



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF  
**SOCIAL DEVELOPMENT**

Ref : S3/1/1

Enq : Phala PM

To : All Government Departments

DEPARTMENTAL CIRCULAR NO 41 OF 2017

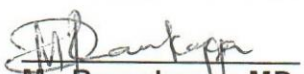


## ADVERTISEMENT OF VACANT POSTS

1. Applications are hereby invited from suitably qualified candidates for vacant posts as per the attached "**Annexure A**".
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, ID document and Driver's licence.
3. Applications for Seshego Treatment Centre should be addressed to: The Head of Department, Private Bag X9710, POLOKWANE, 0700 Or hand delivered at: 21 Biccard Street, Olympic Towers, Ground Floor Office 030, POLOKWANE and Mtsweteni Children's Home: The District Director, Private Bag X5040, THOHOYANDOU, 0950 or submitted at Old Parliament Building, Thohoyandou.
4. The closing date for applications is **05 January 2018**
5. The Department of Social Development is an equal opportunity and Affirmative Action Employer. People with disabilities are encouraged to apply. Correspondence will be entered into with short listed candidates only.

**NB:** Late applications, faxed or e-mailed applications will not be considered. Where more than one post is applied, separate application forms must be completed. If you don't hear from us within 90 days of the closing date, kindly accept that your application has been unsuccessful. However should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of PAJA, Act 3 of 2000. Successful candidates will be subjected to personnel suitability checks on criminal records, citizenship, employment reference, educational qualifications and where applicable, financial records.

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

  
Ms Ramokgopa MD  
Head of Department

08/12/2017  
Date

## ANNEXURE A

### **POST NO 1: MEDICAL OFFICER**

**REF NO: DSD/29**

**SALARY LEVEL: GRADE 1**

**SALARY: INCLUSIVE SALARY PACKAGE: R736 425.00 Per Annum**

**CENTRE: SESHEGO TREATMENT CENTRE**

**REQUIREMENTS:** Qualifications and competencies: An MBChB Degree plus five (05) years professional experience in the medical field. Registration as a medical practitioner with the Health Professions Council of South Africa (HPCSA).

**KNOWLEDGE AND SKILLS:** Knowledge of the Public Service, Health and Social Assistance Legislation. Knowledge of Medical Practices and Guidelines.

**DUTIES: KEY PERFORMANCE AREAS:** Perform medical case assessment. Coordinate and facilitate the referral process for obtaining medical opinions. Assist in monitoring and supporting the medical adjudication process. Render inputs regarding medical guidelines, standard operating procedure, norms and standards and training material. Prepare reports. Liaise with medical and health professionals. Assist in rendering management functions including Human Resource, Financial and Risk Management functions. Assist in outreach and teaching when required. After hours clinical participation the call roster.

### **POST NO 2: DEPUTY DIRECTOR: HEAD OF INSTITUTION**

**REF: DSD/30**

**SALARY LEVEL: 11**

**SALARY: INCLUSIVE SALARY PACKAGE: R657 558.00 Per Annum**

**CENTRE: MTSWETENI CHILDREN'S HOME**

**REQUIREMENTS:** Qualifications and competencies: An Appropriate Bachelor's degree or equivalent qualification at NQF level 06. Minimum experience of three (03) years' experience in Management. A valid driver's licence.

**KNOWLEDGE AND SKILLS:** Knowledge of legislative framework governing the public service. Sufficient knowledge of programmes offered in the children's home. Computer literacy. Good communication and presentation skills. Project management skills. Problem solving skills.

**DUTIES: KEY PERFORMANCE AREAS:** Provide comprehensive care services for children. Manage provision of nutrition, social, emotional and psychological care services. Ensure implementation of norms and standards, guidelines and provisions of Children's Act. Provide Human Resource Management and Development. Manage health care services. Manage resources [Financial, Physical and Human]. Overall management of administration in the Institution.



**POST NO 3: PSYCHOLOGIST (CLINICAL)**

**REF NO: DSD/31**

**SALARY LEVEL: GRADE 1**

**SALARY: COMMENCING SALARY NOTCH: R633 702.00 Per Annum**

**CENTRE: SESHEGO TREATMENT CENTRE**

**REQUIREMENTS:** Qualifications and competencies: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist in Clinical Psychology. **KNOWLEDGE AND SKILLS:** Knowledge of the Public Service, Health and Social Assistance Legislation. Knowledge of Medical Practices and Guidelines.

