



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
SOCIAL DEVELOPMENT**

Ref : S3/1/1
Enq : PM Phala
To : All Government Departments



DEPARTMENTAL CIRCULAR NO 31 OF 2019

ADVERTISEMENT OF VACANT POSTS

1. Applications are hereby invited from suitably qualified candidates for vacant posts as per the attached "**Annexure A**". People with disabilities are encouraged to apply.
2. Applications should be submitted on the Z83 form obtainable from any Government Institution and must be accompanied by a comprehensive CV and originally certified copies of required qualifications. Correspondence will be entered into with the shortlisted candidates only and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Applicants must clearly indicate the reference number and the centre on the Z83.
3. Applications for Head Office and Seshego Treatment Centre should be addressed to, The Head of Department, Private Bag X 9710, POLOKWANE, 0700 or submitted at: 21 Biccard Street, Olympic Towers Building, Ground Floor, Office no 30. Applications for Districts and Institutions should be directed to the addresses as per the attached "**Annexure B**". Applications for Director: Sekhukhune District and Director: Head of institution: Polokwane Welfare Complex should be submitted at Head Office and applications for Sekutupu Old Age Home should be submitted at Capricorn District address.
4. All the recommended candidates will be subjected to personnel suitability checks on criminal records, citizenship and educational qualifications. It is the responsibility of the candidate to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Shortlisted applicants will be required to provide their original IDs on the day of the interviews for verification purposes. Late applications, faxed or e-mailed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.
5. The Department reserves the right to make an appointment in respect of the advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department. Please note: All short-listed 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. Travelling expenses associated with the interview will be incurred by the candidate except for the Competency Assessment.
6. The closing date for applications is: **30th August 2019** at 16h00.

Olympic Towers, 21 Biccard Street, Polokwane, 0699, Private Bag x9710, POLOKWANE, 0700
Tel: (015) 230 4300, Fax: (015) 291 2298 Website: www.dsd.limpopo.gov.za

7. The contents of this circular will also be posted on the following websites www.dsd.limpopo.gov.za / www.limpopo.gov.za / www.dpsa.gov.za

8. General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at 015 230 4407/ 4426/ 4315.


Ms MD Ramokgopa

Head of Department

20/07/2019
Date

ANNEXURE A"

POST NO 01: CHIEF DIRECTOR: CORPORATE SERVICES

REF NO: DSD/2019/01

SALARY: ALL-INCLUSIVE REMUNERATION PACKAGE: R1 251 183.00 Per Annum

SALARY LEVEL: 14

CENTRE: HEAD OFFICE, POLOKWANE [01]

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF Level 07) or equivalent as recognized by SAQA. Experience in Corporate Services environment e.g Legal, HRM, HRD, Auxiliary Services, ICT, Records Management, General Admin and Management will be an added advantage. A minimum of five (05) years' experience at a senior managerial level. A valid driver's licence (with the exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Computer Literacy, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and customer Focus, Communication.

KNOWLEDGE AND SKILLS: Knowledge and understanding of the legislative framework governing the Public Service. Public Service Knowledge, Negotiation, Policy formulation and Analytic thinking.

DUTIES: KEY PERFORMANCE AREAS: Provide leadership and high level strategic direction and policy in the Department. Guide and provide effective managerial and strategic co-ordination in Corporate Services. Overall management of the Human Resource Management and Development. Manage and give support on the Implementation and customization of national Legislation on Information Management and Technology. Devise and coordinate legal strategies to obtain maximum impact on the Department's service delivery. Provide leadership, strategy and advice on Security and Risk implications of management decisions. Manage and utilize resources in accordance with the relevant directive and legislation. Management of Auxiliary and Communication services.

POST NO 02: CHIEF FINANCIAL OFFICER

REF NO: DSD/2019/02

SALARY: ALL-INCLUSIVE REMUNERATION PACKAGE: R1 251 183.00 Per Annum

SALARY LEVEL: 14

CENTRE: HEAD OFFICE, POLOKWANE [01]

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF Level 07) or equivalent as recognized by SAQA. Qualification in Finance and Accounting will be an added advantage. A minimum of five (05) years' experience at a senior managerial level. A valid driver's licence (with the exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Computer Literacy, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and customer Focus, Communication.

KNOWLEDGE AND SKILLS: Knowledge and understanding of the legislative framework governing the Public Service. Public Service Knowledge, Negotiation, Policy formulation and Analytic thinking.

DUTIES: KEY PERFORMANCE AREAS: Provide leadership and strategic direction in the department. Coordinate and manage financial regulatory compliance and reporting. Manage and coordinate financial planning and monitoring services in the department. Provide supply chain management services. Provide physical facilities and maintenance in the department. Manage resources (Physical, Human and Financial).

POST NO 03: DIRECTOR: HOD SUPPORT

REF NO: DSD/2019/03

SALARY: ALL-INCLUSIVE REMUNERATION PACKAGE: R1 057 326.00 Per Annum

SALARY LEVEL: 13

CENTRE: HEAD OFFICE, POLOKWANE [01]

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF Level 07) as recognized by SAQA. A minimum of five (05) years' experience at middle/ senior managerial level. Experience in interacting with policy makers and key players of the department. Exposure and experience in social development environment will be an added advantage. A valid driver's licence (with the exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Computer Literacy, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and customer Focus, Communication.

KNOWLEDGE AND SKILLS: Knowledge and understanding of the legislative framework governing the Public Service. Public Service Knowledge, Negotiation, Policy formulation and Analytic thinking.

DUTIES: KEY PERFORMANCE AREAS: Provide guidance and leadership towards the realization of the strategic goals and objectives of the office of the HOD. Provide leadership and high level coordination of the workflow in the office of the HOD. Ensure and maintain good relations within the department and relevant stakeholders. Formulate and manage the executive and senior management fora. Coordinate social cluster activities, Exco-decisions, resolutions and follow-up with the relevant line functions. Consolidate reports. Manage and utilize human resource in accordance with relevant directives and legislation. Formulate and manage the component's budget against its strategic objectives.

POST NO 04: DIRECTOR: SUSTAINABLE LIVELIHOOD

REF NO: DSD/2019/04

SALARY: ALL-INCLUSIVE REMUNERATION PACKAGE: R1 057 326.00 Per Annum

SALARY LEVEL: 13

CENTRE: HEAD OFFICE, POLOKWANE [01]

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF Level 07) in Social Sciences as recognized by SAQA. A minimum of five (05) years' experience at middle/ senior managerial level. Good background in service delivery, turn around and management strategy. Ability to liaise with traditional structures. A valid driver's licence (with the exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Computer Literacy, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and customer Focus, Communication.

