



DEPARTMENT OF  
**SOCIAL DEVELOPMENT**

Ref : S3/1/1  
Enq : Mr Sekgobela MJ  
To : All Government Departments



**DEPARTMENTAL CIRCULAR NO 12 OF 2026**

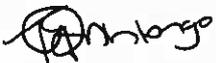
**ADVERTISEMENT OF VACANT POSTS**

1. Applicants are hereby invited to apply for the funded vacant posts as advertised per the attached "Annexure A".
2. Applicants who previously applied for the re-advertised posts they are encouraged to re-apply if still interested.
3. Applicants are encouraged to register and submit their applications through the e-Recruitment website at <https://erecruitment.limpopo.gov.za>, however, hand delivery applications are acceptable and must be submitted on the new Z83 application form obtained from all Government Departments or can be downloaded from [www.gov.za](http://www.gov.za) / [www.dpsa.gov.za](http://www.dpsa.gov.za) / [www.labour.gov.za](http://www.labour.gov.za). Applicants using e-recruitment must also complete the Z83 and upload together with their CV in addition to the online profile.
4. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "No" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? Then it is acceptable for an applicant to indicate not applicable or leave blank to the question. If yes (provide detail), "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable

as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered.

5. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation.
6. Applicants are not required to submit certified copies of educational qualifications, academic records, Identity documents and a valid motor vehicle driver's license (where required) but must submit a duly completed Z83 application for employment form, and a detailed CV. Copies of educational qualifications, academic records, Identity documents and a valid motor vehicle driver's license (where required) will only be submitted by shortlisted candidates to HR on or before the day of the interview.
7. All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise, and the other shall be an Integrity [Ethical Conduct], an Assessment as per Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024.
8. The successful candidate will be subjected to security clearance [Vetting] as per the Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024.
9. **NB: Applicants are encouraged to comply with Practice note on the Z83 application for employment and other related matters, DPSA Circular 19 of 2022 and Clarification regarding the completion of Z83 application, DPSA circular 3 of 2025.**
10. Applications for Head Office, Mavambe Secure Care Centre, Seshego Treatment Centre and Polokwane Welfare Complex should be addressed to: The Head of Department, Limpopo Department of Social Development, Private Bag X9710, **POLOKWANE**, 0700 or hand-delivered at 21 Biccard Street, Olympic Towers, Ground Floor Office 030.
11. Application for District Offices/Institutions should be addressed to District Directors/Head of Institution as per the attached "**Annexure B**".
12. The Department reserves the right **NOT** to make any appointment to the posts advertised. The employment decision shall among other determination be informed by the Employment Equity Plan of the Department.

13. The closing date for applications is **13 MARCH 2026**.
14. The Limpopo Department of Social Development is an equal opportunity and Affirmative Action Employer. Designed race groups, females and People with disabilities remain our target and are encouraged to apply.
15. Correspondence will be entered into with short-listed candidates only due to a large number of applications we envisage to receive, if you have not heard from the Department within ninety (90) day from the closing date, consider your application unsuccessful. However, Faxed applications will not be considered.
16. Recognition of experience on appointment will be considered for Social Service Professions in line with Occupational Dispensation prescripts.
17. **Please note:** Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.
18. 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) / Provincial Departments website and social media
19. General enquiries about the advertised posts should be directed to Mr S Rasivumo/Ms ME Gafane / Mr QLM Mogotlane/ Mr. Mosehlana L.I /Ms MR Semake at 015 230 4422/ 4315/ 4375/4447.



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**Ms Mhlongo T.E**  
**Head of Department**

**Date:** 26/02/26

**POST NO 01: DEPUTY DIRECTOR: DEMOGRAPHY, RESEARCH AND STATISTICS  
= 01 POST**

**REF NO: DSD/2026/01**

**COMMENCING SALARY PACKAGE: R1 059 105.00 per annum (ALL INCLUSIVE  
PACKAGE)**

**SALARY LEVEL: 12**

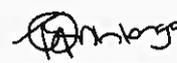
**CENTRE: HEAD OFFICE**

**MINIMUM REQUIREMENTS:** An appropriate qualification at NQF level 6 or equivalent qualification in Demography / Statistics / Social Science / Economics as recognised by SAQA. A minimum of 5 years' relevant experience of which 3 years must be at Junior / Middle Management level. Valid motor vehicle driver's license (with the exception of person with disabilities).

