



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF SOCIAL DEVELOPMENT

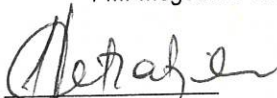
Ref : S3/1/1
Enq : Sekgobela M.J
To : All Government Departments

DEPARTMENTAL CIRCULAR NO 33 OF 2022



ADVERTISEMENT OF VACANT POSTS

1. Applications are hereby invited from suitably qualified candidates for vacant posts as per the attached "Annexure A".
2. 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).
3. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a duly completed Z83 application for employment form, and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be required to be submitted when shortlisted on or before the interview
4. Applications for Head Office 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". Please note that the positions advertised at following institutions should be addressed to the Districts as follows: Tubatse Children's home should be addressed to Sekhukhune District, Sekutupu to Capricorn District, Irish Home to Mopani District, Thohoyandou Children's home and Mtsweteni Children's home to Vhembe District
5. The closing date for applications is **15 July 2022** at 16h00.
6. 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. Faxed or Emailed applications will not be considered.
7. Please note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.
8. 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
9. General enquiries about the advertised posts should be directed to Mr MJ Sekgobela or Ms ME Gafane / Mr Mogotlane Q.L.M at 015 230 4315/4426/4375

ff 
Mr Mahopo J.M
Head of Department

20/06/2022
Date

ANNEXURE A"

**POST NO 01: MANAGER SOCIAL WELFARE SERVICES=01 POST,REF
DSD /2022/08**

**SALARY: ALL-INCLUSIVE REMUNERATION PACKAGE: R 806 811.00 Per
Annum**

CENTRE: CAPRICORN DISTRICT

REQUIREMENTS: Qualifications and Competencies: 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 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 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, Communication.

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.

KEY PERFORMANCE AREAS: Provide Social Work services of the highest, most advanced and specialised nature within the District, Manage Social Work Programmes in the District, 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

**POST NO 02 : MANAGER: SOCIAL WORK POLICY: FOSTER CARE=01
POST, REF DSD/2022/09**

**SALARY: ALL-INCLUSIVE REMUNERATION PACKAGE: R806 811.00 Per
Annum, SALARY LEVEL: GRADE 1 CENTRE: HEAD OFFICE**

REQUIREMENTS: Qualifications and Competencies: 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 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, Communication.

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.

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 filed. 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 03 : MANAGER: SOCIAL WORK POLICY: HIV/AIDS=01 POST, REF DSD/2022/10

SALARY: ALL-INCLUSIVE REMUNERATION PACKAGE: R 806 811 Per Annum, SALARY LEVEL: GRADE 1 CENTRE: HEAD OFFICE

REQUIREMENTS: Qualifications and Competencies: 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 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, Communication.

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.

KEY PERFORMANCE AREAS: Ensure compliance with guidelines and frameworks in the management of HIV/AIDS programs. Keep up to date with the new developments in the social work filed. Capacitate social workers and relevant stakeholders on HIV/AIDS programs. Implement HIV/AIDS promotion programs. Coordinate social relief of distress programs. Monitor and study the social service legal and policy framework continuously. Ensure provision of community-based care services.

**POST NO 04 : MANAGER: COMMUNITY DEVELOPMENT = 04 POSTS,
REF : DSD/2022/11**

SALARY: ALL-INCLUSIVE REMUNERATION PACKAGE: R806 811.00 Per Annum, SALARY LEVEL: GRADE 1 CENTRE: CAPRICORN [01], WATERBERG [01], SEKHUKHUNE [01], VHEMBE [1]

REQUIREMENTS: Qualifications and Competencies: A Bachelor's degree in developmental studies/ social sciences or equivalent qualification as recognized by SAQA. A minimum of ten (10) years' recognisable experience in community development after obtaining the required qualification. A valid driver's licence. (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, Communication.

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.

