LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
SOCIAL DEVELOPMENT

DEPARTMENT OF SOCIAL DEVELOPMENT
RECEIVED
2026 -10- 07
REGISTRY OFFICE
PRIVATE BAG X 9710, POLOKWANE
LIMPOPO PROVINCE

Ref : S3/1/1
Enq : Mr. Sekgobela MJ

To :Heads of Provincial/ National Departments & Staff members
All Applicants

DEPARTMENTAL CIRCULAR NO 41 OF 2026

ADVERTISEMENT OF 44 VACANT POSTS

1. Applicants are hereby invited to apply for the funded vacant posts as advertised per the attached **"Annexure A"**.

2. Applicants who previously applied for the re-advertised posts they are encouraged to re-apply if still interested.

3. Applicants are encouraged to register and submit their applications through the e-Recruitment website at https://erecruitment.limpopo.gov.za, however, hand delivery applications are acceptable and must be submitted on the new Z83 application form obtained from all Government Departments or can be downloaded from www.gov.za / www.dpsa.gov.za / www.labour.gov.za.

4. Applicants using e-recruitment MUST update their profile in line with the re-engineered system. Online applications MUST include ONLY Curriculum vitae (CV) in PDF as attachment. Zipped, IMG and JPEG documents will not be accepted.

5. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "No" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? Then it is acceptable for an applicant to indicate not applicable or leave blank to the question. If yes (provide detail), "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of

registration". Noting there is limited space provided for Part E,F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered.

6. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation.

7. Applicants are not required to submit certified copies of educational qualifications, academic records, Identity documents and a valid motor vehicle driver's license (where required) but must submit a duly completed Z83 application for employment form, and a detailed CV. Copies of educational qualifications, academic records, Identity documents and a valid motor vehicle driver's license (where required) will only be submitted by shortlisted candidates to HR on or before the day of the interview.

8. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity [Ethical Conduct] Assessment as per Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024.

9. The successful candidate will be subjected to security clearance [Vetting] as per the Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024.Suitable candidates will be subjected to a personnel suitability checks(criminal record, citizenship, credit record checks, qualification verification and employment verification).Please note by responding to the advertisement, you consent to the collection, processing, storing of your Personal Information in accordance with the Protection of Personal Information Act(POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties' prior consent unless required by law.

10. **NB: Applicants are encouraged to comply with Practice note on the Z83 application for employment and other related matters, DPSA Circular 19 of 2022 and Clarification regarding the completion of Z83 application, DPSA circular 3 of 2025.**

11. Applications for Head Office, Mavambe Secure Care Centre and Seshego Treatment Centre should be addressed to: The Head of Department, Limpopo Department of Social Development, Private Bag X9710, **POLOKWANE**, 0700 or hand-delivered at 21 Biccard Street, Olympic Towers, Ground Floor Office 030.

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12. Application for District Offices/Institutions should be addressed to District Directors/Head of Institution as per the attached **"Annexure B".**

13. The Department reserves the right **NOT** to make any appointment to the posts advertised. The employment decision shall among other determination be informed by the Employment Equity Plan of the Department. Candidates who applied before for the re-advertised vacant post are encouraged to re-apply.

14. The closing date for applications is **06 November 2026** .(Walk- In:16H00) and 23H59(Online)

15. The Limpopo Department of Social Development is an equal opportunity and Affirmative Action Employer. Designated race groups, females and People with disabilities remain our target and are encouraged to apply.

16. Correspondence will be entered into with short-listed candidates only due to a large number of applications we envisage to receive, if you have not heard from the Department within ninety (90) day from the closing date, consider your application unsuccessful. However, Faxed applications will not be considered.

17. Recognition of experience on appointment will be considered for Social Service Professions in line with Occupational Dispensation prescripts.

18. **Please note**: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

19. 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** / Provincial Departments website and social media

20. General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana /Mr Moraba B.V 015 230 4387/ 4391.

Mhlongo

Ms Mhlongo T.E
Head of Department

Date 07/10/2026

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"ANNEXURE A"

POST NO 01: DEPUTY DIRECTOR: FINANCIAL MANAGEMENT = 01 POST
REF NO: DSD/2026/139(RE-ADVERT)
COMMENCING SALARY NOTCH: R932 292.00 (All-Inclusive Package)
SALARY LEVEL: 11
CENTRE: CAPRICORN DISTRICT OFFICE
MINIMUM REQUIREMENTS: Grade 12 plus an appropriate qualification at NQF level 6 in Financial Management or equivalent qualification in the relevant field or area as recognised by SAQA. A minimum of five (05) years of proven experience of which 3 years must be at Junior / Assistant Director level. Valid motor vehicle driver's licence (with the exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem solving and analysis. Client orientation and customer focus.

KNOWLEDGE AND SKILLS: Understanding of Public Service Regulations, Acts, policies and procedures. Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of NGO financial governance, funding cycles, and donor requirements. Department of Social Development (DSD) financial policies and procedures. Financial reporting standards (GRAP/IFRS). Financial analysis, reporting, and interpretation. Budgeting and expenditure control. Auditing and compliance verification. Capacity building and training facilitation for NGOs. Report writing and presentation. Use of accounting and financial systems/software (e.g., Excel, BAS) Stakeholder engagement and communication. Problem-solving and decision-making. Good understanding of BAS, PERSAL and LOGIS financial systems.

KEY PERFORMANCE AREAS: Manage the provision of Supply Chain Management. Manage demand and acquisition, Purchasing and inventory management. manage and coordinate asset management services. Manage transportation Services. Manage the provision of financial planning and budgeting. Manage the provision of Financial Accounting Services. Manage physical facility Maintenance and Repairs. Manage audit processes.

