

## DEPARTMENT OF SOCIAL DEVELOPMENT

### **DIRECTOR: INTERNAL AUDIT**

**Salary Range: R 948 174.00 (Level 13)**

**(Ref DSD 01/09/2017) – Provincial Office**

**Minimum Requirements:** An appropriate Bachelor's Degree OR equivalent qualification in Internal Auditing (NQF 7) with a minimum of (10) Ten years practical experience of which five (5) must be at a middle management experience in an internal audit field. Post graduate qualification will be an added advantage. Possession of either one or more professional certificate: Certified Internal Audit (CIA), Certified Government Auditing Profession (CGAP) and Certification in Control Self-Assessment (CCSA) will also an added advantage. Computer Literacy. A valid code 8 driver's license

**Competencies:** Core SMS management competencies including: Programme and project management, Strategic capability and leadership, Financial Management, Change Management, Knowledge Management, Service Delivery Innovations, Problem Solving and analysis, People Management and Empowerment, Client Orientation and Customer Care, Communication, Honesty and Integrity. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Employment Equity, Skills Development and Labour Relations Acts. Knowledge of International Standards for the Professional Practice on the Internal Auditing, Enterprise Risk Management Framework.

**KPA'S:** Evaluate the Internal Control Systems, risk management and governance processes of the Department. Plan allocated audits, develop audit programme, execute the audit bases on audit programme, gather relevant data, document all findings raised and provide supporting evidence, compile audit reports and discuss it with the clients • Supervise the audit teams throughout the audit engagements. Conduct audits in compliance with the International Standards for Professional Practice on Internal Auditing • Ensure that follow up audits are done to determine whether all agreed rectification plans have been implemented. Conduct ad – hoc audits as requested. **N.B preference will be given to persons with disabilities**

### **DIRECTOR: EMPLOYEE RELATIONS AND HEALTH & WELLNESS PROGRAMMES**

**(Re-advertisement)**

**Salary Range: R 948 174 (Level 13)**

**(Ref DSD 02/09/2017) – Provincial Office**

**Minimum Requirements:** A Bachelor's Degree in Labour Law /equivalent qualification (NQF 7). An understanding of SA Government policies, procedures and processes. 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.

**Key Performance Areas:** 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. **N.B preference will be given to a Coloured female with disabilities.**

## **DEPUTY DIRECTOR: HUMAN RESOURCES INFORMATION SYSTEMS AND PERSAL**

**Salary Range: R 657 558.00 (Level 11)**

**(Ref DSD 03/09/2017) – Provincial Office**

**Minimum Requirements:** A Bachelor's Degree/National Diploma in Human Resource Management/Public Administration/ in Information system or any other relevant qualification with ten years working experience in Human Resource Information Systems of which three years must be experience at an Assistant Manager level in the relevant field.. Knowledge of PERSAL system Copy of PERSAL course(s) must be attached. A valid driver's licence is essential.

**Competencies:** Analytical and problem solving skills. Planning,organizing and document management skills. Innovant on creativity and continuous learning, client focus, people management. Report writing and advanced computer knowledge. Knowledge of Human Resource Information Systems (HRIS) practices and procedures. Ability to review, analyse and evaluate HR business system and user needs.

**Key Performance Areas:** Manage the Sub – directorate responsible for providing human resource and salary information that enables the effective and efficient management of Departmental human resources. Develop and implement an integrated human resource information system for the department. Ensure an effective PERSAL management infrastructure enabling: (a) Oversight of the implementation and maintenance of human resource management and salary administration audit and control measures (b) The provision on guidance to PERSAL Controllers (Personnel and Salaries) and information requirements. (c) The extraction of management information/data from PERSAL for monitoring and reporting purposes (d) Support for human resource business processes (e) Ensuring correct interface between BAS and PERSAL in terms of the approved structure. Establish a well trained PERSAL user group. Establish comprehensive guidelines and processes in the line with human resource and finance policies. Provide strategic advice to management regarding PERSAL information as well as appropriate HRIS for the Department.

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

## **DEPUTY DIRECTOR: INFORMATION AND KNOWLEDGE MANAGEMENT (Re – advertisement)**

**Salary Range: R 657 558.00 per annum (Level 11)**

**Provincial Office (Ref DSD 04/09/2017)**

**Minimum Requirements:** B. Degree/National Diploma in Computer Science / Information Technology / Information and Knowledge Management coupled ten (10) years relevant experience of which three (3) years must at the level of an Assistant Director in the relevant field. Proven working experience in Knowledge Management or Proven working experience in Electronic Document Management Systems and tools is compulsory. Proven working knowledge of MS SQL is compulsory. Proven working knowledge of Web Development tools is compulsory. Experience with Microsoft SharePoint, Power BI or other Business Intelligence tools is preferred. Valid Driver's License (code 08) is compulsory. A minimum of three (3) years' experience in knowledge or information management. A minimum of three (3) years' experience in developing knowledge management or electronic records management systems. A minimum of three (3) years' experience in web application development. A minimum of three (3) years' experience in working with SQL 2012/later

**Competencies:** Working knowledge of knowledge and information management services. Strong working knowledge of knowledge management systems. Database management, information architecture, web application and workflow development. Solid understanding of SQL or Oracle Database systems. Strong Analytical Problem Solving, Leadership, Project Management, Change Management, Presentation and Time Management skills. Strong Communication and Interpersonal Skills, Ability to work in a multi-disciplinary team, results-oriented. Good understanding of PFMA, Treasury regulations, Preferential Procurement Policy, Supply Chain Management Policy, Public Service Act and Regulations, Promotion of Access to Information Act and other relevant legislation.

**Key Performance Areas:** Implement the Department's information and knowledge management policy and strategy. Facilitate the translation of individual knowledge to corporate intellectual capital (Institutional Memory). Develop and implement effective Knowledge Management processes and systems. Create information sharing platforms. Promote KM in the Department by championing specific initiatives. Create a learning environment for the Department. Translate user needs into knowledge management requirements. Conduct case studies and produce meaningful reports. Analyse the data to discover its real meaning or use. Capture and codify knowledge to facilitate its reuse. Involve the knowledge workers and data producers and clean data at its source database. Publish reports on the Intranet through BI Dashboard and other reporting tools. Serve as a resource for organizational change management. Coordinate Departmental Knowledge Management Forum and participate in the Records Management Forum. Manage knowledge management projects. **N.B preference will be given to persons with disabilities**

**CLOSING DATE: 05 OCTOBER 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 [www.ecprov.gov.za](http://www.ecprov.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.ecdsd.gov.za](http://www.ecdsd.gov.za)**

**Enquiries can be directed to Ms B Nxusani at 043 605 5103 OR Ms A. Bongco 043 605 5115.**

**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 / Ms A. Bongco 043 605-5115.

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**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). 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). Preference will be given to persons with disabilities.