

DEPARTMENT OF SOCIAL DEVELOPMENT

CHIEF DIRECTOR: SOCIAL WELFARE SERVICES

Salary Range: R1 068 564 – R 1 277 610 (Level 14)

(DSD 1/01//2017) – Provincial Office

Minimum Requirements: 4 year Bachelor's Degree in Social Work **OR** 3 year Degree in Social Work plus Honours in Social Work **OR** 3 year Degree in Social Work plus Advanced Diploma in Social Work as recognized by SAQA (attach current proof of registration). Registration with South African Council for Social African Council for Social Services Professions as a Social Work. Ten (10) years relevant experience of which Five (5) years must be in relevant Senior Management Services within the Social Work field. Sound understanding of the functioning of the Public Service. Proven knowledge of the White Paper for Social Welfare, the Integrated Service Delivery Model and the Reviewed Social Welfare Services Framework. A valid code 8 driver's license. Computer skills.

Competencies: Strategic capability and leadership skills. Programme and Project management skills. Strong financial management skills. Change management. Problem solving and conflict management. People management and empowerment skills. Knowledge management. Networking and presentation skills. Excellent in depth knowledge of and insight into all applicable policy framework governing the public sector and the social development environment.

KPA's: Provide strategic leadership and management support to manage the provision of Early Childhood Development Programmes. Manage the provision of Foster Care Services, alternative care and adoption services. Manage and facilitate the provision of Social Welfare Services and Community Based Care and support to families. Manage and facilitate the provision of services to children/Children in conflict with law, management and co-ordination of relevant directorates.

N.B preference will be given to persons with disabilities.

CHIEF DIRECTOR: SPECIALIST SOCIAL SERVICES

Salary Range: R1 068 564 – R 1 277 610 (Level 14)

(Ref. DSD 2/01//2017) – Provincial Office

Minimum Requirements: 4 year Bachelor's Degree in Social Work **OR** 3 year Degree in Social Work plus Honours in Social Work **OR** 3 year Degree in Social Work plus Advanced Diploma in Social Work as recognized by SAQA (attach current proof of registration). Registration with South African Council for Social African Council for Social Services Professions as a Social Work. Ten (10) years relevant experience of which Five (5) years must be in relevant Senior Management Services within the Social Work field. Sound understanding of the functioning of the Public Service. Proven knowledge of the White Paper for Social Welfare, the Integrated Service Delivery Model and the Reviewed Social Welfare Services Framework. A valid code 8 driver's license. Computer skills.

Competencies: Strategic capability and leadership skills. Programme and Project management skills. Strong financial management skills. Change management. Problem solving and conflict management. People management and empowerment skills. Knowledge management. Networking and presentation skills. Excellent in depth knowledge of and insight into all applicable policy framework governing the public sector and the social development environment.

KPA's: Provide strategic leadership and management support to the Specialist Social Service programme in line with the legislation, policies, regulatory framework, norms and standards focusing on the following: HIV and AIDS Prevention, Care and Support, Early Childhood and Development and Partial Care Services, Crime Prevention and Support Programmes, Victim Empowerment and Substance Abuse, Prevention, Treatment and Rehabilitation Services. Management and co-ordination of relevant directorates.

N.B preference will be given to persons with disabilities.

DIRECTOR: EMPLOYEE RELATIONS AND HEALTH & WELLNESS PROGRAMMES

Salary Range: R 898 743.00 – R 1 058 691.00 (Level 13)

(Ref. DSD 4/01//2017) – Provincial Office

Minimum Requirements: A recognised three year Degree/Diploma in Labour Law /equivalent qualification. An understanding of SA Government policies, procedures and processes. **A post graduate diploma in Labour Law will be an advantage.** Ten (10) years relevant experience of five (5) years must be relevant experience in middle management in Human Resource Management with demonstrated competence in **Labour relations+ Employee Relations, Health and wellness.** A valid code 8 driver's license.

Competencies: An in-depth understanding of policies governing Social Development in SA. Knowledge of current national and international trends that will influence innovation. An ability to work in a cultural diverse environment and lead culture change interventions and change Management Projects/Programmes. A contextual understanding and application of trans-formational imperatives with the public service environment. A good understanding of Human Resource Management, Employee Health and Wellness, Employee Relations, People Management, Strategy Formulation, Leadership, Public Prescripts. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Employee Equity Skills Development and labour Relations Act and related Legislations. Ability to manage performance, solve job related problems, build relationships and provide skills. Co-ordinate the implementation of Employee Wellness Programmes, Employee relations. Ability to lead people in strategic change management. Ability to form and build alliances with stakeholders such as trade unions.