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 05 :DEPUTY DIRECTOR: HEAD OF THE INSTITUTION, 01 POST:
REF DSD/2022/12, SALARY ALL -INCLUSIVE REMUNERATION PACKAGE
R 744 255.00 Per Annum; SALARY LEVEL :11
CENTRE: THOHYANDOU/MTSWETENI CHILDREN'S HOME**

REQUIREMENTS: Qualifications and Competencies An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA in Social Science or equivalent qualification. Three (03) to Five (05) years' experience at management level. A valid 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, Communication.

KNOWLEDGE AND SKILLS: Knowledge of Public Service Act, Public Service Regulation, Labour Relation Act. Development Act, Supply Chain Management, PFMA and Treasury Regulations. Good communication and presentation skills. Knowledge in applying multi-disciplinary team approach.

KEY PERFORMANCE AREAS: Provide comprehensive childcare services. Manage provision of social, emotional, and psychological care services. Provide Human Resource Management and Development. Manage Resources development and training of employees. Manage health care services. Manage resources [financial, physical and Human].

POST NO 06: DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND COORDINATION: MEC'S OFFICE, 01 POST, REF NO: DSD/2022/13, SALARY: COMMENCING SALARY: 744 255.00 Per Annum, SALARY LEVEL 11

CENTRE: HEAD OFFICE

REQUIREMENTS: Qualifications and Competencies An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA in Public Administration/Social Sciences. Three (03) to Five (05) years' experience at management level. A valid 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, Communication, Broad knowledge and understanding of the functional areas covered by the Member of the Executive Council (MEC') portfolio; Proven management competencies; Working knowledge of the political and parliamentary process in South Africa, Computer Literacy.

KNOWLEDGE AND SKILLS: Organizational communication effectiveness; Developing others; Planning and organizing; Problem solving and decision-making; Project management; Team leadership.

KEY PERFORMANCE AREAS: Manage the administrative and coordination activities within the office of the Member of the Executive Council (MEC); Liaise with internal and external role players with regard to matter relating to the portfolio of the Member of the Executive Council (MEC) Render executive council support service of the Member of the Executive Council (MEC) Supervise employees.

POST NO 07: DEPUTY DIRECTOR: CORPORATE SERVICES, 02 POSTS, REF DSD/2022/14

SALARY LEVEL 11: ALL-INCLUSIVE REMUNERATION PACKAGE: R744 255.00 Per Annum,

CENTRE: CAPRICORN [01], SEKHUKHUNE [01]

REQUIREMENTS: Qualifications and Competencies: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA in Public Administration/HRM/HRD/Employee Relations 3 – 5 years' appropriate experience in any of the Corporate Services units. Knowledge of one or more of the following will be an added advantage: Human Resource Management/ Development, Labour Relations and project Management. A valid driver's licence. (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, Communication.

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. Pearsal literacy.

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 08: DEPUTY DIRECTOR: INFORMATION TECHNOLOGY, 01 POST, REF: DSD/2022/15

SALARY LEVEL 11: ALL-INCLUSIVE REMUNERATION PACKAGE: R744 255.00 Per Annum,

CENTRE: HEAD OFFICE, POLOKWANE

REQUIREMENTS: Qualifications and Competencies: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA in Computer Science, Information Science or Information Technology. 3 – 5 years' appropriate experience in Information Technology. A valid driver's licence. (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, Communication.

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

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 9: SOCIAL WORK SUPERVISOR GRADE 1= 15 POSTS,

SALARY: COMMENCING NOTCH: R389 991.00 per annum,

**CENTRE:CAPRICORN DISTRICT (3 posts):Blouberg [1]
DSD/2022/16,Molemole [1] DSD/2022/17, Aganang [01]
DSD/2022/18;SEKHUKHUNE DISTRICT [03 posts] :Elias Motsoaledi [1]
DSD/2022/19, Ephraim Mogale [1] DSD/2022/20, Fetakgomo
[01]DSD/2022/21;VHEMBE DISTRICT [03 posts Thulamela [1]
DSD/2022/22,Makhado[1] DSD/2022/23,Collins Chabane [01]
DSD/2022/24;MOPANI DISTRICT [03 posts]: Maruleng
0[2]DSD/2022/25,Ba-Phalaborwa[01]DSD/2022/26;WATERBERG DISTRICT
[03 posts] :Thabaleshoba [01] DSD/2022/27,Bakenburg [01] DSD/2022/28,
Phagameng [01] DSD/2022/29**

REQUIREMENTS Qualifications and Competencies: Recognized Bachelor's degree (NQF7) 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. (with 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.

