



MANAGER: CHIEF OPERATIONS OFFICE

Salary package: R344 052 per annum (all-inclusive package) (Level 11) (Ref. 5314111)

Bhisho

Requirements: • A 3-year degree/diploma in Administration or Senior Certificate/equivalent NQF qualification with at least 3 years' relevant experience in managing administration functions • Sound financial management background and in-depth knowledge of PFMA and Supply Chain Management • Good planning, organisational and decision-making skills • Proven management competencies with specific knowledge of the Social Development work environment • Computer literate • Valid driver's licence • The ideal candidate must be well spoken and highly professional and must have the ability to communicate at various levels both within the organisation and externally • A very strong leader with relevant management experience and document management • Excellent people management skills and ability to handle pressure • Exceptional organisational skills and ability to function within a team.

Duties: • Ensure the smooth running of the Chief Operation Office, collate and co-ordinate documentation as and when required by the Chief Operation Officer • Analyse the budget and expenditure of the chief directorate and alert the Chief Operation Officer to expenditure trends • Accompany the Chief Operation Officer on some major visits to assist with administrative and logistical arrangements.

MANAGER: ICT OPERATIONS

Directorate: Chief Information Office

Salary package: R407 745 per annum (all-inclusive package) (Level 12) (Ref. 5314112)

Bhisho

Requirements: • Matriculation with internationally recognised certifications, such as A+, N+, CCNA or MCSE or tertiary education in ICT/ Electronics • 3 years' managerial experience in the field of LAN and user support • Training in the following areas will be given added advantage: Financial Management, Project Management, Supply Chain Management, Performance Budgeting, Policy Development • A valid driver's licence (Code 08) is compulsory.

Competencies: • Good knowledge of Information Management, Systems and Technology (IMST) planning process for and organisation that includes information plan, system architecture, network architecture and security architecture • Extensive and expert knowledge of ICT user equipment, Microsoft Office Suite, VoIP, converged network, Local Area Network design, including core, distribution and access layer infrastructure, data storage, business continuity practices, cabling standards, information system security and related policies and legislation • Understanding of strategic, annual performance and operational planning • Knowledge of financial planning, expenditure monitoring and financial control • Understanding of Public Finance Management Act (PFMA) • Knowledge of SITA Act and its regulations • Knowledge of Human Resource policies • Sound knowledge of Minimum Interoperability Standards (MIOS) of the Public Service • Extensive knowledge of Minimum Information System Security Standards (MISS) of Government • Knowledge of Promotion of Access to Information Act (PAIA) and Promotion of Administrative Justice Act (PAJA) • Knowledge of Performance Management System in the Public Service • Good knowledge of problem solving • Knowledge of customers/stakeholders.

Duties: • Plan, procure, deploy and maintain all ICT user equipment • Plan, implement and co-ordinate ICT user support • Formalise and co-ordinate the business liaison between SITA and the Department.

MANAGER: YOUTH DEVELOPMENT

Directorate: Community Development

Salary package: R407 745 per annum (all-inclusive package) (Level 12) (Ref. 5314113)

Bhisho

Requirements: • An appropriate Bachelor's degree in Social Science specialising in Community Development, Development Studies or Social Development and other related studies OR an appropriate recognised 3-year Economic Science degree • Appropriate experience with a minimum of 3 years as an Assistant Manager in the field of Community Development • Driver's licence is essential.

Competencies: • Knowledge of theory and practice of Community Development as an intervention strategy • Actively foster leadership and demonstrate leadership skills through coaching, supervised practice and delegation • Knowledge of Youth Development Strategy and Masupa-Tsela Youth Pioneer Programme • Awareness of research needs for programme planning and development • Demonstrate a facilitative approach to motivate constructive participation in programme development or a volunteer in any public or private institution at least for 2 years, will be an added advantage • Computer literate.

Duties: • Programme manage the Youth Development Programme and Masupa-Tsela Youth Pioneer Programme in the province of the Eastern Cape • Monitor, evaluate and report on Youth Development Programme and Masupa-Tsela Youth Pioneer Programme in line with the Department of Social Development's Operational Plans.

ADMIN CLERK (3 POSTS)

District: Cacadu

Salary notch: R76 194 – R89 346 per annum (Level 5) (Ref. 5314114)

• *Grahamstown Service Office • Port Alfred Service Office • Alexandria Service Office*

Requirements: • National Diploma in Office Administration or equivalent qualification from an accredited institution plus 1 year's minimum work experience in administration • Working knowledge of MS Office • Knowledge of procurement systems, PFMA, PSA and related public regulations and supply chain management imperatives (PPFFA and BBEE) • Extensive computer literacy • Excellent communication skills and analytical ability.

Competencies: • Knowledge of general administration in Public Service • Good understanding of procurement to pay operations • Good communication skills.