KPA's: To provide specialist advice and support to the executive and Line management in implementation of Labour Legislations. Ensuring maintenance of good communication and alignment between Labour and management of the Department, including Bargaining at the Developmental level. Manage implementation of PSCBC and Sectoral Council resolutions. Manage the quality of work life within the Department. Monitor, evaluate and facilitate the implementation of organisational and Employee Wellness Strategies and Policies. Manage the Integrated Wellness Programmes, including HIV and AIDS, occupational Health and safety and EAP. Manage sick leave trends. Provide policy advice on organisational and employee Wellness. To develop operational plans/Policy Development. Ensure the achievement of the strategic plan. Write monthly, quarterly and annual reports.

N.B preference will be given to persons with disabilities.

COMMUNITY DEVELOPMENT MANGER GR 1: WOMEN DEVELOPMENT (Entrepreneurship Development Programme)

Salary Package: R 664 332 (CD-A10)

(Ref. DSD 5/01//2017) – Provincial Office

Requirements: An appropriate 3 year Tertiary qualification plus certificate in community development with a minimum of 10 years' recognizable experience in Community Development after obtaining the required qualification of which three years must be at a Junior Management level in the field of Community Development. An appropriate Bachelors Degree in Social Science/Social Work specializing in Community Development/ Development Studies/ Social Development will be an added advantage. A valid code 8 driver's license is essential. Advanced computer skills.

Competencies: Knowledge of theory and practice of Community Development as an intervention strategy. Actively foster leadership and demonstrate management skills through supervised practice and delegation. Communication and interpersonal skills, planning and project management skills. Awareness of research needs for programme planning and development. Demonstrate ability to formulate, interpret and translate Policies into practice. Demonstrate a facilitative approach to motivate constructive participation in programme development and implementation. Advanced computer skills. Demonstrate ability and experience to manage cash flows and develop a budget to implement a Key performance Area.

KPA's: Programme Management of Women Development Programme in the Eastern Cape Facilitate implementation of Entrepreneurship Development Programmes targeting Women. Participate in the formulation of policy/legislation at National and Provincial levels. Develop concept papers for Entrepreneurship Development Programmes. Develop implementation framework and manage funding process for Entrepreneurship Development Programmes. Establish and strengthen Public-Private

Partnerships for improved service delivery. Assist with project planning, presentation and reporting on Entrepreneurship Programmes. Monitoring the implementation of norms and standards. Monitor Evaluation and Reporting on Women Development Programme in line with Department of Social Development's Strategic and Annual Performance Plans.

N.B preference will be given to persons with disabilities.

SOCIAL WORK MANAGER Gr 1: EARLY CHILDHOOD DEVELOPMENT)

*Salary Package: R 664 332 (SW-A10)
(Ref. DSD 6/01//2017) – Provincial Office*

Minimum Requirements: BA in Social Work plus professional registration with the South African Council for Social Service Professions with a minimum of 10 years' appropriate experience after registration as a Social Worker with the SACSSP. A valid code 8 driver's license .Computer Literacy

Competencies: Communication (written and verbal). Presentation skills. Planning and organizing. People management skills. Presentation skills. Networking skills. Report writing skills .Professional Counselling skills. Monitoring and evaluation.

KPA's: To develop, implement and maintain social work policies. To facilitate registration of ECD Centres and ECD Programmes. To coordinate implementation of ECD strategy. To develop/facilitate the development of policies for rendering a social work service to the Departments. Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. To develop programs to implement the relevant policies. To co-ordinate general consultation with stakeholders and advising subordinates regarding social work policy to be taken. To ensure the development and management of the business plan of the unit and report on progress as required. Engage in continuous professional development activities as prescribed. Liaise/attend meetings with other departments and non-government institutions to take cognizance of the latest developments in the relevant field and to provide inputs, where required, into the work of such departments and other organizations.

N.B preference will be given to persons with disabilities.

DEPUTY DIRECTOR: CORPORATE SERVICES

*Salary Range: R 612 822 – R 721 878 .00 (Level 11)
(Ref. DSD 7/01//2017) – Chris Hani: District Office*

Minimum Requirements: Appropriate Degree / National Diploma in Public Administration/Public Management or equivalent qualification with 10 year's relevant experience of which 3 years must have been at the level of an Assistant Director in managing administration functions. A valid code 8 driver's license

Competencies: Sound financial management background and in-depth knowledge of PFMA, Supply Chain Management. Comprehensive knowledge of HR and Strategic planning. Good planning, organization and decision making skills. Willingness to work after hours when needed and the ability to work under pressure. Computer literacy. Code 8 driver's license.