KNOWLEDGE AND SKILLS: Knowledge and understanding of the legislative framework governing the Public Service. Public Service Knowledge, Negotiation, policy formulation and Analytic thinking.

DUTIES: KEY PERFORMANCE AREAS: Develop business plan in line with the strategic objectives of the department. Develop and ensure the implementation of policies, norms and standards. Promote partnership for the delivery of primary social services. Ensure the provision and promotion of social lifestyles to the communities. Manage and ensure the provision of elderly services. Forge links and partnerships with formal and informal sectors. Manage and utilise resources in accordance with the relevant directive and legislation.

POST NO 05: DIRECTOR: YOUTH AND WOMEN DEVELOPMENT SERVICES
REF NO: DSD/2019/05
SALARY: ALL-INCLUSIVE REMUNERATION PACKAGE: R1 057 326.00 Per Annum
SALARY LEVEL: 13
CENTRE: HEAD OFFICE, POLOKWANE [01]

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF Level 07) in Social Sciences or equivalent qualification as recognized by SAQA. A minimum of five (05) years' experience at middle/ senior managerial level. A valid driver's licence (with the exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Computer Literacy, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and customer Focus, Communication.

KNOWLEDGE AND SKILLS: Knowledge and understanding of the legislative framework governing the Public Service. Public Service Knowledge, Negotiation, policy formulation and Analytic thinking.

DUTIES: KEY PERFORMANCE AREAS: Provide leadership and strategic direction in the sub-branch. Facilitate the implementation of youth and women development programmes. Facilitate the implementation of the skills development and job creation programmes. Facilitate capacity building, monitoring and evaluation of youth and women programmes. Formulate and manage the component's budget against its strategic objectives. Manage financial, administrative and related functions.

POST NO 06: DIRECTOR: RESTORATIVE SERVICES
REF NO: DSD/2019/06
SALARY: ALL-INCLUSIVE REMUNERATION PACKAGE: R1 057 326.00 Per Annum
SALARY LEVEL: 13
CENTRE: HEAD OFFICE, POLOKWANE [01]

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF Level 07) in Social Sciences as recognized by SAQA. A minimum of five (05) years' experience at middle/ senior managerial level. Current registration with the South African Council for Social Service Professions [SACSSP]. A valid driver's licence (with the exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Computer Literacy, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and customer Focus, Communication.

KNOWLEDGE AND SKILLS: Knowledge and understanding of the legislative framework governing the Public Service. Public Service Knowledge, Negotiation, policy formulation and Analytic thinking.

DUTIES: KEY PERFORMANCE AREAS: Develop and ensure the implementation of policies, strategic plan, norms and standards for victim empowerment, substance abuse and social crime prevention services. Manage the provision of victim empowerment programme services. Facilitate the establishment of centres to combat substance abuse. Develop and ensure effective co-ordination and execution of social crime prevention programmes. Manage financial, administrative and related functions.

POST NO 07: DIRECTOR: EARLY CHILDHOOD DEVELOPMENT & PARTIAL CARE
REF NO: DSD/2019/07
SALARY: ALL-INCLUSIVE REMUNERATION PACKAGE: R1 057 326.00 Per Annum
SALARY LEVEL: 13
CENTRE: HEAD OFFICE, POLOKWANE [01]

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF Level 07) in Social Sciences as recognized by SAQA. A minimum of five (05) years' experience at middle/ senior managerial level. Current registration with the South African Council for Social Service Professions [SACSSP]. A valid driver's licence (with the exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Computer Literacy, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and customer Focus, Communication.

KNOWLEDGE AND SKILLS: Knowledge and understanding of the legislative framework governing the Public Service. White paper for social welfare services. Older persons' Act no 13 of 2006. Public Service Knowledge, Negotiation, policy formulation and Analytic thinking.

DUTIES: KEY PERFORMANCE AREAS: Develop and ensure the implementation of policies, strategic plan, norms and standards for early childhood development and partial care. Ensure that early childhood development and partial care services are coordinated and provided. Manage and monitor early childhood development programmes. Manage financial, administrative and related functions.

POST NO 08: DISTRICT DIRECTOR
REF NO: DSD/2019/08
SALARY: ALL-INCLUSIVE REMUNERATION PACKAGE: R1 057 326.00 Per Annum
SALARY LEVEL: 13
CENTRE: SEKHUKHUNE DISTRICT [01]

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF Level 07) as recognized by SAQA. A minimum of five (05) years' experience at middle/ senior managerial level. A valid driver's licence (with the exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Computer Literacy, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and customer Focus, Communication.

KNOWLEDGE AND SKILLS: Knowledge and understanding of the legislative framework governing the Public Service. Public Service Knowledge, Negotiation, policy formulation and Analytic thinking.

DUTIES: KEY PERFORMANCE AREAS: Develop business plan in line with the strategic objectives of the department. Develop and ensure the implementation of policies, norms and standards. Promote partnership for the delivery of primary social services. Manage integrated community development services at the district. Provide population and information development services at the district. Implement and monitor provision of developmental social welfare services at the district. Strengthen the technical capacity of NGO's to ensure effective implementation of the programmes. Provide financial support service in accordance with the relevant directives and legislation. Manage and utilize resources in accordance with the relevant directives and legislation. Overall management of services and administration of the district. Coordination with the relevant stakeholders for provision of integrated services.

POST NO 09: DIRECTOR: HEAD OF INSTITUTION
REF NO: DSD/2019/09
SALARY: ALL-INCLUSIVE REMUNERATION PACKAGE: R1 057 326.00 Per Annum
SALARY LEVEL: 13
CENTRE: POLOKWANE WELFARE COMPLEX [01]

MINIMUM REQUIREMENTS: Qualifications and competencies: An undergraduate qualification (NQF Level 07) in Social Sciences as recognized by SAQA. A minimum of five (05) years' experience at middle/ senior managerial level. Current registration with the South African Council for Social Service Professions [SACSSP]. A valid driver's licence (with the exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Computer Literacy, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and customer Focus, Communication.