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

**KNOWLEDGE AND SKILLS:** Statistical methodologies, quantitative and qualitative research methods, data collection, validation, and management processes, Social Development indicators and poverty measurement tools, Social policy development and implementation frameworks, Government-wide Monitoring and Evaluation Systems (GWMES), Knowledge of national data systems (e.g. STATS SA, NIDS, GHS, Community Surveys), Public Service Regulations, PFMA, and strategic planning frameworks. Data privacy and ethical considerations in research, Analytical and statistical analysis skills, Research design and project management, Report writing and presentation skills, Data visualization and GIS mapping, Proficiency in statistical software, Policy analysis and advisory skills, Leadership and team coordination and Stakeholder engagement and relationship building

**KEY PERFORMANCE AREAS:** Manage the collection, processing, and management of demographic data for the province. Develop data collection frameworks and methodologies to ensure comprehensive coverage of demographic variables. Develop annual reports on demographic trends, focusing on population growth, age distribution, and migration. Conduct and oversee research on social development issues, utilizing demographic and statistical data to assess and predict trends. Develop research methodologies that integrate both qualitative and quantitative data analysis techniques. Coordinate the work of research teams, providing guidance and ensuring quality control. Support the development of social development policies based on demographic research and statistical analysis. Oversee the preparation and dissemination of statistical reports that inform decision-making in social development. Develop and implement a strategy for timely reporting and communication of demographic trends and social statistics. Build the capacity of staff and stakeholders in demographic data collection, analysis, and application. Collaborate with academic institutions to provide training and certification for social development practitioners in research and data analysis. Build and maintain collaborative relationships with provincial and national statistical bodies such as STATS SA.



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**POST NO 02: DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT = 01 POST**  
**REF NO: DSD/2026/02**  
**COMMENCING SALARY PACKAGE: R896 436.00 per annum (ALL INCLUSIVE PACKAGE)**  
**SALARY LEVEL: 11**  
**CENTRE: HEAD OFFICE**

**MINIMUM REQUIREMENTS:** An appropriate qualification at NQF 6 or equivalent qualification in Management Services / Production Management / Operations Management / Industrial and Organisational Psychology as recognized by SAQA. JE Certificate as a Job analyst will serve as an added advantage. A minimum of 5 years' relevant experience of which 3 years must be at Junior / Middle Management level . Valid motor vehicle driver's licence (with the exception of persons with disabilities).

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

**KNOWLEDGE AND SKILLS:** Knowledge of public service governance frameworks, legislation, and regulations. Knowledge of change management processes, methodologies and principles. Knowledge of Org-Plus, Bizagi Modelling and Microsoft Visio. Knowledge of Work Study Techniques. Attention to detail. Ability to handle complex projects. Policy analysis and interpretation skills. Interpersonal skills. Facilitation skills. Report writing skills. Process management and improvement. Analytical skills. Computer literacy. Research processes and procedures. Organisational design skills.

**KEY PERFORMANCE AREAS:** Develop and maintain efficient and effective Organisational Structure. Coordinate the development of Standard Operating Procedures. Develop business process re-engineering strategies to enhance efficiency. Facilitate the development and review of job descriptions. Coordinate job evaluation processes. Conduct assessments to measure and improve organisational productivity across all levels of the department. Conduct Organisational Functionality Assessment. Facilitate change management initiatives. Compile comprehensive reports on the progress of organisational development initiatives and assess their impact on the department's goals.

**POST NO 03: DEPUTY DIRECTOR: MONITORING & EVALUATION = 01 POST**  
**REF NO: DSD/2026/03**  
**COMMENCING SALARY PACKAGE: R896 436.00 per annum (ALL INCLUSIVE PACKAGE)**  
**SALARY LEVEL: 11**  
**CENTRE: HEAD OFFICE**

**MINIMUM REQUIREMENTS:** An appropriate qualification at NQF 6 or equivalent qualification in Social Sciences / Public Administration / Public Management as recognized by SAQA. A minimum of 5 years' relevant experience of which 3 years must be at Junior/Middle Management level . Valid motor vehicle driver's license (with exception of persons with disabilities).

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

**KNOWLEDGE AND SKILLS:** Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analysis and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills.

