



social development

Department:
Social Development
REPUBLIC OF SOUTH AFRICA

S4/2/2
DEPARTMENT OF SOCIAL DEVELOPMENT
Private Bag X 901
Pretoria
0001

09 January 2015

TO ALL STAFF MEMBERS

VACANCY CIRCULAR MINUTE NO. A1 OF 2015

- POST A** : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT**
Directorate: Information Management
- BASIC SALARY** : R270 804 per annum
- CENTRE** : Pretoria, HSRC Building
- REQUIREMENTS** : An appropriate Bachelor's Degree in Information Studies/ Information Management or equivalent qualification PLUS credible appropriate experience. Certificate in Records Management will be an added advantage. Specialist knowledge of records management practices. Knowledge of the public service environment. Knowledge of information management. Understanding of Electronic Document Management System. Knowledge of relevant standards as well as the statutory and regulatory framework within the records management environment (National Archives Records Service Act and Regulations and Promotion of Access to Information Act). Basic knowledge of financial management.

Competencies needed:

Communication (written and verbal) skills. Planning and time management skills. Influential. People management and empowerment skills. Project management skills. Basic understanding of business systems analysis and process mapping.

Attributes:

Professionalism. Flexibility. Patient. Teamwork. Innovative and creative. Confident. Disciplined. Positive. Friendly.

DUTIES

Review, maintain and implement the file plan for the Department. Conduct regular inspections and advocacy on records to ensure that sound Records Management practices are followed. Ensure that classified records (records with a security classification) are managed and maintained according to the MISS document. Coordinate the transfer of records to archival or off-site institution. Implement a systematic records disposal programme. Assist with

the review and implementation of records management policy and procedure manual. Liaise with National Archives on all matters related to Records Management. Manage service level agreements with external service providers.

ENQUIRIES : Mr M Machubeng, Tel: 012 312 7839

POST B : **SUPPLY CHAIN CLERK (BID OFFICE)**
Directorate: Supply Chain Management

BASIC SALARY : R123 738 per annum

CENTRE : Pretoria, HSRC Building

REQUIREMENTS : A Grade 12 certificate or equivalent qualification. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge of work procedures in terms of the working environment. Basic knowledge and understanding of the legislative framework governing the Public Service.

Competencies needed

Computer skills. Planning and organising skills. Communication (written, verbal and liaison) skills. Customer care skills. Problem-solving skills. Interpersonal relationship skills.

Personal attributes

Accurate. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Confidentiality. Self-starter. Customer focused. Adaptive.

KEY RESPONSIBILITIES: Administer bid invitation, evaluation and adjudication. Provide administrative support to the Bids Evaluation and Bid Adjudication Committee as well as in the Directorate. Maintain a filing system for contracts. Capture all awarded contracts on the database. Compile and submit monthly bid reports. Inform unsuccessful suppliers of the outcome of bids.

ENQUIRIES : Mr K Watson
Tel: (012) 312-7566

CLOSING DATE : 30 January 2015

Directions to candidates:

- (a) Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications and identity document must accompany your signed application for employment (Z83).
- (b) In the event of hand delivery of applications, applicants must sign an application register book as proof of submission.
- (c) Short listed candidates for SMS posts will be required to undergo competency assessment. The successful candidate will sign an annual performance agreement,

complete a financial disclosure form and will also be required to undergo a security clearance.

- (d) If the candidate is applying for an OSD post, certificates of service must be attached to the CV.
- (e) It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
- (f) Failure to submit the requested documents will result in your application not being considered.
- (g) Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks.
- (h) Correspondence will be limited to shortlisted candidates only.
- (i) 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 Regulations, 2001 (as amended) Part VII/D.
- (j) Applications received after the closing date will not be taken into consideration.
- (k) No faxed or e-mailed applications will be considered.
- (l) If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.
- (m) Candidates requiring additional information regarding these advertised posts may direct their enquiries to the person as indicated above.
- (n) Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Ms E de Waal.

"The Department of Social Development supports persons with disabilities"



DIRECTOR: HUMAN RESOURCE MANAGEMENT

DATE: 12/1/15