POST NO 02: DEPUTY DIRECTOR: HOI: SEKUTUPU OLD AGE HOME = 01 POST
REF NO: DSD/2026/140
COMMENCING SALARY NOTCH: R932 292.00 (All-Inclusive Package)
SALARY LEVEL: 11
CENTRE: CAPRICORN DISTRICT: Sekutupu Old Age Home

MINIMUM REQUIREMENTS: Grade 12 plus a Bachelor of Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions **[SACSSP]**.A qualification in Public Management/ Public Administration will be an added advantage. A minimum of five (05) years of proven experience of which 3 years must be

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at Junior / Assistant Director level. Valid motor vehicle driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus.

KNOWLEDGE AND SKILLS: In-depth understanding of the Older Persons Act and DSD Policies, Norms & Standards for Residential Facilities. Relevant social welfare services experience, management skills, and specialized knowledge of social welfare legislation Knowledge of Public Service legislations, PFMA, Treasury regulations, PSA, PSR, Labour Relations Framework etc. Knowledge of Social Work, Nursing, and Residential Care Management prescripts. Understanding of patient safety, holistic care models and psychosocial support principles. Knowledge of SCM, financial management, HR administration and facility operations. Understanding of risk management, quality assurance, monitoring and evaluation methodologies. Ability to coordinate multidisciplinary teams and facilitate integrated service delivery. Operational planning and leadership skills. Policy interpretation and implementation skills. Financial and Supply Chain management skills. Analytical skills. Negotiation and stakeholder management skills. Report writing skills.

KEY PERFORMANCE AREAS: Implement Older Persons Amendment Act 1 of 2025. General and overall management and administration of the Specialized Welfare Facility. Experienced leader to implement policies, supervising staff and managing budgets, assets, and infrastructure in line with Treasury regulations. Provide strategic direction, strategic management, service delivery, and financial oversight for the institution. Strengthen compliance for care facility in terms of obligations for reporting abuse and related mandates on older persons abuse register. Monitor compliance with Norms and Standards for Older Persons. Manage and facilitate recreational, social, and wellbeing programmes that promote active ageing and quality of life. Manage and facilitate care services. Ensure proper records management and filing systems. Manage facility support and auxiliary services. Monitor professional compliance of staff.

POST NO 03: PSYCHOLOGIST GRADE 1 = 01 POST
REF: DSD/2026/141
COMMENCING SALARY NOTCH: R 907 617.00 per annum(All-Inclusive Package)
SALARY LEVEL: Grade 1
CENTRE: SESHEGO TREATMENT CENTRE

MINIMUM REQUIREMENTS: Grade 12 plus an appropriate qualification at NQF 7 in Social Science (qualification that allows registration with Health Professions Council of South Africa(HPCSA) as Clinical Psychologist. Current registration with HPCSA as a Psychologist. Valid motor vehicle driver's licence (with the exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus.

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KNOWLEDGE AND SKILLS: Psychotherapeutic and clinical knowledge in patient assessment , diagnosis and treatment across the lifespan. Ethical and legislative framework of practice. Knowledge of Departmental guidelines and policies. Evidence based psychological practice. Understanding of broader community , cultural, contextual and social - economic factors which impact mental health. Ability to work within multidisciplinary team. Good organizing and time management skills. Excellent communication and interpersonal relations. Sensitivity to gender, racial, ethnic, sexuality and disability issues.

KEY PERFORMANCE AREAS: Perform medical case assessment. Coordinate and facilitate the referral process for obtaining medical opinions. Assist in monitoring and supporting the adjudication process. Prepare reports. Liaise with medical and health professionals. After hours clinical participation in the call roster. Management of child and youth care information management system.

POST NO 04: ASSISTANT COMMUNITY DEVELOPMENT MANAGER GRADE 1: SUSTAINABLE LIVELIHOOD = 01 POST (RE-ADVERT)
REF NO: DSD/2026/142
COMMENCING SALARY NOTCH: R626 454.00 per annum,
SALARY LEVEL: CD – A9,
CENTRE: SEKHUKHUNE DISTRICT OFFICE

MINIMUM REQUIREMENTS: Grade 12 plus an appropriate qualification at NQF 6 in Development Studies / Diaconiology / Social Sciences / Community Development / Sociology / Population Studies / Demography or equivalent qualification in the relevant field or area as recognized by SAQA. A minimum of eight (08) years' appropriate experience in Community Development after obtaining the required qualification. Valid motor vehicle driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Knowledge and understanding of individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions. Knowledge of community development principles. The ability and competence to manage community development structures and projects. The ability to influence individuals and groups to participate in self-empowerment ventures. The ability to undertake complex research. Problem solving and conflict resolution skills. Computer literacy. Written and verbal communication skills. Financial management. Presentation skills. Project management. Supervision skills. Policy formulation and implementation. Knowledge of the Public Service Management Framework, e.g. PFMA, Labour Relations Act, etc.

KEY PERFORMANCE AREAS: Coordinate the identification , facilitation and implementation of integrated development interventions in partnership with other relevant stakeholders through efficient , effective and economical utilisation of resources by the service delivery area(s). Coordinate and manage community development service delivery area(s) to ensure that an efficient and effective community development service is delivered through the proper utilization of human, financial and physical resources. Keep up to date with new developments in the community development and management fields to enhance service delivery. Plan and ensure that research on community development is undertaken including the facilitation of complex community development research.

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POST NO 05: ASSISTANT DIRECTOR: AUXILIARY SERVICES = 01 POST
REF: DSD/2026/ 143
COMMENCING SALARY NOTCH R487 197.00 per annum
SALARY LEVEL: 09
CENTRE: SEKUTUPU OLD AGE HOME

MINIMUM REQUIREMENTS: Grade 12 plus an appropriate qualification at NQF level 6 in Logistics / Public Administration / Public Management or equivalent qualification in the relevant field or area as recognised by SAQA. A minimum of 3 years relevant experience on lower management / supervisory. Valid motor vehicle driver's license (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analysing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality customer care skills.