**KEY PERFORMANCE AREAS:** Manage the development and implementation of monitoring and evaluation systems, frameworks, and policies. Promote a culture of evidence-based decision-making and accountability across the department. Oversee capacity building of staff on M&E processes and methodologies to enhance M&E skills at all levels. Ensure effective monitoring of programs and initiatives. Lead the evaluation of programs to assess their effectiveness, impact, and value for money. Build and maintain strong relationships with internal and external stakeholders to enhance M&E processes and outcomes. Ensure the accuracy, reliability, and timeliness of data collected for monitoring and evaluation purposes.

**POST NO 04: DEPUTY DIRECTOR: INFRASTRUCTURE MANAGEMENT = 01 POST  
REF NO: DSD/2026/04**

**COMMENCING SALARY PACKAGE: R896 436.00 per annum (ALL INCLUSIVE  
PACKAGE)**

**SALARY LEVEL: 11**

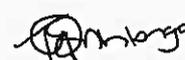
**CENTRE: HEAD OFFICE**

**MINIMUM REQUIREMENTS:** An appropriate qualification at NQF 6 or equivalent qualification in Built Environment /Project Management/ Infrastructure Planning/ Construction Management /Quantity Surveying / Architecture / Engineering / Facilities Management as recognised by SAQA. A minimum of 5 years' relevant experience of which 3 years must be at Junior / Middle Management level. Valid motor vehicle driver's licence (with the exception of persons with disabilities).

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

**KNOWLEDGE AND SKILLS:** Knowledge of infrastructure delivery and project lifecycle management. Understanding of the Infrastructure Delivery Management System (IDMS) and GIAMA (Government Immovable Asset Management Act). Knowledge of PFMA, Treasury Regulations, Public Service Act and other relevant legislation. Financial and contract management skills. Excellent planning, organisational, and leadership capabilities. Strong analytical, communication and report writing skills. Computer literacy (MS Office, project management tools).

**KEY PERFORMANCE AREAS:** Manage the implementation of facilities infrastructure management plan. Manage and coordinate the implementation of infrastructure contracts. Manage infrastructure policies and legislation. Manage the implementation of



maintenance plan for state owned properties. Liaise with implementing agents (e.g. Department of Public Works, IDT) and ensure timely delivery of infrastructure projects. Monitor and report on the performance of infrastructure programmes, including budget and expenditure management. Ensure compliance with infrastructure and supply chain policies, project governance frameworks, OHS prescripts and service level agreements. Manage infrastructure condition assessments, user asset management plans (UAMPs), and maintenance schedules.

**POST NO 05: DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING AND INFORMATION = 01 POST**

**REF NO: DSD/2026/05**

**COMMENCING SALARY PACKAGE: R896 436.00 per annum (ALL INCLUSIVE PACKAGE)**

**SALARY LEVEL: 11**

**CENTRE: HEAD OFFICE**

**MINIMUM REQUIREMENTS:** An appropriate qualification at NQF level 6 or equivalent qualification in HRM / HRD / Industrial Psychology / HR Information System and Technology / Information Management as recognised by SAQA. A minimum of 5 years' relevant experience of which 3 years must be at Junior / Middle Management level. PERSAL Controllers Certificate will be an added advantage. Valid motor vehicle driver's license (with the exception of person with disabilities).

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

**KNOWLEDGE AND SKILLS:** Knowledge of Public Service Regulations, Knowledge of policies and procedures, Knowledge of Public Finance Management Act (PFMA), Public Service Acts, Leadership & Management skills, Communications skill, Conflict management skill, Policy analyzing and interpretation skill, Report writing skills, Project Management, Problem analysis.

**KEY PERFORMANCE AREAS:** Develop and implement a comprehensive HR plan that aligns with the strategic goals of the Department. Manage departmental establishment structure. Coordinate Intergration of HRM systems. Manage and ensure proper utilization of the HRM systems. Ensure the effective and efficient maintenance of the PERSAL database. Manage and Co-ordinate Human Resources Management Information. Manage the integrity of information, migration patterns and distribution. Conduct HRM systems audit.

**POST NO 06: DEPUTY DIRECTOR: AUXILIARY SERVICES = 01 POST [RE-ADVERT]**

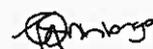
**REF NO: DSD/2026/06**

**COMMENCING SALARY PACKAGE: R896 436.00 per annum (ALL INCLUSIVE PACKAGE)**

**SALARY LEVEL: 11**

**CENTRE: HEAD OFFICE**

**MINIMUM REQUIREMENTS:** An appropriate qualification at NQF level 6 or equivalent qualification in Public Management / Administration/ Facilities Management/Logistics as



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recognised by SAQA. A minimum of 5 years' relevant experience of which 3 years must be at Junior / Middle Management level. Valid motor vehicle driver's license (with the exception of persons with disabilities).