KNOWLEDGE AND SKILLS: Knowledge and understanding of the legislative framework governing the Public Service. Public Service Knowledge, Negotiation, policy formulation and Analytic thinking.

DUTIES: KEY PERFORMANCE AREAS: Develop business plan in line with the strategic objectives of the department. Provide leadership and management at Polokwane Welfare Complex. Provide comprehensive children services according to Children's Act and Child Justice Act. Manage provision of social, emotional and psychological care services. Provide human resource management and development. Manage health care services. Manage resources [human, physical and financial]. Overall management of administration at the Institution. Promote inter-sectoral and interdepartmental partnerships. Promote linkages between the facility, community and private sector. Oversee compliance with norms and standards in the child and youth care centre and shelters for victims of crime and violence. Monitor the implementation of programmes for children admitted in the centre. Ensure that statutory process in terms of admission and discharge of children are adhered to. Monitor the implementation of programmes for victims of domestic violence and crime in line with the appropriate legislative norms and standards.

POST NO 10: SOCIAL WORK MANAGER: CHILDREN AND FAMILIES = 04 POSTS, REF NO: DSD/2019/10
SALARY: ALL-INCLUSIVE REMUNERATION PACKAGE: R794 889.00 Per Annum, SALARY LEVEL: GRADE 1
CENTRE: CAPRICORN DISTRICT [01], WATERBERG DISTRICT [01], SEKHUKHUNE DISTRICT [01], VHEMBE DISTRICT [01]

MINIMUM REQUIREMENTS: A Bachelor's Degree in Social Work as recognized by SAQA. A minimum of ten (10) years' appropriate experience in social work after registration as a social worker with the South African Council for Social Service Professions. Current registration with the South African Council for Social Service Professions [SACSSP]. A valid driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Ability to compile complex reports. Knowledge of relevant programmes in Social Work. Knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Good communication skills. Problem solving skills. Financial Management skills. White paper for social welfare services.

DUTIES: KEY PERFORMANCE AREAS: Provide leadership and strategic direction and policy within the provision of child, family and crime prevention services. Facilitate and monitor capacity building on child care to ensuring proper management and implementation of the programmes. Promote and ensure implementation of the creative models and programmes to promote children services and family preservation. Facilitate the implementation of child care act and other related legislation. Perform all other administrative functions required in the unit. .

POST NO 11: MANAGER: SOCIAL WORK POLICY: FOSTER CARE
REF NO: DSD/2019/11
SALARY: ALL-INCLUSIVE REMUNERATION PACKAGE: R794 889.00 Per Annum
SALARY LEVEL: GRADE 1
CENTRE: HEAD OFFICE [01]

MINIMUM REQUIREMENTS: A Bachelor's Degree in Social Work as recognized by SAQA. A minimum of ten (10) years' appropriate experience in social work after registration as a social worker with the South African Council for Social Service Professions of which five (05) years must be appropriate experience in social work policy development. Current registration with the South African Council for Social Service Professions [SACSSP]. A valid driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Ability to compile complex reports. Knowledge of relevant programmes in Social Work. Knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Good communication skills. Problem solving skills. Financial Management skills. White paper for social welfare services.

DUTIES: KEY PERFORMANCE AREAS: Maintain foster care and adoption stakeholder structures. Monitor foster care and adoption placement processes and procedures. Keep up to date with the new developments in the social work field. Capacitate social workers and social auxiliary workers on foster care processes. Capacitate social workers on adoption report writing. Monitor and study the social service legal and policy framework continuously.

POST NO 12: MANAGER: COMMUNITY DEVELOPMENT POLICY = 02 POSTS
REF NO: DSD/2019/12
SALARY: ALL-INCLUSIVE REMUNERATION PACKAGE: R794 889.00 Per Annum
SALARY LEVEL: GRADE 1
CENTRE: HEAD OFFICE, POLOKWANE [02]

MINIMUM REQUIREMENTS: A Bachelor's Degree in Developmental Studies/ Social Science or equivalent qualification as recognized by SAQA. A minimum of eight (08) years' experience in community development after obtaining the required qualification. A valid driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Good communication skills. Problem solving skills. Financial Management skills.

DUTIES: KEY PERFORMANCE AREAS: Develop, implement and maintain community development policies. Design and implement integrated development programmes that facilitate empowerment of communities towards sustainable livelihood. Profiling of poor households to inform the development and implementation of appropriate interventions. Coordinate and implement integrated social development policies and strategies that facilitate the empowerment and development of the youth. Develop skills and partnerships with formal and informal sectors. Manage physical, financial and human resources.

POST NO 13: MANAGER: COMMUNITY DEVELOPMENT = 03 POSTS
REF NO: DSD/2019/13
SALARY: ALL-INCLUSIVE REMUNERATION PACKAGE: R794 889.00 Per Annum
SALARY LEVEL: GRADE 1
CENTRE: CAPRICORN [01], WATERBERG [01], SEKHUKHUNE [01]

MINIMUM REQUIREMENTS: A Bachelor's degree (NQF Level 6) in Developmental Studies/ Social Sciences or equivalent qualification as recognized by SAQA. A minimum of eight (08) years' experience in community development after obtaining the required qualification. A valid driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Good communication skills. Problem solving skills. Financial Management skills.

DUTIES: KEY PERFORMANCE AREAS: Develop the business plan in line with the strategic objectives of the department. Manage and coordinate activities of community development. Manage and monitor activities of service providers. Manage sustainable livelihood information. Promote inter-sectoral collaboration to ensure integrated services. Formulate and manage the component's budget against its strategic objectives. Develop, implement and maintain community development policies. Design and implement integrated development programmes that facilitate empowerment of communities towards sustainable livelihood. Manage physical, financial and human resources.

POST NO 14: DEPUTY DIRECTOR: ASSURANCE SERVICES

REF NO: DSD/2019/14

SALARY: ALL-INCLUSIVE REMUNERATION PACKAGE: R733 257.00 Per Annum

SALARY LEVEL: 11

CENTRE: HEAD OFFICE, POLOKWANE [01]

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Financial Management/ Internal Audit will be an added advantage. 3 – 5 years' appropriate experience in the related field of which three (03) years must be at junior management level. A valid driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Good communication skills. Problem solving skills. Financial Management skills.