KEY PERFORMANCE AREAS: Render office administration services. Coordinate catering services. Manage laundry services. Facilitate the provision of records management. Monitor and manage office supply inventories and coordinate timely procurement. Ensure implementation of occupational health and safety protocols in the workplace. Ensure quality control and compliance with health and food safety regulations. Ensure compliance with service-level agreements or contracts with catering providers. Conduct regular file audits and ensure timely archiving and disposal of obsolete records. Manage HRM and Finance sections

POST NO 06: ASSISTANT DIRECTOR: HUMAN RESOURCE TRAINING & DEVELOPMENT = 01 POST
REF NO: DSD/2026/144
COMMENCING SALARY NOTCH: R 487 197.00 per annum
SALARY LEVEL: 9
CENTRE: HEAD OFFICE: Polokwane

MINIMUM REQUIREMENTS: Grade 12 plus an appropriate qualification at NQF level 6 in Human Resource Management / Development or equivalent qualification in the relevant field or area as recognised by SAQA. A minimum of 3 years relevant experience on lower management / supervisory in HRT&D or PMDS.Valid motor vehicle driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Knowledge of The White Paper on the Transformation of the Public Service of 1997. Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analysis and interpretation skills. Report writing

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skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Presentation skills.

KEY PERFORMANCE AREAS: Coordinate training and capacity development initiatives. Manage institutional relationship and stakeholder collaboration. Coordinate learnership and internship programmes. Facilitate bursary management services. Monitor compliance with applicable prescripts

POST NO 07: ASSISTANT DIRECTOR: SYSTEMS CONTROL = 01 POST
Ref: DSD/2026/145 (RE-ADVERT)
COMMENCING SALARY NOTCH: R 487 197.00 per annum
SALARY LEVEL: 09
CENTRE: HEAD OFFICE: Polokwane

MINIMUM REQUIREMENTS: Grade 12 plus an appropriate qualification at NQF level 6 in Financial Management/ Accounting / Auditing /Cost / Management Accounting or equivalent qualification in the relevant field or area as recognised by SAQA . A minimum of 3 years' relevant experience at supervisory level . Valid motor vehicle driver's license (with exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Knowledge of Public Finance Management Act (PFMA). Knowledge of Public Service Regulations, Policies and procedures. Knowledge of transversal systems specifically related to system controlling. Leadership & Management skills. Financial reporting skills. Communications skills. Conflict management skills. Project Management skills. Problem solving skills.

KEY PERFORMANCE AREAS: Ensure proper security control in all financial systems (Transversal systems). Implement and enforce segregation of duties in the financial systems. Reviews of user's access rights. Provide helpdesk facilities to all financial systems users. Develop and ensure implementation of procedure manuals or standard operating procedures (SOP's). Maintain departmental standard chart of accounts and security profile. Monitor the interface and transversal system on banks, LOGIS, PERSAL and BAS. Download and prepare payment within 30 days report from Vulindlela . facilitate closure of books and monitor clearance of suspense accounts. Ensure proper financial reporting of the department. Assist in the preparations of the annual financial statement of the department.

POST NO 08: ASSISTANT DIRECTOR: SUPPLY CHAIN COMPLIANCE = 01 POST
REF: DSD/2026/146
COMMENCING SALARY NOTCH: R 487 197.00 per annum
SALARY LEVEL: 09
CENTRE: HEAD OFFICE: Polokwane

MINIMUM REQUIREMENTS: Grade 12 plus an appropriate qualification at NQF level 6 in Supply Chain Management / Logistics / Purchasing Management or equivalent qualification in the relevant field or area as recognised by SAQA. A minimum of 3 years relevant experience at Supervisory /Junior Management level. Valid motor vehicle driver's license (with the exception of persons with disabilities).

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KNOWLEDGE AND SKILLS: Knowledge of Public Finance Management Act (PFMA). Knowledge of Public Service Regulations, Policies and procedures. Knowledge of Preferential Procurement Policy Framework Act (PPPFA). Leadership & Management skills. Financial reporting skills. Communications skills. Conflict management skills. Project Management skills. Problem solving skills.

KEY PERFORMANCE AREAS: Provide capacity building to supply chain management. Identify capacity gaps through monitoring of policy implementation. Provide capacity building to Supply Chain Management Practitioners. Provide capacity building to Bid Specification, Evaluation and Adjudication committees. Provide capacity building to departmental end users. Facilitate provision of accredited Supply Chain Management courses. Provide support to institutions bid committee structures and Supply Chain Management officials. Management of departmental contracts. Provide regular status/ progress reports to management highlighting trends, problems, risks, deviation, delays and make appropriate recommendations for contract management improvement. Facilitate appointments and provide capacity building for project managers. Manage and provide advice to project managers in reporting on the performance of contracted service providers. Manage financial, administrative Implement and comply with relevant polies. Manage systems and procedures. Manage the budget planning and spending processes according to relevant frameworks. Manage the performance and development of staff. Compile and submit quarterly and annual reports.

