



**social development**

Department:  
Social Development  
REPUBLIC OF SOUTH AFRICA

S4/2/2  
DEPARTMENT OF SOCIAL DEVELOPMENT  
Private Bag X 901  
Pretoria  
0001

1 October 2021

**TO ALL STAFF MEMBERS**

**STAFF CIRCULAR MINUTE NO. T1 OF 2021**

**ADVERTISEMENT FOR VARIOUS VACANT POSTS IN THE DEPARTMENT**

**POST A:**

**DIRECTOR: SECTORAL AND CORPORATE STRATEGY AND PLANNING (Ref: T1/A/2021)**

Chief Directorate: Strategy Management and Transformation

**TOTAL COST-TO EMPLOYER PACKAGE:**

R1,057,326.00 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 undergraduate qualification (NQF level 7) as recognised by SAQA (or equivalent qualification) plus 5 years of experience at a middle/senior managerial level in the field of strategy planning and management. Knowledge of the relevant Public Service Regulatory Framework. Knowledge of and experience in general management. Knowledge of risk management. Knowledge of monitoring and evaluation. **Competencies needed:** Financial management skills. Knowledge management skills. Change management skills. People management and empowerment skills. Client orientation and customer focus. Communication (written, verbal and liaison) skills. Analytical skills. Planning and organising skills. Problem-solving skills. Computer literacy. **Attributes:** Interpersonal relations. Ability to work independently and under pressure. Innovative and creative. Independent thinker. Cultural sensitivity. Adaptability. Confident. Political sensitivity. Cost consciousness. Honesty and integrity.

**KEY RESPONSIBILITIES:**

Formulate and evaluate the implementation of Social Development Sector Strategy in line with government priorities. Develop the strategic and annual performance plans for the Department. Review and align the strategic and annual performance plans of the social development sector with government and sector priorities. Provide support to Provincial Social Development Departments and public entities with regard to the planning processes. Facilitate the development of operational plans for business units in the

Department. Conduct strategic environmental analysis and annual strategic reviews in the context of both government and the Department's commitments. Facilitate the institutional transformation process. Develop, maintain and update the strategic information portal for planning purposes.

**Note:** In terms of the Branch: Strategy and Organisational Transformation's employment equity targets, African and Coloured males and females as well as persons with disabilities are encouraged to apply.

**ENQUIRIES:**

Mr K Maluleke Tel: (012) 312-7062

**POST B:**

**ASSISTANT DIRECTOR: PROGRAMME AND POLICY EVALUATION (Ref: T1/B /2021)**

Directorate: Programme and Policy Evaluation

**BASIC SALARY:**

R470,040.00 per annum

**CENTRE**

HSRC Building, Pretoria

**REQUIREMENTS:**

An appropriate recognised Bachelor's Degree in Social Science (or equivalent qualification) plus a minimum of three years' experience in the research, monitoring and evaluation field. A relevant postgraduate qualification will be an added advantage. Knowledge of Public Service Policy and legislation. Knowledge of PFMA and Supply Chain Management processes. Knowledge of Social Development Sector legislation, policies and programmes. Knowledge and understanding of government priorities. Knowledge of government-wide monitoring and evaluation system/policy framework. Knowledge of the National Evaluation Policy Framework (NEPF). Knowledge of monitoring and evaluation policy and legislation. Practical application of qualitative and quantitative methods and statistical software packages (Atlas ti, Envivo, STATA, SPSS, SAS, R, etc. Knowledge of change management processes. **Competencies needed:** Monitoring and evaluation skills. Communication (written and verbal) skills. Planning and organising skills. Facilitation and presentation skills. Stakeholder and client liaison skills. Project administration skills. Policy analysis skills. Problem-solving skills. Strategic thinking skills. Computer literacy. Analytical and research skills. Statistical analysis skills. Report writing skills. Information and knowledge management skills. Interpersonal and liaison skills. **Attributes:** Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Assertiveness. Achievement orientated. Cost consciousness. Ability to exercise confidentiality. Pro-active and self-driven. Consistent and accurate. Honesty and integrity.

**KEY RESPONSIBILITIES:**

Design and facilitate the implementation of programme and policy evaluation for the Social development Sector. Produce and disseminate evaluation reports to relevant stakeholders. Design and manage the execution of outsourced evaluation projects. Provide technical support to Social Development Sector evaluation initiatives. Facilitate stakeholder participation for evaluation projects. Develop and monitor the implementation of improvement plans.

**Note:** In terms of the Chief Directorate: Monitoring and Evaluation's employment equity targets, Coloured and white males and females as well as persons with disabilities are encouraged to apply.

