



social development

Department:
Social Development
REPUBLIC OF SOUTH AFRICA

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

Date: 17 June 2022

TO ALL STAFF MEMBERS

STAFF CIRCULAR MINUTE NO. P1 of 2022

ADVERTISEMENT FOR A VACANT POST

POST: **ETHICS & INTEGRITY MANAGEMENT PRACTITIONER (2X12 Months contract positions) (Ref: P1/2022)**
Chief Directorate: Risk, Oversight & Integrity Management

BASIC SALARY: R 321 543.00 per annum plus 37% of salary in lieu of benefits

CENTRE HSRC Building, Pretoria

REQUIREMENTS An appropriate Degree/ National Diploma in Risk Management/ Internal Auditing/ Public Administration/ Business Management Plus 1-3 years' experience in Ethics and Integrity environment. Certified Ethics Practitioner/ register with professional council. Knowledge of: (i) the Public Service Regulatory Framework. (ii) Public Service Act, (iii) PFMA and Treasury Regulations, (iv) Ethics Management Framework, (v) Strategy lifestyle audit in the Public Sector and (vi) King IV report.

Competencies needed: Communication skills. Planning, coordination and organizing skills. Problem Solving skills. Diagnostic and analytical skills. Project management. Computer literacy. Facilitation and presentation skills. Client orientation. People management skills. Fraud investigation. Interpersonal liaison skills.

Attributes: Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Assertiveness. Achievement orientated. Cost consciousness. Business Ethics. Confidentiality.

KEY RESPONSIBILITIES Facilitate the implementation of Ethic and integrity programs, policies and procedures to ensure compliance in the Department. Promote and implement code of conduct in line with legislative frameworks. Conduct investigations on ethics related cases. Promote the financial disclosure information and maintain the database within the Department. Analyse risk assessment report

to identify ethics and integrity related matters. Provide secretariat services to the ethics and integrity committee.

ENQUIRIES: Ms A Samaad

Tel: (012) 312-7373


CLOSING DATE: 1 July 2022

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 copies of qualifications and identity document must accompany your signed application for employment (Z83). Short listed candidates for a post will be required to submit certified documents on or before 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.**
- (c) 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. It is not required that an applicant submit such when applying for the post prior to the closing date but the nominated candidate (first and second choice) must have completed the pre-entry certificate and must be in possession of such prior to issuing the offer of employment letter. The nominated candidate must submit the pre-entry Certificate as proof that the course has been completed within 15 days from the conclusion of the interviews.
- (d) 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.
- (e) The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance.
- (f) Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process.
- (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) No faxed or e-mailed applications will be considered.
- (o) If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.
- (p) Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above.
- (q) 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.
- (r) It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/ promotion/ appointment will promote representivity will receive preference.
- (s) DSD reserves the right not to fill a vacancy that was advertised during any stage of the recruitment process.

“The Department of Social Development supports persons with disabilities”


pp **CHIEF DIRECTOR: HUMAN CAPITAL MANAGEMENT**
DATE: 10/4/2022