

The Gauteng Department of Social Development is one of the largest funders of NPO sector within the province

The MEC for Gauteng Social Development seeks to appoint a centralised, independent evaluations and adjudication panel. This panel will be responsible for considering, evaluating, and adjudicating applications for funding from the NPO sector and make recommendations on funding applications as aligned to the priorities and mandates of the Department.

The appointed panel members will serve for a period of three successive financial years beginning 2024/25. These appointed panel members will also be required to perform independent monitoring and evaluation of funded NPOs periodically during each financial year.

Each Panel will consist of 5 independent panel members, including the Chairperson to consider, evaluate, adjudicate and recommend funding across the following programmes within the Department:

Programme	Sub-Programme	Independent Centralized Panel
Prog 2: Social Welfare Services	<ul style="list-style-type: none"> Services to Older Persons Services to Persons with Disabilities HIV/AIDS Special Projects and Rapid Response 	Panel 1&2 – Dealing with applications for these sub - programmes
Prog 3: Children and Families	<ul style="list-style-type: none"> Care & Support Services to Families Child Care & Protection Child & Youth Care Centres Community Based Care Services for Children 	Panel 3 – Dealing with applications for these sub - programmes
Prog 4: Restorative Services	<ul style="list-style-type: none"> Crime Prevention & Support Victim Empowerment Substance Abuse, Treatment & Rehabilitation 	Panel 4 – Dealing with applications for these sub – programmes
Prog 5: Development & Research	<ul style="list-style-type: none"> Institutional Capacity Building & Support for NPOs Poverty Alleviation & Sustainable Livelihoods Community Based Research & Planning Youth Development Women Development 	Panel 5 – Dealing with applications for these sub - programmes

Targeted groups for these panelling positions will focus on professionals within the specified fraternities. These professionals must be willing to work as per the time periods specified: during the panelling period (short – term) and periodically on a non-permanent basis to perform monitoring and reporting of funded NPOs.

The panel members will be remunerated at rates prescribed by the National Treasury Circular 2022 as amended annually.

Each Panel should ideally consist of a mix of the following qualified professionals and Community Development Activists and Practitioners with the requisite skills, experience, and demonstrable knowledge during this term of office. One of the members will be appointed as Chairperson:

1. Postgraduate: Social Sciences/ Social Work
2. Postgraduate: Development Studies
3. Postgraduate: Economics
4. Postgraduate: Finance
5. Postgraduate: Public Administration/Research
6. Postgraduate: Risk Management

Community Development Practitioners/Activist must have at least a matric certificate, however a formal qualification will be advantageous for this role.

Skills and Experience:	
Chairperson:	<ol style="list-style-type: none"> 1. At least 5 years working experience at Senior Management level in Public or Private Sector. 2. At least 5 – 7 years working experience either within or with the NPO Sector. 3. At least 5 years' experience of Chairing Committees/panels that deal with evaluations and adjudications of applications or similar to such in nature.
General:	<ol style="list-style-type: none"> 1. Community Development activists need not have formal qualification in community development but must have at least 5-7 years demonstrable experience as community development practitioner.

Skills and Experience:	
General:	<ol style="list-style-type: none"> 2. At least 3 years working experience at Senior Management level in Public or Private Sector. 3. At least 3 - 5 years working experience either within or with the NPO Sector. 4. At least 3 - 5 years' experience of serving as a member of Committees/panels that deal with evaluations and adjudications of applications or similar to such in nature. 5. Excellent report writing and document management skills. 6. Advanced computer skills 7. Excellent communication skills 8. Must have business analytical skills. 9. A proven history of integrity and ethical conduct
Knowledge Requirements:	
General:	<ol style="list-style-type: none"> 1. A demonstrable understanding of the Public Sector environment, operational landscape governing legislation requirements. 2. Sound understanding of legislative prescripts relating to programme implementation, depending on departmental panel being applied for 3. A demonstrable understanding of the NPO Sector, governing legislation requirements. 4. Sound financial management knowledge within the Public Sector that allows for financial assessment of NPO records. 5. A demonstrable understanding of risk management, financial management and public administration.
Duties:	
Chairperson:	<ol style="list-style-type: none"> 1. The successful candidates will be responsible for, amongst others, overseeing, managing, and organising the work of the Evaluation and Adjudication Panel and its members which include presiding over meetings and ensuring that members carry out their function in line with the approved terms of reference. 2. Key components are to ensure the applications for funding are evaluated and adjudicated on in line with the advert and set criteria for such processes. 3. An outcome is reached for each application objectively and make recommendation for consideration by the Accounting Officer in a consolidated format per site at the end of each panelling session. 4. Perform bi-monthly NPO visits and provide written reports to the Accounting Officer on the outcomes of the visits and monitoring.
General:	<ol style="list-style-type: none"> 1. The successful panel members shall in an independent and impartial manner review the applications received from NPOs through the department. 2. This review should be undertaken in line with the approved standard operating procedure and the set criteria as determined in the approved and published advert. 3. Provide expert advice on all applications to ensure outcomes of each review are valid, accurate and complete. 4. Make recommendations on each reviewed application for funding to the Accounting Officer through the Chairpersons. 5. Perform bi-monthly NPO visits and provide written reports to the Accounting Officer on the outcomes of the visits and monitoring.

Term of Office - Initial term will be for a two-month period 7 January 2024 to 28th February 2024 and thereafter, as per Departmental schedules which will be communicated during onboarding.

NOTES: ERRORS & OMISSIONS EXPECTED:

- o The Department reserves the right to fill or not to fill these position(s) as well as to headhunt candidates.
- o Individuals and/or Organisations may nominate candidates to apply for such Panels.
- o Applications to include detailed CVs, certified copies of qualifications, certified copies of ID document and Driver's Licenses.
- o Reference checks, including criminal record checks, vetting against the Sexual Offences Register and Child Protection Register will form part of the selection process,
- o All foreign qualifications must have been evaluated by the South African Qualifications Authority (SAQA).
- o All Applications to be delivered to the centralised lock box – No. 56 Eloff Street, Umnotho House Johannesburg, Marshalltown or emailed to SocdevNPOPanels2024@gauteng.gov.za
- o Only shortlisted candidates will be contacted and if you have not heard from the Department by 7th January 2024 please consider your application unsuccessful.

Enquiries: Ms Amanda Hartmann | Tel: 011 355 7682 | Amanda.Hartmann@gauteng.gov.za
Closing Date: 14 December 2023



GAUTENG PROVINCE
 SOCIAL DEVELOPMENT
 REPUBLIC OF SOUTH AFRICA

GGT2030
 GROWING GAUTENG TOGETHER