

## 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. Applicants may also email their applications to the following email addresses:

For: Deputy Director-General: Community Development- [e-recruit.DDGCD@dsd.gov.za](mailto:e-recruit.DDGCD@dsd.gov.za)

Graphic Designer Specialist- [e-recruit.GDS@dsd.gov.za](mailto:e-recruit.GDS@dsd.gov.za)

Occupational Health and Safety Officer- [e-recruit.OHSO@dsd.gov.za](mailto:e-recruit.OHSO@dsd.gov.za)

NPO Help Desk- [e-recruit.NHD@dsd.gov.za](mailto:e-recruit.NHD@dsd.gov.za)

Finance Clerk- [e-recruit.FC@dsd.gov.za](mailto:e-recruit.FC@dsd.gov.za)

**FOR ATTENTION**

: Mr S Boshelo

**CLOSING DATE**

: 01 August 2025

**NOTE**

: Curriculum vitae with a detailed description of duties and the names of two referees must accompany your signed application for employment (Z83). If applying for more than one position, applicants must submit separate applications for each position. Shortlisted candidates for a post will be required to submit certified copies of qualifications and identity 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](http://www.dpsa.gov.za-vacancies). Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS (submitted prior to appointment) 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 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 disclosure 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 shortlisted 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 Amendment Regulations, 2023, Regulation 67. 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 register book in the DSD reception area for the attention of Mr S Boshelo. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

## MANAGEMENT ECHELON

<b><u>POST 24/55</u></b>	:	<b><u>DEPUTY DIRECTOR-GENERAL: COMMUNITY DEVELOPMENT REF NO: E1/2025</u></b> Branch: Community Development
<b><u>SALARY</u></b>	:	R1 813 182 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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	HSRC Building, Pretoria An appropriate post graduate qualification (NQF level 8) in Developmental Studies or Social Sciences or Economic Development or Community Development as recognized by SAQA PLUS a minimum of 8 years' experience at senior management level. Knowledge of the Constitution of South Africa. Knowledge of i) Reconstruction and Development Programme, ii) the Growth Path, iii) Municipal System Act, iv) Rural Development Act, v) Population and Development Policy, vi) the relevant Public Service Legislative frameworks, vii) PFMA and Treasury Regulations, public management and administration principles. Knowledge and understanding of policy development. Knowledge and understanding of the NPO framework, and other NPO related Bills and Policies. White Paper on Transformation of Public Service. Knowledge of Social Service Professions Act, 110 of 1978, as amended. Understanding of the management of strategic plans, business plans and budgeting. Knowledge of the Acts that governing the implementation of social development services and programmes. Understanding and knowledge of community development related Legislations, Policies, Frameworks and norms and standards. Knowledge and understanding of involvement in the international structures/ stakeholders (UN Convention and AU). Knowledge of Kings IV Report for Corporate Governance. Knowledge of National Development Plan (NDP). Knowledge of National Development Agency Act. Competencies needed: Strategic capability and leadership. Programme and project management. Financial Management. Policy Analysis and Development. Information and Knowledge Management. Communication. Service Delivery Innovations. Problem Solving and Change Management. People management and empowerment. Client Orientation and Customer Focus. Stakeholder Management. Presentation, Facilitation and Coordination. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Independent thinking. Cost consciousness. Honesty and integrity.
<b><u>DUTIES</u></b>	:	Oversee, manage and report on the development of sustainable community development legislative frameworks, policies, strategies, operational frameworks, guidelines and effective programmes. Oversee, manage and report on the implementation of sustainable community programmes aimed at community mobilization, sustainable livelihood, poverty alleviation and reduction programmes to empower poor communities, families and individuals. Oversee, manage and report on coordination, effective and efficient non-profit organization (NPOs) registration, compliance, operations, coordination and monitoring systems, processes and application. Oversee, manage and report on the budget, human resources and performance of the branch in line with the set regulations and prescripts.
<b><u>ENQUIRIES NOTE</u></b>	:	Mr FP Netshipale Tel No: (012) 312-7662/7556 In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.

