



DEPARTMENT OF SOCIAL DEVELOPMENT

Ref: S4/1/1

Enq: Phala P.M

TO: ALL GOVERNMENT DEPARTMENTS

DEPARTMENTAL CIRCULAR NO 25 OF 2014



ADVERTISEMENT OF VACANT POSTS: DEPARTMENT OF SOCIAL DEVELOPMENT.

1. Applications are hereby invited from suitably qualified candidates for vacant posts as per 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.
3. Applications for Head Office & Seshego Treatment Centre should be addressed to:

The Head of Department
Department of Social Development
Private Bag x 9710
POLOKWANE
0700

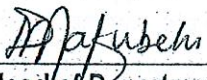
or Submit
18 College Street
Polokwane
0699

4. Applications for District Offices and Institutions should be addressed to the District Executive Managers and Heads of Institutions as per the addresses on the attached "Annexure B".
5. The closing date for applications is **03 October 2014**

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 E-mail applications will not be considered.

- NB:**
1. Where a driver's licence is a requirement, a certified copy must be attached.
 2. Applicants must clearly indicate the reference number and the centre which they are applying for.
 3. The posts of District Executive Manager: Mopani and Head of Institution: Polokwane Welfare Complex should be submitted to Head Office.

6. General enquiries about the advertised posts should be directed to Mr Phala PM, Ms Gafane ME and Mr Sekgobela MJ at 015 293 6127/ 6128/ 6129/ 6246.


Head of Department

2014-09-12
Date

18 College Street, Polokwane, 0700, Private Bag x9302, POLOKWANE, 0700
Tel: (015) 293 6027, Fax: (015) 293 6211/20 Website: <http://www.limpopo.gov.za>

**POST NO 01: GENERAL MANAGER: INTEGRATED COMMUNITY
DEVELOPMENT SUPPORT SERVICES: 1 POST
SALARY LEVEL: 14
COMMENCING SALARY PACKAGE: R988 152.00
REF: DSD/01
CENTRE: HEAD OFFICE – POLOKWANE**

REQUIREMENTS:

A. Qualifications and competencies

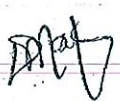
- An appropriate Bachelor's degree in Social Sciences or equivalent qualification at NQF Level 6.
- A relevant postgraduate qualification in Social Sciences will be an added advantage.
- Proven extensive experience in management of the key performance areas.
- At least 6-10 years working experience at middle management level
- A valid driver's license.

B. KNOWLEDGE AND SKILLS

- Sound and in depth knowledge of relevant prescripts and application, as well as understanding of the legislative framework governing the Public Service.
- Strategic capabilities and leadership skills.
- Computer literacy
- Good communication skills
- People management and problem solving skills
- Financial Management skills
- Report writing skills
- Thorough understanding of policy formulation and co-ordination.
- Project management

KEY PERFORMANCE AREAS

- Provide leadership and high-level strategic direction in the Integrated Community Development Support Services Branch.
- Oversee and ensure development of policies, guidelines, systems and procedures for the proper advice, co-ordination, transformation, planning, implementation and monitoring of all integrated community development support services.
- Overall management and co-ordination of community development services.
- Monitor the implementation of community development programmes
- Monitor, facilitate and ensure proper implementation of Expanded Public Works Programme.
- Coordinate social sector Expanded Public Works Programme
- Management of comprehensive youth development programmes
- Management of poverty alleviation and sustainable livelihood programmes
- Lead the implementation of social and community mobilisation programmes
- Coordination of household food nutrition programme
- Ensure integration of community development and social welfare programmes
- Manage and utilise resources (human and financial) in accordance with relevant directives and legislation.



**POST NO 02: SENIOR MANAGER: FACILITIES & LOGISTICAL MANAGEMENT:
01 POST**

SALARY LEVEL: 13

COMMENCING SALARY PACKAGE: R819 126.00

REF: DSD/02

CENTRE: HEAD OFFICE – POLOKWANE

REQUIREMENTS:

A. Qualifications and competencies

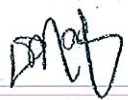
- An appropriate Bachelor's degree in Architecture, Structural Engineering/ Quantity Surveying or equivalent qualification at NQF Level 6.
- At least five years working experience at middle management level
- Considerable experience in planning, design, construction and commissioning of complex buildings.
- A valid driver's license.

B. KNOWLEDGE AND SKILLS

- Knowledge and understanding of government policies, acts and regulations related to facilities, planning and development.
- Good communication, report writing, facilitation, co-ordinating, project management, procurement administration, policy analysis and development skills.
- People Management, Financial Management and Time management.
- Problem solving, organising and strategic planning.
- Strategic capabilities and leadership.

KEY PERFORMANCE AREAS

- Provide leadership and high level strategic direction and policy in the division.
- Co-ordinate and manage the preparation and execution of building projects and the implementation of priority list planning program.
- Develop, implement and monitor the maintenance plan of physical facilities
- Develop advice and monitor the implementation of policies dealing with the management of physical facilities.
- Manage and monitor the implementation of capital works program.
- Manage and utilize Human Resource in accordance with relevant directives and legislation.
- Formulate and manage the component's budget against its strategic objectives.



POST NO 03: SENIOR MANAGER: VICTIM EMPOWERMENT, SUBSTANCE ABUSE & SOCIAL CRIME PREVENTION SERVICES: 1 POST
SALARY LEVEL: 13
COMMENCING SALARY: R819 126.00
REF: DSD/03
CENTRE: HEAD OFFICE - POLOKWANE

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree or equivalent qualification at NQF Level 6 in Social Sciences.
- At least five years working experience at middle management level
- Sound understanding of the functioning of Public Sector
- Proven service delivery track record
- Registration with South African Council for Social Service Professions [SACSSP].
- A valid driver's licence.

B. KNOWLEDGE AND SKILLS

- Good communication skills
- Report writing skills
- Facilitation and coordination skills
- Liaison and networking skills
- Leadership and analytical skills
- Computer literacy
- Financial Management skills
- Strategic capabilities and leadership.

KEY PERFORMANCE AREAS

- Develop and ensure the implementation of policies, strategic plan, norms and standards for victim empowerment, substance abuse and social crime prevention
- Manage the provision of victim empowerment programme services
- Facilitate the establishment of centres to combat substance abuse
- Develop and ensure effective coordination and execution of social crime prevention programmes
- Facilitate inter-sectoral collaboration to ensure that the department contributes to the integrated service delivery
- Facilitate the implementation of all related legislation relevant to the programmes.
- Manage and utilise resources in accordance with the relevant directives and legislation

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POST NO 04: SENIOR MANAGER: RISK MANAGEMENT SERVICES = 01 POST
SALARY LEVEL: 13
COMMENCING SALARY PACKAGE: R819 126.00
REF: DSD/04
CENTRE: HEAD OFFICE – POLOKWANE

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree or equivalent qualification at NQF Level 6 in finance, Accounting or Risk management
- At least five years working experience at middle management level
- Proven experience in Risk Management including the ability to identify new risks facing the institution with significant management responsibilities.
- Experience in Anti-corruption.
- Experience in strategic and business planning.
- Experience in tools and techniques for the evaluation and presentation and maintenance of strategic and operational risks.
- A valid driver's license.

B. KNOWLEDGE AND SKILLS

- Good understanding of governance practices.
- Knowledge of internal control systems and ability to monitor risk
- Knowledge of corporate governance requirements
- Enterprise risk management concepts, frameworks and methodology
- Awareness of risk finance and risk control
- Ability to think strategically in order to monitor and support line management on matters of significance to the institution as a whole
- Computer literacy
- Strategic capabilities and leadership

KEY PERFORMANCE AREAS

- Develop the Institution's vision for Risk Management.
- Develop the Institution's Risk Management and anti-corruption framework incorporating the Risk Management policy, Risk Management strategy, Anti-corruption policy, Anti-corruption strategy, Risk tolerance and risk classification.
- Facilitate orientation and training for Risk Management Committee
- Training all stakeholders in their Risk management functions.
- Continuously driving Risk management to higher levels of maturity
- Monitoring the implementation of the response strategies
- Reporting risk intelligence to the accounting officer
- Manage and control fraud and corruption investigations
- Formulate and manage the component's budget
- Manage and utilise Human Resource in accordance with the relevant directives and legislation

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POST NO 05: SENIOR MANAGER: GOVERNMENT INFORMATION AND TECHNOLOGY
SERVICES = 01 POST
SALARY LEVEL: 13
COMMENCING SALARY PACKAGE: R819 126.00
REF: DSD/05
CENTRE: HEAD OFFICE – POLOKWANE

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree or equivalent qualification at NQF Level 6 in Information Management or Information Technology.
- At least five years working experience at middle management level
- Extensive experience in ICT policy and systems development and implementation
- Understanding of project management methodologies and best practice
- A valid driver's license.

B. KNOWLEDGE AND SKILLS

- Computer literacy.
- Good communication and presentation skills.
- Leadership skills
- Analytical skills
- Technical skills
- Basic project management
- Knowledge of business systems analysis
- Strategic capabilities and leadership

KEY PERFORMANCE AREAS

- Provide leadership and strategic direction in the division
- 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 partner.
- Administer and give technical support on the implementation and customisation of national legislation on information technology
- Plan and coordinate the management of information system
- Manage and utilise human resource in accordance with relevant directives and legislation

MAJ

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POST NO 06: SENIOR MANAGER: FINANCIAL PLANNING, BUDGETING & REPORTING = 01 POST
SALARY LEVEL: 13
COMMENCING SALARY PACKAGE: R819 126.00
REF: DSD/06
CENTRE: HEAD OFFICE - POLOKWANE

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree or equivalent qualification at NQF Level 6 in Economics/Public Finance/ Accounting/ and or Financial Management.
- At least five years working experience at middle management level
- A valid driver's license.

B. KNOWLEDGE AND SKILLS

- Understanding of government policies, acts and regulations related to budget processes and practice.
- Understanding of the impact of financial and economic models.
- Financial Management.
- Good background of the budgetary process and its financial and fiscal responsibilities.
- Strategic capabilities and leadership.
- Good communication, report writing, facilitation, co-ordination, liaison, networking and leadership.

KEY PERFORMANCE AREAS

- Develop, monitor and ensure proper implementation of National and Provincial Policies, procedures, systems and controls.
- Manage budgeting and reporting for the Department and conditional grants.
- Manage and oversee the collection of revenue in accordance with the requirements of the PFMA and Departmental Revenue Budget.
- Provide monitoring and support services to the responsibility managers.
- Manage Human Resource in accordance with the relevant directives and legislation.