**DUTIES: KEY PERFORMANCE AREAS:** Perform medical case assessment. Coordinate and facilitate the referral process for obtaining medical opinions. Assist in monitoring and supporting the medical adjudication process. Prepare reports. Liaise with medical and health professionals. Assist in rendering management functions including Human Resource, Financial and Risk Management functions. After hours clinical participation the call roster.

**POST NO 4: SOCIAL WORK SUPERVISOR [02 POSTS]**

**REF: DSD/32**

**SALARY LEVEL: GRADE 1**

**SALARY: COMMENCING SALARY NOTCH: R341 322.00 Per Annum**

**CENTRE: SESHEGO TREATMENT CENTRE [01], MTSWETENI CHILDREN'S HOME [01]**

**REQUIREMENTS:** Qualifications and competencies: Recognized Bachelor's degree in Social Work. Minimum experience of seven (07) years in Social Work. 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 with regard to the care, support, protection and development of vulnerable individual, groups, families and communities through the relevant programmes are rendered. 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 5: OCCUPATIONAL THERAPIST [02 POSTS]**

**REF: DSD/33**

**SALARY LEVEL: GRADE 1**

**SALARY: COMMENCING SALARY NOTCH: R316 722.00 Per Annum**

**CENTRE: SESHEGO TREATMENT CENTRE**

**REQUIREMENTS:** Qualifications and competencies: An Appropriate Bachelor's degree in Occupational Therapy. Registration with the Health Professions Council of South Africa [HPCSA] as an Occupational Therapist. Experience in Psychiatry will be an added advantage. A valid driver's licence. **KNOWLEDGE AND SKILLS:** Knowledge of legal framework governing the Public Service. Interpretation of policies. Computer literacy. Good verbal and written communication. **DUTIES: KEY PERFORMANCE AREAS:** Render occupational therapy services in allocated areas of work that comply with the norms and standards as indicated by health policies. Assessment and treatment of patients in allocated work. Supervision of the therapy assistants.

**POST NO 6: STATE ACCOUNTANT: BUDGETING AND REPORTING [02 POSTS]**

**REF: DSD/34**

**SALARY LEVEL: 07**

**SALARY: COMMENCING SALARY NOTCH: R226 611.00 Per Annum**

**CENTRE: SESHEGO TREATMENT CENTRE [01], MTSWETENI CHILDREN'S HOME [01]**

**REQUIREMENTS:** Qualifications and competencies: An Appropriate Bachelor's degree in Public Finance/ Accounting/ Financial Management or equivalent qualification at NQF level 06. Minimum experience of two (02) years' experience in Financial Management. **KNOWLEDGE AND SKILLS:** Knowledge of PFMA and Treasury Regulations. Knowledge of BAS and FINEST. Computer Skills. Good communication skills. Financial management skills. **DUTIES: KEY PERFORMANCE AREAS:** Capturing and safekeeping of virement forms. Capture budget. Consolidate inputs from sections for in year monitoring. Assist in revenue management. Supervise staff. Provide support to line functions.

**POST NO 7: ADMIN OFFICER: SUPPORT SERVICES**

**REF: DSD/35**

**SALARY LEVEL: 07**

**SALARY: COMMENCING SALARY NOTCH: R226 611.00 Per Annum**

**CENTRE: SESHEGO TREATMENT CENTRE**

**REQUIREMENTS:** Qualifications and competencies: An Appropriate Bachelor's degree or equivalent qualification at NQF level 06. Minimum experience of two (02) years' experience in administration. **KNOWLEDGE AND SKILLS:** Interpersonal relations. Good understanding of office administration. Computer Skills. Good communication skills. Financial management skills. **DUTIES: KEY PERFORMANCE AREAS:** Coordinate catering services. Coordinate laundry services. Coordinate housekeeping/ household services. Coordinate maintenance services. Coordinate security management services. Render auxiliary services.