KPA's: Coordinate all corporate services for Chris Hani District. Monitor district finance, budget and expenditure trends. Oversee the implementation of HR services for the district. Coordinate Supply Chain Management functions and Asset and Infrastructure needs in the district. Manage the provision of communication and events management, information technology management services in the District. Consolidate programme 1 reports. Analyse and report on emerging trends.

NB: preference will be given to persons with disabilities.

DEPUTY DIRECTOR: ADMINISTRATION X2

*Salary Range: R 612 822 – R 721 878 .00 (Level 11)
(Ref. DSD 7/01//2017) –Alfred Nzo (Tabankulu Local Service Office) 1.
(Ref. DSD 7.1/01//2017) –Mbizana Local Service Office (1).*

Minimum Requirements: BA Degree in the Social Sciences or Degree/National Diploma in Public Administration or equivalent qualification with a minimum of 10 years' relevant experience of which 3 years must have been at the level of an Assistant Director in Social Services/Administration. Postgraduate degree will be an added advantage. Computer literacy. A valid code 8 driver's license

Competencies: Extensive knowledge of the Social Development Sector. Sound knowledge of financial, human resources and Supply Chain Management experience. Good planning, organisational and decision making skills. Strategic capability and leadership skills. Excellent management and empowerment skills. Service delivery innovation. Client and customer orientation. Understanding of the Batho Pele principles. Excellent problem-solving skills. Ability to communicate at all levels. Developmental with a clear understanding of the South African policies on social transformation and community development.

KPA's: Be responsible for the overall management and control of the area. Render management of Developmental Social Welfare Services and Community Development. Render Financial, Human Resources and Supply Chain Management. Facilitate Community Development. Provide necessary support to the community to promote self-sustainability and integrated development. Develop, monitor and evaluate in the area. Consolidate programme reports. Analyse and report on emerging trends. Develop, monitor and evaluate area annual and operational plans.

NB preference will be given to persons with disabilities.

INDEPENDENT ASSESSORS X5: STAKEHOLDER MANAGEMENT (3 Months Contract)

*Managers x 2: Stipend: R360 000 per annum
Independent Assessors x 3: Stipend: R250 000 per annum
(Ref. DSD 8/01//2017) –Provincial Office*

Minimum Requirements: Experience in Community or Business Development/Research Project Management.

Key performance areas: Provide a schedule of all visits to districts for approval by the Head of Department. Visit prioritised districts in the province of the Eastern Cape and meet with District Managers in order to get a briefing on all the programmes of the Department. Visit all projects and meet with project members in order to assess governance issues, viability of the project and impact of the project on the community. Provide access to all records relating to the projects including the finance thereof. Provide project integration plan, risk profile and economic interlink. Provide bi-weekly reports to the office of the Head of Department. Meet with the Head of Department (and with the Member of the Executive Council where possible) once a month to discuss the reports. Develop Impact Assessment tool, schedule and plan. Assess performance of projects funded by the Department. Provide monthly reports with recommendations towards project suitability. Develop exit strategy for mature projects.

N.B: preference will be given to persons with disabilities.

ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT

*Salary Range: R 311 784 – R 376 626 .00 (Level 9)
(Ref. DSD 9/01//2017) –Provincial Office*

Minimum Requirements B. Degree/National Diploma in Finance, Supply Chain, Public Management **OR** Equivalent qualification with five (5) years relevant experience of which three years must be at supervisory level **OR** Grade 12 with ten (10) years' experience in Supply Chain Management of which three years must be at supervisory level. A valid code 8 driver's license. Computer Literacy.

Competencies: Experience in Supply Chain Management procedures, Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Treasury Regulations and other Supply Chain Management prescripts and Practice. Knowledge of disciplinary procedure and code and relevant legislation, Good written and oral communication skills, customer care, people management,

change management, coordination and planning. Strong planning skills, sound interpersonal and conflict management skills

KPA's: Manage receipt of submissions, preparation for advertisement of bids, opening of bid/tender box, registering of bid offers in bid registers. Submission of bid documents to Departmental Specification Committee, Bids Evaluation Committee, Bid Adjudication Committee and Contract Management, Appointment of departmental Bid Committees. Monthly reporting to Provincial Treasury. Manage briefing sessions for long term contracts. Approve and report on CRAs to National Treasury. Manage the process of obtaining quotations for the procurement of goods and services from registered prospective suppliers on the Suppliers Database on a rotational basis. Database administration and updating of it. Supervise Performance, co-ordinate, control, monitor and evaluate activities of subordinates, evaluating of database registration, application forms. Ensure compliance with PPPFA, BBBEE, PFMA, Treasury Regulations and Preferential Procurement regulations. Manage the secretariat to the Bid Committees. Management staff. Capacitation & monitoring of districts on SCM processes.

