



social development

Department:
Social Development
NORTHERN CAPE
REPUBLIC OF SOUTH AFRICA

POST NAME: Manager Community Development Policy (Grade 1- 2) X 1
SERVICE POINT: Provincial Office
REFERENCE: MCDP/PROV/2022/04/26
SALARY RANGE PER ANNUM: R 806 811.00 – R 1 116 831.00 (Salary will be in accordance with OSD Determination)

****Applications must include Certificates of Service for recognition of previous work experience****

REQUIREMENTS AND COMPETENCIES:

- ❖ An appropriate three year Tertiary qualification in Development Studies or Community Development
- ❖ A minimum of 10 years recognizable experience in Community Development after obtaining the required qualification of which 5 years must be appropriate experience in community policy development.
- ❖ Valid drivers' license
- ❖ Expert knowledge on theories and systems, skills, attitudes and values in community development to guide employees on its application.
- ❖ Expert knowledge and in depth understanding of individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions.
- ❖ Ability and competence to develop community development policies and strategies.
- ❖ Ability to influence individuals and groups to participate in their own self-empowerment ventures
- ❖ Ability to undertake complex research
- ❖ Presentation skills
- ❖ Problem solving skills
- ❖ Financial Management
- ❖ Project Management
- ❖ Computer Literacy
- ❖ Communication (written and verbal) skills
- ❖ Staff Management
- ❖ Policy Formulation and implementation

MAJOR JOB FUNCTIONS:

- ❖ Develop/facilitate the development of policies for rendering a community development service
- ❖ Develop programmes and projects to implement the relevant legislation and policies
- ❖ Manage a community development policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilization of human resources.
- ❖ Strategic Management and Coordination of Youth Development Programmes and Activities in the Department
- ❖ Perform and/or ensure that all the administrative functions required in the unit are performed
- ❖ Develop strategic partnerships to enhance the offering of youth development programmes and projects



- ❖ Keep up to date with the new developments in community development and management fields.
- ❖ Plan and ensure that community development policy research is undertaken. Undertake complex community development research
- ❖ Monitoring and Evaluation of Funded Programmes and Districts Support

Enquiries: Mr A. Solomon

Tel. (053) 802 7710 (Provincial Office)

The Northern Cape Social Development is an equal opportunity, affirmative action employer. The Employment Equity Plan of the Department shall inform employment decision. It is the Department's intention to promote equity (race, gender and disability) through filling of the post (s). Women and persons with disability are encouraged to apply.

The post advertised is in line with PHSDSBC Resolution 1 of 2009 – Agreement on implementation of an occupational specific dispensation for Social Service Professions. It is the Department's intention to promote equity through the filling of posts, according to the set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required. **Applications must be submitted on form of new Z83**, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> 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 licence [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). **No faxed or emailed applications will be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short listed candidates ONLY.** 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 the security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probationary period of twelve (12) months, should such a need be identified. **The Department reserves the right not to make appointment(s) to the advertised post(s).**

All applications, quoting the relevant reference number, must be directed to:

**Postal Service:
Registry (Provincial Office)
Department of Social Development
Private Bag 5042
Kimberley
8301**

**Hand delivery to Registry:
Latlhi Mabilo Complex
Barkly Road
Homstead
Kimberley
8301**

Attention: Mr. P Abrahams (Provincial Office)

Publication Date: 24 April 2022

Closing date: 13 May 2022 @ 16h00

Appointment Date: 01 August 2022

If you have not received any correspondence within 6 weeks of the closing date, please assume that your application has been unsuccessful and the process has been concluded.