DUTIES: KEY PERFORMANCE AREAS: Provide leadership and strategic direction in the sub-branch. Coordinate sectional and the work of governance structures. Facilitate assurance services. Coordinate system control functions. Coordinate fraud prevention strategies and loss control. Manage financial, administrative and related functions.

POST NO 15: DEPUTY DIRECTOR: RISK MANAGEMENT SUPPORT

REF NO: DSD/2019/15

SALARY: ALL-INCLUSIVE REMUNERATION PACKAGE: R733 257.00 Per Annum

SALARY LEVEL: 11

CENTRE: HEAD OFFICE, POLOKWANE [01]

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Finance/ Accounting/ Internal Auditing/ Public Administration/ Risk Management will be an added advantage. 3 – 5 years' appropriate experience in the related field of which three (03) years must be at junior management level. A valid driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Good communication skills. Problem solving skills. Financial Management skills.

DUTIES: KEY PERFORMANCE AREAS: Monitor the implementation of the response strategies. Reporting risk intelligence to the chief risk officer. Facilitate risk identification and assessment. Coordinate whistle blowing centre management. Facilitate support on cases investigated by the anti-fraud and ant-corruption. Formulate and manage the component's budget. Manage and utilise human resource in accordance with the relevant directives and legislation. Manage financial, administrative and related functions.

POST NO 16: DEPUTY DIRECTOR: CORPORATE SERVICES

REF NO: DSD/2019/16

SALARY: ALL-INCLUSIVE REMUNERATION PACKAGE: R733 257.00 Per Annum

SALARY LEVEL: 11

CENTRE: SEKHUKHUNE DISTRICT [01]

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Administration/ Management will be an added advantage. 3 – 5 years' appropriate experience in the related field of which three (03) years must be at junior management level. Knowledge of one or more of the following will be an added advantage: Human Resource Management/ Development, Fleet Management, Labour Relations and project Management. A valid driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Good communication skills. Problem solving skills. Financial Management skills. Personal literacy.

DUTIES: KEY PERFORMANCE AREAS: Develop the business plan in line with the strategic objectives of the District Corporate Services. Manage and coordinate Human Resource Management processes. Manage and coordinate Human Resource Development and Planning processes. Manage and coordinate Labour Relations. Manage and ensure effective and efficient logistical services. Formulate and manage the component's budget. Manage and utilise human resource in accordance with the relevant directives and legislation. Manage financial, administrative and related functions.

POST NO 17: DEPUTY DIRECTOR: INFORMATION TECHNOLOGY

REF NO: DSD/2019/17

SALARY: ALL-INCLUSIVE REMUNERATION PACKAGE: R733 257.00 Per Annum

SALARY LEVEL: 11

CENTRE: HEAD OFFICE, POLOKWANE [01]

MINIMUM REQUIREMENTS: An UNDERGRADUATE QUALIFICATION (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Computer Science, Information Science or Information Technology will be an added advantage. 3 – 5 years' appropriate experience in related field of which three (03) years must be at junior management level. A valid driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Good communication skills. Problem solving skills. Knowledge and understanding of procurement procedures, standards, regulations and tender procedures, governance of ICT policy framework.

DUTIES: KEY PERFORMANCE AREAS: Develop the business plan in line with the strategic objectives of the department. Drive innovation and use of information technology. Manage and implement national legislation on Information Technology. Manage the development, upgrading, maintenance and updating of IT systems and network. Develop partnerships and network with relevant stakeholders. Manage resources (physical, human and financial). Manage, monitor and advise on the appropriate information technology infrastructure. Ensure delivery of all IT services through the management of service level agreements with the outsourced service partners.

POST NO 18: ASSISTANT MANAGER: COMMUNITY DEVELOPMENT: YOUTH AND WOMEN DEVELOPMENT = 03 POSTS

REF: DSD/2019/18

SALARY: COMMENCING SALARY NOTCH: R486 735.00 Per Annum

SALARY LEVEL: GRADE 1

CENTRE: SEKHUKHUNE DISTRICT [01], CAPRICORN DISTRICT [01], VHEMBE DISTRICT [01]

MINIMUM REQUIREMENTS: A Bachelor's degree (NQF Level 6) in Developmental Studies/ Social Sciences or equivalent qualification as recognized by SAQA. A minimum of eight (08) years' experience in Community Development after obtaining the required qualification. A valid driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Knowledge and understanding of human behaviour, social systems and skills to intervene at a point where people interact with their environment in order to promote their well-being. Knowledge of programme and project management skills. Information and knowledge management skills. People management and empowerment skills. Communication and coordination skills. Computer literacy.

DUTIES: KEY PERFORMANCE AREAS: Coordinate and develop youth empowerment programmes. Provide outreach programmes for youth. Management of youth and women NPO's. Development of policies and strategies for youth and women empowerment. Conduct advanced and specialized assessment aimed at identifying condition and justify relevant intervention. Support lower level employees. Perform all the administrative functions required of the job.

POST NO 19: ASSISTANT MANAGER: COMMUNITY DEVELOPMENT: POVERTY ALLEVIATION AND SUSTAINABLE LIVELIHOOD

REF: DSD/2019/19

SALARY: COMMENCING SALARY NOTCH: R486 735.00 Per Annum

SALARY LEVEL: GRADE 1

CENTRE: MOPANI DISTRICT [01]

MINIMUM REQUIREMENTS: A Bachelor's degree (NQF Level 6) in Developmental Studies/ Social Sciences or equivalent qualification as recognized by SAQA. A minimum of eight (08) years' experience in Community Development after obtaining the required qualification. A valid driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Knowledge and understanding of human behaviour, social systems and skills to intervene at a point where people interact with their environment in order to promote their well-being. Knowledge of programme and project management skills. Information and knowledge management skills. People management and empowerment skills. Communication and coordination skills. Computer literacy.

DUTIES: KEY PERFORMANCE AREAS: Assist in facilitating the establishment, monitoring and evaluation of poverty alleviation projects. Promote and maintain inter-sectoral collaboration in service delivery. Assess and recommend identified poverty alleviation projects. Develop and maintain database for poverty alleviation programme. Collate district information and compile reports required by management and other relevant stakeholders. Facilitate capacity building of project members and officers. Implement relevant provincial and national policies. Support lower level employees. Perform all the administrative functions required of the job.