POST NO 07: DISTRICT EXECUTIVE MANAGER = 01 POST
SALARY LEVEL: 13
COMMENCING SALARY PACKAGE: R819 126.00
REF: DSD/07
CENTRE: MOPANI DISTRICT

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree or equivalent qualification at NQF Level 6.
- At least five years working experience at middle management level
- A valid driver's license.

4/20/08

KEY PERFORMANCE AREAS

- Knowledge of legislative framework governing the Public Service.
- Problem solving, communication, leadership and decision making.
- Change Management, Conflict Management, People Management, Financial Management, Project Management and Human Resource Management.
- Computer Literacy.
- Strategic capabilities and leadership

B. KNOWLEDGE AND SKILLS

- An appropriate Bachelor's degree or equivalent qualification in social sciences at NQF Level 6.
- Proven extensive experience at Management level.
- Registration with the South African Council for Social Service Professions [SACSSP]. Attach recent proof of renewal
- A valid driver's license.

A. Qualifications and competencies

REQUIREMENTS:

CENTRE: POLOKWANE WELFARE COMPLEX

REF: DSD/08

COMMENCING SALARY PACKAGE: R819 126,00

SALARY LEVEL: 13

POST NO 08: SENIOR MANAGER: HEAD OF INSTITUTION = 01 POST

- Provide Integrated Community Development Services at the District.
- Provide Population and Information Development Services at the District.
- Implement and monitor provision of developmental social welfare services at the District.
- Strengthen the technical capacity of NGO's to ensure effective implementation of the programmes.
- Provide financial support service in accordance with the relevant directive and legislation.
- Manage and utilize resources in accordance with relevant directives and legislations.
- Overall management of services in, and administration of the District.
- Coordination with the relevant stakeholders for provision of integrated services

KEY PERFORMANCE AREAS

- Knowledge of legislative framework governing the Public Service.
- Problem solving, communication, leadership and decision making.
- Change Management, Conflict Management, People Management, Financial Management, Project Management and Human Resource Management.
- Computer Literacy.
- Service delivery innovation
- Strategic capabilities and leadership.

B. KNOWLEDGE AND SKILLS

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

POST NO 09: SOCIAL WORK MANAGER GRADE 1: NPO SUPPORT= 01 POST
SALARY LEVEL: 12
COMMENCING SALARY PACKAGE: R577 017.00
REF: DSD/09
CENTRE: HEAD OFFICE - POLOKWANE

REQUIREMENTS:

A. QUALIFICATION AND COMPETENCIES

- An appropriate Bachelor's degree in Social Work, Social Science or Project Management or equivalent qualification.
- A minimum of 10 years' experience in social work services
- Extensive experience in Social Development Services or NGO / NPO Sector.
- Registration with the South African Council for Social Service Professions [SACSSP]. Attach recent proof of renewal
- Must be prepared to work under pressure and overtime.

B. KNOWLEDGE AND SKILLS

- Knowledge of legislative mandates /policies governing NPO/NGO sector
- Broader understanding of NPO Act, PFMA, Policy on Financial Award, NGO Funding guidelines
- Financial Management skills
- Project/ programme Management
- Monitoring & Evaluation Skills
- Analytical skills
- Policy development and implementation skills
- Stakeholders participation and planning skills
- Strategic thinking capability
- Facilitation skills
- Advance Computer literacy (Excel, Ms Word and Power point).
- Good verbal and written communication skills.

AM

- Report writing skills.

Attributes

- Ability to work under pressure
- Ability to work in a team
- Systematic and logical adaptable
- Independent and assertive
- Ability to manage diversity

KEY PERFORMANCE AREAS

- Manage funding, management and support to NGO, FBOs, CBOs
- Ensure compliance to norms & Standards and legislative frameworks by funded NPOs
- Monitor implementation and compliance to Policy on Financial Awards, Funding guidelines and costing model, Service Level Agreement
- Facilitate mapping of services, call for proposals, briefings, admin grid and assessment of NPOs for funding.
- Facilitate capacity building initiatives of officers and funded NGOs, NPOs & CBOs
- Ensure there is effective Monitoring and Evaluation of funded NPOs/ NGOs
- Maintain credible data base of funded NPO
- Promote and strengthen partnership and intersectoral collaboration in the NPO sector

**POST NO: 10: MANAGER: APPOINTMENTS SECRETARY [MEC SUPPORT]
[LEVEL 11] = 1 POST**

COMMENCING SALARY PACKAGE: R532 278.00 p.a.

REF: DSD/10

CENTRE: Head Office [Polokwane]

REQUIREMENTS:

A. Qualifications and Competencies

- An appropriate Bachelor's degree or three year National Diploma.
- A valid driver's license.

B. KNOWLEDGE AND SKILLS:

- Programme & Project Management, Financial Management, Service Delivery Innovation.
- Client orientation and customer focus.
- Problem solving.
- Good communication skills.
- Be prepared to work flexible hours and under pressure.

KEY PERFORMANCE AREAS

- Confirmation of all appointments agreed to by the Executing Authority.
- Receive visitors and / or guests and managing the guest book.
- Managing the diary of the Executing Authority and compiling of programmes and itineraries of the Executing Authority.

- Attending to all logistic matters like residence maintenance, security, transport, arranging furniture etc. both at the Executing Authority's office and residence.
- Making travel and accommodation arrangements, events management, organize receptions and functions in collaboration with relevant institution like protocol section.
- Accompanying the Executing Authority to official functions, attend meetings with the Executing Authority and keep record of such meetings.
- Carries out any other task as delegated by the Executing Authority or head of the office.
- Supervising staff working at the Executing Authority's official residence.
- Ensure that drivers and Executing Authority's security are well briefed on the itinerary.

POST NO 11: MANAGER: STRATEGIC SUPPORT= 01 POST

SALARY LEVEL: 11

COMMENCING SALARY PACKAGE: R532 278.00

REF: DSD/11

CENTRE: HEAD OFFICE - POLOKWANE

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree or equivalent qualification at NQF Level 6.
- Minimum experience of 5 years in strategic planning and management process
- A valid driver's license.

B: KNOWLEDGE AND SKILLS

- Knowledge and understanding of the legislative framework governing the Public service.
- Knowledge and understanding of corporate governance in all spheres of government.
- Financial Management Skills
- Negotiation skills
- Good communication and writing skills
- Problem solving
- Coordinating skills
- Planning and organizing skills
- Computer literacy

KEY PERFORMANCE AREAS

- Co-ordinate the development of strategic and annual performance plans.
- Consolidate quarterly and annual departmental service delivery reports.
- Manage and co-ordinate the development and analysis of policies
- Conduct research on future trends on strategic related issues and provide strategic direction to management.
- Conduct impact analysis and formulation of policies.
- Manage, co-ordinate and ensure strategic social cluster support.
- Provide guidance on development of annual performance plan and operational plan.

**POST NO 12: MANAGER: KNOWLEDGE AND INFORMATION MANAGEMENT
= 01 POST**

SALARY LEVEL: 11

COMMENCING SALARY PACKAGE: R532 278.00

REF: DSD/12

CENTRE: HEAD OFFICE – POLOKWANE

REQUIREMENTS:

A. Qualifications and competencies

- Appropriate recognized Bachelor's degree in Information Science/ Information studies or equivalent qualification at NQF Level 6.
- Minimum experience of 5 years in the collection, preparation, analysis, interpretation, utilization of data and management of information.
- Prepared to work under extreme pressure to meet deadlines.
- A valid driver's license.

B. KNOWLEDGE AND SKILLS

- Manipulation and conversation of data.
- Advanced computer skills.
- Knowledge and understanding of relevant prescripts of legislative framework governing the Public Service, eg promotion of access to information act (PAIA), statistics Act (Act 6 of 1999) etc.
- Knowledge in data, information and knowledge management.
- Strategic planning and policy analysis skills.
- Advanced report writing skills and presentation.
- Financial Management skills.
- Project Management skills.
- Good communication skills.

KEY PERFORMANCE AREAS

- Develop the business plan in line with the strategic objectives of the department.
- Develop departmental information policies and strategies, regulations, standards, norms, guidelines, best practices and procedures.
- Manage all activities relating to PAIA.
- Establish and maintain information management governance structures.
- Maintain and improve data quality standards.
- Establish an information plan to support the strategic and management plans of the department.
- Identify and coordinate training for relevant personnel in the use of information systems/ programmes.
- Participate actively in departmental strategic planning and all relevant forums.
- Co-ordinate the development and maintenance of appropriate information management systems that support the departmental strategy.
- Support, maintain and improve the collection, collation, analysis, interpretation and usage of quality information for decision making.
- Develop and implement an effective knowledge management plan for the department.

- Develop and manage the implementation of information management policies, practices, procedures, guidelines and policies in accordance with the national legislation.
- Develop partnerships network with relevant stakeholders.
- Manage resources.

POST NO 13: MANAGER: FINANCIAL MANAGEMENT SERVICES = 01 POST

SALARY LEVEL: 11

COMMENCING SALARY PACKAGE: R532 278.00

REF: DSD/13

CENTRE: MOPANI

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree in Financial Management or equivalent qualification at NQF Level 6.
- Minimum experience of 5 years in financial management
- A valid driver's licence.

B. KNOWLEDGE AND SKILLS

- An understanding of Public Sector Financial Management and the prescription/provision of the PFMA and Treasury Regulations.
- Good understanding of BAS, PERSAL and FINEST financial systems and computer literacy.
- Well developed communication and presentation skills, inter-personal relations and management skills.

KEY PERFORMANCE AREAS

- Render Financial Management of the District.
- Monitor expenditure trends and guard against unauthorized, wasteful and fruitless expenditure.
- Compilation of the District budget.
- Generation and approval of payments.
- Management of Assets.
- Management of Salary.
- Management of Stores.
- Management of Supply Chain Services.
- Attend to audit and evaluate performance of subordinates.
- Monthly and quarterly reporting on financial management.

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POST NO 14: MANAGER: HEAD OF INSTITUTION = 01 POST
SALARY LEVEL: 11
COMMENCING SALARY PACKAGE: R532 278.00
REF: DSD/14
CENTRE: SEKUTUPU OLD AGE HOME

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree or equivalent qualification at NQF Level 6.
- Proven experience in managing residential facilities
- Experience in working with older persons
- At least five years working experience at middle management level
- A valid driver's licence.

B. KNOWLEDGE AND SKILLS

- An understanding of legal framework which governs the Public Service.
- Computer literacy.
- Good communication and presentation skills.
- Knowledge in applying multi-disciplinary team approach.