**POST NO 8: PROFESSIONAL NURSE [07 POSTS]**

**REF: DSD/36**

**SALARY LEVEL: GRADE 1**

**COMMENCING SALARY NOTCH: R226 083.00 Per Annum**

**CENTRE: SESHEGO TREATMENT CENTRE [06], MTSWETENI CHILDREN'S HOME [01]**

**REQUIREMENTS:** Qualifications and competencies: 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 9: RECEPTIONIST**

**REF: DSD/37**

**SALARY LEVEL: 06**

**SALARY: COMMENCING SALARY NOTCH: R183 558.00 Per Annum**

**CENTRE: SESHEGO TREATMENT CENTRE**

**REQUIREMENTS:** Qualifications and competencies: A minimum of Grade 12 or equivalent qualification. Bachelor's degree will be an added advantage. **KNOWLEDGE AND SKILLS:** Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills. **DUTIES: KEY PERFORMANCE AREAS:** Serve as a point of entry in the Centre. Serve as secretary to the centre Manager. Facilitate meeting arrangements. Answer incoming calls and direct them to the relevant offices.

**POST NO 10: PERSONNEL OFFICER [02 POSTS]**

**REF: DSD/38**

**SALARY LEVEL: 05**

**SALARY: COMMENCING SALARY NOTCH: R152 862.00 Per Annum**

**CENTRE: SESHEGO TREATMENT CENTRE [01], MTSWETENI CHILDREN'S HOME [01]**

**REQUIREMENTS:** Qualifications and competencies: Grade 12 or equivalent qualification. Bachelor's degree or equivalent qualification in Human Resource Management will be an added advantage. **KNOWLEDGE AND SKILLS:** Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills. **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 11: ADMIN CLERK [02 POSTS]**

**REF: DSD/39**

**SALARY LEVEL: 05**

**SALARY: COMMENCING SALARY NOTCH: R152 862.00 Per Annum**

**CENTRE: SESHEGO TREATMENT CENTRE [01], MTSWETENI CHILDREN'S HOME [01]**

**REQUIREMENTS:** Qualifications and competencies: Grade 12 or equivalent qualification. **KNOWLEDGE AND SKILLS:** Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills. **DUTIES: KEY PERFORMANCE AREAS:** Rendering a variety of administrative duties. Assist in collecting statistics. Intake client information. Filing of records. Updating client register.

**POST NO 12: REGISTRY CLERK**

**REF: DSD/40**

**SALARY LEVEL: 05**

**SALARY: COMMENCING SALARY NOTCH: R152 862.00 Per Annum**

**CENTRE: MTSWETENI CHILDREN'S HOME**

**REQUIREMENTS:** Qualifications and competencies: Grade 12 or equivalent qualification. **KNOWLEDGE AND SKILLS:** Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills. **DUTIES: KEY PERFORMANCE AREAS:** Manage incoming and outgoing mail, correspondence and faxes. Manage office administration duties such as maintaining registers, filing and record keeping. Circulation of all documents and operate the photocopy machine.



**POST NO 13: STAFF NURSE [07 POSTS]**

**REF: DSD/41**

**SALARY LEVEL: GRADE 1**

**SALARY: COMMENCING SALARY NOTCH: R150 819.00 Per Annum**

**CENTRE: SESHEGO TREATMENT CENTRE [06], MTSWETENI CHILDREN'S HOME [1]**

**REQUIREMENTS:** Qualifications and competencies: 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 14: OCCUPATIONAL THERAPY ASSISTANT [02 POSTS]**

**REF: DSD/42**

**SALARY LEVEL: GRADE 1**

**SALARY: COMMENCING SALARY NOTCH: R150 447.00 Per Annum**

**CENTRE: SESHEGO TREATMENT CENTRE**

**REQUIREMENTS:** Qualifications and competencies: Grade 12. Health Professions Council of South Africa [HPCSA] approved Occupational Therapy Assistant qualification. Registration with HPCSA. Experience in Psychiatry will be an added advantage. **KNOWLEDGE AND SKILLS:** Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills. Computer literacy. Report writing skills. **DUTIES: KEY PERFORMANCE AREAS:** Render occupational therapy services in accordance with rules and regulations of HPCSA. Treatment of patients under direct supervision of the Occupational Therapist using protocols and procedures as designed by the department. Co-facilitate group therapeutic activity programmes and contribute in patient skills development and training. Organise patients' functions and health awareness calendar events, sports and recreational services in allocated units/ wards. Implement appropriate rehabilitation intervention under supervision of the Therapist. Execute necessary admin duties related to patient care. Participate in own and other professional development.