POST NO 20: ASSISTANT MANAGER: COMMUNITY DEVELOPMENT: NPO CAPACITY BUILDING REF: DSD/2019/20

SALARY: COMMENCING SALARY NOTCH: R486 735.00 Per Annum

SALARY LEVEL: GRADE 1

CENTRE: WATERBERG DISTRICT [01]

MINIMUM REQUIREMENTS: A Bachelor's degree (NQF Level 6) in developmental studies/ social sciences or equivalent qualification as recognized by SAQA. A minimum of eight (08) years' experience in Community Development after obtaining the required qualification. A valid driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Knowledge and understanding of human behaviour, social systems and skills to intervene at a point where people interact with their environment in order to promote their well-being. Knowledge of programme and project management skills. Information and knowledge management skills. People management and empowerment skills. Communication and coordination skills. Computer literacy.

DUTIES: KEY PERFORMANCE AREAS: Develop business plan in line with the strategic objectives of the department. Coordinate the implementation of EPWP services in the social sector departments. Develop training programmes and capacitate staff, NGO's and Home Community Based Organisations and Early Childhood Development centres. Facilitate inter-sectoral collaboration to ensure that the department contributes to integrate service delivery. Support lower level employees. Perform all the administrative functions required of the job.

POST NO 21: SOCIAL WORK SUPERVISOR = 06 POSTS

REF: DSD/2019/21

SALARY: COMMENCING SALARY NOTCH: R384 228.00 Per Annum

SALARY LEVEL: GRADE 1

CENTRE: CAPRICORN DISTRICT – BUFFELSHOEK [01], BOTLOKWA [01], MOPANI DISTRICT – LULEKANI [01], MARULENG ONE STOP CENTRE [01], VHEMBE DISTRICT – THOHYANDOU ONE STOP CENTRE [01], TSHITALE ONE STOP CENTRE [01]

MINIMUM REQUIREMENTS: A Bachelor's degree in Social Work. A minimum experience of seven (07) years in social work after registration with the SACSSP. Current registration with the South African Council for Social Service Professions [SACSSP]. A valid driver's licence.

KNOWLEDGE AND SKILLS: Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment.

DUTIES: KEY PERFORMANCE AREAS: Ensure that social work services are rendered with regard to the care, support, protection and development of vulnerable individual, groups, families and communities through the relevant programmes. Ensure service compliance to norms and standards. Ensure social worker's compliance with South African Council for Social Service Professions [SACSSP] projects. Supervise and advise social workers and social auxiliary workers. Coordinate and manage all programmes including transformation of social welfare services. Rendering support and mentoring social workers. Rendering counselling to clients. Monitoring and evaluation of non-profit organisations.

POST NO 22: ASSISTANT DIRECTOR: SUPPLY CHAIN COMPLIANCE

REF: DSD/2019/22

SALARY: COMMENCING SALARY NOTCH: R376 596.00 Per Annum

SALARY LEVEL: 09

CENTRE: HEAD OFFICE, POLOKWANE [01]

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF Level 6) or equivalent qualification as recognized by SAQA. Qualification in Financial Management/ Business Management/ Supply Chain Management will be an added advantage. 2 – 3 years' appropriate experience in related fields of which two (02) years must be at supervisory level. A valid driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.

DUTIES: KEY PERFORMANCE AREAS: Exercise effective and efficient overall monitoring and control of supply chain management. Ensure compliance to all relevant laws and prescripts, thereby ensuring audit compliance. Ensure timeous reporting on supply chain management information and performance. Manage and provide advice to project managers in reporting on the performance of contracted service providers. Manage contract register for all awarded contracts. Provide advice on extensions/ expansions and variations of orders/ contracts. Develop and train supply chain practitioners and bid committees. Attend to queries related to contracted service providers and facilitate in resolving such queries.

POST NO 23: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT = 04 POSTS

REF: DSD/2019/23

SALARY: COMMENCING SALARY NOTCH: R376 596.00 Per Annum

SALARY LEVEL: 09

CENTRE: MOPANI [01], VHEMBE [01], SEKHUKHUNE [01], CAPRICORN [01]

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Financial Management/ Business Management/ Supply Chain Management will be an added advantage. 2 – 3 years' appropriate experience in related fields of which two (02) years must be at supervisory level. A valid driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.

DUTIES: KEY PERFORMANCE AREAS: Assist in developing the business plan in line with the strategic objectives of the department. Manage demand and acquisition. Ensure effective asset management. Provide purchasing and stores management. Provide transport management services within the institution. Provide logistical support services. Manage and utilise human resource in accordance with relevant directives and legislation.

POST NO 24: ASSISTANT DIRECTOR: OFFICE MANAGEMENT: HOD SUPPORT

REF: DSD/2019/24

SALARY: COMMENCING SALARY NOTCH: R376 596.00 Per Annum

SALARY LEVEL: 09

CENTRE: HEAD OFFICE, POLOKWANE [01]

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Public Management/ Public Administration/ Office Administration/ Office Management will be an added advantage. 2 – 3 years' appropriate experience in Office Management/ Administration or secretarial duties. A valid driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.

DUTIES: KEY PERFORMANCE AREAS: Manage the office of the Head of Department. Establish and maintain highly effective working relationships with directorates. Coordinate reports from different directorates in the department. Assist the Head of Department with tracking and monitoring tasks. Effectively manage the HOD's diary. Prepare documents, briefings and reports for the HOD when attending meetings. Information management and development of an appropriate filing system for the HOD.

POST NO 25: ASSISTANT DIRECTOR: RISK AND SECURITY MANAGEMENT SERVICES

REF: DSD/2019/25

SALARY: COMMENCING SALARY NOTCH: R376 596.00 Per Annum

SALARY LEVEL: 09

CENTRE: WATERBERG DISTRICT [01]

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Financial Management/ Accounting/ Auditing/ Risk Management will be an added advantage. 2 – 3 years' appropriate experience in Risk and Security Management environment. A valid driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.

DUTIES: KEY PERFORMANCE AREAS: Provide and coordinate risk management support services. Facilitate security management services. Conduct risk assessment to identify, describe and analyse the enterprise risks within the department. Coordinate and facilitate the development of risk profile and risk management plans, monitor the implementation thereof and produce reports. Investigate reported cases. Conduct compliance inspections. Ensure good management of anti-fraud and corruption. Monitor the implementation of policies, strategies, procedures and identify best practices relating to risk management. Provide risk management advisory services and participate in relevant internal and external structures. Coordinate and monitor the implementation of security services throughout the institution. Conduct security awareness campaigns and training programmes.