POST NO 09: COMMUNITY DEVELOPMENT SUPERVISOR GRADE 1 = 01 POST
COMMENCING SALARY NOTCH: R471 330.00 per annum,
SALARY LEVEL:CD-A7
REF NO: DSD/2026/147 (RE-ADVERT)
CENTRES: SEKHUKHUNE DISTRICT: Elias Motsoaledi

MINIMUM REQUIREMENTS: Grade 12 plus an appropriate qualification at NQF 6 in Development Studies / Diaconiology / Social Sciences / Community Development / Sociology / Population Studies / Demography or equivalent qualification in the relevant field or area as recognized by SAQA. A minimum of seven (07) years' appropriate experience in Community Development after obtaining the required qualification. Valid motor vehicle driver's licence (with the exception of persons with disabilities)

KNOWLEDGE AND SKILLS: Knowledge and understanding of individual and group behaviour, inter relations within community structures, dynamics of the community and current legislation to enable interventions. The ability and competence to manage community development structures and projects. The ability to influence individuals and groups to participate in their own self-empowerment ventures. Research and report writing skills. Problem solving and conflict resolution skills. Computer literacy. Financial management. Presentation skills. Project management. People Management. Knowledge of the Public Service Management Framework, e.g. PFMA, Labour Relations Act, etc.

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

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development and related activities. Keep up to date with the new developments in the community development field to enhance service delivery.

POST NO 10 : SENIOR PROVISIONING ADMINISTRATIVE OFFICER: DEMAND & ACQUISITION MANAGEMENT = 01 POST
REF NO: DSD/2026/148
COMMENCING SALARY NOTCH: R413 001.00 per annum
SALARY LEVEL: 8
CENTRE: CAPRICORN DISTRICT OFFICE

MINIMUM REQUIREMENTS: Grade 12 plus an appropriate qualification at NQF 6 in Financial Management / SCM / Procurement Management / Logistic or equivalent qualification in the relevant field or area as recognised by SAQA. A minimum of 2-3 years relevant experience . Valid motor vehicle driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Government financial systems (e.g., BAS and LOGIS). Ability to handle pressure. Conflict management. Policy analysis and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills.

KEY PERFORMANCE AREAS: Facilitate the requisition of quotations. Receive approved specifications / Terms of References (TORs) for advertisement of bids and invitation of quotations. Issue out requests for quotations. Closing of the bids and price quotations. Record bids & quotations in the receipt registers and compilation of the checklists. Facilitate bid specification and evaluation processes. Compile the appointment letters for bid evaluation and specification committee members. Serve as the secretariat of the bid evaluation and specification committees. Facilitate compliance with SCM prescripts. Facilitate departmental supplier database or CSD (Central Supplier Database) interface. Request quotations from suppliers. Receive, evaluate and adjudicate quotations. Supervise the subordinates.

POST NO 11 : SENIOR INFORMATION TECHNOLOGY TECHNICIAN = 01 POST
REF NO: DSD/2026/149 (RE-ADVERT)
COMMENCING SALARY NOTCH: R 413 001.00 per annum
SALARY LEVEL: 08
CENTRE: HEAD OFFICE: Polokwane

MINIMUM REQUIREMENTS: Grade 12 plus an appropriate qualification at NQF 6 in Computer Science / Information Technology or equivalent qualification in the field or area as recognised by SAQA. A minimum of 2-3 years' relevant experience. Valid motor vehicle driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Good knowledge of Microsoft Windows desktop and server environments, including Microsoft 365. Knowledge of network infrastructure: LAN/WAN, TCP/IP, routing, switching and Wi-Fi. Knowledge of Active Directory, user account administration and Group Policy. Hardware and software installation, configuration and troubleshooting skills. Knowledge of cybersecurity best practices and IT service management. Strong problem-solving, analytical, communication and customer-service

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skills. Ability to work independently and effectively within a team. Strong diagnostic troubleshooting, excellent communication, and collaboration skills are required.

KEY PERFORMANCE AREAS: Provide day-to-day technical support to end users on hardware, software, and network-related incidents. Install, configure, maintain and troubleshoot servers, desktops, laptops, printers and peripheral devices. Support and maintain network infrastructure, including switches, routers, Wi-Fi, and structured cabling. Administer user accounts, permissions and access on Active Directory and Microsoft 365 tenant. Support and monitor ICT systems, servers, endpoint protection and backup solutions. Conduct routine system maintenance and apply approved updates and patches. Assist with the implementation of ICT projects, infrastructure upgrades, and departmental initiatives. Monitor LAN performance and availability, troubleshoot network issues, and implement corrective actions to minimize downtime and ensure optimal network performance. Perform data backups and system disaster recovery. Implement and enforce network security controls, including VLAN configuration, access control lists, and segmentation to protect departmental data and resources.

POST NO 12: SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER= 01 POST
REF NO: DSD/2026/150
COMMENCING SALARY NOTCH: R 413 001.00 per annum
SALARY LEVEL: 08
CENTRE: HEAD OFFICE : Polokwane

MINIMUM REQUIREMENTS: Grade 12 plus an appropriate qualification at NQF 6 in Operations Management/ Management Services/ Production Management/ Industrial and Organisational Psychology or equivalent qualification in the relevant field or area as recognized by SAQA. A minimum of 2- 3 years' relevant experience. Valid motor vehicle driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Knowledge of organisational design, restructuring and development principles. Knowledge of Work Study Techniques . Knowledge of change management principles, strategies, and models. Knowledge of business process re-engineering. Understanding of Job grading and evaluation system. Knowledge of public service regulations, acts and policies. Problem solving skills. Project Management skills. Communication skills. Stakeholder engagement and consultation skills. Analytical skill. Conflict resolution skill. Facilitation and presentation skills. Report writing skills. Computer literacy.

KEY PERFORMANCE AREAS: Assist with the development and review of organizational structure. Provide job evaluation services. Facilitate the development and review of job descriptions. Implement operations management framework interventions.