**POST NO 15: CHILD AND YOUTH CARE TEAM LEADER [03 POSTS]**

**REF: DSD/43**

**SALARY LEVEL: GRADE 1**

**SALARY: COMMENCING SALARY NOTCH: R138 378.00 Per Annum**

**CENTRE: SESHEGO TREATMENT CENTRE [02], MTSWETENI CHILDREN'S HOME [01]**

**REQUIREMENTS:** Qualifications and competencies: Grade 12 certificate. A minimum of seven (07) years appropriate experience in Child & Youth Care work after obtaining the required qualification. **KNOWLEDGE AND SKILLS:** Knowledge of child care. Good communication skills. Interpersonal skills. Computer literacy. Coordination skills. **DUTIES: KEY PERFORMANCE AREAS:** Provide care and protection to vulnerable children/ clients or service users at the centre. Perform administrative duties. Manage the behaviour of clients. Assist in coordination of excursions and leisure activities. Provide 24 hours care to service users in the centre. Monitor and supervise activities of service users in the centre. Writing of reports.



**POST NO 16: FOOD SERVICE SUPERVISOR**

**REF: DSD/44**

**SALARY LEVEL: 04**

**SALARY: COMMENCING SALARY NOTCH: R127 851.00 Per Annum**

**CENTRE: SESHEGO TREATMENT CENTRE**

**REQUIREMENTS:** Qualifications and competencies: Grade 12 or equivalent qualification. Experience in food service. **KNOWLEDGE AND SKILLS:** Computer literacy. Good communication skills. Interpersonal skills. **DUTIES: KEY PERFORMANCE AREAS:** Provide high quality nutritious food to clients. Maintain good hygiene and safety practices. Assist in the management of funds allocated to the section. Manage resources [Physical and Human]

**POST NO 17: TELECOM OPERATOR**

**REF: DSD/45**

**SALARY LEVEL: 04**

**SALARY: COMMENCING SALARY NOTCH: R127 851.00 Per Annum**

**CENTRE: MTSWETENI CHILDREN'S HOME**

**REQUIREMENTS:** Qualifications and competencies: Grade 12 or equivalent qualification. **KNOWLEDGE AND SKILLS:** Computer literacy. Good communication skills. Interpersonal skills. **DUTIES: KEY PERFORMANCE AREAS:** Receiving incoming and outgoing calls. Administer requisition forms and respond to queries. Transfer calls to relevant extensions. Take message and refer to the relevant person.

**POST NO 18: DRIVER/ MESSENGER [02 POSTS]**

**REF: DSD/46**

**SALARY LEVEL: 04**

**SALARY: COMMENCING SALARY NOTCH: R127 851.00 Per Annum**

**CENTRE: SESHEGO TREATMENT CENTRE [01], MTSWETENI CHILDREN'S HOME [01]**

**REQUIREMENTS:** Qualifications and competencies: Junior Certificate or Std 08. A valid driver's licence. Public Driver's Permit [PDP]. **KNOWLEDGE AND SKILLS:** Good communication skills. Interpersonal skills. **DUTIES: KEY PERFORMANCE AREAS:** Transport staff members to various destinations. Collect post and documents in and out of the Institution. Responsible to take vehicles to and from merchants. Ensure cleanliness of state vehicles.

**POST 19: CHILD AND YOUTH CARE WORKER [16 POSTS]**

**REF: DSD/47**

**SALARY LEVEL: GRADE 1**

**SALARY: COMMENCING SALARY NOTCH: R124 047.00 Per Annum**

**CENTRE: SESHEGO TREATMENT CENTRE [06], MTSWETENI CHILDREN'S HOME [10]**

**REQUIREMENTS:** Qualifications and competencies: Grade 12 certificate and NQF level 4 certificate in Ancillary Health Care. **KNOWLEDGE AND SKILLS:** Knowledge of child care. Good communication skills. Interpersonal skills. Computer literacy. Coordination skills. **DUTIES: KEY PERFORMANCE AREAS:** Provide care and protection to vulnerable children/ clients or service users at the centre. Perform administrative duties. Manage the behaviour of clients. Assist in coordination of excursions and leisure activities. Provide 24 hours care to service users in the centre. Monitor and supervise activities of service users in the centre.