POST NO 26: ASSISTANT DIRECTOR: LABOUR RELATIONS SERVICES = 04 POSTS

REF: DSD/2019/26

SALARY: COMMENCING SALARY NOTCH: R376 596.00 Per Annum

SALARY LEVEL: 09

CENTRE: WATERBERG [01], CAPRICORN [01], VHEMBE [01], MOPANI [01]

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in LLB/ HRM/ Management/ Labour Relations will be an added advantage. 2 – 3 years' appropriate experience in Labour Relations environment. A valid driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.

DUTIES: KEY PERFORMANCE AREAS: Coordinate remedial and preventative actions on labour unrest. Facilitate labour dispute resolutions. Conduct investigations on misconduct cases and grievances.

POST NO 27: COMMUNITY DEVELOPMENT SUPERVISOR = 02 POSTS

REF: DSD/2019/27

SALARY: COMMENCING SALARY NOTCH: R363 801.00 Per Annum

SALARY LEVEL: GRADE 1

CENTRE: SEKHUKHUNE DISTRICT – LUCKAU [01], ATOK [01]

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. National Certificate in Community Development will be an added advantage. A minimum experience of seven (07) years in community development. A valid driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment.

DUTIES: KEY PERFORMANCE AREAS: Manage community development structures and projects. Supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Supervise and support community development practitioners to ensure that there is communication and coordination with all the relevant role players, internal and external. Perform administrative support on community development and related activities. Keep up to date with the new developments in the community development field to enhance service delivery. .

**POST NO 28: SENIOR PERSONNEL PRACTITIONER: PERFORMANCE MANAGEMENT & DEVELOPMENT
= 03 POSTS**

REF: DSD/2019/28

SALARY: COMMENCING SALARY NOTCH: R316 791.00 Per Annum

SALARY LEVEL: 08

CENTRE: SEKHUKHUNE DISTRICT [01], CAPRICORN DISTRICT [01], WATERBERG DISTRICT [01]

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Human Resource Management/ Development will be an added advantage. Appropriate experience in Human Resource Management or Performance Management and Development environment. Personal literacy. A valid driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.

DUTIES: KEY PERFORMANCE AREAS: Coordinate submission of performance agreements and reviews. Capturing of performance management and development system information on Persal. Capturing of performance bonus and pay progressions. Coordinate PMDS workshops and briefing sessions. Compile monthly and quarterly PMDS reviews. Conduct quality assurance on received PMDS reviews. Coordinate meetings of the PMDS committees. Facilitate the capturing and confirmation of probationary appointment.

**POST NO 29: SENIOR PROVISIONING ADMIN OFFICER: PURCHASING AND STORES MANAGEMENT –
05 POSTS**

REF: DSD/2019/29

SALARY: COMMENCING SALARY NOTCH: R316 791.00 Per Annum

SALARY LEVEL: 08

CENTRE: WATERBERG DISTRICT [01], CAPRICORN DISTRICT [01], VHEMBE DISTRICT [01], MOPANI DISTRICT [01], SEKHUKHUNE DISTRICT [01]

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Financial Management/ Business Management/ Supply Chain Management will be an added advantage. Appropriate experience in Supply Chain Management environment. A valid driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.

DUTIES: KEY PERFORMANCE AREAS: Monitor and manage stock records. Prepare monthly inventory reports. Compile and customize bid documents. Monitor and maintain suppliers' database of the department. Compile monthly procurement reports. Ensure that all vendor entities are captured and authorised. Purchasing of goods and services that meet user's requirements. Ensure that stock taking is planned and done appropriately on time.

POST NO 30: SENIOR STATE ACCOUNTANT

REF: DSD/2019/30

SALARY: COMMENCING SALARY NOTCH: R316 791.00 Per Annum

SALARY LEVEL: 08

CENTRE: POLOKWANE WELFARE COMPLEX [01]

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Financial Management/ Accounting will be an added advantage. Appropriate experience in Financial Management environment. A valid driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.

DUTIES: KEY PERFORMANCE AREAS: Capturing and safekeeping of virement forms. Capture budget. Assist in revenue management. Supervise staff. Provide support to line managers. Assist with the clearing of ledger accounts. Ensure payments adhere to legislation.

POST NO 31: SENIOR ADMIN OFFICER: RISK MANAGEMENT SERVICES

REF: DSD/2019/31

SALARY: COMMENCING SALARY NOTCH: R316 791.00 Per Annum

SALARY LEVEL: 08

CENTRE: CAPRICORN DISTRICT [01]

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Financial Management/ Accounting/ Auditing/ Risk Management will be an added advantage. Appropriate experience in Risk Management environment. A valid driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.

DUTIES: KEY PERFORMANCE AREAS: Provide and coordinate risk management support services. Conduct risk assessment to identify, describe and analyse the enterprise risks within the department. Coordinate and facilitate the development of risk profile and risk management plans, monitor the implementation thereof and produce reports. Investigate reported cases. Conduct compliance inspections. Ensure good management of anti-fraud and corruption. Provide risk management advisory services and participate in relevant internal and external structures. Coordinate and monitor the implementation of risk services throughout the institution.

POST NO 32: SENIOR ADMIN OFFICER: SECURITY MANAGEMENT SERVICES

REF: DSD/2019/32

SALARY: COMMENCING SALARY NOTCH: R316 791.00 Per Annum

SALARY LEVEL: 08

CENTRE: CAPRICORN DISTRICT [01]

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Financial Management/ Accounting/ Auditing/ Risk Management will be an added advantage. Appropriate experience in Security Management environment. A valid driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.

DUTIES: KEY PERFORMANCE AREAS: Provide and coordinate security management support services. Facilitate security management services. Conduct compliance inspections. Ensure good management of anti-fraud and corruption. Provide security management advisory services and participate in relevant internal and external structures. Coordinate and monitor the implementation of security services throughout the institution. Conduct security awareness campaigns and training programmes.

POST NO 33: SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE PRACTICE AND ADMINISTRATION

REF: DSD/2019/33

SALARY: COMMENCING SALARY NOTCH: R316 791.00 Per Annum

SALARY LEVEL: 07

CENTRE: VHEMBE DISTRICT [01]

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Human Resource Management/ Public Admin/ Management/ will be an added advantage. Appropriate experience in Human Resource Management environment. Persal literacy. A valid driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.