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POST NO 13: SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCES PRACTICE AND AMINISTRATION = 02 POSTS
COMMENCING SALARY NOTCH: R413 001.00 per annum
SALARY LEVEL: 8
CENTRE: POLOKWANE WELFARE COMPLEX [1] REF NO: DSD/2026/151, SEKHUKHUNE DISTRICT OFFICE [1] REF NO:DSD/2026/152

MINIMUM REQUIREMENTS: Grade 12 plus an appropriate qualification at NQF level 6 in Human Resource Management or Development or equivalent qualification in the relevant field or area as recognised by SAQA. PERSAL Literacy. A minimum of 2-3 years' relevant experience. Valid motor vehicle driver's license (with the exception of persons with disabilities.

KNOWLEDGE AND SKILLS: Knowledge of legislative mandates governing the public service . Interpretation of policies. Knowledge of E-Recruitment .Computer literacy Good Communication skills. Report writing skills. Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Human Resource Management policies. Problem solving skills.

KEY PERFORMANCE AREAS: Facilitate recruitment and selection of employees. Facilitate transfer / secondment / placement. Facilitate conditions of services and benefits. Supervise staff. Additional key Result area for PWC post: Perform auxiliary services , HRD and PMDS activities.

POST NO 14: SENIOR STATE ACCOUNTANT: SALARY ADMINISTRATION = 01 POST
COMMENCING SALARY NOTCH: R413 001 per annum
SALARY LEVEL: 08
REF: DSD/2026/153
CENTRE: VHEMBE DISTRICT OFFICE

MINIMUM REQUIREMENTS: Grade 12 plus an appropriate NQF 6 in Financial Management / Cost and Management Accounting / Auditing / Commerce or equivalent qualification in the relevant field or area as recognized by SAQA. PERSAL and BAS Literacy. A minimum of 2- 3 years' relevant experience. Valid motor vehicle driver's license (with exception of person with disabilities).

KNOWLEDGE AND SKILLS: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Knowledge of GRAP,GAAP and International financial reporting standards. Payroll administration skill. Financial reconciliation skill. Financial reporting skill. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. People Management. Project Management

KEY PERFORMANCE AREAS: Administer the processing of salaries and allowances. Maintain payroll records and conduct reconciliation. Facilitate compliance of payroll administration with financial regulations. Provide payroll related financial information and reports. Supervise staff.

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POST NO 15: SOCIAL WORKER GRADE 1= 01 POST
COMMENCING SALARY NOTCH: R338 208.00 per annum
SALARY LEVEL: SW – A4
REF: DSD/2026/154
CENTRE: MOPANI DISTRICT: Rotterdam One Stop

MINIMUM REQUIREMENTS: Grade 12 plus a bachelor's degree in Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions **[SACSSP]**. Valid motor vehicle driver's license (with exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Assessment skills, evaluation methods and processes; Supervision Framework for Social Workers; Social Work legislation; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Communication (written and verbal) skills; Proven computer literacy; Organising and planning skills; Project planning skills; Psycho social intervention skills; Report writing; Presentation and facilitation skills; diagnostic and analytical and problem-solving skills; Client orientation and customer focus skills. Computer literacy. Knowledge and understanding of human behaviour, social system and skills to intervene at a point where people interact with their environmental environment in order to promote their well-being. Knowledge of programme and project management skills. Information and knowledge management skills. People empowerment skills. Communication and coordination skills.

KEY PERFORMANCE AREAS: Render social work services with regard to care, protection and development of vulnerable individuals, group, families and communities. Provide individual and group counselling. Conduct advance 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. 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 16: STATE ACCOUNTANT: EXPENDITURE AND ACCOUNTS = 03 POSTS
COMMENCING SALARY NOTCH: R338 106.00 per annum
SALARY LEVEL: 07
CENTRE: SEKHUKHUNE DISTRICT OFFICE [01] REF: DSD/2026/155(RE-ADVERT) WATERBERG DISTRICT OFFICE [01] REF:DSD/2026/156 AND MOPANI DISTRICT OFFICE [01] REF:DSD/2026/157

MINIMUM REQUIREMENTS: Grade 12 plus an appropriate qualification at NQF 6 in Financial Management / Accounting / Auditing or equivalent qualification in the relevant field or area as recognised by SAQA. A minimum of 1-2 years' relevant experience. Valid motor vehicle driver's license (with exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good

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communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Leadership and management skills. Policy analysing and interpersonal skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Logis and BAS literacy. Project management.

KEY PERFORMANCE AREAS: Assist in providing financial budgeting. Assist in processing of payments. Assist in performing creditor's reconciliation. Maintaining payment register. Administer salary matters. Rendering of general financial administration.

POST NO 17: CHIEF REGISTRY CLERK: PERSONNEL RECORD = 01 POST
REF NO: DSD/2026/158
COMMENCING SALARY NOTCH: R338 106.00 per annum
SALARY LEVEL: 07
CENTRE: HEAD OFFICE :Polokwane

MINIMUM REQUIREMENTS: An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. Qualifications/Certificate in Records and Archives will be an added advantage. A minimum of 3-5 years' experience in Personnel Records/Registry. Valid motor vehicle driver's licence. (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage, retrieval, archival and disposal procedures in terms of the Legislative Framework governing records. Knowledge of the Best Practice Model on personnel records.

KEY PERFORMANCE AREAS: Supervise and provide personnel registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and record management service. Supervise the operation and operate office machines in relation to the personnel registry function. Supervise the processing of documents for archiving and/disposal. Supervise human resources/staff.

POST NO 18: ADMINISTRATIVE OFFICER: AUXILIARY SERVICES= 01 POST
REF NO: DSD/2026/159
COMMENCING SALARY NOTCH: R338 106.00 per annum
SALARY LEVEL: 7
CENTRE: CAPRICORN DISTRICT OFFICE

MINIMUM REQUIREMENTS: Grade 12 plus an appropriate qualification at NQF 06 in Logistics / Public Administration / Public Management or equivalent qualification in the relevant field or area as recognised by SAQA. A minimum of 1-2 years relevant experience. Valid driver's licence (with exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, good interpersonal relationship, ability to handle pressure. Conflict management. Policy analysing and interpretation skills. Report writing

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Initials

skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills.