## OTHER POSTS

<b><u>POST 25/56</u></b>	:	<b><u>GRAPHIC DESIGNER SPECIALIST REF NO: D1/B/2025)</u></b> Chief Directorate: Communications
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	HSRC Building, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A relevant qualification at NQF level 6 in Graphic Design with a minimum of 3-5 years' experience in Graphic Design. Knowledge and understanding of Multimedia will be an added advantage. Knowledge of departmental

		communication policies and processes. Knowledge of Public Service Regulations. Knowledge of Treasury Regulations and PFMA. Knowledge of Government branding guidelines. Knowledge of production management. Knowledge of design software and photo edit. Knowledge and understanding of creatives. Knowledge of the printing environment. Understanding application processes for International Standard Book Number (ISBN) and Annual Report Number (RP). Competencies needed: Creative. Research engines. Report writing skills. Computer literacy. Advanced Communication (verbal and written) skills. Decision making skills. Motivational skills. Project management skills. Self-management. Progress monitoring and reporting skills. Analytical and critical thinking skills. Problem solving and analysis skills. Attributes: Good Interpersonal relationships. Friendly and assertive. Work ethics. Time management. Ability to work under pressure. Reliable. Independent thinker. Integrity. Adaptability. Trustworthiness.
<b><u>DUTIES</u></b>	:	Conduct research, design concepts, and graphics for communication and marking products. Design promotional and publicity materials in line with Government Branding Guidelines. Provide advice on the application of government corporate identity and branding. Administer effective and efficient storage of creatives.
<b><u>ENQUIRIES</u></b>	:	Mr S Tang Tel No: (012) 312-7939
<b><u>POST 25/57</u></b>	:	<b><u>OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: D1/C/2025</u></b> Chief Directorate: Security Management
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	HSRC Building, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A relevant qualification at NQF level 6 in Safety Management or Environment Health plus 2-3 years relevant experience in Occupational Health and Safety related field. Knowledge of the Constitution of South African as well as the relevant Public Service Acts and Regulations. Knowledge of PFMA and Treasury Regulations. Knowledge of Occupational Health and Safety Act 85 of 1993 and regulations. Knowledge of Disaster Management Act. Knowledge of SHERQ Management Policy for Public Service. Knowledge of Compensation for Occupational Diseases and Injuries Act, 1993. Knowledge of National Health Act. Knowledge of Hazardous Substances Act. Knowledge of National Building Regulations and Building Standards Act. Knowledge of National Environment Management Act. Competencies needed: Financial planning skills. Problem solving skills. Communication (written and verbal) skills. Computer literacy. Planning and organizing skills. Analytical skills. Interpersonal relations skills. Attributes: Ability to work in a team and independently. Ability to work under pressure. Diplomatic. Assertive. Integrity. Initiative. Consistent. Compliant. Honesty. Adaptive. Good interpersonal relationship. Accuracy and thoroughness commitment.
<b><u>DUTIES</u></b>	:	Develop, maintain and review Occupational Health and Safety policies, programmes and guidelines in line with the legislation. Conduct Occupational Health and Safety risk assessment in the department. Identify, control and monitor environmental hazards in the workplace.
<b><u>ENQUIRIES</u></b>	:	Ms A Nxumalo Tel No: (012) 312 7604
<b><u>POST 25/58</u></b>	:	<b><u>NPO HELP DESK REF NO: D1/D/2025 (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	HSRC Building, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A grade 12 certificate or equivalent. Knowledge of the Public Service Act and Regulations. Knowledge of the NPO services provision. Knowledge of relevant NPO Act, Regulations, Policies and Guidelines. Knowledge of Companies Act and Trust Properties Controls Act. Knowledge and understanding of Batho Pele Principles. Knowledge and understanding of POPIA and PAIA. Knowledge of NPO Codes of Good Practices. Competencies needed: Understanding and ability to speak at least two official languages. Computer literacy. Time management skills. Communication skills (verbal and written) skills. Problem-solving skills. Listening skills. Client orientation and customer focus. Report writing skills. Attributes: Patience. Empathy. Accuracy. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Confidentiality.

<b><u>DUTIES</u></b>	:	Provide Non-Profit Organisations information, guidance, feedback and support. Handle Non-Profit Organisations queries and complaints. Provide off-site Non-Profit Organisations services during outreach programmes.
<b><u>ENQUIRIES</u></b>	:	Mr R Nemutanzhela Tel No: (012) 312 7692
<b><u>POST 25/59</u></b>	:	<b><u>FINANCE CLERK REF NO: D1/E/2025</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	HSRC Building, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate or equivalent qualification. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Competencies needed: Job knowledge. Problem-solving skills. Communication (verbal and written) skills. Computer literacy. Planning and organizing skills. Aptitude of figures. Basic numeracy 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 relationship. Accuracy and thoroughness. Commitment.
<b><u>DUTIES</u></b>	:	Maintain logical pre-numbered system according to batch numbers 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.
<b><u>ENQUIRIES</u></b>	:	Mr B Segakweng Tel No: (012) 312 7246