literacy. Presentation and facilitation. Compliance. Accounting. Report writing. Attributes: Good interpersonal relations. Innovation and creativity. Ability to work under pressure. Ability to work in a team and independently. Emotional intelligence. Independent thinking. Cost consciousness. Honesty, reliability and Integrity.
<u>DUTIES</u>	:	Manage, review and implement bookkeeping and payments policies. Manage and monitor the provision of expenditure management and bookkeeping. Coordinate audit processes and ensure implementation of corrective measures. Manage the submission of financial reports (monthly, quarterly, and annually) in line with the set regulations and prescripts. Manage human resources in line with human resource management, labour relations and human resource development and performance management policies.
<u>ENQUIRIES</u>	:	Ms H Mntuyedwa Tel No: (012) 312-7367
<u>POST 32/154</u>	:	<u>DEPUTY DIRECTOR: LEGAL CASE ASSESSMENT & ADJUDICATION REF NO: Q1/F/2026</u> Directorate: Legal Case Assessment & Adjudication
<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 REQUIREMENTS</u>	:	HSRC Building, Pretoria A qualification at NQF level 7, as recognised by SAQA, in Law PLUS 3-5 years' experience at junior management level. Knowledge and understanding of Social Development Sector. Knowledge and understanding of Public Service Act and Regulations. Knowledge and Understanding of PFMA. Knowledge and understanding of procedures, principles, and processes within social assistance. Knowledge and understanding of Constitution of the Republic of South Africa. Knowledge and understanding of Social Assistance Act and Regulations. Knowledge and understanding of Social Security Agency Act. Knowledge and understanding of PAIA, POPIA and PAJA. Competencies needed: Communication (Verbal and written). Policy analysis and development. Planning and organizing. People management. Project coordination. Problem solving. Computer literacy. Facilitation and presentation. Stakeholder and client liaison. Monitoring. Report writing. Attributes: Good interpersonal relations. Innovative and creative. Ability to work under pressure. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinking. Cost consciousness. Honesty, reliability and integrity. Assertiveness.
<u>DUTIES</u>	:	Develop, review and monitor implementation of policies, guidelines, norms and standards for legal case assessment and legal adjudication and monitor compliance by SASSA, ITSAA Tribunal Members and staff members. Coordinate the appointment and capacity building of Legal Tribunal Members of the Independent Tribunal for Social Assistance Appeals. Coordinate and manage adjudication services of social assistance appeals. Manage and coordinate Legal Case Assessments. Manage and report on the budget, human resources, and performance of the sub-directorate in line with the set regulations and prescripts.
<u>ENQUIRIES</u>	:	Ms E van der Merwe Tel No: (012) 741-6925, Email: ErikaDP@dsd.gov.za
<u>POST 32/155</u>	:	<u>DEPUTY DIRECTOR: INFORMATION AND KNOWLEDGE AND RESEARCH REF NO: Q1/G/2026</u> Directorate: Business Intelligence, Knowledge and Information
<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. 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>	:	A qualification at NQF level 7, as recognised by SAQA, in Information and Knowledge Management, Records Management, Information Sciences or Data Sciences PLUS 3-5 years' experience at junior management level in the relevant field. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of Social Development Sector. Knowledge and understanding of Promotion of Access to Information Act (PAIA), and Protection of Personal Information Act (POPIA). Knowledge and understanding of National Archives and Records Service Act. Knowledge and understanding of the DPSA Corporate Governance of ICT Policy Framework. Knowledge and understanding of e-government, information management and content management policies. Knowledge and understanding of PFMA and Treasury Regulations. Knowledge and understanding of Promotion of Administrative Justice Act (PAJA). Knowledge and understanding of MISS. Knowledge and understanding of Copyright Act. Knowledge and understanding of Legal Deposit Act. Knowledge and understanding of data management principles and tools. Competencies needed: Communication (verbal and written) skills. Policy analysis and development skills. Planning and organising skills. People management skills. Project coordinator skills. Problem solving skills. Computer literacy. Facilitation and presentation skills. Stakeholder and client liaison skills. Monitoring skills. Reporting writing 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>	:	Develop, review and implement business intelligence, knowledge and information policies, guidelines, norms and standards. Facilitate and coordinate public access to information in line with the applicable prescripts. Facilitate and coordinate protection of personal information in line with the applicable prescripts. Manage and maintain the organisational Knowledge Resource Centre. Manage and report on human resources, and performance in line with the set regulations and prescripts.