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 10: ASSISTANT DIRECTOR: HEAD OF THE INSTITUTION, 02 POSTS: REF DSD/2022/30 SALARY NOTCH: R 382 245.00 Per Annum; SALARY LEVEL :9 CENTRE: MOPANI: IRISH HOME [01] , TUBATSE CHILDREN'S HOME [1]

REQUIREMENTS: Qualifications and Competencies An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA in Social Science or equivalent qualification. Two (02) to three (03) year's experience in supervisory level. A valid driver's license (with exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Knowledge of Public Service Act, Public Service Regulation, Labour Relation Act. Development Act, Supply Chain Management, PFMA and Treasury Regulations. Good communication and presentation skills. Knowledge in applying multi-disciplinary team approach.

KEY PERFORMANCE AREAS: Provide comprehensive childcare services. Manage provision of social, emotional, and psychological care services. Provide Human Resource Management and Development. Manage Resources development and training of employees. Manage health care services. Manage resources [financial, physical and Human].

POST NO 11: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT = 02 POSTS REF: DSD/2022/31 SALARY: NOTCH: R382 245.00 Per Annum, SALARY LEVEL 09 CENTRE: MOPANI [01] AND SEKHUKHUNE [01]

REQUIREMENTS: Qualifications and Competencies: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA in Financial Management/ Business Management. 2 – 3 years' appropriate experience in Supply Chain Management field. A valid driver's licence. (with exception of persons with disabilities).

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

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 12: ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING AND BUDGETING, 01 POST, REF DSD:2022/32, NOTCH: R382 245.00 Per Annum, SALARY LEVEL 09 CENTRE: MOPANI

REQUIREMENTS: Qualifications and Competencies: An undergraduate qualification (NQF level 6) as recognized by SAQA in Financial Management. Three (03) years of experience at lower managerial level. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

KNOWLEDGE AND SKILLS Knowledge and understanding of National Treasury prescripts (PFMA, Treasury Regulations, Modified Cash Standards, National Treasury Instruction Notes etc.). Knowledge of BAS and LOGIS. Communication skills. Presentation skills. Analytical thinking. Computer Literacy.

KEY PERFORMANCE AREAS: Authorises reimbursement transactions on the accounting system. Oversee the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (BAS). Manage payments. Manage monthly creditor's reconciliation. Compile reports and submission relating to expenditure and accounts. Provide support to institutions on payments and related matters. Manage resources (Financial and Physical) .

POST NO 13 : INFORMATION TECHNOLOGY TECHNICIAN= 04 POSTS REF:DSD/2022/33 SALARY LEVEL 09: NOTCH: R382 245.00 Per Annum, CENTRE: MOPANI [01], VHEMBE [01], WATERBERG [01] & SEKHUKHUNE [01]

REQUIREMENTS: Qualifications and Competencies: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA in Computer Science, Information Science or Information Technology. 3 – 5 years' appropriate experience in Information Technology. A valid driver's licence. (with 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.

KEY PERFORMANCE AREAS: Implement the business operational plan in line with the strategic objectives of the department. Implement national legislation on Information Technology. Maintenance and updating of IT systems and network. Monitor and advise on the appropriate information technology infrastructure.

POST NO 14 : COMMUNITY DEVELOPMENT SUPERVISOR GRADE 1 = 05 POSTS,

REF: DSD/2022/34

SALARY: COMMENCING SALARY NOTCH: 369 258 .00 Per Annum,

SALARY LEVEL: GRADE 1

CENTRE:CAPRICORN [Polokwane-Mankweng] [01], SEKHUKHUNE [Ephraim Mogale] [01], VHEMBE [Thulamela] [01], WATERBERG [Modimolle-Mookgopong][01], MOPANI [01] [Greater Letaba]

REQUIREMENTS: Qualifications and Competencies: Appropriate three (3) years tertiary qualification (An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA). A minimum experience of seven (07) years in Community Development. A valid driver's licence. (with exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of relevant programmes in Community Development. People management and empowerment.