DUTIES: KEY PERFORMANCE AREAS: Handle employee's benefits and allowances. Coordinate the management and implementation of remunerative work outside the public services. Handle compensation of occupational injuries and diseases. Handle state guarantees and housing allowance matters. Handle leave of absence and policy on incapacity and ill health retirement. Handle recruitment and selection. Approve personal transactions.

POST NO 34: PERSONNEL PRACTITIONER: HUMAN RESOURCE PRACTICE AND ADMINISTRATION

REF: DSD/2019/34

SALARY: COMMENCING SALARY NOTCH: R257 508.00 Per Annum

SALARY LEVEL: 07

CENTRE: WATERBERG DISTRICT [01]

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Human Resource Management/ Public Admin/ Management/ will be an added advantage. Appropriate experience in Human Resource Management environment. Personal literacy. A valid driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.

DUTIES: KEY PERFORMANCE AREAS: Handle employee's benefits and allowances. Coordinate the management and implementation of remunerative work outside the public services. Handle compensation of occupational injuries and diseases. Handle state guarantees and housing allowance matters. Handle leave of absence and policy on incapacity and ill health retirement. Handle recruitment and selection.

POST NO 35: PROVISIONING ADMIN OFFICER: STORES MANAGEMENT

REF: DSD/2019/35

SALARY: COMMENCING SALARY NOTCH: R257 508.00 Per Annum

SALARY LEVEL: 07

CENTRE: WATERBERG DISTRICT [01]

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Financial Management/ Business Management/ Supply Chain Management will be an added advantage. Appropriate experience in Supply Chain Management environment. A valid driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.

DUTIES: KEY PERFORMANCE AREAS: Administer flow of orders as well as ensuring that all orders are invoiced. Receiving and processing of requisitions. Monitor and manage stock records. Prepare monthly inventory reports. Compile and customize bid documents. Monitor and maintain suppliers' database of the department. Compile monthly procurement reports. Ensure that all vendor entities are captured and authorised. Purchasing of goods and services that meet user's requirements. Ensure that stock taking is planned and done appropriately on time.

POST NO 36: PROVISIONING ADMIN OFFICER: DEMAND MANAGEMENT = 02 POSTS

REF: DSD/2019/36

SALARY: COMMENCING SALARY NOTCH: R257 508.00 Per Annum

SALARY LEVEL: 07

CENTRE: WATERBERG DISTRICT [01], HEAD OFFICE [01]

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Financial Management/ Business Management/ Supply Chain Management will be an added advantage. Appropriate experience in Supply Chain Management environment. A valid driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.

DUTIES: KEY PERFORMANCE AREAS: Maintain sound procurement systems in compliance with government legislation. Critical analysis of specifications to verify correctness in relation to supply chain management standards. Compile and customize bid documents. Monitor and maintain supplier's database of the department. Compile monthly procurement reports. Render secretariat services to bid adjudication committee.

POST NO 37: SOCIAL WORKER = 04 POSTS

REF: DSD/2019/37

SALARY: COMMENCING SALARY NOTCH: R257 592.00 Per Annum

SALARY LEVEL: GRADE 1

CENTRE: CAPRICORN DISTRICT – MASHASHANE [01], MOPANI DISTRICT – NAMAKGALE ONE STOP CENTRE [01], MATSWI [01], SEKHUKHUNE DISTRICT – FETAKGOMO [01]

MINIMUM REQUIREMENTS: An appropriate Bachelor's Degree in Social Work or equivalent qualification as recognized by SAQA. Current registration with the South African Council for Social Service Professions [SACSSP]. A valid driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Knowledge and understanding of human behaviour, social systems and skills to intervene at a point where people interact with their environment in order to promote their well-being. Knowledge of programme and project management skills. Information and knowledge management skills. People management and empowerment skills. Communication and coordination skills. Computer literacy.

DUTIES: KEY PERFORMANCE AREAS: Render an advanced and specialized social work services with regard to care, protection and development of vulnerable individuals, groups, families and communities. Conduct advanced and specialized assessment aimed at identifying condition and justify relevant intervention. Implement the recommendations on the appropriate intervention required to address the needs and provide continuous support. Support lower level employees. Produce and maintain records of social work interventions, processes and outcomes. Undertake social work research and development, contribute to and assist with the development of policies. Perform all the administrative functions required of the job.

POST NO 38: PROFESSIONAL NURSE

REF: DSD/2019/38

SALARY: COMMENCING SALARY NOTCH: R256 905.00 Per Annum

SALARY LEVEL: GRADE 1

CENTRE: SESHEGO TREATMENT CENTRE [01]

MINIMUM REQUIREMENTS: Basic R425 qualification i.e Diploma/ Degree in Nursing or equivalent qualification. Current registration with the South African Nursing Council as a professional nurse.

KNOWLEDGE AND SKILLS: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, OHSA, Patient Right Charter etc. Good communication skills. Report writing skills. Facilitation skills. Liaison and networking skills. Information management. Computer literacy.

DUTIES: KEY PERFORMANCE AREAS: Provide direction and supervision for the implementation of the Nursing plan [Clinical practice and quality patient care]. Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to the nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Working in partnership with a diverse range of clients with addiction problems, their families and to promote recovery and well-being. Patient transfer to other health facilities. Participate in the treatment program. Assessment and management of risk physical health screening for co-existing physical health problems including blood borne diseases and nursing interventions. Participate in comprehensive assessments, treatment planning, evidence-based interventions (inclusive of risk assessment and management) and discharge planning for clients with complex addiction problems. Conduct outreach.

POST NO 39: PERSONNEL OFFICER

REF: DSD/2019/39

SALARY: COMMENCING SALARY NOTCH: R173 703.00 Per Annum

SALARY LEVEL: 05

CENTRE: POLOKWANE WELFARE COMPLEX [01]

MINIMUM REQUIREMENTS: Grade 12/ NQF Level 04 or equivalent qualification as recognized by SAQA. Bachelor's degree or equivalent qualification in Human Resource Management will be an added advantage. Appropriate working experience in Human Resource Management field.

KNOWLEDGE AND SKILLS: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills. Knowledge of Persal.

DUTIES: KEY PERFORMANCE AREAS: Render recruitment and selection services. Render conditions of service and benefits. Implement the Performance Management and Development System. Assist and give support to line functions on human resource management issues.