<u>ENQUIRIES</u>	:	Mr M Machubeng Tel No: (012) 312-7839/7388. Email: michaelm@dsd.gov.za
<u>POST 32/156</u>	:	<u>BRANCH COORDINATOR REF NO: Q1/H/2026</u> Branch: Community Development
<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 REQUIREMENTS</u>	:	HSRC Building, Pretoria
	:	A qualification at NQF Level 7, as recognised by SAQA, in Office Administration, Public Administration, Business Management or Financial Management PLUS 3-5 years' experience at a junior management level. Knowledge and understanding of the relevant Public Service Act and 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 plans, 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>	:	Mr A Mahlako Tel No: (012) 312-7335/7530

<u>POST 32/157</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION SYSTEMS DEVELOPMENT REF NO: Q1/I/2026</u> Directorate: Performance Coordination and Reporting
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 6, as recognised by SAQA, in Public Administration, Public Management or Social Science PLUS 2-3 years' experience at a supervisory level in research, monitoring and evaluation field. Knowledge and understanding of Social Development Sector. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of monitoring and evaluation policy framework, principles and practices. Knowledge and understanding of qualitative and quantitative methods and statistical software packages (Atlas-ti, STATA, SPSS, SAS, R, etc). Knowledge and understanding of POPIA, PAIA and PAJA. Competencies needed: Data collection and management skills. Monitoring and evaluation skills. Analytical and research skills. Communication (written and verbal) skills. Planning and organising skills. Facilitation and presentation skills. Stakeholder and client liaison skills. Project management skills. Policy analysis skills. Problem-solving skills. Computer literacy skills. Report writing skills. Information and knowledge management. Attributes: Good interpersonal relations. Innovative and creative. Ability to work under pressure. Ability to work in a team and independently. Adaptable. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity. Assertiveness.
<u>DUTIES</u>	:	Facilitate the development, review and maintenance of results-based M&E frameworks. Coordinate the oversight process of Provincial Social Development Performance Reporting. Provide M&E technical Support for Social Development Sector. Facilitate and coordinate the design and implementation of Monitoring Projects.
<u>ENQUIRIES</u>	:	Mr Mbalo Tel No: (012) 312-7698/ 7115
<u>POST 32/158</u>	:	<u>ASSISTANT DIRECTOR: SOCIAL RELIEF REF NO: Q1/J/2026</u> Chief Directorate: Social Assistance
<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/ Economics/ Public Administration or Disaster Management PLUS 2-3 years' experience at supervisory level. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of the Social Development Sector. Knowledge and understanding of policies supporting the provision of Social Relief of Distress. Knowledge and understanding of PFMA and Treasury Regulations. Knowledge and understanding of the Disaster Management Act and Framework. Knowledge and understanding of SASSA Act. Knowledge and understanding of Social Assistance Act and Regulations. Knowledge and understanding of the Fund-Raising Act. Knowledge and understanding of Financial Management Policies. Knowledge and understanding of the Emergency Relief Disbursement policy. Competencies needed: Communication (written and verbal) skills. Planning and organising skills. Facilitation and presentation skills. Financial management skills. Stakeholder and client liaison skills. Project administration skills. Policy analysis skills. Problem-solving skills. Computer literacy skills. Analytical skills. Report writing skills. Attributes: Good interpersonal relations. Innovation and creativity. Ability to work under pressure. Ability to work in a team and independently. Compliance. Emotional intelligence. Independent thinking. Cost consciousness. Trustworthy. Honesty, reliability and integrity. Assertiveness.
<u>DUTIES</u>	:	Manage the development, implementation, review, and monitoring of policies, legislation, frameworks and strategies for administration of social relief programmes. Plan, manage and capacitate stakeholders on policies, legislation, strategies and programmes in respect of social relief. Coordinate emergency relief interventions with organisations/stakeholders, to ensure timely and equitable distribution of relief. Manage the allocated budget and keep records of all social relief of Distress emergency relief funds. Facilitate partnerships and engagements with communities, NGOs, and community-based organisations to identify needs to improve the delivery of social relief interventions and to strengthen programme reach.

<u>ENQUIRIES</u>	:	Dr M Mogotsi Tel No: (012) 741-7698/6833
<u>POST 32/159</u>	:	<u>SENIOR LABOUR RELATIONS OFFICER REF NO: Q1/K/2026</u> Directorate: Labour Relations
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 6, as recognised by SAQA, in Labour Relations PLUS 1-2 years' experience in the labour relations field. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of the Labour Relation Act. Knowledge and understanding of the DPSA Directives. Knowledge and understanding of Labour Relations policies and Procedures. Knowledge and understanding of PSCBC and PHSDSBC as well as processes and collective agreement. Knowledge and understanding of RSA Constitution. Knowledge and understanding of PHSDSBC Constitution and rules. Knowledge and understanding of POPIA, PAJA and PAIA. Competencies needed: Negotiation skills. Conflict management skills. Computer literacy. People management skills. People management skills. Planning and organising skills. Communication (written and verbal) skills. Problem-solving skills. Client orientation and customer focus skills. Reporting writing skills. Policy analysis and implementation skills. Facilitation and presentation skills. Attributes: Good interpersonal relations. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Diplomacy. Self-starter. Confidentiality. Adaptability. Accuracy. Reliable.
<u>DUTIES</u>	:	Coordinate and facilitate the implementation of Labour Relations policies and procedures. Render administrative support to the collective bargaining. Represent the department in the national chamber. Monitor implementation of collective agreements. Conduct and support capacity-building initiatives on Labour Relations and collective agreements. Facilitate contact and consultative sessions with various stakeholders.
<u>ENQUIRIES</u>	:	Ms P Mokoka Tel No: (012) 312-7514