NB preference will be given to persons with disabilities.

ASSISTANT DIRECTOR: SUSPENSE ACCOUNTS (RE – ADVERTISEMENT)

Salary Range: R 311 784 – R 376 626 .00 (Level 9)

(Ref. DSD 10/01//2017) –Provincial Office

Minimum Requirements: B. Com Degree with Financial Accounting as one of the major subjects/National Diploma in Finance related field with five (5) years relevant experience of which 3 must be at a supervisory level **OR** Grade 12 with ten (10) years relevant experience of which 3 must be a Supervisory level. A valid code 8 driver's license will be an added advantage.

Competencies: Knowledge of PFMA and Treasury Regulations. Knowledge of BAS. Advanced knowledge of MS Excel, Word and PowerPoint. Presentation Skills. Communication (both verbal and written)

KPA's: Ensure that all Journals are supported, duly authorized and failed. Ensure that reconciliation are performed for all suspense accounts. Conduct a monthly presentation for all un-cleared suspense accounts. Conduct proper analysis and clear suspense accounts. Ensure compliance to Treasury Prescripts and Circulars pertaining to Suspense Accounts. Ensure availability of all journalist for audit purpose.

N.B preference will be given to persons with disabilities.

ASSISTANT DIRECTOR: NPO

Salary Range: R 311 784 – R 376 626 .00 (Level 9)

(Ref. DSD 11/01//2017) –Provincial Office

Minimum Requirements: Degree or a three (3) year Diploma in Monitoring & Evaluation, Public Administration, Project Management, Community Development, Social Science or equivalent. Accredited certificates or modules will be an added advantage. Five (5) years' experience in Social Development environment and at least three (3) years' experience of working with Non-Profit Organizations (NPO's). Sound knowledge of NPO Act 71 of 1997, Policy on Financial Awards to Service Providers (PFA), PFMA and Government Procurement Policies. **OR** Grade 12/equivalent qualification with ten (10) years' relevant experience of which three (3) years must be at supervisory level. A valid code 8 driver's license. Computer literacy. Computer literacy.

Competencies: Comprehensive understanding of the NPO Sector and related legislation. Ability to interact with the Sector at all service delivery areas of the Department. Comprehensive understanding of the Service delivery Programs (Core) of the Department. Understanding of M& E function. Knowledgeable about Project Management Principles. Ability to work as a team. Sound knowledge of NPO Act 71 of 1997, Policy on Financial Awards to Service Provider (PFA), PFMA and Government Procurement Policies. Data collection, collation, analysis, presentation and report writing.

KPA: Assist in the analysis of monitoring reports from District offices and provide guidance and support. Assist in the Monitoring of adherence to SLA and related legislation. Produce Analytical Monitoring Reports. Monitor operational performance in line with financial investment. Monitor and analyze

interventions by NPOs' performance in line with the Departmental mandate and provide Support development of NPO M&E Policy and monitor compliance thereof. Facilitate evaluation of NPOs' performance for impact analysis at specified periods.

N.B preference will be given to persons with disabilities.

ASSISTANT DIRECTOR: SCM

Salary Range: R 311 784 – R 376 626 .00 (Level 9)

(Ref. DSD 12/01//2017) –Buffalo City Metro: District Office

Requirements: B.Degree/National Diploma in Financial Management/SCM equivalent qualification with 5 years relevant experience of which three (3) years must be at supervisory level **OR** Grade 12/equivalent qualification with ten (10) years' experience in Supply Chain Management environment of which three (3) years must be at supervisory level. A valid code 8 driver's license. Computer Literacy
Competencies: Knowledge and practical experience of the Basic Accounting System, Supply Chain Management and Budgeting process in the Government. Ability to work extended hours. Ability to work under pressure, good communication and interpersonal relations, Financial and Supply Chain Management Skills, Sound analytical statistical and problem solving skills

KPA's: Management of procurement of goods and service for the District. Maintenance of supplier database, Prepare IYM for the District explicitly detailing monthly purchases. Maintenance and update of District asset register for District and related institutions. Management of Stores and stock levels, Oversee the implementation of HR services for the District and related Institutions Management of telephone usage and leased contracts e.g photocopy machines. Manage Fixed Assets in the Districts, Management of transport e.g. FA & Subsidized. Liaise with external stakeholders e.g. Public Works, Overall management of assets in the district. Ensure the proper compilation of the District Asset Register. Represent District in all Supply Chain meetings, ensure compliance to PPPFA. Serve as chairperson for Asset Disposal committee and Asset Verification committee in the District. Compile & submit quarterly and monthly reports.

