



DEPARTMENT OF
SOCIAL DEVELOPMENT

Ref : S3/1/1

Enq : Phala PM

To : All Government Departments

DEPARTMENTAL CIRCULAR NO 04 OF 2017

ADVERTISEMENT OF VACANT POSTS

1. Applications are hereby invited from suitably qualified candidates for vacant posts as per the attached "**Annexure A**".
2. Applications should be submitted on the Z83 form obtainable from any Government Institution and must be accompanied by a comprehensive CV and originally certified copies of required qualifications.
3. Applications should be addressed to the addresses listed on the attached "**Annexure B**":
4. The closing date for applications is **24 February 2017**

The Department of Social Development is an equal opportunity and Affirmative Action Employer. People with disabilities are encouraged to apply. Correspondence will be entered into with short listed candidates only. Faxed or E-mailed applications will not be considered. Applicants must clearly the reference number and the centre which they are applying for.

NB: All candidates short-listed 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 competency using the mandated DPSA SMS competency assessment tools.

5. General enquiries about the advertised posts should be directed to Mr Sekgobela MJ, Mr Phala PM or Ms Gafane ME at 015 230 4426/4407/4315.

Signed _____
Head of Department

03.02.2017
Date

The heartland of Southern Africa – *development is about people*

POST NO 01: CHIEF DIRECTOR: SOCIAL WELFARE SERVICES = 01 POST
SALARY LEVEL: 14
COMMENCING SALARY PACKAGE: R1 068 564.00
REF: DSD/11
CENTRE: HEAD OFFICE

REQUIREMENTS:

A. QUALIFICATIONS AND COMPETENCIES

- A Bachelor's degree in Social Sciences or equivalent qualification at NQF Level 7 plus experience at Senior Management level and Social Development sector.
- Senior Management Leadership Programme will be an added advantage.
- Current registration with South African Council for Social Service Professions (SACSSP).
- A valid driver's license.

B. KNOWLEDGE AND SKILLS

- Knowledge of legislative framework governing the Public Service and all Social Services Acts and Regulations.
- Strategic capabilities and leadership.
- Service delivery innovation.
- Policy analysis and development.
- Problem solving, communication, leadership and decision making.
- Change Management, Knowledge management, Conflict Management, People Management, Financial Management, Project Management and Human Resource Management.
- Computer Literacy.

KEY PERFORMANCE AREAS

- Provide leadership and high level strategic direction and policy in the Branch.
- Provide oversight and strategic guidance in the delivery of integrated and comprehensive developmental social welfare services
- Manage and coordinate transformational programmes and ensure quality assurance of social service programmes.
- Develop, facilitate and monitor implementation on Older persons, Disability, HIV&AIDS, Social Relief, child and youth care, families and restorative services
- Develop and ensure the implementation of policies, strategic plan, norms and standards for all programmes.
- Manage and utilize resources in accordance with relevant directives and legislations.
- Manage and coordinate professional ethics and standards for Social Service professionals in line with relevant legislation, policies and guidelines.
- Facilitate partnership and support of Civil Society Organisation
- Strengthening of Coordination with other departments and other stakeholders
- Facilitate implementation of EPWP programmes in the Branch
- Coordinate and compile reports to the Executive management and Clusters
- Formulate and manage the component budget against its strategic objectives
- Manage and facilitate implementation of performance management system and human resource utilisation in accordance with relevant legislation
- Provide technical support to district and institutions.

POST NO 02: DIRECTOR: STRATEGY, MONITORING & EVALUATION = 01 POST
SALARY LEVEL: 13
COMMENCING SALARY PACKAGE: R898 743.00
REF: DSD/12
CENTRE: HEAD OFFICE

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate recognized Bachelor's degree or equivalent qualification at NQF Level 7.
- Proven extensive experience in Strategic Management process and Monitoring and Evaluation services.
- Senior Management Leadership Programme will be an added advantage.
- A valid driver's license.

B. KNOWLEDGE AND SKILLS

- Knowledge of legislative framework governing the Public Service.
- Strategic capabilities and leadership.
- Service delivery innovation.
- Policy analysis and development.
- Problem solving, communication, leadership and decision making.
- Change Management, Knowledge management, Conflict Management, People Management, Financial Management, Project Management and Human Resource Management.
- Monitoring and evaluation
- Computer Literacy.

KEY PERFORMANCE AREAS

- Provide leadership and high level strategic direction and policy in the component.
- Develop and maintain departmental monitoring framework.
- Establish, maintain and manage monitoring and evaluation systems for the Department.
- Monitor and ensure the implementation of programs aimed at monitoring service delivery.
- Coordinate annual and quarterly data assessment.
- Coordinate the implementation of national and provincial policies, strategies, guidelines, directives and procedures on monitoring and evaluation.
- Provide social research information support to the department.
- Develop and maintain strategic planning and reporting guidelines for the Department.
- Render support and advise to all strategic related matters including strategic planning and policy coordination.
- Facilitate and conduct research and policy coordination services.
- Manage and utilize resources in accordance with relevant directives and legislations.

POST NO 03: ASSISTANT DIRECTOR: STORES = 1 POST

SALARY LEVEL: 09

COMMENCING SALARY NOTCH: R311 784.00

REF: DSD/13

CENTRE: HEAD OFFICE

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's Degree in Finance, Business Management, Supply Chain Management or equivalent qualification at NQF level 6.
- Proven extensive experience in Supply Chain Management.
- A valid driver's licence

B. KNOWLEDGE AND SKILLS

- Negotiation skills.
- Computer Literacy.
- People management.
- Financial management.
- Planning & organising.
- Knowledge of legal framework governing public service

KEY PERFORMANCE AREAS

- Implement the business plan in line with the strategic objectives of the Department.
- Process invoice and purchase orders.
- Receive and process requisition.
- Manage and administer the stores infrastructure and management processes.
- Provide optimal inventory levels.
- Manage and utilise human resource in accordance with relevant directive and legislation.

POST NO 04: ACCOUNTING CLERK: EXPENDITURE & ACCOUNTS = 01 POST
SALARY LEVEL: 05
COMMENCING SALARY NOTCH: R142 461.00
REF: DSD/14
CENTRE: VHEMBE

REQUIREMENTS:

A. Qualifications and competencies

- A Senior Certificate/ Grade 12 with accounting as a passed subject.
- At least 1 to 2 years' relevant working experience.

B. KNOWLEDGE AND SKILLS

- Communication skills.
- Computer Literacy.
- Knowledge of legal framework governing public service

KEY PERFORMANCE AREAS

- Assist with the clearing of ledger accounts.
- Verification of all requests for payments received for allocation of codes and supporting documentation.
- Capture payments on BAS system
- Ensure payments adhere to legislation.
- Perform monthly reconciliation of accounts to ensure that all invoices are paid in time.

ANNEXURE B**LIST OF ADDRESSES**

CENTRE	TEL NO	POSTAL ADDRESS	PHYSICAL ADDRESS
HEAD OFFICE	015 230 4300	Private Bag X 9710 POLOKWANE 0700	21 Biccard Street Olympic Towers POLOKWANE 0699
VHEMBE DISTRICT	015 962 1848	District Executive Manager Private Bag X5040 THOHOYANDOU 0950	Old Parliament Building Next to Khoroni Hotel Venda Sun) THOHOYANDOU