**CORE AND PROCESS COMPETENCIES:** Strategies Capability and leadership, Programme and project management, change management, financial management, People management and empowerment, Knowledge management, Problem solving and analysis, Client orientation and customer focus, good communication skills.

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

**KEY PERFORMANCE AREAS:** Develop the operational plan in line with the strategic objective of the Department. Manage telecommunication services. Manage allocation of parking services. Manage helpdesk, cleaning services and landscaping. Manage administration of leases, state housing accommodation. Manage key accounts and budget for the section. Manage financial, administrative and related functions

**POST NO 07: DEPUTY DIRECTOR: HUMAN RESOURCE TRAINING AND DEVELOPMENT = 01 POST**

**REF: DSD/2026/07**

**COMMENCING SALARY PACKAGE: R896 436.00 per annum (ALL INCLUSIVE PACKAGE)**

**SALARY LEVEL: 11**

**CENTRE: HEAD OFFICE**

**MINIMUM REQUIREMENTS:** An appropriate qualification at NQF level 6 or equivalent qualification in HRM / Development / Training / Public Administration / Management as recognised by SAQA. A minimum of 5 years' experience of which 3 years must be at Junior / Middle Management level. Valid motor vehicle driver's license (with the exception of persons with disabilities).

**CORE AND PROCESS COMPETENCIES:** Strategies Capability and leadership, Programme and project management, change management, financial management, People management and empowerment, Knowledge management, Problem solving and analysis, Client orientation and customer focus, good communication skills.

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

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

**KEY PERFORMANCE AREAS:** Manage induction and orientation program. Manage the development of Workplace Skills Plan. Manage the implementation of WSP. Manage Skills Development programmes. Manage and administer bursaries. Manage Developmental programmes (Internship, Learnership and AET Programmes)

**POST NO 08: DEPUTY DIRECTOR: FINANCIAL MANAGEMENT = 01 POST**

**REF NO: DSD/2026/08**

**COMMENCING SALARY PACKAGE: R896 436.00 per annum**

**SALARY LEVEL: 11**

**CENTRE: CAPRICORN DISTRICT**

**MINIMUM REQUIREMENTS:** An appropriate qualification at NQF level 6 or equivalent qualification in Financial Management as recognised by SAQA. A minimum of 5 years' relevant experience in financial management of which 3 years must be at Junior management / Middle management level. Valid motor vehicle driver's licence (with the exception of persons with disabilities).

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

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

**KEY PERFORMANCE AREAS:** Manage the provision of Supply Chain Management, Manage Demand and acquisition, Purchasing and inventory management. Manage and coordinate asset management services. Manage transportation Services. Manage the provision of financial Planning and Budgeting. Manage the provision of Financial Accounting Service. Manage the physical facility maintenance and repairs. Manage audit processes.

**POST NO 09: ASSISTANT DIRECTOR: GOVERNANCE SERVICES = 01 POST**  
**REF NO: DSD/2026/09**  
**COMMENCING SALARY NOTCH: R468 459 per annum**  
**SALARY LEVEL: 09**  
**CENTRE: HEAD OFFICE**

**MINIMUM REQUIREMENTS:** An appropriate qualification at NQF level 6 or equivalent qualification in Financial Accounting / Internal Auditing / Cost and Management Accounting as recognized by SAQA. A minimum of 3 years' relevant experience at supervisory / Junior Management level. Valid motor vehicle driver's license (with the exception of persons with disabilities).

**KNOWLEDGE AND SKILLS:** Sound and in-depth knowledge of Accounting and Auditing standards. Knowledge of governance frameworks, policies, and procedures. Knowledge of Public Finance Management Act (PFMA). Project Management. Relationship management. Leadership. Communication. Change Management. Performance Management. Accounting and auditing skills. Computer literacy. Policy analysis and interpretation. Budgeting. Ethical Integrity.

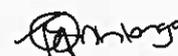
**KEY PERFORMANCE AREAS:** Develop and implement strategic frameworks/systems for internal control and compliance management. Oversee and coordinate governance processes within the Department and ensure compliance with all relevant policies, laws, and regulations. Facilitate the identification, assessment, and mitigation of risks associated with governance, internal controls, and compliance. Coordinate and facilitate both internal and external audits. Design and facilitate capacity-building and training programs for staff on internal control, governance, and compliance matters.