KEY PERFORMANCE AREAS

- Provide comprehensive care services for older persons
- Manage provision of nutrition, social, emotional and psychological care services.
- Ensure implementation of norms and standards, guidelines and provisions of Older Persons 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 15: MANAGER: ANTI-FRAUD, ANTI-CORRUPTION AND COMPLIANCE = 01 POST
SALARY LEVEL: 11
COMMENCING SALARY PACKAGE: R532 278.00
REF: DSD/15
CENTRE: HEAD OFFICE

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree or equivalent qualification at NQF Level 6 in Finance, Accounting, Auditing or Risk management.
- Proven experience in investigation or research.
- A valid driver's licence.



B. KNOWLEDGE AND SKILLS

- Knowledge of anti-corruption prescripts.
- Computer literacy.
- Good communication and presentation skills.
- Public service prescripts.
- Project management skills.
- Good questioning attitude.
- Problem solving.

KEY PERFORMANCE AREAS

- Ensure good management of anti-corruption in the Department.
- Ensure compliance with all Departmental prescripts.
- Ensure that fraud and corruption awareness campaigns are conducted.
- Monitor the implementation of the recommendations made during investigations and inspections.
- Compile and manage the budget of the unit.
- Manage the Departmental resources.

POST NO 16: MANAGER: SESHEGO TREATMENT CENTRE = 01 POST

SALARY LEVEL: 11

COMMENCING SALARY PACKAGE: R532 278.00

REF: DSD/16

CENTRE: SESHEGO TREATMENT CENTRE

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree in Social Sciences or equivalent qualification at NQF Level 6.
- At least five years of management experience.
- A valid driver's licence.

B. KNOWLEDGE AND SKILLS

- Knowledge of legislative framework governing the Public Service.
- Sufficient knowledge of programmes offered in treatment centres and halfway houses, and demonstrate ability to implement such programmes
- Computer literacy.
- Good communication and presentation skills.
- Project management skills.
- Problem solving skills.

KEY PERFORMANCE AREAS

- Provide comprehensive care and treatment services at the Centre.
- Manage provision of social, psychosocial and psychological services.
- Provide Human Resource Management and Development.
- Manage all disciplines, including health care services.
- Manage resources [Financial, Physical and Human]

- Compile and manage the budget of the Centre.
- Overall management of administration in the Centre.

POST NO 17: MANAGER: SUPPLY CHAIN COMPLIANCE, CAPACITY BUILDING AND CONTRACT MANAGEMENT SERVICES = 01 POST

SALARY LEVEL: 11

COMMENCING SALARY PACKAGE: R532 278.00

REF: DSD/17

CENTRE: HEAD OFFICE

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree in Financial Management/ Supply Chain Management or equivalent qualification at NQF Level 6.
- Minimum experience of 5 years in Supply Chain Management and Financial Management.
- A valid driver's licence.

B. KNOWLEDGE AND SKILLS

- Knowledge of the supply chain management framework, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Broad Based Black Economic Empowerment Act (B-BBEE) and other relevant prescripts.
- Computer literacy.
- Good communication and presentation skills.

KEY PERFORMANCE AREAS

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

**POST NO 18: MANAGER: DEMAND AND ACQUISITION MANAGEMENT = 01
POST**

SALARY LEVEL: 11

COMMENCING SALARY PACKAGE: R532 278.00

REF: DSD/18

CENTRE: HEAD OFFICE

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree in Financial Management/ Supply Chain Management or equivalent qualification at NQF Level 6.
- Minimum experience of 5 years in Supply Chain Management and Financial Management.
- A valid driver's licence.

B. KNOWLEDGE AND SKILLS

- Knowledge of the supply chain management framework, Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Treasury Regulations, Broad Based Black Economic Empowerment Act (B-BBEE) and other relevant prescripts.
- Computer literacy.
- Good communication and presentation skills.

KEY PERFORMANCE AREAS

- Maintain sound procurement systems in compliance with government legislation, departmental guidelines and policies.
- Critical analysis of specifications to verify correctness in relation to supply chain management standards.
- Compile and customize bid documents.
- Monitor and maintain supplier's database of the department.
- Compile monthly procurement reports.
- Conduct market and industry analysis.
- Render secretariat services to bid adjudication committee.
- Develop and update provincial supply chain management circulars to improve compliance.
- Consolidate and submit monthly procurement reports to provincial treasury.

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POST NO 19: ASSISTANT MANAGER: NURSING GRADE 1= 01POST
SALARY LEVEL: GRADE 1
COMMENCING SALARY NOTCH: R404 700.00
REF: DSD/19
CENTRE: SESHEGO TREATMENT CENTRE

REQUIREMENTS:

A. Qualifications and competencies

- Basic R425 qualification (i.e diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council [SANC] as a professional nurse.
- Current registration with the SANC as a professional nurse.
- A minimum of 8 years' appropriate experience in nursing after registration as a professional nurse with the SANC.
- At least 3 years of the period referred above must be at management level.
- A valid driver's licence.

B. KNOWLEDGE AND SKILLS

- Knowledge of legislative mandate governing the public service.
- Computer literacy.
- Good communication and presentation skills.
- Public service administration prescripts.
- Basic understanding HR and financial policies and practices.

KEY PERFORMANCE AREAS

- Ensure compliance to professional and ethical practice.
- Ensure that a comprehensive nursing, treating and care service is delivered to patients in a cost effective, efficient and equitable manner by the nursing department, including the overall management of nursing services.
- Ensure that the clinical nursing practice by the nursing team is provided.
- Promote quality of nursing care as per professional scope of practice.
- Develop, manage and implement policies and guidelines in nursing section.
- Promote ethics and professionalism.



POST NO 20: OPERATIONAL MANAGER: NURSING GRADE 1= 1 POST
SALARY LEVEL: GRADE 1
COMMENCING SALARY NOTCH: R319 473.00
REF: DSD/20
CENTRE: SESHEGO TREATMENT CENTRE

REQUIREMENTS:

A. Qualifications and competencies

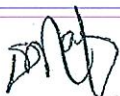
- An appropriate Bachelor's Degree or equivalent qualification at NQF Level 6.
- Minimum of 9 years appropriate experience in nursing after registration with South African Nursing Council [SANC].
- A valid driver's license.

B. KNOWLEDGE AND SKILLS

- Computer literacy.
- Interpersonal skills.
- Communication skills.
- Report writing skills.
- Financial management.
- Empathy and counselling skills.
- Knowledge of relevant acts and regulations in Nursing.
- People management and empowerment.

KEY PERFORMANCE AREAS

- Coordinate and facilitate planning for Programmes.
- Coordinate and monitor the implementation of the MCWH Programme.
- Monitor the implementation of strategies contained in the health programme plan.
- Evaluate the delivery of MCWH programme in the Centre.
- Liaison with Government and non-governmental organisations on issues relating to programmes.
- Ensure good working relations with all role players and relevant stakeholders.
- Analyse emerging health practices and trends and introduce remedial action in conjunction with health care specialists.
- Overall supervision of all the subordinates.
- Attend to meetings and report writing as well as performance evaluation of the staff.



POST NO 21: SOCIAL WORK SUPERVISOR GR 1= 1 POST
SALARY LEVEL: GRADE 1
COMMENCING SALARY NOTCH: R276 294.00
REF: DSD/21
CENTRE: SESHEGO TREATMENT CENTRE

REQUIREMENTS:

A. Qualifications and competencies

- Recognized Bachelor's degree in Social Work
- Minimum of 7 years appropriate experience in Social Work.
- Registration with the South African Council for Social Service Professions [SACSSP]. Attach recent proof of renewal
- A valid driver's license.

B. KNOWLEDGE AND SKILLS

- Computer literacy
- Interpersonal skills
- Communication skills
- Report writing skills
- Financial management
- Knowledge of relevant acts and regulations in Social Work
- Knowledge of relevant programme in Social Work
- Understanding of strategic objective.
- People management and empowerment.

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 is rendered.
- Supervise and advise social workers, social auxiliary workers and volunteers.
- Coordinate and manage all programs including transformation
- Rendering support and supervise staff.
- Rendering counselling to clients



POST NO 22: DEPUTY MANAGER: SUPPLY CHAIN MANAGEMENT = 03 POSTS
SALARY LEVEL: 09
COMMENCING SALARY NOTCH: R270 804.00
REF: DSD/22
CENTRE: CAPRICORN [1], VHEMBE [1], SEKHUKHUNE [1]

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree in Finance, Business Management, Supply Chain Management or equivalent qualification at NQF Level 6.
- Minimum experience of 5 years in Supply Chain Management.
- Thorough understanding of policy implementation and coordination.
- A valid driver's licence.

B. KNOWLEDGE AND SKILLS

- Negotiation skills
- People management
- Financial Management
- Planning & Organizing
- Facilitation

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 institutions
- Provide logistical support services
- Manage and utilise Human Resource in accordance with relevant directives and legislation

POST NO 23: DEPUTY MANAGER: SUPPLY CHAIN COMPLIANCE, CAPACITY BUILDING AND CONTRACT MANAGEMENT = 01 POST
SALARY LEVEL: 09
COMMENCING SALARY NOTCH: R270 804.00
REF: DSD/23
CENTRE: HEAD OFFICE

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree in Financial Management/ Business Management/ Supply Chain Management or equivalent qualification at NQF Level 6.
- Minimum experience of 5 years in Supply Chain Management and Financial management.
- A valid driver's licence.



B. KNOWLEDGE AND SKILLS

- Computer literacy
- Good communication skills
- Problem solving and analytical skills
- People management
- Financial Management
- Planning & Organizing
- Report writing skills

KEY PERFORMANCE AREAS

- Exercise effective and efficient overall monitoring and control of supply chain management.
- Ensure compliance to all relevant laws and prescripts, thereby ensuring audit compliance.
- Ensure timeous reporting on supply chain management information and performance.
- Provide advice of project managers in reporting on the performance of contracted service providers.
- Manage contract registers for all awarded contracts.
- Provide advice on extensions/ expansions and variations of orders/ contracts.
- Coordinate queries related to contracted service providers and facilitate in resolving such queries.

POST NO 24: DEPUTY MANAGER: FINANCIAL MANAGEMENT SERVICES = 01POST

SALARY LEVEL: 09

COMMENCING SALARY NOTCH: R270 804.00

REF: DSD/24

CENTRE: WATERBERG

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree in Financial Management, Accounting, Public Finance or equivalent qualification at NQF Level 6.
- Minimum experience of 5 years in Financial Management.
- A valid driver's licence.

B. KNOWLEDGE AND SKILLS

- Understanding of legal framework governing the Public Service.
- Good understanding of PERSAL, BAS and FINEST will be an added advantage.
- Computer literacy.
- Communication and presentation skills.

