

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: Chief Director: [Human Capital Management-erecruit.HCM2@dsd.gov.za](mailto:HumanCapitalManagement-erecruit.HCM2@dsd.gov.za); Deputy Director: Population Policy and Strategy Implementation, Monitoring and Evaluation-e-recruit.PPSIME@dsd.gov.za; Deputy Director: Systems Development-erecruit.DSD2@dsd.gov.za; HR Information Systems Officer-e-recruit.HRISO@dsd.gov.za.
- FOR ATTENTION** : Mr S Boshelo
- CLOSING DATE** : 30 October 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 R417.00. The duration of the course is 120 hours. 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. 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. 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 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

<u>POST 37/78</u>	:	<u>CHIEF DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: V1/A/2026</u> Branch: Sector Corporate Services
<u>SALARY</u>	:	R1 554 696 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 REQUIREMENTS</u>	:	HSRC Building, Pretoria A qualification at NQF Level 7 as recognised by SAQA in Human Resources Management, Industrial Psychology, Public Management, Public Administration or Business Administration Plus five (5) years' experience in senior management level. Knowledge and understanding of the relevant Public Service Act and Regulation. Knowledge and understanding of SETA's, SAQA, processes and curriculum development. Knowledge and understanding of performance management frameworks and best practice. Knowledge and understanding of Employment Equity Act and 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 of relevant policies and strategies pertaining to SSP. Understanding of National Gender Policy and Framework. Competencies needed: Strategic capability and leadership skills. Policy analysis and development skills. Budget planning and monitoring skills. Service delivery innovation skills. Programme and project management skills. Financial management skills. Information and knowledge management skills. Communication (verbal and written) skills. Problem solving and change management skills. People Management and empowerment skills. Client orientation and customer focus skills. Stakeholder management skills. Presentation and facilitation skills. Risk management skills. Conflict management skills. Monitoring and evaluation skills. Quality Management skills. Attributes: Good interpersonal relations. Ability to work under pressure. Innovation and creativity. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity. Assertiveness.
<u>DUTIES</u>	:	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, guidelines, frameworks, 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.
<u>ENQUIRIES NOTE</u>	:	Mr XA Brukwe Tel No: (012) 312-7665/7866 In terms of the Department's employment equity targets, Coloured and White males; African, Coloured and White females as well as persons with disabilities are encouraged to apply. Note: In terms of the Department's employment equity targets, African, Coloured, Indian and White males and African, Coloured, Indian and White females as well as persons with disabilities are encouraged to apply.

OTHER POSTS

<u>POST 37/79</u>	:	<u>DEPUTY DIRECTOR: POPULATION POLICY AND STRATEGY IMPLEMENTATION, MONITORING AND EVALUATION REF NO: V1/C/2026</u> Directorate: Population Policy Monitoring and Evaluation
<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 Population Studies/ Demography Studies or Social Sciences PLUS 3-5 years' experience in junior management level in population and development environment. 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 South African Population Policy. Knowledge and understanding of the PAJA, POPIA and PAIA. Knowledge of Population and Development Policy and legislations. Knowledge of government monitoring and evaluation. Knowledge of Quality Control Methods. Competencies needed: Programme and project management skills. Information and Knowledge management skills. People management and empowerment skills. Problem solving and change management skills. Policy analysis and development skills. Client orientation and customer focus. Service delivery innovation skills. Financial management skills. Communication (verbal and written) skills. Report writing skills. Computer literacy. Stakeholder management skills. Planning and coordination skills. Presentation and facilitation skills. Research, monitoring and evaluation skills. 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>	: Develop, manage, review, and monitor the implementation of population policy, strategies, plans, and frameworks. Coordinate and manage the development, implementation, monitoring and evaluation of South Africa's international strategy on population and development. Develop and manage monitoring and evaluation systems in relation to population policy. Coordinate the engagements, collaboration, and partnerships with various stakeholders. Manage human resource in line with human resource management, labour relations and human resource development & performance management policies.
<u>ENQUIRIES NOTE</u>	: Ms T Gumbeni Tel No: (012) 312-7924
	: In terms of the Department's employment equity targets, Coloured, Indian and White males and Coloured, Indian and White females as well as persons with disabilities are encouraged to apply.
<u>POST 37/80</u>	: <u>DEPUTY DIRECTOR: SYSTEMS DEVELOPMENT REF NO: V1/D/2026</u> (Re-advertisement) Directorate: Systems 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 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. Knowledge

and understanding of business processes, principles, practices, technics and tools. Competencies needed: Database development skills. Systems development skills. Communication skills. Policy analysis and development skills. People management. Project coordination 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, computerised systems, software applications and integrations to meet specific information systems requirements. Maintain and support all databases, computerised systems, and software applications to ensure their availability, reliability, and security. Monitor the implementation and utilisation 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
NOTE : In terms of the Department's employment equity targets, African, Coloured, Indian and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.

POST 37/81 : **HR INFORMATION SYSTEMS OFFICER REF NO: V1/D/2026**
 Directorate: Human Resources Management

SALARY : R338 106 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 : HSRC Building, Pretoria
REQUIREMENTS : A qualification at NQF level 6 as recognised by SAQA in Human Resources Management/ Public Management/ Public Administration including PERSAL Certificates: Post Establishment Administration PLUS 1-2 years' experience in Human Resource Information Management within PERSAL Establishment Management environment. Knowledge and understanding of the Public Service Act and Regulations. Knowledge and understanding of Batho Pele Principles. Knowledge and understanding of relevant department HR Policies. Knowledge and understanding of PERSAL and Vulindlela Systems. Knowledge and understanding of PFMA requirements for Personnel Expenditure Reporting. Knowledge and understanding of Minimum Information Security standard. Knowledge and understanding of compensation analysis. Knowledge and understanding of Organizational Design Principles. Knowledge and understanding of the Social Development Sector. Knowledge and understanding of MS Excel. Knowledge and understanding of HRBP tool. Knowledge and understanding of Code of Remunerations. Knowledge and understanding of Treasury Regulation and Directives. Knowledge and Understanding of Labour Relations Act. Knowledge and understanding of Employment Equity Act. Knowledge and understanding of PAIA and POPIA. Competencies needed: Communication (written and verbal). Office management and Administration. Computer Literacy. Client Liaison. Analytical. Financial administration. Report writing. People management. Planning and organizing. Problem solving. Numeracy. Client orientation and customer focus. Report writing. Policy analysis and implementation. Project administration. Facilitation and presentation. Attributes: Good interpersonal relation. Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Independent thinker. Cost consciousness. Honesty and integrity.

DUTIES : Administer PERSAL establishment within the department. Monitor and align the department's staff establishment on PERSAL according to the approved organisational structure. Collate HR information and assist with the compilation of monthly, quarterly and annual statistics and reports on HR activities. Render an effective HR advisory and support services to employees with regards to HR information and post establishment. Render support service to Capacity Assessment and Human Resource Planning.

ENQUIRIES : Mr B Bubu Tel No: (012) 312 7503

NOTE

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