**ENQUIRIES:**

Ms D Ababio Tel: (012) 312-7614

**POST C:****SOCIAL WORK POLICY DEVELOPER GRADE 1**

(Ref: T1/C/2021)

Directorate: Service Standards and Quality Assurance

**BASIC SALARY:**

R363,801.00 – R407,625.00 per annum (salary will commensurate with years of experience)

**CENTRE REQUIREMENTS**

HSRC Building, Pretoria

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 Social Worker with the SACSSP. Knowledge of the relevant Public Service Regulatory Framework such as the PSR and PFMA. Knowledge of the policy, legislation and guidelines for regulation of social service professions.

**Competencies needed:** Project management skills. Planning and organizing skills. Networking skills. Communication (written and verbal) skills; Policy analysis and development skills. Financial management skills. Presentation skills. Monitoring and evaluation skills. Ability to compile complex reports.

**Attributes:** Strong work ethic, Openness to learning and development, Innovative and creative. Ability to work in a team and independently. Dependable. Honesty. Adaptability and Flexibility.

**KEY RESPONSIBILITIES:**

Support the development, review and implementation policies, legislation, guidelines and strategies for regulation of social service professions. Support effective functioning of the SACSSP. Conduct capacity building on the Policy for Social Service Practitioners. Develop and implement capacity programmes and Policy for Social Service Practitioners, professional conduct rules, regulations and code of ethics for social service professions. Develop, and monitor implementation of guidelines for coordination and liaison with social service professional and practitioner associations and networks. Organise sectoral structures on social service education and practice. Support professionalization of emerging social service occupations. Monitor implementation of continuous professional development interventions and programmes. Undertake social research on social service practice. Conduct evaluation of policies, legislation, guidelines and strategies on regulation of social service professions. Perform the administrative functions required in the unit.

**Note:** In terms of the Chief Directorate: Social Professional Services and Older Persons' employment equity targets, African, Coloured and White males and Coloured and White females as well as persons with disabilities are encouraged to apply.

**ENQUIRIES:**

Ms C Legodu

Tel: (012) 312-7548

**POST D:****POPULATION RESOURCE CENTRE MANAGER** (Ref: T1/D/2021)

Directorate: Population Advocacy, Information and Knowledge Management

**BASIC SALARY:**

R316,791.00 per annum

**CENTRE REQUIREMENTS**

HSRC Building, Pretoria

An appropriate recognised Bachelor's Degree in Information Science or equivalent qualification PLUS at least two years in the population field. Knowledge of Library Sciences or Information

Management. Knowledge of cataloguing and classification. Knowledge of Inmagic database. Knowledge of the relevant Public Service regulatory framework such as the PSR, PFMA and Acts. Knowledge of population and development policies. Knowledge of DSD policies and prescripts. **Competencies needed:** Communication (written, verbal and liaison) skills. Marketing skills. Computer literacy. Problem-solving skills. Planning and organising skills. Resource Management skills. Interpersonal skills. **Attributes:** Friendly. Accurate and precise. Approachable. Independent. Confident. Commitment. Consistent. Good interpersonal relationships. Ability to work in a team and independently. Ability to work under pressure

**KEY RESPONSIBILITIES:** Control and administer the Population Resource Centre, including cataloguing and classification of material. Liaise with relevant service providers and stakeholders in order to provide a comprehensive population and development information service. Ensure the upgrading and effective functioning of the databases within the Knowledge and Information services. Package and disseminate population and development information according to stakeholders' needs. Promote the population and development information service and Population Resource Centre.

**Note:** In terms of the Chief Directorate: Population and Development's employment equity targets, African and Coloured males and Coloured females as well as persons with disabilities are encouraged to apply.

**ENQUIRIES:**

Ms A Corneelsen Tel: (012) 312-7905/072 404 7259

**POST E:**

**STATE ACCOUNTANT (BOOKKEEPING)** (Ref: T1/E/2021)

Directorate: Financial Administration and Accounting

**BASIC SALARY:**  
**CENTRE**  
**REQUIREMENTS**

R257,508.00 per annum

HSRC Building, Pretoria

An appropriate Bachelor's Degree/National Diploma in Accounting or Finance or equivalent qualification plus one year experience in government financial administration. Knowledge of the relevant Public Service legislation. Knowledge of the PFMA and related Treasury Regulation. Knowledge and understanding of PERSAL and BAS. Knowledge and understanding of cash flow. **Competencies needed:** Communication (written and verbal) skills. Computer literacy. Problem-solving skills. Planning and organising skills. Customer care skills. Analytical skills. Financial management skills. Job knowledge. **Attributes:** Ability to work independently and as part of a team. Ability to work under pressure. Discipline. Diplomatic. Assertiveness. Initiative. Consistent. Compliant. Accuracy. Persuasive. Friendly and trustworthy.

**KEY RESPONSIBILITIES:** Render bookkeeping functions. Processing of subsistence claims. Supervision of cashier's office. Administer cash management.