N.B preference will be given to persons with disabilities.

ASSISTANT MANAGER: HRA, PMDS, TRAINING AND RECRUITMENT

Salary Range: R 311 784 – R 376 626 .00 (Level 9)

(Ref. DSD 13/01//2017) –O.R. Tambo: District Office

Minimum Requirements: B. Degree/National Diploma in Human Resource Management OR Public Management OR Equivalent qualification with 5 years relevant experience of which three years must be at supervisory level OR Grade 12 with ten (10) years' experience in Human Resource of which three years must be at supervisory level. A valid code 8 driver's license. Computer Literacy. Knowledge of Persal.

Competencies: Knowledge and understanding of the PFMA, Treasury Regulations, Public Service Act, LRA, BCEA, Public Service Regulations and relevant Government Regulations and Policies. Sound knowledge of Human Resource Policies, Strategies and related matters. Knowledge of PMDS. Knowledge of Budgeting Processes in the Government, ability to work extended hours. Strategic capability, analytical and negotiation skills. Knowledge of disciplinary procedure and code and relevant legislation, Good written and oral communication skills, customer care, people management, change management, coordination and planning. Strong planning skills, sound interpersonal and conflict management skills

KPA's: Management of recruitment, selection, appointments and other life cycle events of employees. Manage compensation and condition of service of employees and leave management. Management of Human Resource Personnel Records. Provide and facilitate Performance Management and Development Services. Provide and co-ordinate Training and Skills Development support Services. Prepare and submit consolidated monthly, quarterly and annually reports for the unit. Manage and supervise staff.

N.B preference will be given to persons with disabilities.

ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT

Salary Range: R 311 784 – R 376 626 .00 (Level 9)

(Ref. DSD 14/01//2017) –Sarah Baartman: District Office

Minimum requirements: B Degree/National Diploma in Financial Management or equivalent qualification with five (5) years' relevant experience of which three (3) years must have been at a supervisory level in the relevant field **OR** Matric with ten (10) 10 years' working experience in financial management of which three (3) years should have been at supervisory level. A valid code 8 driver's license will be an added advantage • Computer literacy.

Competencies: Knowledge of and practical experience in the Basic Accounting System, Supply Chain Management and budget processes in Government. The ability to work extended hours. The ability to work under pressure. Good communication skills. Sound analytical, statistical and problem-solving skills.

KPA's: Manage all budget control duties as specified in the PFMA and Treasury Regulations. Prepare and submit consolidated monthly and quarterly expenditure management reports against the approved budget for the district. Allocate, update and maintain the budget on BAS, monitor expenditure allocations and amend erroneous allocations. Implement annual submission of Adjustment Estimates and Medium-term Expenditure Framework (MTEF). Establish and maintain appropriate systems to ensure effective and efficient risk.

N.B preference will be given to persons with disabilities.

SOCIAL WORK SUPERVISORS Gr 1(Service Office Manager) X2

Salary Range: R 318 102 – R 368 766.00 (SW-A7)

(Ref. DSD 15/01//2017) –Sarah Baartman: Baviaans Local Service

(Ref. DSD 15.1/01//2017) –Amathole: Amahlathi Local Service: (Cathcart)

NB: Final salary will be determined by appropriate experience/recognisable experience in social work after registration with SACSSP as a Social Worker in terms OSD.

(NB: Requirements extracted from OSD document as per Resolution No 1 of 2009)

Minimum Requirements: Degree in Social Work, plus a minimum of 7 years' appropriate experience in social work after registration as a Social Worker with SACSSP (latest copy of registration/current year). A valid code 8 driver's license. Computer literacy and excellent report-writing skills. Extensive knowledge of relevant legislation and policies.

Competencies: • Leadership qualities and understanding of new Social Welfare Paradigm, policies, legislation and regulation that underpin the delivery of social development services in the NPOs, CBOs and FBOs • Understanding of service level agreements and ability to communicate this to appropriate stakeholders. Ability to implement Labour Relations Procedure in a highly unionized environment. Project management, research and analytical skills. Ability to monitor and evaluate the impact of service delivery. Planning and organizing skills. Ability to work under pressure and display initiative • Understanding of Public Sector transformation and equity issues. Presentation and facilitation skills, including sound report-writing abilities. Financial management.