**POST 20: NURSING ASSISTANT [08 POSTS]**

**REF: DSD/48**

**SALARY LEVEL: GRADE 1**

**SALARY: COMMENCING SALARY NOTCH: R116 625.00 Per Annum**

**CENTRE: SESHEGO TREATMENT CENTRE [06], MTSWETENI CHILDREN'S HOME [02]**

**REQUIREMENTS:** Qualifications and competencies: 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. Transferring patients to other health facilities. Participate in the treatment program. Participating 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 21: FOOD SERVICE AID [03 POSTS]**

**REF: DSD/49**

**SALARY LEVEL: 02**

**SALARY: COMMENCING SALARY NOTCH: R90 234.00 Per Annum**

**CENTRE: MTSWETENI CHILDREN'S HOME**

**REQUIREMENTS:** Qualifications and competencies: junior Certificate or STD 08 or equivalent qualification. Ability to read and write. **KNOWLEDGE AND SKILLS:** Good communication skills. Interpersonal skills. **DUTIES: KEY PERFORMANCE AREAS:** Prepare and serve and refreshments. Cleaning and purification of the kitchen, canteen and equipment.

**POST 22: LAUNDRY AID [03 POSTS]**

**REF: DSD/50**

**SALARY LEVEL: 02**

**SALARY: COMMENCING SALARY NOTCH: R90 234.00 Per Annum**

**CENTRE: MTSWETENI CHILDREN'S HOME**

**REQUIREMENTS:** Qualifications and competencies: Junior Certificate or STD 08 or equivalent qualification. Ability to read and write. **KNOWLEDGE AND SKILLS:** Good communication skills. Interpersonal skills. **DUTIES: KEY PERFORMANCE AREAS:** Cleaning of linen clothing and textiles for the Institution.

**POST 23: SEAMSTRESS**

**REF: DSD/51**

**SALARY LEVEL: 02**

**SALARY: COMMENCING SALARY NOTCH: R90 234.00 Per Annum**

**CENTRE: MTSWETENI CHILDREN'S HOME**

**REQUIREMENTS:** Qualifications and competencies: Junior Certificate or STD 08 or equivalent qualification. Ability to read and write. **KNOWLEDGE AND SKILLS:** Good communication skills. Interpersonal skills. **DUTIES: KEY PERFORMANCE AREAS:** Provide seamstress and sewing services. Cleaning of textiles.



**POST NO 24: GROUNDSMAN [04 POSTS]**

**REF: DSD/52**

**SALARY LEVEL: 02**

**SALARY: COMMENCING SALARY NOTCH: R90 234.00 Per Annum**

**CENTRE: SESHEGO TREATMENT CENTRE [02] MTSWETENI CHILDREN'S HOME [02]**

**REQUIREMENTS:** Qualifications and competencies: Junior Certificate or STD 08 or equivalent qualification. Ability to read and write. **KNOWLEDGE AND SKILLS:** Good communication skills. Interpersonal skills. **DUTIES: KEY PERFORMANCE AREAS:** Render gardening services. Use and keep all the gardening material properly. Requisition of gardening materials.

**POST NO 25: CLEANER [06 POSTS]**

**REF: DSD/53**

**SALARY LEVEL: 02**

**SALARY: COMMENCING SALARY NOTCH: R90 234.00 Per Annum**

**CENTRE: SESHEGO TREATMENT CENTRE [02], MTSWETENI CHILDREN'S HOME [04]**

**REQUIREMENTS:** Qualifications and competencies: Junior Certificate or Std 08. **KNOWLEDGE AND SKILLS:** Writing skills. **DUTIES: KEY PERFORMANCE AREAS:** Render cleaning services. Use and keep all cleaning goods and materials properly. Requisition of cleaning materials. Ensure infection control.