KEY PERFORMANCE AREAS: Provide administration support services. Co-ordinate office and housing accommodation for staff. Maintenance and updating of accommodation and machinery lease / rental register. Provider support on cleaning services to the department. Manage help desk and switchboard operations.

POST NO 19: PROVISIONING ADMINISTRATIVE OFFICER: DEMAND & ACQUISITION = 01 POST
REF NO:DSD/2026/160
SALARY: COMMENCING NOTCH: R338 106.00 per annum
SALARY LEVEL: 7
CENTRE: MOPANI DISTRICT OFFICE

MINIMUM REQUIREMENTS: Grade 12 plus an appropriate qualification at NQF 6 in Financial Management / SCM / Procurement Management / Logistics or equivalent qualification in the relevant field or area as recognised by SAQA. A minimum of 1-2 years experience in Supply Chain Management. Valid motor vehicle driver's license (with exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Knowledge of the Supply Chain Management framework, Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Treasury Regulation, Broad Based Black Economic Empowerment Act (B-BBEE) and other relevant prescripts.

KEY PERFORMANCE AREAS: Provide regular status/progress reports to management highlighting trends, problems, risks, deviations, delays and make appropriate recommendations for improvement. Determine possible future need for service by conducting a gap analysis. Manage and maintain the database of all suppliers. Ensure quality reporting on sourcing of goods and services. Consolidate procurement plan based on inputs from various units. Capacity building to all users on new procedures or systems implemented for the purpose of needs and market analysis. Assist with the development of acquisition plan or strategy. Purchase goods and services that meet users' requirements. Ensure that contractual obligations are met to administer the flow of orders as well as ensuring that all orders are invoiced. Receive and process requisition. Ensure that the Service Level Agreements are met. Monitor and make Quality Assurance of the incoming and outgoing requisition. Ensure that requisitions are in line with the BEE as well as the South African Vendor Market.

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POST NO 20: COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 = 07 POSTS
COMMENCING SALARY NOTCH: R289 296.00 per annum
SALARY LEVEL: CD- A4
CENTRES: WATERBERG DISTRICT: Thabaleshoba [2] REF: DSD/2026/161, Mokopane [1] REF: DSD/2026/162, VHEMBE DISTRICT: Tshipise Office[1] : REF: DSD/2026/ 163, MOPANI DISTRICT: Kgapane One Stop[1]: REF: DSD/2026/164, CAPRICORN DISTRICT: Buffelshoek[1] REF:DSD/2026/165, SEKHUKHUNE DISTRICT: Fetakgomo: Atok [1] REF: DSD/2026/166

MINIMUM REQUIREMENTS: Grade 12 plus an appropriate qualification at NQF 6 or equivalent qualification in Development Studies / Diaconiology / Social Sciences / Community Development / Sociology / Population Studies / Demography or equivalent qualification in the relevant field or area as recognized by SAQA. Valid motor vehicle driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Knowledge of community development work, skills, attitudes and values of communities. Knowledge and understanding of human behaviour, social systems and relevant legislations. The ability and competence to co-ordinate community development structures. The ability to influence individuals and group to participate in self-empowerment ventures. Understanding of social dynamics of communities. Knowledge and understanding of basic financial management. Presentation skills. Computer literacy. Written and verbal communication skills. Facilitation skills. Research skills. Project management.

KEY PERFORMANCE AREAS: Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Collaborate and liaise with pertinent role players and stakeholders to establish partnerships to ensure the sustainability of development actions within the community. Support communities and perform administrative support on community development and related activities. Keep abreast of new developments in the community development field to enhance service delivery.

POST NO 21 : LEGAL ADMINISTRATION OFFICER = 01 POST(RE-ADVERT)
REF NO: DSD/2026/167
COMMENCING SALARY NOTCH: R 262 968.00 per annum
SALARY LEVEL: MR-4
CENTRE: HEAD OFFICE: Polokwane

MINIMUM REQUIREMENTS: Grade 12 plus a Bachelor's degree in Law (LLB) or equivalent relevant qualification in the related field or area as recognized by SAQA. A minimum of 5 years' experience after obtaining the degree. Valid motor vehicle driver's license (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Sound knowledge of South African legal system and applicable legislation relevant to social development. Knowledge of Public Finance Management Act. Legal drafting and interpretation skills. Strong administrative and organizational skills. Excellent written and verbal communication. Computer literacy (MS Word, Excel, Outlook). Ability to work independently and under pressure. Analytical skills.

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Initials

Dispute resolution. Legal research. Project management skills. Policy analysis and interpretation skills.

KEY PERFORMANCE AREAS: Draft, edit and/or review legal documents including contracts, memoranda, opinions, and correspondence. Provide legal support in the interpretation and application of relevant legislation, including the Constitution, the Children's Act, the Older Persons Act, and the Social Assistance Act. Assist in the preparation of legal opinions and advice for departmental units. Manage and maintain legal case files and records. Assist in handling of litigation matters involving the Department in liaison with the State Attorney's office. Support labour relations cases and disciplinary hearings by preparing documentation and assisting with procedural compliance. Participate in legislative and policy development processes affecting the department. Conduct legal research to support the functions of the Legal Services Directorate. Ensure compliance with PAIA, POPIA, and other statutory frameworks. Monitor the implementation of legal instructions and advice within the department.