Key performance areas: Undertake social work research, development and contribute to the development of policies. Ensure that all the administration functions required in the Service Office are performed to the required standard. Coordinate, facilitate the development, implementation and management of community development and cooperatives, Batho Pele, HIV/AIDS Community-based Care and integrated and development programmes. Manage and monitor service delivery through networking and in close partnership with stakeholders and funded service providers.

N.B preference will be given to persons with disabilities.

ADMIN OFFICERS: NPO X3

Salary Range: R 211 194 – R 248 781 (Level 7)

(Ref. DSD 16/01//2017) –Sarah Baartman: Makana Local ServiceOffice (1).

(Ref. DSD 16.1/01//2017) –O.R. Tambo: Ngquza Hill Local Service: (Lusikisiki) 1.

(Ref. DSD 16.2/01//2017) –Joe Gqabi: Elundini Local Service: Mt. Fletcher 1.

Minimum Requirements: B.Degree/National Diploma in Administration/ Accounting/equivalent qualification plus a minimum of 2 years practical experience **OR** Grade 12/equivalent qualification with ten (10) years relevant experience in administration environment.

Competencies: Knowledge of administration and business administration. Knowledge of Public sector policies. Knowledge of procurement systems, PFMA, PSA regulations and Supply Chain Management. Excellent communications skills. Analytical ability.

KPA's: Conduct records and document management both manually and electronically. Be responsible for variety of administration duties related to provisioning services. Monitor and manage provisioning process at operational level. Supervise staff. Provide logistic support functions such as transport administration, travel and accommodation arrangements of officials for the Office. Monitor budget expenditure patterns as well as monthly projections for the Local Service Office. Monitor submissions, memorandums and orders. Supervise the ordering of stationery, office supplier, courier services and deliveries.

N.B preference will be given to persons with disabilities.

STATE ACCOUNTANT: SALARIES

Salary Range: R 211 194 – R 248 781 (Level 7)

(Ref. DSD 17/01//2017) –Provincial Office

Minimum Requirements: B. Degree/National Diploma in Accounting/Auditing/ equivalent qualification plus 2 year relevant experience in Salary Administration **OR** Grade 12 with a minimum of ten (10) years' experience in Salary Administration. Computer and sound analytical skills. A valid driver's license will be an added advantage

Competencies: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Proven knowledge of Persal and BAS

Key Performance Areas: Clear Persal exceptions on BAS and reconcile Persal/BAS expenditure. Clear and reconcile salary related suspense Accounts. Collect and distribute salary reports and salary advices. Implement employee deductions and process salary claims. Maintain proper filling of documentation. Provide support and guidance related to salaries to the entire Department.

NB Preference will be given to persons with disabilities.

STATE ACCOUNTANT: INTERNAL CONTROL (PRE-AUDIT)

Salary Range: R 211 194 – R 248 781 (Level 7)

(Ref. DSD 18/01//2017) –Provincial Office

Minimum requirements: B.Degree/National Diploma with Auditing/Internal Auditing as a major subject or equivalent qualification plus 2 years practical experience in the Internal Control/Auditing environment **OR** Grade 12 with ten years (10) relevant experience. A valid code 8 driver's license will be an added advantage. Excellent Computer Literacy skills in Ms Office Applications (Excel, Word, PowerPoint, Visio etc)

Competencies: Good understanding of the government policies, financial prescripts etc. Good Internal Control skills. Presentation and Liaison skills. Personal credibility/ethics. Communication skills both verbal and written.

KPA's: Ensure that the Department adheres to sound corporate governance principles. Ensure that the Department complies with all Government regulations and satisfies all Legislative oversight requirements. Identify risks and development of the Risk Management Plan. Analyse, review and correct internal control Gaps. Share knowledge of internal control. Liaise with Internal Audit. Liaise with the Office of the Auditor General. Develop internal control strategy and plan. Assist in effecting the execution phase of internal control assignments. Identify possible fraud cases during the execution phase of regular review. Provision of training in the Internal Control matters. Provision of monthly reports.

N.B preference will be given to persons with disabilities.

SOCIAL WORKER x 2: SARAH BAARTMAN

Salary Range: R 211 263 – R 244 908 (SW A-A4)

Baviaans Local Service(Ref. DSD 19/01//2017): Steytlerville (2) ,

NB: The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience.

Minimum Requirements: Degree in Social Work, registration with the South African Council for Social Service Profession as a Social Worker. A valid code 8 driver's license. Computer literacy.

Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behavior and social systems and skills to intervene at the points where people interact with their environments in order to promote social well – being. Ability and competence to assist, develop, advocate for, and empower individuals, familiar, groups, organizations and communities to enhance their social functioning and their problem – solving capabilities. Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Ability to mentor and coach Social Auxiliary Workers

KPA's: Render a social work service with regard with to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Support Social Auxiliary Workers and Volunteers. Keep up to date with new developments.