KEY PERFORMANCE AREAS

- Render financial management services.
- Monitor the creation of supplier records/ registration of entities.
- Authorize and print purchase orders.

MEB

- Approve and generate payments.
- Supervise the safe keeping and maintenance of the internal control systems.
- Monthly and quarterly reporting on financial management.
- Capacity building, training and development of personnel.
- Monitor, control and evaluate performance of subordinates.

POST NO 25: DEPUTY MANAGER: MONITORING & EVALUATION = 04 POSTS

SALARY LEVEL: 09

COMMENCING SALARY NOTCH: R270 804.00

REF: DSD/25

CENTRE: WATERBERG [1], SEKHUKHUNE [1], MOPANI [1], VHEMBE [1],

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree in Social Science or equivalent qualification at NQF Level 6.
- Minimum experience of 5 years in Monitoring & evaluation programmes.
- A valid driver's licence.

B. KNOWLEDGE AND SKILLS

- An understanding of the dynamics of the Social Development sector.
- Project management skills.
- Planning and organizing skills.
- Time management.
- Computer literacy.
- Communication and presentation skills.

KEY PERFORMANCE AREAS

- Develop and manage the District information and data monitoring system.
- Implement monitoring and evaluation framework with key indicators which are in line with emerging practices.
- Conduct evaluations to enhance service delivery in Social Development.
- Ensure the implementation of National and Provincial policies, strategies, guidelines, directives and procedures on monitoring and evaluation.
- Manage physical, human and financial resources in accordance with relevant directives and legislation.
- Develop partnerships and network with relevant stakeholders.

POST NO 26: DEPUTY MANAGER: HUMAN RESOURCE MANAGEMENT = 03
POSTS
SALARY LEVEL: 09
COMMENCING SALARY NOTCH: R270 804.00
REF: DSD/26
CENTRE: POLOKWANE WELFARE COMPLEX [1], SEKHUKHUNE [1],
CAPRICORN [1]

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree or equivalent qualification at NQF Level 6.
- Minimum experience of 5 years in Human Resource Management.
- Personal literacy.
- A valid driver's licence.

B. KNOWLEDGE AND SKILLS

- Knowledge of legal framework governing the Public Service.
- Problem solving skills.
- Planning and organizing skills.
- Time management.
- Computer literacy.
- Communication and presentation skills.

KEY PERFORMANCE AREAS

- Support and advise the line managers with regard to HRM matters
- Manage recruitment and selection processes
- Manage RWOPS.
- Manage transfers.
- Manage conditions of services and benefits.

POST NO 27: DEPUTY MANAGER: HUMAN RESOURCE DEVELOPMENT = 03
POSTS
SALARY LEVEL: 09
COMMENCING SALARY NOTCH: R270 804.00
REF: DSD/27
CENTRE: WATERBERG [1], VHEMBE [1], CAPRICORN [1]

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree or equivalent qualification at NQF Level 6.
- Minimum experience of 5 years in Human Resource Development.
- A valid driver's licence.



B. KNOWLEDGE AND SKILLS

- Knowledge of legal framework governing the Public Service.
- Problem solving skills.
- Planning and organizing skills.
- Time management.
- Computer literacy.
- Communication and presentation skills.

KEY PERFORMANCE AREAS

- Implement the business plan in line with the strategic objectives of the Department.
- Monitor and coordinate the administration service of bursaries within the District.
- Monitor, co-ordinate and facilitate training and development programmes.
- Facilitate and implement induction and orientation programme.
- Facilitate the implementation of Human Resource Development strategy and policy.
- Facilitate and monitor placement of graduates.

POST NO 28: DEPUTY MANAGER: ASSET MANAGEMENT = 05 POSTS

SALARY LEVEL: 09

COMMENCING SALARY NOTCH: R270 804.00

REF: DSD/28

**CENTRE: WATERBERG [1], VHEMBE [1], CAPRICORN [1], SEKHUKHUNE [1],
MOPANI [1]**

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree in Financial Management/ Accounting or equivalent qualification at NQF Level 6.
- Minimum experience of 5 years in Asset Management.
- A valid driver's licence.

B. KNOWLEDGE AND SKILLS

- Knowledge of legal framework governing the Public Service.
- Problem solving skills.
- Planning and organizing skills.
- Time management.
- Computer literacy.
- Communication and presentation skills.

KEY PERFORMANCE AREAS

- Update asset register, lease register and disposal register on daily basis.
- Reconcile asset register with BAS printouts monthly.
- Control asset movements.
- Help asset stock taking and verification.
- Assist with safekeeping of redundant assets.
- Make sure that all newly acquired assets are bar-coded and documents completed.
- Filing of asset documents.
- Assist with disposal process.

- Daily management of asset acquisition and leases.
- Evaluation of disposal and losses report.
- Determine the value of the loss and disposed items.
- Compile all reporting documents and update the suspense register and loss register.

POST NO 29: DEPUTY MANAGER: RISK MANAGEMENT SERVICES = 05 POSTS

SALARY LEVEL: 09

COMMENCING SALARY NOTCH: R270 804.00

REF: DSD/29

CENTRE: WATERBERG [1], VHEMBE [1], CAPRICORN [1], SEKHUKHUNE [1]

MOPANI [1]

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree in Financial Management/ Accounting/ Auditing/ Risk management or equivalent qualification at NQF Level 6.
- Minimum experience of 5 years in Risk Management.
- A valid driver's licence.

B. KNOWLEDGE AND SKILLS

- Knowledge of legal framework governing the Public Service.
- Knowledge of risk management practices.
- Coordination, planning and organizing skills.
- Knowledge of analytical and quantitative methods and tools.
- Computer literacy.
- Communication and presentation skills.

KEY PERFORMANCE AREAS

- Conduct risk assessment to identify, describe and analyse the enterprise risks within the Department.
- Coordinate and facilitate the development of risk profile and risk management plans, monitor the implementation thereof and produce reports.
- Investigate reported cases.
- Conduct compliance inspections.
- Ensure good management of anti-fraud and corruption.
- Monitor the implementation of policies, strategies, procedures and identify best practices relating to risk management.
- Provide technical support and training to staff to build risk awareness within the Department.
- Provide risk management advisory services and participate in relevant internal and external structures.
- Provide technical and secretariat support to the risk management committee.

**POST NO 30: DEPUTY MANAGER: FACILITIES AND LOGISTICAL
MANAGEMENT = 04 POSTS**

SALARY LEVEL: 09

COMMENCING SALARY NOTCH: R270 804.00

REF: DSD/30

CENTRE: VHEMBE [1], SEKHUKHUNE [1], MOPANI [1], WATERBERG [1]

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree in Building /Civil or equivalent qualification at NQF Level 6.
- Minimum experience of 5 years in planning, design and construction.
- A valid driver's licence.

B. KNOWLEDGE AND SKILLS

- Knowledge of legal framework governing the Public Service.
- Knowledge of national building regulations.
- Planning, design and organizing skills.
- Project management.
- Computer literacy.
- Communication and presentation skills.

KEY PERFORMANCE AREAS

- Co-ordinate the implementation of contracts.
- Co-ordinate and oversee facilities planning and implementation.
- Support the implementation of capital works program.
- Prepare tender documents.
- Develop and implement facilities monitoring program and report on the progress of projects.
- Compile scope of works and prepare estimates and technical report.

**POST NO 31: DEPUTY MANAGER: FINANCIAL REGULATORY COMPLIANCE
AND REPORTING= 01 POST**

SALARY LEVEL: 09

COMMENCING SALARY NOTCH: R270 804.00

REF: DSD/31

CENTRE: HEAD OFFICE

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree in Financial Management/ Accounting/ Risk Management/ Internal Audit or equivalent qualification at NQF Level 6.
- Minimum experience of 5 years in compliance and internal controls or audit environment.
- A valid driver's licence.

B. KNOWLEDGE AND SKILLS

- Knowledge and understanding of regulatory framework governing public service and internal control frameworks.
- Knowledge of PFMA and Treasury Regulations.
- Computer literacy.
- Project management.
- Conflict management.
- Communication and presentation skills.

KEY PERFORMANCE AREAS

- Coordinate reports to oversight institutions like Standing Committee on Public Accounts [SCOPA], Audit Committee and Auditor General of South Africa.
- Management of audit liaison functions.
- Develop audit plan.
- Monitor and assist on the implementation of audit action plan.
- Management of internal control systems and monthly/ quarterly submission of internal control tool.
- Evaluate internal control measures.
- Identify inefficiencies in internal control tool and introduce corrective measures.
- Communicate inefficiencies with other directorates or strategic business units.
- Manage the component's budget.

POST NO 32: DEPUTY MANAGER: GENERAL RECORDS = 01 POST

SALARY LEVEL: 09

COMMENCING SALARY NOTCH: R270 804.00

REF: DSD/32

CENTRE: HEAD OFFICE

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree or equivalent qualification at NQF Level 6 in Archival Studies/ Records Management/ Public Management or Administration
- Minimum experience of 5 years in both HR and General Records Management.
- Certificates in Records Management obtained from National Archives or any other accredited Higher Institutions of Learning will be an added advantage.
- A valid driver's licence.

B. KNOWLEDGE AND SKILLS

- Knowledge and understanding of Records classification systems.
- Knowledge and understanding of Best Practice Model for keeping and managing paper-based employee and general records.
- Knowledge of disposal procedures and processes.
- Knowledge of the Promotion of Access to Information Act.
- Computer literacy.
- Knowledge and understanding of Legislative Framework governing Records Management.

- Postal, Messenger and Fax services.
- Communication and presentation skills.

KEY PERFORMANCE AREAS

- Coordinate the implementation of the approved records classification systems for paper based and electronic records through awareness workshops.
- Implement disposal programs.
- Coordinate the training of records management staff.
- Conduct regular inspections of all records areas in the Department to ensure compliance according to records guidelines.
- Coordinate PAIA activities and training in the Department.
- Manage HR and General Records, Messenger, Fax and Postal Services within the Department.
- Handle administrative matters.

POST NO 33: DEPUTY MANAGER: ANTI-FRAUD, ANTI-CORRUPTION & COMPLIANCE = 01 POST

SALARY LEVEL: 09

COMMENCING SALARY NOTCH: R270 804.00

REF: DSD/33

CENTRE: HEAD OFFICE

REQUIREMENTS

A. Qualifications and competencies

- An appropriate Bachelor's degree or equivalent qualification in Finance/ Accounting/ Auditing or Risk Management.
- Minimum experience of 5 years in Risk Management, compliance and internal controls, audit and anti-fraud and corruption.
- A valid driver's licence.