POST NO 22: ACCOUNTING CLERK: EXPENDITURE AND ACCOUNTS = 01 POST
REF: DSD/2026/168
COMMENCING SALARY NOTCH: R237 453 per annum
SALARY LEVEL: 05
CENTRE: SEKHUKHUNE DISTRICT OFFICE

MINIMUM REQUIREMENTS: An appropriate qualification at NQF level 4/Matric (Grade 12) or equivalent qualification as recognised by SAQA

KNOWLEDGE AND SKILLS: Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Knowledge of PERSAL and BAS system, Basic financial management skills, understanding of PFMA and Batho Pele principles, Filing and record management skills, Computer literacy in Microsoft Excel, Microsoft Word and Microsoft Outlook.

KEY PERFORMANCE AREAS: Archiving of payment vouchers. Process and handle payment enquiries. Attend to client queries on payments. Assist in performing creditor's reconciliation. Receive goods on the system after they have been received manually. Maintain payment register. Update registers daily.

POST NO 23: ADMINISTRATION CLERK: = 01 POST
REF: DSD/2026/169
COMMENCING SALARY NOTCH: R 237 453.00 per annum
SALARY LEVEL: 05
CENTRE: VHEMBE DISTRICT: Makhado Municipality

MINIMUM REQUIREMENTS: An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. Valid motor vehicle driver's licence (with the exception of persons with disabilities)

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KNOWLEDGE AND SKILLS: Computer literacy skills. Good verbal and written communication skills. Interpersonal relations. Planning and organising. Teamwork. Knowledge of legal framework governing the Public Service. Interpersonal skills. Report

KEY PERFORMANCE AREAS: Render a variety of administrative duties . provide SCM clerical services. Provide financial admin support. Assist in collecting statistic. Intake client information. Filling records. Distribute food parcels. Update client register.

POST NO 24: HRM CLERK = 01 POST
REF: DSD/2026/170
COMMENCING SALARY NOTCH: R 237 453.00 per annum
SALARY LEVEL: 05
CENTRE: MOPANI DISTRICT OFFICE

MINIMUM REQUIREMENTS: An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA.

KNOWLEDGE AND SKILLS: Knowledge of Public Service Regulations, Acts , policies and procedures. Knowledge of PFMA. Good Communication and listen skills. Good Interpersonal relations. Ability to handle pressure. Conflict management. Policy analysis and interpretation . Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality. Customer care skills. Knowledge of PERSAL. Computer literacy skills.

KEY PERFORMANCE AREAS: Facilitate recruitment and selection of employees. Administration of conditions of services and benefits. Facilitation of transfers.

POST NO 25: DATA CAPTURE = 01 POST
COMMENCING SALARY NOTCH: R 201 093.00 per annum
SALARY LEVEL: 04
REF NO: DSD/2026/171
CENTRE: CAPRICORN DISTRICT: Botlokwa One Stop Centre .

MINIMUM REQUIREMENTS: An appropriate recognized NQF level 4 (Grade 12) or equivalent qualification as recognised by SAQA.

KNOWLEDGE AND SKILLS: Proficiency in Microsoft office. Typing skills. Computer literacy. Communication skills. Problem solving skills. Planning and organizing skills. Ability to work independently or in a team. Good interpersonal skills.

KEY PERFORMANCE AREAS: Capture data into quarterly and annual report. Verification and review of captured data for completeness. Validation of means of verification. Identify and correct duplication of captured data. Maintain Departmental Data System. Perform system verification to ensure high data quality.

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POST NO 26: SOCIAL AUXILIARY WORKER GRADE 1 = 01 POST
COMMENCING SALARY NOTCH: R 200 691.00 per annum
SALARY LEVEL: SW – A1
REF NO: DSD/2026/172
CENTRE: CAPRICORN DISTRICT: Botlokwa One Stop Centre .

MINIMUM REQUIREMENTS: An appropriate recognized NQF level 4 (Grade 12) or equivalent qualification as recognised by SAQA and Social Auxiliary Certificate. Current registration with the South African Council for Social Service Professions [SACSSP] as Social auxiliary worker.

KNOWLEDGE AND SKILLS: Demonstrate basic understanding of the South African social welfare context, the policy and practice of development social welfare services also the role of social auxiliary worker within this context. Define and demonstrate understanding of the purpose of social auxiliary work also with the role and functions of a social auxiliary worker in relation to a social worker within South African context. Consistently reflect the values and principles contained in the Bill of Rights, and social work profession's Code of Ethics in service delivery as a social auxiliary worker. Demonstrate a basic understanding of the South African judicial system, the legislations governing and impacting on social auxiliary work and social work. Demonstrate a basic understanding of human behaviour, relationship system and social issues. Implement appropriate social auxiliary work methods and techniques to address the social needs of client system. Use appropriate resources in service delivery to client systems. Work effectively with social workers and members of multi-sectoral teams in social service delivery. Work effectively as a social auxiliary worker to address the special needs and problems experienced by at least 3 of the priority focus groups in the social welfare. Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately. Provide an efficient research and administrative support services to the social worker. Demonstrate basic knowledge of financial matters related to social auxiliary work. Demonstrate self-awareness regarding personal capacities, attitudes skills and willingness to develop them further under the supervision of a social worker.

KEY PERFORMANCE AREAS: Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes. Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form. Keep abreast with new developments in the social work and social services field. Perform administrative support functions in support of social workers as required of the job.

POST NO 27: CHILD AND YOUTH CARE WORKER = 02 POSTS
COMMENCING SALARY NOTCH: R191 694.00 per annum
SALARY LEVEL: GRADE 1
CENTRE: POLOKWANE WELFARE COMPLEX REF: DSD/2026/173, VHEMBE
DISTRICT: Thohoyandou Child & Youth Care Centre REF: DSD/2026/174

MINIMUM REQUIREMENTS: An appropriate recognized NQF level 4 (Grade 12) or equivalent qualification as recognised by SAQA and Basic qualification in Child Care. Current registration with the South African Council for Social Service Professions [SACSSP] as auxiliary child and youth care worker.

