

## 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:  
 Senior Legal Administration Officer- [e-recruit.SLO@dsd.gov.za](mailto:e-recruit.SLO@dsd.gov.za)  
 Social Work Policy Manager Grade 1- [e-recruit.SWPM@dsd.gov.za](mailto:e-recruit.SWPM@dsd.gov.za)  
 Legal Administration Officer- [e-recruit.LAM@dsd.gov.za](mailto:e-recruit.LAM@dsd.gov.za)  
 Social Work Policy Developer- [e-recruit.SWPW@dsd.gov.za](mailto:e-recruit.SWPW@dsd.gov.za)  
 Registry Clerk- [e-recruit.RC@dsd.gov.za](mailto:e-recruit.RC@dsd.gov.za)  
 Driver/Messenger- [e-recruit.D/M@dsd.gov.za](mailto:e-recruit.D/M@dsd.gov.za)  
 Food Aide- [e-recruit.FA@dsd.gov.za](mailto:e-recruit.FA@dsd.gov.za)
- FOR ATTENTION** : Mr S Boshelo
- CLOSING DATE** : 13 June 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, applicant must submit separate applications for each position. Short listed 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 short listed 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 Ms P. Sebatjane. 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 18/91** : **SOCIAL WORK POLICY MANAGER GRADE 1: CHILD EXPLOITATION REF NO: G1/A/2025**  
 Directorate: Child Protection
- SALARY** : R970 686 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.
- CENTRE** : HSRC Building, Pretoria
- REQUIREMENTS** : An appropriate recognised Bachelor's Degree in Social Work or equivalent qualification. Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker plus ten (10) years' appropriate experience in social work after registration as Social Worker with the SACSSP of which five (5) years must be appropriate experience in social work policy development. Knowledge of child care and protection legislation, sexual offences

