



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



DEPARTMENTAL CIRCULAR NO 27 OF 2019

**ADVERTISEMENT OF VACANT POSTS**

1. Applications are hereby invited from suitably qualified candidates for vacant posts as per the attached "Annexure A".
2. Applications should be submitted on the Z83 form obtainable from any Government Institution and must be accompanied by a comprehensive CV and originally certified copies of required qualifications and ID document.
3. Applications should be addressed to: Head of Department, Private Bag X9710, POLOKWANE, 0700 or submitted at 21 Biccard Street, Olympic Towers Building, Ground Floor Office 030.
4. The closing date for applications is **05 July 2019** at 16h00.
5. The Department of Social Development is an equal opportunity and Affirmative Action Employer. People with disabilities are encouraged to apply. Correspondence will be entered into with short listed candidates only.

**NB:** Late applications, faxed or e-mailed applications will not be considered. If you don't hear from us within 90 days of the closing date, kindly accept that your application was unsuccessful. However should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of PAJA, Act 3 of 2000. Successful candidates will be subjected to personnel suitability checks on criminal records, citizenship and educational qualifications.

6. The contents of this Circular will also be posted on the following websites:  
[www.dsd.limpopo.gov.za/](http://www.dsd.limpopo.gov.za/) [www.limpopo.gov.za/](http://www.limpopo.gov.za/) [www.dpsa.gov.za](http://www.dpsa.gov.za) and  
[www.vukuzenzele.gov.za](http://www.vukuzenzele.gov.za)
7. General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at 015 230 4407/4315/4426

Ms Ramokgopa MD

08/06/2019  
Date

Head of Department

## **ANNEXURE A**

### **POST NO 01: SOCIAL WORK SUPERVISOR [02 YEAR CONTRACT]**

**REF: DSD/86**

**SALARY LEVEL: GRADE 1**

**SALARY: COMMENCING SALARY NOTCH: R384 228 + 37% IN LIEU OF BENEFITS**

**CENTRE: DSD PROVINCIAL OFFICE: EARLY CHILDHOOD DEVELOPMENT**

**MINIMUM REQUIREMENTS:** An undergraduate (NQF level 7) in Social Work as recognised by SAQA. Seven (07) years' experience as a Social Worker. Experience in the field of ECD and Partial Care will serve as an added advantage. Current registration with South African Council for Social Service Professions (SACSSP). Valid driver's licence.

**KNOWLEDGE: SKILLS AND COMPETENCIES:** Knowledge of ECD Conditional Grants. Education and Social Development strategies and programmes pertaining to ECD. Government policies and approach to ECD. Programme and project management skills. Information and knowledge management skills. People management and empowerment skills. Communication and coordination skills. Planning and organising skills. Policy implementation skills. Business ethics skills. Computer Literacy.

**DUTIES: KEY PERFORMANCE AREAS:** Manage and facilitate the implementation of ECD policies, strategies, minimum technical norms and standards, including practice guidelines in respect of early childhood development conditional grant. Provide technical support to the ECD programme and ensure that all deliverables of the ECD conditional grant are met. Consolidate provincial reports in line with the ECD Conditional Framework. Manage and facilitate capacity building on the ECD conditional grant. Manage and monitor funded ECD Centres.

### **POST NO 02: ADMIN CLERK [02 YEAR CONTRACT]**

**REF: DSD/87**

**SALARY LEVEL: 05**

**SALARY: COMMENCING SALARY NOTCH: R173 703 + 37% IN LIEU OF BENEFITS**

**CENTRE: DSD PROVINCIAL OFFICE: EARLY CHILDHOOD DEVELOPMENT**

**MINIMUM REQUIREMENTS:** Grade 12 or equivalent qualification. 1 – 2 years' experience in administration.

**KNOWLEDGE: SKILLS AND COMPETENCIES:** Computer Literacy. Advanced skills in excel, word and power point. Data capturing skills. Good communication skills. Organisation skills. Team work. Flexibility. Knowledge of legal framework governing the public service. Knowledge of Social Development strategies and programmes pertaining to ECD will be an added advantage.

**DUTIES: KEY PERFORMANCE AREAS:** Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the subsidy and infrastructure components and all other ECD databases. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the subsidy and infrastructure components. Book venue for meetings. Prepare agendas and attendance registers for various meetings.