B. KNOWLEDGE AND SKILLS

- Knowledge of legal framework governing the Public Service.
- Problem solving skills.
- Coordination, planning and organizing skills.
- Knowledge of analytical and quantitative methods and tools.
- Computer literacy.
- Communication and presentation skills.

KEY PERFORMANCE AREAS

- Investigate reported cases of fraud and corruption.
- Conduct awareness on fraud and corruption.
- Conduct compliance inspections.
- Ensure good management of anti-corruption in the Department

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POST NO 34: COMMUNITY DEVELOPMENT SUPERVISOR: GR 1 = 10 POSTS
SALARY LEVEL: GRADE 1
COMMENCING SALARY NOTCH: R261 606.00
REF: DSD/34
CENTRE: SEKHUKHUNE [2], MOPANI [1], VHEMBE [2], WATERBERG [3],
CAPRICORN [2]

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree or equivalent qualification at NQF Level 6.
- A minimum of seven (7) years appropriate experience in Community Development
- A valid driver's licence.

B. KNOWLEDGE AND SKILLS

- Knowledge of legal framework governing the Public Service.
- Knowledge and understanding of individual and group behaviour.
- Financial management skills.
- Planning and organizing skills.
- Computer literacy.
- Good communication skills.

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 communications and coordination with all relevant role players, internal and external.
- Perform administrative support on community development and related activities.
- Keep up to date with new developments in the community development field to enhance service delivery.

POST NO 35: SENIOR STATE ACCOUNTANT: BUDGETING & REPORTING = 03
POSTS

SALARY LEVEL: 08

COMMENCING SALARY NOTCH: R227 802.00

REF: DSD/35

CENTRE: POLOKWANE WELFARE COMPLEX [1], SEKUTUPU OLD AGE HOME
[1], SESHEGO TREATMENT CENTRE [1]

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree in Public Finance/ Accounting/ Financial Management or equivalent qualification at NQF Level 6.
- Minimum experience of 2 years in financial management.
- Demonstrate understanding of FINEST and BAS system.

- Ability to use computer related technical programs such as MS Word, Excel, PowerPoint, etc.

B. KNOWLEDGE AND SKILLS

- Knowledge of PFMA and Treasury Regulations
- FINEST and BAS
- Computer skills (Excel, Ms Word and Power point)
- Good communication skills

KEY PERFORMANCE AREAS

- Capturing and safekeeping of virements forms.
- Capture budget.
- Consolidate inputs from districts and institutions for in year monitoring.
- Assist in revenue management.
- Supervise staff
- Provide support to line managers.

POST NO 36: SENIOR PROVISIONING ADMIN OFFICER: DISPOSAL AND VERIFICATION = 01 POST

SALARY LEVEL: 08

COMMENCING SALARY NOTCH: R227 802.00

REF: DSD/36

CENTRE: HEAD OFFICE

REQUIREMENTS:

A. Qualifications and competencies

- A Bachelors' degree in Financial Management/ Business Management/ Supply Chain Management or equivalent qualification at NQF Level 6.
- Minimum experience of 2 years in supply chain management and financial management.
- A valid drivers' licence.

B. KNOWLEDGE AND SKILLS

- Analytical skills
- Planning and organizing skills
- Computer literacy
- Problem solving
- Computer skills (Excel, Ms Word and Power point)
- Good verbal and written communication

KEY PERFORMANCE AREAS

- Manage movement of redundant/ obsolete assets.
- Conduct institutional verification process.
- Conduct institutional disposal process.
- Reconcile asset register with all disposals and verification.
- Maintain disposal register.
- Manage the external transfer of assets.

- Authorise captured assets in the asset register.
- Perform spot checks.
- Management of asset losses.

POST NO 37: SENIOR PROVISIONING ADMIN OFFICER: PURCHASING & STORES = 05 POSTS

SALARY LEVEL: 08

COMMENCING SALARY NOTCH: R227 802.00

REF: DSD/37

CENTRE: SEKHUKHUNE [1], VHEMBE [1], CAPRICORN [1], MOPANI [1], HEAD OFFICE [1]

REQUIREMENTS:

A. Qualifications and competencies

- A Bachelor's degree in Supply Chain Management/ Business Management/ Purchasing or equivalent qualification at NQF Level 6.
- Minimum experience of 2 years in purchasing or stores management.
- A valid driver's licence.

B. KNOWLEDGE AND SKILLS

- Knowledge of supply chain management policies and procedures.
- Planning and organizing.
- Computer skills (Excel, Ms Word and Power point)
- Good verbal and written communication

KEY PERFORMANCE AREAS

- Ensure that all vendor entities are captured and authorized on finest system.
- Purchasing of goods and services that meet user's requirement.
- Administer the flow of orders as well as ensuring that all orders are invoiced.
- Receive and process requisitions.
- Monitor and make quality assurance of incoming and outgoing requisition.
- Ensure that requisitions are in line with the proper procurement procedures.
- Identify need for stores items and prepare request to purchase.
- Monitor the receiving of stock from suppliers.
- Monitor issuing of stock to end-users.
- Monitor and manage the stock records.
- Manage the stock levels.
- Ensure that stock taking is planned and done appropriately on time.
- Coordinate obsolete, redundant and unserviceable stock.
- Prepare monthly inventory reports on purchases.

POST NO 38: SENIOR PROVISIONING ADMIN OFFICER: DEMAND AND ACQUISITION = 02 POSTS
SALARY LEVEL: 08
COMMENCING SALARY NOTCH: R227 802.00
REF: DSD/38
CENTRE: WATERBERG [1], HEAD OFFICE [1]

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree in Financial Management/ Business Management/ Supply Chain Management or equivalent at NQF Level 6.
- Minimum experience of 2 years in Supply Chain Management.
- A valid driver's licence.

B. KNOWLEDGE AND SKILLS

- Knowledge of the supply chain management framework, Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Treasury Regulations, Broad Based Black Economic Empowerment Act (B-BBEE) and other relevant prescripts.
- Computer literacy.
- Good communication and presentation skills.

KEY PERFORMANCE AREAS

- Maintain sound procurement systems in compliance with government legislation, departmental guidelines and policies.
- Critical analysis of specifications to verify correctness in relation to supply chain management standards.
- Compile and customize bid documents.
- Monitor and maintain supplier's database of the department.
- Compile monthly procurement reports.
- Conduct market and industry analysis.
- Render secretariat services to bid adjudication committee.
- Consolidate and submit monthly procurement reports to provincial office.

POST NO 39: SENIOR PROVISIONING ADMIN OFFICER: ASSET MANAGEMENT = 06 POSTS

SALARY LEVEL: 08

COMMENCING SALARY NOTCH: R227 802.00

REF: DSD/39

CENTRE: VHEMBE [1], WATERBERG [1], CAPRICORN [1], MOPANI [1], HEAD OFFICE [1] SEKHUKHUNE [1]

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree in Supply Chain Management/ Public Finance/ Accounting/ Financial Management or equivalent qualification at NQF Level 6.
- Minimum experience of 2 years in asset management.
- A valid driver's licence.

B. KNOWLEDGE AND SKILLS

- Computer literacy.
- Knowledge of BAS.
- Good verbal and written communication.

KEY PERFORMANCE AREAS

- Manage acquisition of assets.
- Reconcile the asset register on monthly basis.
- Conduct institutional verification process.
- Conduct institutional disposal process.
- Authorise captured assets in the asset register.
- Perform spot checks.
- Management of asset losses.

POST NO 40: SENIOR ADMIN OFFICER: SUPPORT SERVICES = 01 POST
SALARY LEVEL: 08
COMMENCING SALARY NOTCH: R227 802.00
REF: DSD/40
CENTRE: SEKUTUPU

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree or equivalent qualification at NQF Level 6 in Public Management/ Administration.
- A valid driver's licence.
- Minimum experience of 2 years in administration

B. KNOWLEDGE AND SKILLS

- Computer literacy.
- Interpersonal skills.
- Good verbal and written communication.
- Postal systems.
- Understanding of filing system.

KEY PERFORMANCE AREAS

- Coordinate catering services.
- Coordinate laundry services.
- Coordinate housekeeping/ household services.
- Coordinate maintenance services.
- Coordinate Security Management services.



POST NO 41: SENIOR ADMIN OFFICER: RECORDS MANAGEMENT = 04 POSTS

SALARY LEVEL: 08

COMMENCING SALARY NOTCH: R227 802.00

REF: DSD/41

CENTRE: CAPRICORN [1], VHEMBE [1], WATERBERG [1], MOPANI [1]

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree or equivalent qualification at NQF Level 6 in Archival Studies/ Records Management/ Public Management/ Administration.
- Minimum experience of 2 years in both HR and General Records Management.
- Certificates in Records Management obtained from the National Archives or any other accredited Higher Institution of Learning will be an added advantage.
- A valid driver's licence.

B. KNOWLEDGE AND SKILLS

- Knowledge and understanding of Records classification systems.
- Knowledge and understanding of Best Practice model for keeping and managing paper-based employee and general records.
- Knowledge of disposal procedures and processes.
- Knowledge of the Promotion of Access to Information Act.
- Knowledge and understanding of legislative Framework governing Records Management.
- Postal, Messenger and Fax services.
- Computer skills (Excel, Ms Word and Power point)
- Good verbal and written communication

KEY PERFORMANCE AREAS

- Coordinate the implementation of the approved records classification systems for paper based and electronic records through awareness workshops.
- Implement disposal programs.
- Coordinate the training of records management staff.
- Conduct regular inspections of all records areas in the District/ Sub-District to ensure compliance according to records guidelines.
- Coordinate PAIA activities and training in the District.
- Manage HR and General Records, Messenger, Fax and Postal Services within the District.
- Handle administrative matters.

**POST NO 42: SENIOR PERSONNEL PRACTITIONER: HR PLANNING AND POST
PROVISIONING: 1 POST
SALARY LEVEL: 08
COMMENCING SALARY NOTCH: R227 802.00
REF: DSD/42
CENTRE: WATERBERG**

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree or equivalent qualification at NQF Level 6.
- Minimum experience of 2 years in HR planning and post provisioning.
- A valid driver's license.