		and related matters Acts and child protection policies, child exploitation, online safety, provision of therapeutic services and psychosocial services. Willingness to travel. Competencies needed: Programme development, Project management skills. Planning and organising skills. Networking skills. Communication (written and verbal) skills. Professional counselling skills. Policy analysis and development skills. Financial management skills. Presentation and facilitation skills. Report writing. Monitoring and evaluation skills. People management skills. Ability to compile complex reports. Attributes: Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Friendly and trustworthy. Integrity.
<b><u>DUTIES</u></b>	:	Develop/facilitate the development, review, amendment and implementation of legislation, programmes on child exploitation and online safety. Manage a social work policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilization of human resources. Consult and liaise with stakeholders, including Cabinet, Parliament and Clusters. Keep up to date with new developments in the social work and management fields. Plan and ensure that child exploitation and online safety programme, policy research and development are undertaken. Perform and/or ensure that all the administrative functions required in the unit are performed.
<b><u>ENQUIRIES</u></b>	:	Ms Neliswa Cekiso Tel No: (012) 312-7989/7609
<b><u>POST 18/92</u></b>	:	<b><u>SENIOR LEGAL ADMINISTRATION OFFICER-MR 6 REF NO: G1/B/2025 (X2 POSTS)</u></b> Chief Directorate: Legal Services
<b><u>SALARY</u></b>	:	R586 956 per annum
<b><u>CENTRE</u></b>	:	Pretoria, HSRC Building
<b><u>REQUIREMENTS</u></b>	:	An LLB Degree PLUS at least eight (8) years appropriate post qualification legal experience. Knowledge of and ability to manage litigations, draft legal documents and advise juniors on motivating the cases. Ability to draft legislation and subordinate legislation. Knowledge and ability to draft and vet contracts. Ability to interview and advise clients regarding legislative matters. Mentorship and supervisory experience. Competencies needed: Client orientation and customer focus skills. Quality and Cost efficient. Culturally diverse. Research skills. Report writing skills. People management skills. Interpersonal relations skills. Communication (written, verbal and presentation) skills. Facilitation skills. Computer literacy. Attributes: Ability to work under pressure. Ability to work independently and as part of a team. Adaptability. Confident. Compliant. Self-starter. Accurate. Diplomatic.
<b><u>DUTIES</u></b>	:	Provide legal advice and prepare legal documents for the Minister and the Department. Provide legal advice to the provinces. Liaise with the state attorney regarding court cases and draft documents in that regard. Draft, vet and review contracts and agreements. Drafting and vetting of legislation including subordinate legislation.
<b><u>ENQUIRIES</u></b>	:	Mr Luyanda Motshotshisa Tel No: (012) 312-7214
<b><u>POST 18/93</u></b>	:	<b><u>SOCIAL WORK POLICY DEVELOPER GRADE 1 REF NO: G1/C/2025</u></b> Directorate: Adoptions and International Services
<b><u>SALARY</u></b>	:	R453 201.per annum
<b><u>CENTRE</u></b>	:	HSRC Building, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised Bachelor's Degree in Social Work or equivalent qualification. Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker plus eight (8) years' appropriate experience in social work after registration as Social Worker with the SACSSP. Knowledge of the relevant Public Service legislation. Knowledge of child care and protection legislative framework and policies. Competencies needed: Project management skills. Planning and organizing skills. Networking skills. Coordination skills. Communication (verbal and written) skills. Professional counselling skills. Policy Analysis and development skills. Financial Management skills. Presentation skills. Monitoring and evaluation skills. People management skills. Ability to compile complex reports. Attributes: Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Compliant. Assertive.
<b><u>DUTIES</u></b>	:	Assist in developing, implementing, and maintaining social work policies and guidelines pertaining to adoptions. Coordinate intercountry adoptions and respond to intercountry adoption enquiries received from foreign countries and nationally. Evaluate every intercountry adoption and issue Certificate of Conformity. Verify adoption orders issued in foreign countries by liaising with foreign countries that granted the adoption and issue declaration letters. Ensure the facilitation of family/related intercountry adoption. Accredite the adoption service providers by coordinating with the provinces on the preliminary assessment of the applications for accreditation, accrediting the child protection organisations and social workers in private practice, monitoring, and evaluation of Adoption Service Providers. Manage the implementation of working agreements on intercountry adoptions by providing support and guidance to child protection organisations rendering intercountry adoption services and receiving and reading of post adoption reports received from foreign countries. Keep up to date with new developments in the social work field pertaining to adoptions. Perform administrative functions required in the unit.
<b><u>ENQUIRIES</u></b>	:	Dr Tebogo Mabe Tel No: (012) 312-7144/3

<b><u>POST 18/94</u></b>	:	<b><u>LEGAL ADMINISTRATION OFFICER GRADE 3 REF NO: G1/D/2025 (X3 POSTS)</u></b> Chief Directorate: Legal Services
<b><u>SALARY</u></b>	:	R324 579 per annum
<b><u>CENTRE</u></b>	:	HSRC Building, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An LLB Degree PLUS at least two (2) years appropriate post qualification legal experience. Knowledge of Public Service Legislative Framework. Knowledge of litigation processes and drafting of contracts, Constitutional law, law of evidence, civil procedure, criminal law and interpretation of statutes, legislative drafting and legislative drafting processes. Competencies needed: Public relation skills. Interpersonal skills. Legal research Skills. Computer literacy. Communication skills (written, verbal and liaison). Client orientation and customer focus skills. Diplomacy skills. Analytical skills. Monitoring and evaluation skills. Problem solving skills. Project management skills. Planning and organising skills. Presentation skills. Attributes: Ability to work under pressure. Ability to work in a team and independently. Ability to cope with a high workload. Disciplined. Assertiveness. Innovative and creative. Diplomacy.
<b><u>DUTIES</u></b>	:	Draft, vet and amend contracts and international agreements. Assist in providing legal advice to the Department. Assist in liaison with the State Attorney regarding court cases and litigation in general and draft documents in that regard. Assist with the drafting, vetting and reviewing of contracts and agreements. Assist with the drafting of legislation including subordinate legislation.
<b><u>ENQUIRIES</u></b>	:	Mr Azwifarwi Ramatshimbila Tel No: (012) 312 7404