**Note:** In terms of the Chief Directorate: Financial Management and Administration's employment equity targets, Coloured, Indian and White males and females as well as persons with disabilities are encouraged to apply.

**ENQUIRIES:**

Mrs H Mntuyedwa Tel: (012) 312-7367

**POST F:****STATE ACCOUNTANT (FINANCIAL MONITORING)**

(3 contract posts until 31 March 2022) (Ref: T1/F/2021)

Directorate: Financial Monitoring of Funded Organisations and Entities

**BASIC SALARY:**

R257,508.00 per annum plus 37% of salary in lieu of benefits

**CENTRE**

HSRC Building, Pretoria

**REQUIREMENTS**

An appropriate Bachelor's Degree/National Diploma in Financial Management/Financial Audits or equivalent qualification plus at least 18 months experience in a financial monitoring and financial reporting environment in the public sector. Working knowledge of Basic Accounting System (BAS) will be an added advantage. Knowledge of government prescripts applicable to transfer payments such as the PFMA and Treasury Regulations. **Competencies needed:** Communication (written and verbal) skills. Computer literacy. Planning and organising skills. Analytical skills. Financial management skills. **Attributes:** Ability to work independently and as part of a team. Time conscious. Deadline driven. Attention to detail. Reliable and dependable.

**KEY RESPONSIBILITIES:**

Prepare compliance checklist for all transfer payment submissions and payments. Analyse NPO financial statements to identify funding risks. Review monthly debtors' reports for compliance with Department's Debtors Management Policy and procedures. Analyse monthly in-year monitoring reports from Departmental Entities. Follow-up on status of transfer payments on a monthly basis and draft the monthly report. Prepare journals for correction of expenditure misallocations relating to transfer payments.

**ENQUIRIES:**Ms E Kgogome Tel: (012) 312-7131**POST G:****FINANCE CLERK (Ref: T1/G/2021)**

Directorate: Internal Control

**BASIC SALARY:**

R173,703.00 per annum

**CENTRE**

HSRC Building, Pretoria

**REQUIREMENTS**

A Senior Certificate or equivalent qualification plus a minimum of one year experience in internal control/auditing/accounting. Basic knowledge of Financial Accounting systems (BAS, PERSAL and LOGIS) and financial accounting processes and procedures. Basic knowledge of the PFMA, Treasury regulations and other government prescripts. Knowledge of records management. Knowledge of National Archives and Records Service Act.

**Competencies needed:** Problem-solving skills. Communication (written and verbal) skills. Computer literacy. Planning and organising skills. Analytical skills. Coordination skills.

**Attributes:** Ability to work independently and as part of a team. Ability to work under pressure. Systematic. Diplomatic. Assertive. Integrity. Initiative. Consistent. Compliant. Honesty. Adaptive. Good interpersonal relations. Accuracy and thoroughness. Commitment.

**KEY RESPONSIBILITIES:**

Maintain logical pre-numbered system according to batch number to facilitate efficient retrieval and disposal of records. Maintain the filing system in the storeroom in line with the National Archives and Records Service Act. Receive and record payment and journal batches for safekeeping. Maintain proper registers of incoming and outgoing documentation and make follow-ups on missing batches. Perform monthly reconciliations of batches processed for payments against payment batches received and follow up. Perform other administrative duties within the sub-directorate.

**Note:** In terms of the Directorate: Internal Control's employment equity targets, Coloured, Indian and White males and females as well as persons with disabilities are encouraged to apply.  
Ms O Dease Tel: (012) 312-7611

**ENQUIRIES:**

**CLOSING DATE:** 15 October 2021

**Directions to candidates:**

- (a) Please forward your application, quoting the relevant reference number, to the Department of Social Development, HSRC Building, 134 Pretorius Street. In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. No faxed or e-mailed applications will be considered.
- (b) Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications and identity document must accompany your signed application for employment (Z83).
- (c) **Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable however from 1 January 2021, a new application for employment (Z83) form will be effective. The new form can be downloaded online at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies).**
- (d) 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 R265.00. The duration of the course is 120 hours.
- (e) 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.
- (f) The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance.
- (g) If the candidate is applying for an OSD post, certificates of service must be attached to the CV.
- (h) It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
- (i) Failure to submit the requested documents will result in your application not being considered.
- (j) Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks.
- (k) Correspondence will be limited to shortlisted candidates only.
- (l) 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, 2016, Regulation 67.
- (m) Applications received after the closing date will not be taken into consideration.
- (n) If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.
- (o) Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above.
- (p) Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Ms E Steenkamp.
- (q) 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.

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

**"The Department of Social Development supports persons with disabilities"**

A handwritten signature in black ink, consisting of a series of loops and a prominent star-like shape in the center.

**CHIEF DIRECTOR: HUMAN CAPITAL MANAGEMENT**

**DATE: 17/9/2**