**POST NO 10: ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT = 02 POSTS**  
**COMMENCING SALARY NOTCH: R468 459.00 per annum**  
**SALARY LEVEL: 09**  
**CENTRES: VHEMBE DISTRICT [1] Ref: DSD/2026/10, SEKHUKHUNE DISTRICT [1] Ref: DSD/2026/11**

**MINIMUM REQUIREMENTS:** An appropriate qualification at NQF level 6 or equivalent qualification in Human Resource Management / Development / Industrial Psychology Public Administration / Management as recognised by SAQA. A minimum of 3 years' relevant experience at supervisory / Junior Management level. valid motor vehicle driver's license (with the exception of persons with disabilities).

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

**KEY PERFORMANCE AREAS:** Develop the business plan in line with the strategic objectives of the department. Facilitate Recruitment and Selection Processes, Facilitate and coordinate conditions of services and benefits, Develop and maintain establishment spreadsheet. Coordinate HR Planning and Reporting. Facilitate and



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monitor training and development programmes. Facilitate and monitor Performance Management and Development system.

**POST NO 11: ASSISTANT DIRECTOR: EMPLOYEE RELATIONS AND PEOPLE MANAGEMENT = 01 POST**

**REF NO: DSD/2026/12**

**COMMENCING SALARY NOTCH: R468 459.00 per annum**

**SALARY LEVEL: 9**

**CENTRE: HEAD OFFICE**

**MINIMUM REQUIREMENTS:** An appropriate qualification at NQF level 6 or equivalent qualification in Labour Relations/Labour Law/LLB/Human Resource Management or equivalent qualification as recognised by SAQA. A minimum of 3 years' relevant experience at supervisory / Junior Management level. Valid motor vehicle driver's license (with the exception of persons with disabilities).

**KNOWLEDGE AND SKILLS:** Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Human Resource Management policies, Collective bargaining agreements, Public Service Coordination and Bargaining Council's Resolution, PHSDSBC Resolutions Policy/guideline formulation, Public Finance Management Act. Management skills, Problem solving skills, Organizing, Leadership, Interpretation of legislation/policies. Budgeting /Financial, Negotiation, Verbal/Written communication. People Management

**KEY PERFORMANCE AREAS:** Provide labour dispute resolutions. Provide remedial and preventative actions on labour unrest. Facilitate the investigation on misconduct cases. Facilitate collective bargaining in the department. Develop and manage information and records of all activities in the labour relations.

**POST NO 12: ASSISTANT DIRECTOR: RISK AND SECURITY MANAGEMENT = 02 POSTS**

**COMMENCING SALARY NOTCH: R 468 459.00 per annum**

**SALARY LEVEL: 09**

**CENTRES: CAPRICORN DISTRICT [01] Ref: DSD/2026/13, WATERBERG DISTRICT [01] Ref: DSD/2026/14**

**MINIMUM REQUIREMENTS:** An appropriate qualification at NQF level 6 or equivalent qualification in Financial Management / Risk Management / Security Management as recognized by SAQA. A minimum of 3 years' relevant experience at supervisory / Junior Management level. valid motor vehicle driver's license (with the exception of persons with disabilities).

**KNOWLEDGE AND SKILLS:** Knowledge of Public Service Regulations, Acts, policies, and procedures. Knowledge of Public Finance Management Act (PFMA). Treasury Regulations, Public Services Act and Regulations. Knowledge of Risk and Security Management Frameworks. Computer Literacy (MS Word and Spreadsheets), Communication skills (verbal and written), Strong Analytical skills, Report Writing skills, Project Management skills, Good, Problem solving. People Management

**KEY PERFORMANCE AREAS:** Support the implementation of risk management strategy. Provide and coordinate risk management support services. Facilitate risk and



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security management services. Implement the anti-fraud and anti-corruption norms and standards. Ensure that risk management strategies are effective in mitigating against the identified risks. Advise management on the amendments of security policy and the implication of management decisions on security matters. Conduct security awareness campaigns and training programmes. Ensure the availability of surveillance system, categorization of documents and computers. Monitor the security vetting function in terms of the Management Information System (MISS). Implement a security strategy regarding safety of personnel, information and assets and ensure implementation and compliance.