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 15 : PROFESSIONAL NURSE:01 POST, REF DSD/2022/35

SALARY: COMMENCING SALARY NOTCH: R260 760.00 Per Annum,

SALARY LEVEL: GRADE 1

CENTRE: THOHOYANDOU CHILDREN'S HOME

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 another 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.

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 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 16: CHILD AND YOUTH CARE TEAM LEADER 01 POST, REF DSD/2022/36

SALARY COMMENCING SALARY NOTCH: R159 603.00 Per annum, SALARY LEVEL GRADE 1

CENTRE: CAPRICORN: SEKUTUPU

REQUIREMENTS: Qualifications and Competencies: An appropriate recognised NQF level 4(Grade 12) or equivalent qualification, a Basic qualification in Child and youth care worker will be an added advantage. A minimum of 7 Years appropriate experience in child and youth care work after obtaining the required qualification.

KNOWLEDGE AND SKILLS: Knowledge and understanding of the legislative framework governing old age home. Good communication and listening skills, Ability to intervene and resolve conflict, Good time keeping, Ability to maintain confidentiality.

KEY PERFORMANCE AREAS: Implementation of planned activities, developmental and therapeutic programme. Accompany and follow -ups on planned and developmental therapeutic programme. Serve as a team leader for child and youth care workers during shift. Undertake inspections during shift and report on incidents and problems identified. Perform administrative work relevant to the Job.

POST NO 17 : CHILD AND YOUTH CARE WORKER: 04 POSTS,

REF: DSD/2022/37

SALARY: COMMENCING SALARY NOTCH 143 073.00 Per Annum, SALARY LEVEL Grade 1

CENTRE: TUBATSE CHILDREN HOME [02] , THOHOYANDOU CHILDREN'S HOME [02]

REQUIREMENTS: Qualifications and Competencies: An appropriate recognised NQF level 4(Grade 12) or equivalent qualification, a Basic qualification in Child and youth care worker will be an added advantage.

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

KEY PERFORMANCE AREAS: Receive children and youth to the care facility after admission, Provide orientation of the child to the centre. Provide care and development of children and youth where their needs are protected. Ensure that children/youth receive medical service. Facilitate the independent living and recreational programmes. Organise family visits and contact. Escort children to external services. Assist with implementation of developmental and therapy programmes. Perform administrative duties.

**POST NO 18: ARTISAN GRADE 1: FACILITIES AND MAINTENANCE: 01
POST,REF DSD/2022/38
NOTCH :126 789.00 per annum,SALARY LEVEL Grade 1
CENTRE: MOPANI: IRISH HOME**

REQUIREMENTS: Qualifications and Competencies: Appropriate Trade Test Certificate, Knowledge of Building regulation and sans norms, Experience in planning, design and construction, A valid driver's licence. (with exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Knowledge and understanding of the legislative framework governing in the public service. Proven ability and exposure to working with multidisciplinary teams, Hands -on experience in maintenance management, co-ordination skills, Computer Literacy, Good communication skills, Leadership and Management skills, Interpersonal Skills, Report writing skills, Analytic skills, Knowledge and experience in project management.

KEY PERFORMANCE AREAS: Provide planning and coordination of facility development and maintenance. Maintenance of the facility. Monitor the performance of the multidisciplinary teams at various capital projects and post-construction maintenance on physical facilities.

**POST NO 19 : DRIVER:01 POST, REF: DSD/2022/39
SALARY: COMMENCING SALARY NOTCH:124 434.00Per Annum, Salary
Level :03
CENTRE: THOHOYANDOU CHILDREN'S HOME**

REQUIEREMENTS: 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.

KEY PERFORMANCE AREAS: Transporting clients to various destination. Collect post and documents in and out of the institution. Responsible to take vehicles in and out from merchants. Ensure cleanliness of state vehicles.

**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