POST NO 40: ACCOUNTING CLERK

REF: DSD/2019/40

SALARY: COMMENCING SALARY NOTCH: R173 703.00 Per Annum

SALARY LEVEL: 05

CENTRE: MOPANI DISTRICT [01]

MINIMUM REQUIREMENTS: Grade 12/ NQF Level 04 or equivalent qualification as recognized by SAQA. Bachelor's degree or equivalent qualification in Financial Management will be an added advantage. Appropriate working experience in Finance.

KNOWLEDGE AND SKILLS: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.

DUTIES: KEY PERFORMANCE AREAS: Assist with the clearing of ledger accounts. Verification of all requests for payments received for allocation of codes and supporting documentation. Capture payments on BAS system. Ensure payments adhere to legislation. Perform monthly reconciliation of accounts to ensure that all invoices are paid on time.

POST NO 41: STAFF NURSE

REF: DSD/2019/41

SALARY: COMMENCING SALARY NOTCH: R171 381.00 Per Annum

SALARY LEVEL: GRADE 1

CENTRE: POLOKWANE WELFARE COMPLEX [01]

MINIMUM REQUIREMENTS: Qualification that allows registration with the South African Nursing Council [SANC]. Certificate for enrolled nurse.

KNOWLEDGE AND SKILLS: Computer Literacy. Report writing skills. Basic nursing skills. Knowledge of legal framework governing the public service. Knowledge of laws governing the profession.

DUTIES: KEY PERFORMANCE AREAS: Implement nursing care with the scope of practice for enrolled nurses. Report writing and updating client register. Filing of records.

POST NO 42: FOREMAN CLEANER

REF: DSD/2019/42

SALARY: COMMENCING SALARY NOTCH: R122 595.00 Per Annum

SALARY LEVEL: 03

CENTRE: VHEMBE DISTRICT [01]

MINIMUM REQUIREMENTS: Grade 12/ NQF Level 04 or equivalent qualification. Ability to read and write. Experience in Public Service cleaning environment.

KNOWLEDGE AND SKILLS: Good communication skills. Interpersonal skills. Report writing skills.

DUTIES: KEY PERFORMANCE AREAS: Responsible for general hygienic and safe environment. Safe and effective use of cleaning material and other resources including the safekeeping thereof. Give support and supervision to Cleaners. Assist Cleaners in maintaining hygienic and safe environment by adhering to all cleaning procedures. Reporting of faulty equipment.

POST NO 43: HOUSE KEEPING SUPERVISOR

REF: DSD/2019/43

SALARY: COMMENCING SALARY NOTCH: R122 595.00 Per Annum

SALARY LEVEL: 03

CENTRE: SEKUTUPU OLD AGE HOME [01]

MINIMUM REQUIREMENTS: Grade 12/ NQF Level 04 or equivalent qualification. Ability to read and write. Experience in Public Service house keeping environment.

KNOWLEDGE AND SKILLS: Good communication skills. Interpersonal skills. Report writing skills.

DUTIES: KEY PERFORMANCE AREAS: Responsible for general hygienic and safe environment. Safe and effective use of consumables and other resources including the safekeeping thereof. Give support and supervision to Household Aids. Assist Household Aids in maintaining hygienic and safe environment by adhering to all cleaning procedures.

POST NO 44: GROUNDSMAN

REF: DSD/2019/44

SALARY: COMMENCING SALARY NOTCH: R102 534.00 Per Annum

SALARY LEVEL: 02

CENTRE: VHEMBE DISTRICT [01]

MINIMUM REQUIREMENTS: AET/ ABET Level 2-4/ Junior Certificate/ STD 08 or equivalent qualification. Ability to read and write.

KNOWLEDGE AND SKILLS: Good communication skills. Knowledge of gardening equipment.

DUTIES: KEY PERFORMANCE AREAS: Render gardening services. Use and keep all the gardening material properly. Requisition of gardening materials. Maintenance of trees, shrubs, flowers and grass in the gardens. Removing of refuse.

POST NO 45: CLEANER = 07 POSTS

REF: DSD/2019/45

SALARY: COMMENCING SALARY NOTCH: R102 534.00 Per Annum

SALARY LEVEL: 02

CENTRE: VHEMBE DISTRICT – THOHOYANDOU CHILD & YOUTH CARE CENTRE [01], TSHIPISE ONE STOP CENTRE [01], MALAMULELE ONE STOP CENTRE [01], CAPRICORN DISTRICT – LEBOWAKGOMO [01], BUFFELSHOEK [01], MOPANI DISTRICT – DR CN PHATUDI [01], GREATER GIYANI [01]

MINIMUM REQUIREMENTS: AET/ ABET Level 2-4/ Junior Certificate/ Std 08 or equivalent qualification. Ability to read and write.

KNOWLEDGE AND SKILLS: Good communication skills. Knowledge of cleaning equipment.

DUTIES: KEY PERFORMANCE AREAS: Render cleaning services. Use and keep all cleaning goods and materials properly. Requisition of cleaning materials. Remove refuse on daily basis.

**“ANNEXURE B”
DEPARTMENT OF SOCIAL DEVELOPMENT
LIST OF ADDRESSES FOR PURPOSES OF DIRECTING APPLICATIONS**

STATION	TEL NO	POSTAL ADDRESS	PHYSICAL ADDRESS
CAPRICORN	015 290 9000	Director: Capricorn District Private Bag X9709 POLOKWANE 0700	34 Hans van Rensburg POLOKWANE 0699
SEKHUKHUNE	015 632 9900	Director: Sekhukhune District Private Bag X80 LEBOWAKGOMO 0737	Old Parliament Building LEBOWAKGOMO
VHEMBE	015 962 4958	Director: Vhembe District Private Bag X5040 THOHOYANDOU 0950	Old Parliament Building THOHOYANDOU
WATERBERG	014 718 1700	Director: Waterberg District Private Bag X1051 MODIMOLLE 0510	Corner Elias Motswaledi & Thabo Mbeki Street MODIMOLLE
MOPANI	015 811 4300	Director: Mopani District Private Bag X9689 GIYANI 0826	Unigaz Road GIYANI
POLOKWANE WELFARE COMPLEX	015 293 1183	Head of Institution: Polokwane Welfare Complex Private Bag X9513 POLOKWANE 0700	Plot 303 Sterkloop POLOKWANE 0699