**POST NO 13: ASSISTANT DIRECTOR: DEMAND AND ACQUISITION = 02 POSTS**

**REF NO: DSD/2026/15**

**COMMENCING SALARY NOTCH: R468 459.00 per annum**

**SALARY LEVEL: 09**

**CENTRE: HEAD OFFICE**

**MINIMUM REQUIREMENTS:** An appropriate qualification at NQF level 6 or equivalent qualification in Supply Chain Management / Logistics / Purchasing Management as recognized by SAQA. A minimum of 3 years' relevant experience at supervisory / Junior Management level. Valid motor vehicle driver's license (with the exception of persons with disabilities).

**KNOWLEDGE AND SKILLS:** Knowledge of PFMA, Treasury Regulations, PPPFA, BBBEE Act, SCM Instruction Notes, and other relevant legislation. Ability to manage procurement planning and acquisition processes effectively. Knowledge of LOGIS and/or similar systems. Facilitation and presentation skills. Planning and organising skills. Conflict Management skills. Financial Management. Good communication skills. Report writing. Analytical and problem-solving skills. Stakeholder engagement and relationship management skills. Ethical conduct and integrity. People Management

**KEY PERFORMANCE AREAS:** Ensure effective procurement planning aligned with Departmental objectives. Manage acquisition processes. Promote effective supplier and stakeholder management.

**POST NO 14: ASSISTANT DIRECTOR: SYSTEMS CONTROL = 01 POST**

**Ref: DSD/2026/16**

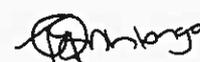
**COMMENCING SALARY NOTCH: R468 459.00 per annum**

**SALARY LEVEL: 09**

**CENTRE: HEAD OFFICE**

**MINIMUM REQUIREMENTS:** An appropriate qualification at NQF 6 or equivalent qualification in Financial Information system / Business informatics/ Business analysis/ System Development /Information Technology / System. A minimum of 3 years' relevant experience at supervisory / Junior Management level. Valid motor vehicle driver's license (with exception of persons with disabilities).

**KNOWLEDGE AND SKILLS:** Knowledge of Public Finance Management Act (PFMA). Knowledge of Public Service Regulations, Policies and procedures. Knowledge of transversal systems specifically related to system controlling. Leadership &



Management skills. Financial reporting skills. Communications skills. Conflict management skills. Project Management skills. Problem solving skills.

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

**POST NO 15: ASSISTANT DIRECTOR: GENERAL RECORDS = 01 POST**

**REF NO: DSD/2026/17**

**COMMENCING SALARY NOTCH: R468 459.00 per annum**

**SALARY LEVEL :09**

**CENTRE: HEAD OFFICE**

**MINIMUM REQUIREMENTS:** An appropriate qualification at NQF 6 or equivalent qualification Records / Achieves / Information Science / Library and Information science / Public Management / Administration as recognized by SAQA. Completion of the National Achieves Records Management Courses will be added advantage. A minimum of 3 years' relevant experience at supervisory / Junior Management level. Valid motor vehicle driver's license (with exception of persons with disabilities).

**KNOWLEDGE AND SKILLS:** Comprehensive prescripts, as well as understanding of the legislative framework governing the Public Service e.g. Archives and Records Service of South Africa Act, PFMA, Promotion to Access to Information, Protection of Personal Information Act, Limpopo Provincial Archives Act, Promotion of Administrative Justice Act, Public Service Regulations, Labour Relations Act, Negotiation skills, People Management, Financial Management, Problem Solving, Project Management, Planning & organizing, Time Management, Policy analysis and development ,Good Communication skills, Diversity management; Facilitation and coordination skills, Leadership skills, Change and knowledge management, Planning and organization skills.

**KEY PERFORMANCE AREAS:** Facilitate and coordination of management of archives and disposal. Conduct inspections on general and staff records management at institutions/district and offices. Oversee the rendering of messenger service duties. Maintain retrieval/safekeeping/filing of Departmental records. Facilitate and coordination of registry services.

**POST NO 16: SOCIAL WORK SUPERVISOR GRADE 1: NPO GOVERNANCE AND COMPLIANCE SERVICE = 01 POST**  
**COMMENCING SALARY NOTCH: R477 564.00 per annum**  
**REF NO: DSD/2026/18**  
**SALARY LEVEL: SW-A4**  
**CENTRE: MOPANI DISTRICT**

**MINIMUM REQUIREMENTS:** An appropriate qualification at NQF 7 or equivalent qualification in Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions [SACSSP]. A minimum experience of seven (07) years in social work after registration with the SACSSP. A valid motor vehicle driver's licence. (with exception of persons with disabilities).