Duties: • Conduct records and document management both manually and in advanced computer systems • Procure and provide goods and services for the service office • Arrange and co-ordinate meetings, workshops, seminars and brainstorming sessions with relevant stakeholders • Monitor and track submissions/memorandums of tenders and orders • Provide logistic support functions, such as transport administration and monitor budget expenditure patterns and monthly projections for the unit.

PROVISIONING ADMIN CLERK

District: Cacadu

Salary notch: R76 194 – R89 346 per annum (Level 5) (Ref. 5314115)

Grahamstown Service Office

Requirements: • Senior Certificate (Grade 12)/3-year tertiary qualification from an accredited institution plus 2 years' relevant experience • Knowledge of public sector policies • Knowledge of procurement systems, PFMA, PSA and supply chain management imperatives (PPFFA and BBEE) • Communication skills (verbal and written) • Extensive computer literacy • Knowledge of MIS will be an added advantage.

Duties: • Conduct record and document management, both manually and with advanced computer systems • Procure and provide goods for the service office • Arrange and co-ordinate meetings, workshops, seminars, etc with officials and/or relevant stakeholders • Provide logistic support functions, such as transport administration and monitor budget expenditure patterns and monthly projections for the office.

ACCOUNTING CLERK

District: Cacadu

Salary notch: R76 194 – R89 346 per annum (Level 5) (Ref. 5314116)

Grahamstown Area Office

Requirements: • Senior Certificate (Grade 12) or equivalent qualification with Accounting/Finance as a passed subject • Knowledge of PFMA and Treasury Regulations • Knowledge of Microsoft Office • Knowledge of BAS and PERSAL systems will be an added advantage.

Duties: • Obtain and arrange invoices for payment • Match invoices with GRVs • Properly file documentation for audit purposes (record keeping) • Check all payment transactions for current status • Budget compilation and cash flow management.

RECEPTIONIST

District: Cacadu

Salary notch: R76 194 – R89 346 per annum (Level 5) (Ref. 5314117)

Grahamstown Service Office

Requirements: • Senior Certificate (Grade 12) or equivalent with 2 years' experience as a receptionist • Computer literacy • Communication and interpersonal skills.

Duties: • Attend and give direction to all visitors • Take messages for staff when not available to attend to calls.

AREA MANAGER

District: Cacadu

Salary package: R407 745 per annum (all-inclusive) (Level 12) (Ref. 5314118)

Humansdorp Area Office

Requirements: • An appropriate Social Work degree/Social Science/diploma or equivalent qualification • A postgraduate degree will be an added advantage • Knowledge of Public Administration and Public Service legislation • Knowledge of and experience in Social Development core business will be an added advantage • Code 08 driver's licence • Computer literacy.

Duties: Responsible for the overall management and control of the area including: • Rendering developmental welfare services • Community facilitation and support (ie poverty and HIV/AIDS) • Developing and implementing monitoring and evaluation systems for the programmes • Consolidating programme reports • Analysing and reporting emerging trends.

PERSONNEL OFFICER

District: Cacadu

Salary notch: R76 194 – R88 464 per annum (Level 5) (Ref. 5314119)

Humansdorp Area Office

Requirements: • A 3-year qualification in Human Resources or equivalent with relevant experience in Human Resource or Grade 12/Senior Certificate with relevant experience in Human Resource issues • Broad knowledge of Human Resource practices • An understanding of the Public Service policies, rules and regulations • Knowledge of the PERSAL system • Ability to work independently • Communication skills (verbal and written) • Computer literacy.

Duties: • Render support in human resource and provisioning processes • Render all PERSAL functions with respect to establishment matters • Provide support to relevant offices with regard to PERSAL and establishment matters • Handle transfers, terminations, leave and all human resource queries within the area • Provide support and advice on human resource issues.

PROVISIONING ADMIN CLERK

District: Cacadu

Salary notch: R76 194 - R88 464 per annum (Level 5) (Ref. 53141110)

Humansdorp Area Office

Requirements: • Senior Certificate (Grade 12)/3-year tertiary qualification from an accredited institution plus 2 years' relevant experience • Knowledge of public sector policies • Knowledge of procurement systems, PFMA, PSA and supply chain management imperatives (PPFFA and BBEE) • Communication skills (verbal and written) • Extensive computer literacy • Knowledge of MIS will be an added advantage.

Duties: • Conduct record and document management, both manually and with advanced computer systems • Procure and provide goods for the service office • Arrange and co-ordinate meetings, workshops, seminars, etc with officials and/or relevant stakeholders • Provide logistic support functions, such as transport administration and monitor budget expenditure patterns and monthly projections for the office.