N.B preference will be given to persons with disabilities.

SOCIAL WORKER x 1 (Probation Services)

Salary Range: R 211 263 – R 244 908 (SW A-A4)

(Ref. DSD 20/01//2017) –Sarah Baartman: Makana Local Service

NB: The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience.

Requirements: A recognized qualification in Social Work. Registration with the South African Council for Social Service Profession as a Social Worker. A valid code 08 driver's license. Computer literacy

Competencies: Demonstrate expertise in Probation Services. Demonstrate a coherent and critical understanding of and the ability to apply social work values and principles of human rights and social justice in Probation Services. Demonstrate competency in the identification and critical analysis of social work related problems and issues in Probation Services. Critically analyze and evaluate the outcomes of social work intervention strategies, techniques and processes. Knowledge of the Probation Services Act, 116 of 1991, amended by section 35 of 2002, Child Justice Act, 75 of 2008 and any other pieces of legislation relevant to Probation Services

Key Performance Areas: Rendering of advocacy and educational programmes to individuals, families, groups and communities. Provision of expert assessment regarding the needs, risks and resilience of offenders and victims to assist courts on individualized interventions and sentencing options. Acting as an expert witness in court regarding the appropriate sentencing of children and adults. Reintegration of children who have been discharged from Child and Youth Care Centres. Provision of Home-Based supervision of children placed under an appropriate adult. Challenging of offending behavior and helping offenders to realize the impact of their behavior on themselves, families, the community and their victims. Compiling of reports on the compliance and non-compliance of the persons placed under the supervision of Probation Officers. Facilitation of diversion and restorative justice processes. Care , support, referral to and provision of mediation in respect of victims of crime, and any service under the Probation Services Act 116 of 1991, amended by section 35 of 2002. **N.B preference will be given to persons with disabilities.**

COMMUNITY DEVELOPMENT PRACTITIONER GR 1 (1)

Salary Range: R 178 512 – R 206 946 (CD-B1)

(Ref. DSD 21/01//2017) –Joe Gqabi: Elundini Local Service- Maclear

NB: The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience.

Minimum Requirements: Degree in Social Sciences with Developmental Economics/National Diploma in Development Studies/Community Development/Social and other related studies. Computer literacy will be an added advantage. A valid code 8 driver's license

Competencies: Theoretical understanding and practical experience/exposure to community Development issues. Demonstrate a facilitative approach to motivate constructive participation in programme development and implementation. Ability to document and report on programmes and projects according to required format. Communication and interpersonal skills, organizing and planning skills

KPA's: Facilitate awareness campaigns on community development programmes. Mobilise local community into Integrated Development Structures. Facilitate community Development initiatives in each local Municipality. Facilitate the development of community profiles utilizing contextualized Participatory Development Methodologies. Facilitate the development and alignment and utilization of resources from various Departments towards the implementation of Integrated Development Plans in each local Municipality. Assess application for funding to the Department by community organizations. Monitor, evaluate and render support service funded programmes/ Projects.

N.B preference will be given to persons with disabilities.

CHILD AND YOUTH CARE TEAM LEADER GR 1

Salary Range: R 128 964 – R 145 152 (CYC-A5)

(Ref. DSD 22/01//2017) –Chris Hani: Gali Thembani Child & Youth Care Centre

Minimum Requirements: Appropriate NQF Level 4/Grade 12 OR equivalent qualification with a minimum of 7 years' appropriate experience in Child and Youth Care Worker after obtaining the required qualification. Valid driver's licence.

Competencies: Understanding rules and procedures of the care centre. Knowledge of relevant policies and mandates. Good communication (both verbal and written). Ability to intervene and resolve conflict.

KPA's: Serve as team leader for child and youth care workers during a shift. Supervise staff. Undertake inspection during a shift and report incidents and problems identified. Perform administrative work relevant to the job. Assist with care of children as the need arise.

N.B preference will be given to persons with disabilities.

CHILD AND YOUTH CARE WORKER GR 1 (4) NELSON MANDELA

Salary Range: R 115 608 – R 128 964 (CYC-A1)

(Ref. DSD 22.1/01//2017) –Enkuselekweni Secure Centre (1)

(Ref. DSD 22.2/01//2017 Erica Place of Safety (3)

NB: The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience.

Minimum Requirements: Gade12 plus Basic Qualification in Child and Youth Care Certificate or Certificate in Social Auxiliary Work • Computer literacy.