B. KNOWLEDGE AND SKILLS

- Knowledge of legislative mandates governing the public service.
- Interpretation of policies.
- Computer literacy
- Good communication skills
- Report writing skills
- Knowledge of Public Service Training needs assessment

KEY PERFORMANCE AREAS

- Comply with HWSETA and Skills Development Act.
- Execute training and development of personnel.
- Conduct training, orientation and inductions of newly appointed employees.
- Establish and monitor implementation of leadership and ABET programmes.
- Conduct skills audit.
- Compile any training related information e.t.c

**POST NO 43: SENIOR PERSONNEL PRACTITIONER: HR PRACTICE &
ADMINISTRATION = 04 POSTS
SALARY LEVEL: 08
COMMENCING SALARY NOTCH: R227 802.00
REF: DSD/43
CENTRE: CAPRICORN [1], MOPANI [1], SEKHUKHUNE [1], WATERBERG [1]**

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree or equivalent qualification at NQF Level 6.
- Minimum experience of 2 years in Human Resource Management.
- Personal literacy.

B. KNOWLEDGE AND SKILLS

- Knowledge of legal framework governing the Public Service.
- Interpretation of policies.
- Computer literacy (Excel, Ms Word and Power point).

- Good verbal and written communication.
- Report writing skills.

KEY PERFORMANCE AREAS

- Handle employees' benefits and allowances.
- Co-ordinate the management and implementation of remunerative work outside public service.
- Handle the compensation of occupational injuries and diseases Act.
- Handle state guarantees and housing allowance matters.
- Handle leave of absence and policy on Incapacity and Ill Health Retirement.
- Handle recruitment and selection of employees.

POST NO 44: SENIOR PERSONNEL PRACTITIONER: PMDS = 05 POSTS

SALARY LEVEL: 08

COMMENCING SALARY NOTCH: R227 802.00

REF: DSD/44

**CENTRE: CAPRICORN [1], MOPANI [1], SEKHUKHUNE [1], WATERBERG [1]
VHEMBE [1]**

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree or equivalent qualification at NQF Level 6.
- Minimum experience of 2 years in Human Resource Management or Performance Management Development system.
- Personal literacy.
- A valid driver's licence.

B. KNOWLEDGE AND SKILLS

- Knowledge of legal framework governing the Public Service.
- Interpretation of policies.
- Computer literacy (Excel, Ms Word and Power point).
- Good verbal and written communication.
- Report writing skills.

KEY PERFORMANCE AREAS

- Coordinate submission of Performance Agreements/ Memorandum of Understandings and Reviews.
- Capturing of Performance Management and Development System (PMDS) information on Personal.
- Capturing of performance bonuses and pay progressions.
- Coordinate PMDS workshops and briefing sessions.
- Compile monthly and quarterly PMDS reports.
- Conduct quality assurance on received PMS reviews.
- Coordinate meetings of the PMDS committees.
- Facilitate the capturing and confirmation of probationary appointment

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POST NO 45: SENIOR PERSONNEL PRACTITIONER: EMPLOYEE HEALTH & WELLNESS = 05 POSTS

SALARY LEVEL: 08

COMMENCING SALARY NOTCH: R227 802.00

REF: DSD/45

**CENTRE: CAPRICORN [1], MOPANI [1], SEKHUKHUNE [1], WATERBERG [1]
VHEMBE [1]**

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree in Social Science/Counseling or equivalent qualification at NQF Level 6.
- Registration with the South African Council for Social Service Professions (SACSSP) or Health Professions Council of South Africa (HPCSA).
- Minimum experience of 2 years in Employee Health and Wellness including Counseling Services.
- A valid driver's licence.

B. KNOWLEDGE AND SKILLS

- Knowledge of relevant legislation related to Employee Health and Wellness.
- Integrated Employee Health and Wellness strategic framework.
- National strategic plan on HIV/AIDS and STI.
- Occupational Health and Safety programmes.
- Employee Health and Wellness Policies and standards.
- Computer literacy (Excel, Ms Word and Power point).
- Good communication skills.
- Report writing skills.

KEY PERFORMANCE AREAS

Implement Employee Health and Wellness activities which include the following core functions:

- Wellness management including confidential counseling, workplace HIV and AIDS, Occupational Health and Safety and Health and Productivity Management Programmes.
- Initiate and advice management on the implementation and promotion of Employee Health and Wellness programmes and intervention strategies.
- Establish and coordinate all relevant Employee Health and Wellness committees.
- Responsible and accountable to Employee Health and Wellness resources.

POST NO 46: SENIOR LABOUR RELATIONS PRACTITIONER = 01 POST
SALARY LEVEL: 08
COMMENCING SALARY NOTCH: R227 802.00
REF: DSD/46
CENTRE: VHEMBE [1]

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree or equivalent qualification at NQF Level 6 in Labour Law/ Labour Relations or Industrial Relations.
- Minimum experience of 2 years in Labour Relations Management.
- A valid driver's licence.

B. KNOWLEDGE AND SKILLS

- Knowledge of legal framework governing the Public Service.
- Interpretation of policies.
- Computer literacy (Excel, Ms Word and Power point).
- Good verbal and written communication.
- Investigative and report writing skills.

KEY PERFORMANCE AREAS

- Implement the business plan in line with the strategic objectives of the Department.
- Provide remedial and preventative actions on Labour unrest.
- Manage labour dispute resolutions.
- Investigate misconduct cases and grievances.
- Compile monthly and quarterly reports on Labour Relations issues in the District.

POST NO 47: SOCIAL WORKER; GRADE 1 = 04 POSTS
SALARY LEVEL: 07
COMMENCING SALARY NOTCH: R183 438.00
REF: DSD/47
CENTRE: SESHEGO TREATMENT CENTRE

REQUIREMENTS:

A. Qualifications and competencies

- Bachelor's degree in Social Work.
- Registration with the South African Council for Social Service Professions [SACSSP]. Attach recent proof of renewal

B. KNOWLEDGE AND SKILLS

- Interpersonal relations.
- Computer literacy (Excel, Ms Word and Power point).
- Good verbal and written communication.
- Report writing skills.
- Knowledge of legal framework governing the public service.
- Knowledge and understanding of human behaviour.

- Ability to provide social work services.

KEY PERFORMANCE AREAS

- Render social work services with regard to care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes.
- Support social auxiliary workers and volunteers.
- Keep up to date with new developments in the social work and welfare fields.
- Perform all administrative functions required of the job.
- Render an effective and efficient social work services.

POST NO 48: PERSONAL ASSISTANT = 02 POSTS

- **TO: CHIEF FINANCIAL OFFICER[REF DSD/48 A]**
- **TO: SENIOR MANAGER: RISK MANAGEMENT[REF DSD/48 B]**

SALARY LEVEL: 07

COMMENCING SALARY NOTCH: R183 438.00

CENTRE: HEAD OFFICE

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree or equivalent qualification at NQF Level 6.

B. KNOWLEDGE AND SKILLS

- Knowledge of legal framework governing the Public Service.
- Advanced computer literacy (Excel, Ms Word and Power point).
- Good communication skills.
- Strong organizational abilities.
- Interpersonal relations skills.
- Willingness to work under pressure and ability to work with minimum supervision.

KEY PERFORMANCE AREAS

- Provide secretarial services to the Senior Manager/ Chief Financial Officer.
- Organize, track and manage the Senior Manager's daily and weekly schedules.
- Receive, analyse and interpret correspondence for channelling to relevant offices as required by the Senior Manager/ Chief Financial Officer.
- Manage the budget and perform procurement tasks within the directorate.
- Organize meetings, trips, workshops and functions.
- Assist with compilation of written reports and Power point presentations.
- Receive and appropriately attend to visitors and members of the public and serve as the official link between the directorate as well as other stakeholders.

POST NO 49: PROVISIONING ADMIN OFFICER: PURCHASING = 06 POSTS
SALARY LEVEL: 07

COMMENCING SALARY NOTCH: R183 438,00

REF: DSD/49

**CENTRE: HEAD OFFICE [2], SEKHUKHUNE [1], MOPANI [1], CAPRICORN [1],
VHEMBE [1]**

REQUIREMENTS:

A. Qualifications and competencies

- Bachelor's degree in Purchasing/ Stores Management or equivalent qualification at NQF Level 6.
- Minimum experience of 1 year in purchasing or stores management.
- A valid driver's licence.

B. KNOWLEDGE AND SKILLS

- Interpersonal relations.
- Computer literacy (Excel, Ms Word and Power point).
- Good verbal and written communication.
- Report writing skills.
- Knowledge of supply chain management policies and procedures.

KEY PERFORMANCE AREAS

- Administer flow of orders as well as ensuring that all orders are invoiced.
- Receiving and processing of requisitions.
- Keeping of requisitions and order register.
- Capturing of requisition on the FINEST and Basic Accounting System.
- Monitor and make quality assurance of incoming and outgoing requisition.
- Ensure that requisitions are in line with proper procurement procedures.
- Keeping of stock registers.
- Receiving of stock from suppliers.
- Issuing of stock to end-users.
- Ensure that stock level is maintained.
- Conducting of the stocktaking on quarterly basis.



POST NO 50: PROVISIONING ADMIN OFFICER: ASSET MANAGEMENT = 05 POSTS

SALARY LEVEL: 07

COMMENCING SALARY NOTCH: R183 438.00

REF: DSD/50

CENTRE: SEKHUKHUNE [1], MOPANI [1], WATERBERG [1], VHEMBE [1], CAPRICORN [1]

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree in Supply Chain Management/ Public Finance /Asset Management or equivalent qualification at NQF Level 6.
- Minimum experience of 1 year in asset management.
- A valid driver's licence.

B. KNOWLEDGE AND SKILLS

- Interpersonal relations.
- Computer literacy.
- Good verbal and written communication.
- Report writing skills.

KEY PERFORMANCE AREAS

- Ordering and issuing of barcodes.
- Capturing of assets in the asset register.
- Filing of asset supporting documents.
- Capturing of adjusting journals.
- Capturing of asset moved in different locations.
- Assist in asset movement process.

POST NO 51: INFORMATION TECHNOLOGY OFFICER = 05 POSTS

SALARY LEVEL: 07

COMMENCING SALARY NOTCH: R183 438.00

REF: DSD/51

CENTRE: SEKHUKHUNE [1], MOPANI [1], WATERBERG [1], VHEMBE [1], CAPRICORN [1]

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Bachelor's degree in Information Technology/ Computer Science or Diploma in IT or equivalent qualification at NQF Level 6.
- A+ and N+ qualifications or equivalent will be an added advantage.
- Minimum experience of 1 year in maintaining equipment in an IT environment.

B. KNOWLEDGE AND SKILLS

- Knowledge of the administration of Microsoft Windows and SQL Server products.
- Experience in the use of PCs, operating systems, applications, network and communication technologies.

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- An understanding of the function of the position within its organizational context, including relevant policies, regulations and precedents.
- Computer literacy.
- Good verbal and written communication.

KEY PERFORMANCE AREAS

- Installations of server operating systems and applications.
- Provide database administration and support for the corporate systems running on SQL and Universe platforms.
- To ensure that day-to-day administrative activities are undertaken to maintain computers, servers and databases in a fully operational and stable state.
- Regular maintenance of servers through the installation of software upgrades, patches and hardware upgrades.
- Apply software upgrades and patches to the corporate systems and to front-end and backend operating systems and databases.
- Review and maintain efficient and effective IT equipment backup procedures to enable the provision of successful and accurate backups so that any data can be restored quickly and efficiently.
- Maintain adequate security of data by implementing, monitoring and auditing appropriate security policies.
- Handle escalation support from computer services and District IT teams from desktop and server related issues.
- Produce reports in line with performance indicators.

POST NO 52: CHIEF ADMIN CLERK: SUPPORT SERVICES = 04 POSTS

SALARY LEVEL: 07

COMMENCING SALARY NOTCH: R183 438.00

REF: DSD/52

CENTRE: TUBATSE CHILDREN'S HOME [1], IRISH HOUSE [1], THOHOYANDOU CHILDREN'S HOME [1], SEKUTUPU OLD AGE HOME [1]

REQUIREMENTS:

A. Qualifications and competencies

- Grade 12 Certificate.
- Minimum experience of 1 year in administration.

B. KNOWLEDGE AND SKILLS

- Interpersonal relations.
- Good understanding of office administration.
- Computer literacy.
- Good verbal and written communication.
- Report writing skills.

KEY PERFORMANCE AREAS

- Co-ordinate catering services.
- Co-ordinate laundry services.
- Co-ordinate hose keeping/ household services.
- Co-ordinate maintenance services.

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POST NO 53: ADMINISTRATION OFFICER: NPO SUPPORT = 01 POST
SALARY LEVEL: 07
COMMENCING SALARY NOTCH: R183 438.00
REF: DSD/53
CENTRE: HEAD OFFICE

REQUIREMENTS

A. QUALIFICATIONS AND COMPETENCIES

- An appropriate Bachelor's degree or equivalent qualification.
- Experience in Social Development services.
- Must be prepared to work under pressure and overtime.

B. KNOWLEDGE AND SKILLS

- Interpersonal relations.
- Computer literacy (Excel, Ms Word and Power point).
- Good verbal and written communication.
- Report writing skills.
- Knowledge of legal framework governing the public service.

KEY PERFORMANCE AREAS

- Maintain and control registers for the directorate.
- Maintain and update data base as required.
- Maintain relevant records, statistics and minutes of meetings for the directorate.
- Perform administrative duties and render support to the directorate.
- Invite and record business plans from FBOs, NGOs and CBOs.
- Assist during briefings, admin grid and assessment of NPOs for funding.
- Issue letters to the NPOs that qualified and/ or did not qualify for funding.
- Communicate with the Districts concerning NPO issues.
- Assist in generating and issuing of Crèche's and NPO certificates.

POST NO 54: PROFESSIONAL NURSE: GR1 [GENERAL NURSING] = 07 POSTS
COMMENCING SALARY NOTCH: R183 009.00
REF: DSD/54

CENTRE: SESHEGO TREATMENT CENTRE [4], TUBATSE CHILDREN'S HOME [1], SEKUTUPU OLD AGE HOME [1], THOHOYANDOU CHILDREN'S HOME [1]

REQUIREMENTS:

A. 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.

B. KNOWLEDGE AND SKILLS

- Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as: Nursing Act, Health Act, OHSA, Patient Right Charter, etc
- Good communication skills
- Report writing skills
- Facilitation skills
- Liaison skills
- Networking skills
- Problem solving skills
- Information Management
- Computer literacy

KEY PERFORMANCE AREAS

- Provide direction and supervision for the implementation of the Nursing plan [clinical practice/ 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.

**POST NO 55::RECEPTIONIST] [LEVEL 6] = 1 POST
COMMENCING SALARY NOTCH: R148 584.00**

REF: DSD/55

CENTRE: HEAD OFFICE [POLOKWANE]

REQUIREMENTS:

A. Qualifications and competencies

- A minimum of Grade 12 certificate plus computer literacy.

B. Knowledge, skills and Personal Attributes

- Excellent administrative skills including systematic filing.
- Ability to plan, keep records as well as secure information storage.
- A well organized and security conscious person.
- Good interpersonal relations.
- A result driven and self-motivated person.
- Someone who can maintain confidentiality.
- Be prepared to work overtime and at times under pressure to meet deadlines.
- Must have a sense of urgency.

KEY PERFORMANCE AREAS:

- Serve as a point of entry in the office of the MEC
- Facilitate travel and meeting arrangements
- Provides logistical support and events management.
- Act as alternate Secretary whenever the Secretary is away or unable to carry out his/her duties.

POST NO 56: FOOD SERVICE MANAGER = 02 POSTS

SALARY LEVEL: 06

COMMENCING SALARY NOTCH: R148 584.00

REF: DSD/56

CENTRE: SEKUTUPU OLD AGE HOME, TUBATSE CHILDREN'S HOME

REQUIREMENTS:

A. Qualifications and competencies

- Grade 12 certificate or equivalent.
- Extensive experience in food service aid.

B. KNOWLEDGE AND SKILLS

- Ability to operate food service equipment.
- Knowledge of diets and menus.
- Knowledge of occupational health and safety.
- Good communication skills
- Report writing skills
- Computer literacy

KEY PERFORMANCE AREAS

- Exercise direct control and supervision of food service supervisors and food production staff.
- Planning of menus and recipes for normal diets.
- Ordering of supplies and control of the storage and issuing thereof.
- Making of inputs into the planning of the food budget and control of food expenditure by means of cost-effective measures and the implementation of prescribed guidelines.
- Planning, implementation and evaluation of in-service training of food service staff.
- Making of inputs into the planning and evaluation of floor layout of food service units.
- Fitting of food service units with appropriate equipment and appliances.
- Management of funds allocated to the section.

POST NO 57: REGISTRY CLERK: MEC SUPPORT = 01 POST

SALARY LEVEL: 05

COMMENCING SALARY NOTCH: R123 738.00

REF: DSD/57

CENTRE: HEAD OFFICE

REQUIREMENTS:

A. Qualifications and competencies

- Grade 12 certificate or equivalent.

B. KNOWLEDGE AND SKILLS

- Computer skills
- Planning and organizing skills

- Good communication skills

KEY PERFORMANCE AREAS

- Provide registry counter services
- Handle incoming and outgoing correspondence
- Render an effective filing and record management services
- Operate office machines in relation to the registry functions
- Process documents for archiving or disposal

POST NO 58: CHILD & YOUTH CARE SUPERVISOR: GR1 = 01 POST

SALARY LEVEL: GRADE 1

COMMENCING SALARY NOTCH: R148 584.00

REF: DSD/58

CENTRE: TUBATSE CHILDREN'S HOME

REQUIREMENTS:

A. Qualifications and competencies

- Grade 12 certificate and NQF level 4 certificate in Ancillary Health Care
- A minimum of 10 years' appropriate experience in Child & Youth Care Work

B. KNOWLEDGE AND SKILLS

- Good communication skills
- Report writing skills
- Computer literacy

KEY PERFORMANCE AREAS

- Provide care and protection to vulnerable children.
- Perform administrative duties.
- Manage the behaviour of children.
- Assist in coordination of excursions and tournaments.
- Supervision of child & youth care workers.

POST NO 59: ARTISAN: GENERAL MAINTENANCE GRADE A = 03 POSTS

COMMENCING SALARY NOTCH: R 126 456 pa

REF: DSD/ 59

CENTRE: CAPRICORN [1], VHEMBE [1], THOHOYANDOU CHILDREN'S HOME [1]

REQUIREMENTS:

A. Qualifications and competencies

- An appropriate Trade Test Certificate
- Knowledge of building regulations
- Experience in planning, design and construction
- A valid driver's licence

B.KNOWLEDGE AND SKILLS

- Knowledge and understanding of the legislative framework governing the public service
- Proven ability and exposure to working with multidisciplinary teams
- Computer literacy
- Report writing skills

KEY PERFORMANCE AREAS

- Provide planning and coordination of facility development and maintenance.
- Manage and coordinate the implementation of contracts
- Quality control and statutory inspections.
- Monitor the performance of the multidisciplinary teams at various capital projects and post construction maintenance on physical facilities.
- Development, advice and monitor the implementation of maintenance policies.
- Provide technical progress report on projects.

POST NO 60: ADMIN CLERK: NPO SUPPORT = 25 POSTS

SALARY LEVEL: 05

COMMENCING SALARY NOTCH: R123 738.00

REF: DSD/60

CENTRE: MOPANI – GIYANI [1], TZANEEN [1], LETABA [1], PHALABORWA [1], MARULENG [1]. CAPRICORN – POLOKWANE [1], AGANANG [1], MOLEMOLE [1], LEPALLE NKUMPI [1], BLOUBERG [1]. SEKHUKHUNE - TUBATSE [1], FETAKGOMO [1]. EPHRAIM MOGALE [1], ELIAS MOTSWALEDI [1], MAKHUDUTHAMAGA [1]. WATERBERG – MOGALAKWENA [1], LEPHALALE [1], MODIMOLLE [1], BELA-BELA [1], THABAZIMBI [1], MOOKGOPHONG [1]. VHEMBE – MUSINA [1], MUTALE [1], MAKHADO [1], THULAMELA [1]

REQUIREMENTS:

A. Qualifications and competencies

- Grade 12 Certificate with Accounting or Mathematics.
- Bachelor's degree or equivalent qualification in Finance, Auditing, Business or Management will be an added advantage.

B.KNOWLEDGE AND SKILLS

- Computer literacy
- Interpersonal relations
- Knowledge of prescripts and procedures related to non-profit organisations.
- Good communication skills
- Financial management skills

KEY PERFORMANCE AREAS

- Reconcile actual attendance from non-profit organizations on a monthly basis.
- Conduct monitoring visits and provide support on basic financial and record management like ensuring availability of bank statements, audited annual financial statements and filing of source documents.
- Ensure that funds are utilized for intended purposes by non-profit organizations.



- Completion of payment reconciliation template in respect of each non-profit organization and ensure all supporting documents are attached to the claims.
- Prepare payment vouchers to non-profit organizations.
- Submission of payment vouchers to expenditure and accounts for payment.