SECRETARY

District: Cacadu

Salary notch: R76 194 – R88 464 per annum (Level 5) (Ref. 53141111)

Humansdorp Area Office

Requirements: • A secretarial diploma with Typing as a major subject or Senior Certificate or equivalent • Ability to work under pressure and willingness to work extended hours • Sound communication, interpersonal relations and telephone etiquette • Computer literate with excellent understanding and application of Windows, MS Word, Excel, Outlook and PowerPoint programmes.

Duties: • Ensure the smooth running of the area office • Answer and screen telephone calls • Type/compile memorandum and presentations • Execute office and general administrative duties • Manage electronic document tracking system • Acknowledge receipt of documents • Assist with filing system • Maintain the diary and manager appointments • Record and issue minutes • Arrange meetings, conferences and workshops with relevant stakeholders, including private sector representatives upon request • Make all transport arrangements for conferences, courses and meetings away from office • Ensure and maintain travel and subsistence claims for the Area Manager.

MANAGER: SUSTAINABLE LIVELIHOODS

Directorate: Community Development

Salary package: R407 745 per annum (all-inclusive) (Level 12) (Ref. 53141112)

Bhisho

Requirements: • An appropriate and recognised Bachelor's degree in Social Work or a Social Sciences degree specialising in Community Development • Qualification in Development Studies will also be considered • A minimum of 3 years' experience in a junior management position in the social development sector especially in community development • Computer literacy • A Code 08/EB driver's licence.

Competencies: • Knowledge of theory and practice of Community Development • Knowledge of the concepts of sustainable livelihoods and sustainable development • An understanding of issues relating to poverty and interventions to eradicate poverty • High level of skills in financial and human resources planning and management • Familiarity with provincial and national planning frameworks • Project management

Key personal qualities: • Sensitivity to gender issues • Self-driven • Ability to work under pressure • Good communicator • Ability to build a team.

Duties: • Programme and project management • Financial management • Monitoring and evaluation • Provide guidance and support to district and area offices • Use researched information as the basis for the design and development of plans and programme.

MANAGER: OFFICE OF THE HEAD OF DEPARTMENT

Salary package: R344 052 per annum (all-inclusive) (Level 11) (Ref. 53141113)

Bhisho

Requirements: • An appropriate 3-year tertiary qualification and/or extensive experience of at least 3 years as an Executive Personal Assistant or similar position preferably within the public sector, with proven relevant high level office secretarial support and management experience • Good communication skills (verbal and written) and advanced computer literacy • Specific knowledge of document archiving, office management and administrative processes • Proven administrative and organisational skills will be strong recommendations • Ability to maintain sound interpersonal relations • Knowledge of administrative procedures applicable to the Public Service • Willingness to travel and work long and overtime hours when required to do so • Knowledge of financial administration • Ability to maintain confidentiality • Code 08 driver's licence.

Duties: • Provide administrative, secretarial, office organisational and logistical support to the Head of the Department • Maintain and establish efficient administrative systems for co-ordinating work, including all information interfaces • Manage the office of the Head of the Department, including but not limited to itineraries, travel arrangements, co-ordinating relevant functions, workshops, meetings and arranging meetings, generation and distribution of documents • Deal with all applicable filing • Handle relevant correspondence (independently and upon instruction) • Organise and plan meetings with Branch Heads and with other Government Departments and agencies in line with Government Cluster requirements • Co-ordinate and expedite follow-up work as may be required • Draft and/co-ordinate responses to some of the correspondence addressed to the Head of Department • Notify Head of Department on pertinent organisational and administrative issues • Handle the budget by monitoring and comparing the expenditure • Advise the Managers in the Branch on correct and timely responses to any matters expected to be actioned • Conduct follow-ups of work for the office of the Head of the Department • Support the Head of Department with regard to Human Resources Management and Translation process issues (co-ordinating performance agreements, evaluations and reviews) • Act as Secretariat in strategic meetings upon instruction.

The Department of Social Development is an equal opportunity, affirmative action employer.

Applications must be submitted on a Z83 form, obtainable from any Public Service department and must be accompanied by a comprehensive CV and certified copy of Identity Document and qualifications. Candidates for more than one post must indicate the reference/centre of the post, he/she is applying for and fill in a separate application form for each post, if applying for more than one post. No faxed applications will be accepted.

Please forward your application, quoting the relevant reference number, to the following centres:

Bhisho: The Head of Department, Department of Social Development, Private Bag X0039, Bhisho 5605 or hand deliver at Human Resources, Ground Floor, Phalo House, Bhisho, for the attention of Ms N Dwadwa. Enquiries may be directed to Ms N Dwadwa at (040) 608-9020.

Cacadu: The District Co-ordinator, Department of Social Development, Private Bag X1008, Grahamstown 6140, or hand deliver at the Old SABC Building, cnr African and Hill Streets, for the attention of Ms C Williams. Enquiries may be directed to Ms C Williams at (046) 636-1484.

Closing date: 5 December 2008.