Competencies: Good Communication. Ability to intervene and resolve conflict. Problem solving. Ability to work with children.

KPA's: Establish trusting and meaningful one-to-one relationships with children, youth and their families. Implement strategies such as planned daily activities, coordinated treatment interventions,

structured environments, and organized recreational and social activities. Help individuals and families identify personal strengths and resources for positive change. Help develop and implement individual and group treatment programs. Respond effectively to acts of aggression and depressive, destructive or self-injurious behaviours Act as a resource for individuals and their families. Engage in behaviour management, safety and security programming for young people in the centre. Perform administrative work relevant to the job

N.B preference will be given to persons with disabilities.

ASSISTANT COMMUNITY DEVELOPMENT PRACTITIONER GR 1 x2

Salary Range: R 115 608 – R 128 964 (CD-A1)

(Ref. DSD 23/01//2017) –Mnquma Local Service (Butterworth)

(Ref. DSD 23.1/01//2017) –Buffalo City Metro: East London

NB: The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience.

Minimum Requirements: A Senior Certificate or equivalent certificate.) A valid code 8 driver's license.

Competencies: Interpersonal skills/the ability to interact with people and community structures Compassion for those in need and the vulnerable/understanding of social dynamics of communities and basic knowledge of community development. Passion in community development. Willingness to learn. Communication skills. Knowledge of local language and culture. Competencies: Proficiency in computers and inventories would be an added advantage • Planning and organising skills.

KPA's: Perform community and household profiling. Assist communities in accessing services offered by Government Departments. Attend community meetings and Imbizo to collect information on community needs and provide the required support in integrated planning Assist with maintenance and support to funded community.

N.B preference will be given to persons with disabilities.

CLOSING DATE: 10 FEBRUARY 2017

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED.

TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit

Applications can be forwarded through one of the following options:

DEPARTMENT OF SOCIAL DEVELOPMENT

Applications can be forwarded to the following District:

HEAD OFFICE: Hand Delivery: HR Beacon Hill Office Park, corner of Hargreaves Road and Hockey Close, King William's Town, for the attention of Mr. Mapuza or Post to The Head of Department: Social Development, Private Bag X0039, Bhisho, 5605 Enquiries can be directed to Ms B Nxusani at 043 605-5103 /5104 or Ms A. Bongco 043 605-5115.

Alfred Nzo: The District Director, Department of Social Development, Private Bag X 401, Mnt Ayliff, 4735 or hand deliver at Room 7 Mt Ayliff Counseling Centre, Garane Street for the attention of Ms L. Gawula. Enquiries may be directed to **Ms L. Gawula** at **039 – 2540900**

Amathole: The District Director, Department of Social Development, Private Bag X 9066, East London, 5200, or hand delivered at SA Eagle House, No. 58 Terminus Street, East London for the attention of Ms Z. Habe. Enquiries may be directed to Ms Z. Habe at 0437116626

Buffalo City Metro: The District Director, Department of Social Development, Private Bag X9066, East London 5200, or hand deliver at Ideal Homes Building, No 170 Oxford Street, East London, for the attention of Ms P. Kula Enquiries may be directed to Mr M. Yonana at 043 705-5650 / Ms P. Kula 043 705-5638.

Chris Hani: The District Director, Department of Social Development, Private Bag X7191, Queenstown 5320 or hand deliver at Pandarosa Building, 54 Ebden Street, Queenstown, for the attention of Ms N Mzinjana. **Enquiries may be directed to Ms Mzinjana at (045) 808-3709**

Joe Gqabi: The District Director, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at Aliwal North Spar Hotel, Dan-Pienaar Street, Aliwal North Enquiries may be directed to Mr A.J. Leeuskieter at 051 633-1609.

Nelson Mandela Metro: The District Director, Department of Social Development, Private bag X 3906 North End 5056 or hand delivered at Room 208, Ibhayi Bulding, Straundale Road Enquiries may be directed to Ms L. Thompson 041 406-5750

Sarah Baartman: The District Director, Department of Social Development, Private Bag X 1008, Grahamstown, 6139, or hand delivered at Room 11, 2nd floor, Corner African and Hill Street, Old SABC Building, Grahamstown Enquiries may be directed to Ms K. Ma-awu at 046 636-1484:

O.R. Tambo: The District Director, Department, Department of Social Development, Private Bag X 6000, Umtata, 5099 or hand delivered to at Room No 1045, 10th floor Botha Sigcau Building, for the attention of Mrs Msiwa. Enquiries may be directed to **Mrs Mabongo** at 047 - 5312504.

Note: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competency assessments. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply.