

DEPARTMENT OF SOCIAL DEVELOPMENT

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.

- 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.
E-mail applications must be send to the following email addresses: For **Deputy** Director: Programme Implementation, Monitoring and Evaluation position – Erecruit.DD@dsd.gov.za
Project Administration position Erecruit.PA@dsd.gov.za
Senior Personnel Practitioner: HR Practices and Administration position - Erecruit.SPP@dsd.gov.za
Administrative Assistant position - Erecruit.AA@dsd.gov.za
Human Resource Officer position - Erecruit.HRO@dsd.gov.za
Data Capturer positions (Western Cape Province) - Erecruit.WC@dsd.gov.za
(North-West Province) - Erecruit.NW@dsd.gov.za
(Gauteng Province) - Erecruit.GP@dsd.gov.za
(Kwa-Zulu Natal) Erecruit.KZN@dsd.gov.za
(Eastern Cape Province) - Erecruit.EC@dsd.gov.za
(Limpopo) - Erecruit.LP@dsd.gov.za
- FOR ATTENTION** : Mr S Boshielo
CLOSING DATE : 31 January 2025
NOTE : Curriculum vitae with a detailed description of duties and the names of two referees must accompany your signed application for employment (Z83). Short listed candidates for a post will be required to submit certified 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 and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. SMS pre-entry certificate is submitted prior to appointment. Applicants are expected to pay for the course and may enroll for it at a cost of R400.00. The duration of the course is 120 hours. 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 will sign an annual performance agreement, complete a financial discloser 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 short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. 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 DSD reception area and sign in the register book for the attention of Mr S Boshielo. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

- POST 02/98** : **DEPUTY DIRECTOR: PROGRAMME IMPLEMENTATION, MONITORING AND EVALUATION**
REF NO: C1/A/2025
Chief Directorate: HIV/Aids
(G2G contract until 31 October 2026)
- SALARY** : R1 003 890 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** : HSRC Building, Pretoria

<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree in Social Science or equivalent qualification plus 3 years' junior management experience in programme development, monitoring and implementation. Knowledge of the Public Service Regulations. Knowledge on monitoring and evaluation systems. Knowledge and understanding of HIV/AIDS field. Knowledge and understanding of legislations, policies and strategies pertaining to HIV/AIDS. Knowledge on National Monitoring Plans and systems in the social sector. Competencies needed: Policy analysis and development skills. Computer literacy. Planning and organising skills. Communication (written and verbal) skills. Problem-solving skills. Reporting writing skills. Project coordination skills. Monitoring and evaluation skills. Resources mobilization and management skills. Coordination skills. Interpersonal skills. Research skills. Financial management skills. Facilitation and presentation skills. Stakeholder and client liaison skills. Data analysis and presentation skills. Attributes: Accurate. Confidence. Patience. Assertiveness. Compliance. Integrity. Creative and innovative. Professionalism. Logical thinker. Adaptable. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Diplomacy. Innovative and creativity.
<u>DUTIES</u>	:	Coordinate monitoring and evaluation for HIV/AIDS activities. Develop guidelines and provide training on how provinces and funded DSD organizations should report their performance on HIV/AIDS matters. Develop and facilitate implementation of HIV/AIDS M&E guidelines and system. Strengthen data management in provinces through the implementation of community-based intervention monitoring system. Manage the CBIMS management process and produce data reports.
<u>ENQUIRIES</u>	:	Ms M Pule Tel No: (012) 312-7465 / 083 396 3964
<u>POST 02/99</u>	:	<u>PROJECT ADMINISTRATOR REF NO: C1/B/2025</u> Chief Directorate: HIV/Aids (G2G contract until 31 October 2026)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 081 per annum, plus 37% of salary in lieu of benefits. HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/Diploma in Project Management/Office Administration (or equivalent qualification) plus 3 years' experience in project management/ administration and working in an NGO environment or PEPFAR funded programme. Knowledge of the social development sector. Knowledge of project administration. Knowledge of document management system, tracking and retrieving information. Knowledge of PFMA. Knowledge of Public Service Acts and Regulations. Knowledge of financial, provisioning and procurement prescripts and procedures. Competencies needed: Project administration skills. Performance data analysis skills. Quality assurance skills. Facilitation skills. Planning and organizing skills. Interpersonal skills. Computer literacy. Communication (written, verbal and liaison) skills. Financial management skills. Analytical skills. Administrative management skills. Attributes: Ability to work under pressure and as part of a team. Ability to prioritise and manage multiple tasks. Innovative and creative. Good interpersonal relations. Accurate. Assertiveness. Confidentiality. Integrity. Ability to process information from a wide variety of issues and for a variety of audience. Independent worker who is highly organized, results oriented and deadline driven. Fluent in English and able to communicate effectively in at least one local language.
<u>DUTIES</u>	:	Provide project secretariat services (Managing monthly team meeting and consultation schedules. Provide support in meeting preparation and logistical arrangements. Facilitate logistical arrangements for travelling, meetings and workshops. Manage preparation and ensuring distribution of meeting and workshop documents. Coordinate correspondence and other communication amongst staff and stakeholders). Review all program reports, capturing achievements into the program tracker, locating and saving evidence in support of achievements. Collect, capture data and dissemination of relevant project. Manage document flow within the G2G unit and between other departments in all three districts. Provide record management services.
<u>ENQUIRIES</u>	:	Ms M Pule Tel No: (012) 312-7465 / 083 396 3964
<u>POST 02/100</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: HR PRACTICES AND ADMINISTRATION REF NO: C1/D1/2025</u> Directorate: Human Resource Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum, plus 37% of salary in lieu of benefits. HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	A Degree/National Diploma in Human Resource Management (or equivalent qualification) plus three years' experience in the human resource environment. Knowledge of Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Government Employees Pension Law, Collective Agreements, PERSAL, SMS Handbook, Relevant Departmental HR Policies, Financial Manual, OSD for Social Services Professions and related occupations and OSD for legally qualified personnel and applicable directives. Competencies needed: Planning and organizing skills. Computer literacy. Communication (written and verbal) skills. Problem solving skills. Client orientation and customer focus skills. Ability to apply knowledge and skills to immediate work situation. Ability to accept responsibility for own area of work. Ability to work independently and as part of a team. Policy development skills. Supervisory skills. Attributes:

Friendly. Positive. Participative. Accurate. Compliant. Self-starter. Drive. Initiative. Disciplined. Ability to work under pressure.

DUTIES : Administer effective recruitment, selection and appointment of employees (capturing applications for advertised posts, perform secretariat function during shortlisting and interviews, conducting of personnel suitability checks, processing of appointments, transfers, staff movements and probationary appointments). Administration of service benefits (leave, PILIR, Housing, Injury on duty, Overtime, Long service recognition, Recognition of improved qualifications, relocation, allowances and performance incentives). Administration of staff exits. Approve transactions on PERSAL. Quality assures and drafting submissions and reports to various delegated authorities. Render an effective advisory and support service to DSD employees on HR practices and policy matters. Supervise human resources/staff (allocate and ensure quality of work, personnel development, assess staff performance and apply discipline.

ENQUIRIES : Mr S Boshielo Tel No: (012) 312-7789

POST 02/101 : **ADMINISTRATIVE ASSISTANT REF NO: C1/C/2025**
Chief Directorate: HIV/Aids
(G2G contract until 31 October 2026)

SALARY : R255 450 per annum, plus 37% of salary in lieu of benefits.
CENTRE : HSRC Building, Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/Diploma (or equivalent qualification) plus minimum of one (1) year administrative experience. Knowledge of relevant Public Service Legislation. Knowledge of financial, procurement prescripts and procedures. Knowledge of document management, tracking and retrieving of information. Competencies needed: Communication (verbal and written) skills. Computer literacy. Problem-solving skills. Planning and organising skills. Customer care skills. Office administration skills. Attributes: Friendly and trustworthy. Good interpersonal relations. Accurate. Independent. Assertiveness. Ability to work independently and as part of a team. Ability to work under pressure. Adaptive. Confidentiality. Integrity. Discipline.

DUTIES : Render a secretariat support function to the Director/Chief Director/Deputy Director-General. Render an administrative support function to the Director/Chief Director/Deputy Director-General. Render supply chain managements support function to the Director/Chief Director/Deputy Director-General. Administer all logistical arrangement for Director/Chief Director/Deputy Director-General. Provide records management services, type documents and track responses. Participate in core functions of the unit (25%) as part of personal development.

