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 : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
FOR ATTENTION : Ms E de Waal
CLOSING DATE : 12 February 2016
NOTE : A curriculum vitae with a detailed description of duties, the names of two referees, certified copies of qualifications and identity document must accompany your signed application for employment (Z83). In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. 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 for a SMS post will sign an annual performance agreement, complete a financial disclosure form and also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. 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 short listed 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 Regulations, 2001 (as amended) Part VII/D. Applications received after the closing date will not be taken into consideration. No faxed or e-mailed applications will be considered. 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.

MANAGEMENT ECHelon

POST 04/50 : DIRECTOR: LEGAL CASE ASSESSMENT AND ADJUDICATION REF NO: 2016/01
Chief Directorate: Social Assistance Appeals

SALARY : R864 177 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 : Harlequins Office Park, Groenkloof

REQUIREMENTS : An appropriate recognised four-year Law Degree or equivalent qualification (NQF level 7) as recognised by SAQA Plus five (5) years relevant experience at middle or senior management level within administrative law. Knowledge of interpretation and implementation of Social Assistance Legislation and Administrative Justice. Competencies needed: Financial management skills. Project management skills. Communication (verbal and written) and liaison skills. Planning and organising skills. Strategic capability and leadership skills. Customer care skills. Analytical skills. Monitoring and evaluation skills. Presentation and facilitation skills. Negotiation skills. Computer literacy. Research skills. Problem-solving skills. Coordination skills. Attributes: Assertive. Ability to work in a team and independently. Compliant. Diplomatic. Ability to work under

DUTIES : Key Responsibilities: Coordinate Legal Case Assessment Services. Oversee the effective functioning of the Adjudication and Post Adjudication processes within the policy framework. Manage terms of conduct, proceedings and enlistment of the Panel Members of the Tribunal. Coordinate and manage training of Panel Members of the Tribunal on the Regulatory Framework. Develop, implement and review norms, standards and forms for Legal Case Assessment, Adjudication and Post Adjudication in line with the Social Assistance Act and Regulations and Compatibility with Administrative Justice Legislation. Conduct quality assurance on adjudicated files to ensure compliance to norms and standards of Adjudication. Coordinate strategic or periodic specific reports on the status of appeals and recommend policy reviews.

ENQUIRIES : Adv A Brink Tel: (012) 741-6846

OTHER POSTS

POST 04/51 : DEPUTY DIRECTOR: FINANCIAL MONITORING AND COMPLIANCE REF NO: 2016/02
Directorate: Financial Monitoring of Funded Organisations and Entities

SALARY : R569 538 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 : Pretoria, HSRC Building


DUTIES : Key Responsibilities: Perform financial analysis, reconciliations and reporting on the state of expenditure in respect of Donor Funds and other special allocations to management as required. Provide guidance and support to ensure compliance with financial requirements of Donor funds. Conduct financial due diligence reviews on organisations applying for funding. Analyse and interpret the spending trends of funded Entities/ Organisations in line with the approved annual spending plans and report to management on the outcome as required. Assist in facilitating and coordinating the monitoring of the performance of the Entities against the set targets and objectives as outlined in the approved business plans and strategic plans in line with the allocated funds.

ENQUIRIES : Ms E Kgogome Tel: (012) 312-7131

POST 04/52 : DEPUTY DIRECTOR: POPULATION DEVELOPMENT PROGRAMMES REF NO: F1/C
Directorate: Population Development Programmes and Capacity Building

SALARY : R569 538 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 : Pretoria, HSRC Building
**REQUIREMENTS**: An appropriate Degree in Social Science or equivalent qualification Plus three (3) years experience in the implementation and of population and development initiatives. A Post-graduate qualification will be an added advantage. Knowledge of relevant Public Service Regulatory Framework, such as the PSR, PFMA and other Acts. Knowledge and understanding of the South African social context. Knowledge of population and development policy and programmes. Competencies needed: Coordination skills. Computer literacy. Planning and organising skills. Communication (written, verbal and liaison) skills. Problem-solving skills. Negotiation skills. Presentation skills. Financial administration skills. Project and programme management skills. Facilitation skills. Analytical skills. Attributes: Accurate. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Diplomacy. Self-starter.

**DUTIES**: Key Responsibilities: Develop and implement population and development plans and programmes. Provide technical support on the implementation of the population policy at all spheres of government and civil society. Initiate collaboration and support stakeholders in integrating population and development initiatives in their plans and programmes. Facilitate and implement donor programmes in collaboration with national, provincial government and civil society. Advise stakeholders on integration of population and development information into civil society and government departments’ strategic planning. Participate in monitoring and evaluation of population and development programmes.

**ENQUIRIES**: Ms L van Staden Tel: (012) 312-7408

**POST 04/53**: ASSISTANT DIRECTOR: ADVOCACY, INFORMATION EDUCATION AND COMMUNICATION REF NO: F1/D
Directorate: Population Advocacy, Information and Knowledge Management

**SALARY**: R289 761 per annum

**CENTRE**: Pretoria, HSRC Building


**DUTIES**: Key Responsibilities: Coordinate with internal (all spheres of government) and external (civil society and service providers) stakeholders to implement the Population and Development Advocacy and Information, Education and Communication (IEC) Strategy. Develop plans for specific Advocacy Projects and Programmes and organise various Advocacy and IEC events and activities, including procurement thereof. Develop Advocacy and IEC materials for dissemination and write reports. Render administrative and technical assistance to the Chief Directorate: Population and Development.

**ENQUIRIES**: Ms M Golden Tel: (012) 312-7831