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KNOWLEDGE AND SKILLS: Knowledge and understanding of the legislative framework (Children's Act, Child Care Act, Child Justice Act) governing the Secure Care Centers. Good communication skills, Good interpersonal relationships, Ability to handle pressure. Honesty and confidentiality, customer care skills.

DUTIES: KEY PERFORMANCE AREA: Receive children and youth to the care facility after admission. Provide orientation for the child to the center. Provide care and development of children and youth where their needs are protected. Ensure that children/youth receive medical services. Facilitate independent living and recreational programmes. Organize family visits and contacts. Escort children to external services. Assist with implementation of developmental and therapy programmes. Perform administration duties.

POST NO 28: NURSING ASSISTANT GRADE 1= 01 POST
COMMENCING SALARY NOTCH: R181 230.00 per annum
SALARY LEVEL: NA1
REF: DSD/2026/175
CENTRE: SESHEGO TREATMENT CENTRE

MINIMUM REQUIREMENTS: Qualification that allows registration with the South African Nursing Council (SANC) as Nursing Assistant or Auxiliary nurse. Current registration with the South African Council Nursing Council as enrolled nursing assistant.

KNOWLEDGE: SKILLS AND COMPETENCIES: Knowledge of nursing care processes and procedure, nursing statutes and other relevant legal framework such as Nursing Act, OHSA, Patient Right Charter etc. Good Communication skills. Facilitation skills. Liaison and networking skills. Information Management. Computer literacy.

KEY PERFORMANCE AREAS: Provide quality basic nursing care. Provide elementary clinical nursing care. Practice nursing in accordance with laws and regulations relevant to nursing. Maintain professional growth, ethical standards and self- development. Utilise human, material and physical resources efficiently and effectively. Report writing and updating client register. Filling of records. Transferring patients to other health facilities.

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Initials

POST NO 29: CLEANER = 05 POSTS
COMMENCING SALARY NOTCH: R144 024.00 per annum
SALARY LEVEL: 02
CENTRES: POLOKWANE WELFARE COMPLEX [1] , REF: DSD/2026/176, WATERBERG DISTRICT: Thabazimbi [1] REF: DSD/2026/177, Bela-Bela [1] REF: DSD/2026/178, VHEMBE DISTRICT: Thohoyandou One Stop [1]: REF:DSD/2026/179, SEKHUKHUNE DISTRICT: Ephraim Mogale: Matlerekeng [1] REF: DSD/2026/180.

MINIMUM REQUIREMENTS: Junior Certificate or STD 8/GRADE 10/AET/ABET, or equivalent qualification.
KNOWLEDGE AND SKILLS: Knowledge of Batho Pele Principles. Knowledge of basic safety and hygiene practices. Knowledge of infection control and hazard monitoring. Interpersonal skills. Communication skills. Time management.

KEY PERFORMANCE AREAS: Provide cleaning services. Keep and maintain cleaning materials and equipment. Request and manage the supply of cleaning materials and equipment. Implement and maintain hygiene and infection prevention measures.

POST NO 30: PHOTOCOPY OPERATOR = 01 POST
COMMENCING SALARY NOTCH: R144 024.00 per annum
SALARY LEVEL: 02
REF: DSD/2026/181
CENTRE: SEKHUKHUNE DISTRICT OFFICE

MINIMUM REQUIREMENTS: Junior Certificate or STD 8/GRADE 10/AET/ABET, or equivalent qualification.
KNOWLEDGE AND SKILLS: Knowledge of Batho Pele Principles. Knowledge of basic safety and hygiene practices. Knowledge of infection control and hazard monitoring. Interpersonal skills. Communication skills. Time management.

KEY PERFORMANCE AREAS: Rendering photocopy services. Use and keep all photocopy machines properly. Report photocopier faults for repair. Maintain recording of photocopier. Maintain photocopier registers.

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DEPARTMENT OF SOCIAL DEVELOPMENT
LIST OF ADDRESSES FOR DISTRICT OFFICES FOR PURPOSES OF DIRECTING APPLICATIONS

STATION	TEL NO	POSTAL ADDRESS	PHYSICAL ADDRESS
CAPRICORN DISTRICT / SEKUTUPU OLD AGE HOME	015 290 9226 Ms MG Masia	Director: Capricorn District Private Bag X9709 POLOKWANE 0700	78 Hans van Rensburg POLOKWANE 0699
SEKHUKHUNE DISTRICT / TUBATSE CYCC	015 632 9900 Ms MG Maepa	Director: Sekhukhune District Private Bag X80 LEBOWAKGOMO 0737	Old Parliament Building LEBOWAKGOMO
VHEMBE DISTRICT / THOHOYANDOU CYCC / MTSETWENI CYCC	015 962 4958 Ms R Ramathuthu	Director: Vhembe District Private Bag X5040 THOHOYANDOU 0950	Thohoyandou Children's Home Thohoyandou Block F Punda Maria Road
WATERBERG DISTRICT	014 718 1700 Mr S Moloto	Director: Waterberg District Private Bag X1051 MODIMOLLE 0510	Corner Elias Motswaledi & Thabo Mbeki Street MODIMOLLE
MOPANI DISTRICT / IRISH HOUSE	015 811 4300 Mr G Muhlarhi	Director: Mopani District Private Bag X9689 GIYANI 0826	Unigaz Road GIYANI Section A
POLOKWANE WELFARE COMPLEX	015 293 1181 Ms P Mamome	Head of Institution Private Bag X 9513 Polokwane 0700	Plot 303 Strekloop Polokwane 0699 (A.K.A Place of Safety)

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