ENQUIRIES : Ms M Pule Tel No: (012) 312-7465 / 083 396 3964

POST 02/102 : **HUMAN RESOURCE OFFICER REF NO: C1/D2/2025 (X2 POSTS)**
Chief Directorate: Human Resource Management
(G2G contract until 31 October 2026)

SALARY : R255 450 per annum, plus 37% of salary in lieu of benefits.
CENTRE : HSRC Building, Pretoria
REQUIREMENTS : A Degree/National Diploma in Human Resource Management (or equivalent qualification) plus two years' experience in the human resource environment. Knowledge of Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Government Employees Pension Law, Collective Agreements, SMS Handbook, Relevant Departmental HR Policies, Financial Manual, OSD for Social Services Professions and related occupations and OSD for legally qualified personnel and applicable directives. Competencies needed: Planning and organizing skills. Computer literacy. Communication (written and verbal) skills. Problem solving skills. Client orientation and customer focus skills. Ability to apply knowledge and skills to immediate work situation. Ability to accept responsibility for own area of work. Ability to work independently and as part of a team. Attributes: Friendly. Positive. Participative. Accurate. Compliant. Self-starter. Drive. Initiative. Disciplined.

DUTIES : key responsibilities: Administer effective recruitment, selection and appointment of employees (capturing applications for advertised posts, arranging logistics of personnel suitability checks, processing of appointments, transfers, staff movements and probationary appointments). Administration of service benefits (leave, PILIR, Housing, Injury on duty, overtime, long service recognition, recognition of improved qualifications, relocation, allowances and performance incentives). Administration of staff exits. Drafting submissions and reports to various delegated authorities. Address human resource administration enquiries.

ENQUIRIES : Mr S Boshielo Tel No: (012) 312-7789

POST 02/103 : **SUPPLY CHAIN CLERK REF NO: C1/E/2025**
Directorate: Supply Chain Management
(G2G contract until 31 October 2026)

SALARY : R216 417 per annum, plus 37% of salary in lieu of benefits.
CENTRE : HSRC Building, Pretoria
REQUIREMENTS : A grade 12 certificate or equivalent. No experience required. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service.

Basic knowledge of work procedures in terms of the working environment. Competencies needed: Planning and organizing skills. Communication (write, verbal and liaison) skills. Customer care skills. Problem solving skills. Interpersonal skills. Business ethics skills. Analytical skills. Computer literacy. Attributes: Accurate. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Confidentiality. Self-starter. Customer focused. Adaptive.

DUTIES : Render asset management clerical support. Compile and maintain records (e.g. asset records/databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft document as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers database. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.

ENQUIRIES : Ms J Baloyi Tel No: (012) 312-7356

POST 02/104 : **DATA CAPTURER**
Chief Directorate: HIV/Aids
(X13 contract positions until 31 October 2026)

SALARY CENTRE : R183 279 per annum plus 37% of salary in lieu of benefits.
: Western Cape Province Ref No: C1/F1/2025 (X1 Post)
North-West Province Ref No: C1/F2/2025 (X3 Posts)
Gauteng Ekurhuleni Ref No: C1/F3/2025 (X2 Posts)
Kwa-Zulu Natal Province Ref No: C1/F4/2025 (X4 Posts)
Eastern Cape Province Ref No: C1/F5/2025 (X2 Posts)
Limpopo Province Ref No: C1/F6/2025 (X1 Post)

REQUIREMENTS : Grade 12 Certificate plus sufficient relevant working experience in data capturing. Knowledge of administrative field. Knowledge of financial, provisioning and procurement prescript and procedures. Knowledge of document management, tracking and retrieving of information. Competencies needed: Typing Skills. Computer Literacy. Communication (written and verbal) skills. Problem Solving Skills. Planning and organising skills. Customer care and client orientation skills. Telephone etiquette. Attributes: Good interpersonal relations. Diplomacy. Ability to work under pressure. Discipline. Friendly and trustworthy. Drive and energy. Ability to work in a team and independently.

DUTIES : Capture data for new applications or cases. Keep filing and maintaining manual and digital filing systems. Compile and record weekly and monthly statistics. Render administrative services to the unit. Communicate with clients for verification of data. Capture and issue communication letters.

ENQUIRIES : Ms M Pule Tel No: (012) 312-7465 / 083 396 3964