POST NO 61: PERSONNEL OFFICER = 03 POSTS

SALARY LEVEL: 05

COMMENCING SALARY NOTCH: R123 738.00

REF: DSD/61

CENTRE: SEKUTUPU [2], SESHEGO TREATMENT CENTRE [1]

REQUIREMENTS:

A. Qualifications and competencies

- Grade 12 or equivalent qualification.
- Bachelor's degree or equivalent qualification in Human Resource Management will be an added advantage

B. KNOWLEDGE AND SKILLS

- Good communication skills
- Knowledge of legal framework governing the public service.
- Interpersonal skills.
- Computer literacy.

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 managers on human resource management issues.

POST NO 62: ADMIN CLERK: SESHEGO TREATMENT CENTRE = 01 POST

SALARY LEVEL: 05

COMMENCING SALARY NOTCH: R123 738.00

REF: DSD/62

CENTRE: SESHEGO TREATMENT CENTRE

REQUIREMENTS:

A. Qualifications and competencies

- Grade 12 or equivalent qualification.

B. KNOWLEDGE AND SKILLS

- Good communication skills
- Knowledge of legal framework governing the public service.
- Interpersonal skills.
- Computer literacy.

KEY PERFORMANCE AREAS

- Rendering a variety of administrative duties.
- Assist in collecting statistics.
- Intake client information.
- Filing of records.
- Updating client register.

POST NO 63: STAFF NURSE: GRADE 1 = 01 POST
SALARY LEVEL: GRADE 1
COMMENCING SALARY NOTCH: R122 085.00
REF: DSD/63
CENTRE: SESHEGO TREATMENT CENTRE

REQUIREMENTS:

A. Qualifications and competencies

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

B. KNOWLEDGE AND SKILLS

- Good communication skills
- Knowledge of legal framework governing the public service.
- Basic knowledge of laws that govern the profession.
- Basic nursing skills
- Computer literacy.

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 64: FOOD SERVICE SUPERVISOR = 01 POST
SALARY LEVEL: 04
COMMENCING SALARY NOTCH: R103 494.00
REF: DSD/64
CENTRE: SESHEGO TREATMENT CENTRE

REQUIREMENTS:

A. Qualifications and competencies

- Grade 12 Certificate or equivalent.
- Extensive experience in food service aid.

B. KNOWLEDGE AND SKILLS

- Good communication skills
- Knowledge of legislative mandate governing the public service.
- Interpersonal skills.

- Customer care.
- Computer literacy.

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 65 DRIVER/MESSENGER = 10 POSTS

SALARY LEVEL: 04

COMMENCING SALARY NOTCH: R103 494.00

REF: DSD/65

**CENTRE: CAPRICORN [1], VHEMBE [1], MOPANI [1], SEKHUKHUNE [1],
WATERBERG [1], SEKUTUPU [1], THOHOYANDOU CHILDREN'S HOME [1],
IRISH HOUSE [1], TUBATSE [1], SESHEGO TREATMENT CENTRE [1]**

REQUIREMENTS:

A. Qualifications and competencies

- Junior Certificate or STD 08 Certificate.
- A valid driver's licence.

B. KNOWLEDGE AND SKILLS

- Good communication skills
- Interpersonal skills.

KEY PERFORMANCE AREAS

- Transport staff members to various destinations.
- Collect post and documents in and out of the Department.
- Responsible to take vehicles to and from merchants.
- Ensure cleanliness of state vehicles.

POST NO 66: TELECOM OPERATOR = 01 POST

SALARY LEVEL: 04

COMMENCING SALARY NOTCH: R103 494.00

REF: DSD/66

CENTRE: POLOKWANE WELFARE COMPLEX [1]

REQUIREMENTS

A. QUALIFICATIONS AND COMPETENCIES

- Grade 12 or equivalent qualification.

B. KNOWLEDGE AND SKILLS

- Communication skills.
- Interpersonal skills.

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KEY PERFORMANCE AREAS

- Receiving incoming and outgoing calls.
- Administer requisition forms and respond to queries.
- Transfer calls to relevant extensions/ persons.
- Take messages and refer to the relevant person.

POST NO 67: CHILD & YOUTH CARE WORKER GRADE 1 = 12 POSTS

SALARY LEVEL: GRADE 1

COMMENCING SALARY NOTCH: R100 413.00

REF: DSD/67

CENTRE: SEKUTUPU [2], TUBATSE [2], THOHOYANDOU CHILDREN'S HOME [2], IRISH HOUSE [2], SESHEGO TREATMENT CENTRE [4]

REQUIREMENTS:

A. Qualifications and competencies

- Grade 12 certificate and NQF level 4 certificate in Ancillary Health Care [Old Age Home].

B.KNOWLEDGE AND SKILLS

- Knowledge of child care.
- Communication skills.
- Basic Interpersonal skills.
- Coordination skills.

KEY PERFORMANCE AREAS

- Provide care and protection to vulnerable children/old age clients or service users at the centre.
- Perform administrative duties.
- Manage the behaviour of children and old age 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 NO 68: LAUNDRY SUPERVISOR = 03 POSTS

SALARY LEVEL: 03

COMMENCING SALARY NOTCH: R87 330.00

REF: DSD/68

CENTRE: SEKUTUPU OLD AGE HOME [1], THOHOYANDOU CHILDREN'S HOME [1], TUBATSE CHILDREN'S HOME [1]

REQUIREMENTS:

A. Qualifications and competencies

- Junior Certificate or STD 08.

B.KEY PERFORMANCE AREAS

- Cleaning of linen clothing and textiles for the Centre.
- Perform administrative duties.
- Supervision of laundry aids.

POST NO 69: CLEANER = 11 POSTS

SALARY LEVEL: 02

COMMENCING SALARY NOTCH: R73 044.00

REF: DSD/69

CENTRE: SEKUTUPU OLD AGE HOME [1], TUBATSE CHILDREN 'S HOME [1], THOHOYANDOU CHILDREN 'S HOME [1], IRISH HOUSE [1], SESHEGO TREATMENT CENTRE [2], SEKHUKHUNE [1], MOPANI [1], CAPRICORN [1], VHEMBE [1], WATERBERG [1]

REQUIREMENTS:

A.Qualifications and competencies

- Junior Certificate or STD 8 Certificate.
- Ability to read and write.

B.KEY PERFORMANCE AREAS

- Rendering cleaning services.
- Use and keep all cleaning goods and materials properly.
- Requisition of cleaning materials.
- Ensure infection control.

POST NO 70: GROUNDSMAN = 09 POSTS

SALARY LEVEL: 02

COMMENCING SALARY NOTCH: R73 044.00

REF: DSD/70

CENTRE: SEKUTUPU OLD AGE HOME [1], TUBATSE CHILDREN 'S HOME [1], THOHOYANDOU CHILDREN 'S HOME [1], IRISH HOUSE [1], SEKHUKHUNE [1], MOPANI [1], CAPRICORN [1], VHEMBE [1], WATERBERG [1]

REQUIREMENTS:

A.Qualifications and competencies

- Junior Certificate or STD 8 Certificate.
- Ability to read and write.

B.KEY PERFORMANCE AREAS

- Rendering gardening services.
- Use and keep all gardening materials properly.
- Requisition of gardening materials.

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POST NO 71: PHOTOCOPY OPERATOR = 06 POSTS

SALARY LEVEL: 02

COMMENCING SALARY NOTCH: R73 044.00

REF: DSD/71

**CENTRE: SESHEGO TREATMENT CENTRE [1], SEKHUKHUNE [1], MOPANI [1],
CAPRICORN [1], VHEMBE [1], WATERBERG [1]**

REQUIREMENTS:

A. Qualifications and competencies

- Junior Certificate or STD 8 Certificate.
- Ability to read and write.

B. KEY PERFORMANCE AREAS

- Rendering photocopy services.
- Use and keep all photocopy machines properly.

POST NO 72: GENERAL ASSISTANT = 02 POSTS

SALARY LEVEL: 02

COMMENCING SALARY NOTCH: R73 044.00

REF: DSD/72

CENTRE: SESHEGO TREATMENT CENTRE

REQUIREMENTS:

A. Qualifications and competencies

- Junior Certificate or STD 8 Certificate.
- Ability to read and write.

B. KEY PERFORMANCE AREAS

- Rendering general work services.
- Delivery of goods to various sections.
- Packing of goods in store rooms.

POST NO 73: FOOD SERVICE AID = 02 POSTS

SALARY LEVEL: 02

COMMENCING SALARY NOTCH: R73 044.00

REF: DSD/73

CENTRE: SESHEGO TREATMENT CENTRE

REQUIREMENTS:

A. Qualifications and competencies

- Junior Certificate or STD 8 Certificate.
- Ability to read and write.

B. KEY PERFORMANCE AREAS

- Prepare and serve food and refreshments.
- Cleaning and purification of the kitchen, canteen and equipment.

POST NO 74: LAUNDRY AID = 02 POSTS
SALARY LEVEL: 02
COMMENCING SALARY NOTCH: R73 044.00
REF: DSD/74
CENTRE: SESHEGO TREATMENT CENTRE

REQUIREMENTS:

A. Qualifications and competencies

- Ability to read and write.

B. KEY PERFORMANCE AREAS

- Cleaning of linen clothing and textiles for the Centre.

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ANNEXURE B

LIST OF ADDRESSES FOR DISTRICTS AND INSTITUTIONS.

DISTRICT	TEL NO	POSTAL ADDRESS	PHYSICAL ADDRESS
CAPRICORN DISTRICT & SEKUTUPU OLD AGE HOME	015 290 9000	District Executive Manager Private Bag x 9709 POLOKWANE 0700	34 Hans van Rensburg POLOKWANE
VHEMBE DISTRICT & THOHOYANDOU CHILDREN'S HOME	015 962 1848	District Executive Manager Private Bag X5040 THOHOYANDOU 0950	Old Parliament Building Next to Khoroni Hotel Venda Sun) THOHOYANDOU
MOPANI DISTRICT & IRISH HOUSE	015 811 4300 /6574	District Executive Manager Private Bag x 9689 GIYANI 0826	District Executive Manager UniGaz Building, Main Road GIYANI Section A
SEKHUKHUNE DISTRICT & TUBATSE CHILDREN'S HOME	015 633 2300	District Executive Manager Private BAG X 80 LEBOWAKGOMO 0737	District Executive Manager Old Parliament Building LEBOWAKGOMO
WATERBERG DISTRICT	014 718 1700	District Executive Manager Private Bag x 1051 MODIMOLLE 0510	District Executive Manager Corner Elias Motswaledi and Thabo Mbeki Street/ opposite Hoerskool NYLSTROOM
POLOKWANE WELFARE COMPLEX	0152931181	HEAD OF THE INSTITUTION Private Bag x 9513 POLOKWANE 0700	303 Sterkloof Corner Doleride and Mandela drive POLOKWANE