**KNOWLEDGE AND SKILLS:** Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment. Knowledge of NPO Governance.

**KEY PERFORMANCE AREAS:** Facilitate NPO's registration. Monitor compliance, accreditation and transformation of NGO's, CBO's and FBO's. Monitor and conduct quality assurance. Management of funding processes inline with policy on financial awards. Supervise and advise social workers and social auxiliary workers.

**POST NO 17: SENIOR INFORMATION TECHNOLOGY TECHNICIAN = 01 POST**  
**REF NO: DSD/2026/19**  
**COMMENCING SALARY NOTCH: R397 116.00 per annum**  
**SALARY LEVEL: 08**  
**CENTRE: HEAD OFFICE**

**MINIMUM REQUIREMENTS:** An appropriate qualification at NQF level 6 or equivalent qualification in Computer Science / Information Technology or equivalent qualification as recognised by SAQA. A minimum of 3 years' relevant experience. Valid motor vehicle driver's licence (with the exception of persons with disabilities).

**KNOWLEDGE AND SKILLS:** Knowledge of TCP/IP, routing protocols (BGP, OSPF), VLANs, VPNs, firewalls. Understanding of Windows Server, Linux, Active Directory, DNS, DHCP, Group Policy. Knowledge in virtualization platforms (VMware, Hyper-V). Knowledge of cloud computing platforms (AWS, Azure, Google Cloud). Comprehensive understanding of IT security principles, endpoint protection, vulnerability management, and incident response. Knowledge of network monitoring tools. Understanding of ITIL framework and best practices. Knowledge of hardware provisioning and resource allocation for physical and virtual environments. Communication and interpersonal skills. Network design and implementation. Server installation, configuration, and maintenance. Virtualization management and optimization. Cloud infrastructure administration. Security policy implementation and enforcement. Network troubleshooting and diagnostic skills. Data backup and recovery procedures. Technical support and user training.

**KEY PERFORMANCE AREAS:** Facilitate the management and maintenance of network infrastructure. Monitor and optimise network performance to support operational

efficiency. Administer cloud services and server environment. Provide user support and training. Provide security compliance, documentation and reporting.

**POST NO 18: COMMUNITY DEVELOPMENT SUPERVISOR GRADE 1 = 02 POSTS  
COMMENCING SALARY NOTCH: R453 201.00 per annum**

**SALARY LEVEL:CD-A7**

**CENTRE: WATERBERG DISTRICT: Modimolle: Ref: DSD/2026/20, MOPANI:  
Maruleng: Ref: DSD/2026/21, VHEMBE DISTRICT: Musina One Stop Centre [01] Ref:  
DSD/2026/21A**

**MINIMUM REQUIREMENTS:** An appropriate qualification at NQF 6 or equivalent in Development Studies as recognized by SAQA. A minimum of seven (07) years' appropriate experience in Community Development after obtaining the required qualification. Valid motor vehicle driver's license (with the exception of person with disabilities).

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

**KEY PERFORMANCE AREAS:** Manage community development structures and projects. Supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Supervise and support community development practitioners to ensure that there are communication and coordination with all the relevant role players, internal and external. Perform administrative support on community development and related activities. Keep up to date with the new developments in the community development field to enhance service delivery.

**POST NO 19: OCCUPATIONAL THERAPIST GRADE 1 = 01 POST**

**REF NO: DSD/2026/22**

**COMMENCING SALARY NOTCH: R397 233.00 per annum.**

**SALARY LEVEL: OT GR 1**

**CENTRE: SESHEGO TREATMENT CENTRE**

**MINIMUM REQUIREMENTS:** An appropriate qualification at NQF 7 or equivalent in Occupational Therapy as recognized by SAQA. Current registration with the Health Professions Council of South Africa [HPCSA] as an Occupational Therapist. Valid motor driver's license (with the exception of persons with disabilities).

**KNOWLEDGE AND SKILLS:** Sound knowledge of occupational therapy practice and ethos. Good clinical reasoning and decision-making skills. Knowledge on use and care of equipment. Knowledge on scope of practice, ethical codes and relevant legislation. Good organisation and time management skills. Excellent communication and interpersonal relations. People Management.



**KEY PERFORMANCE AREAS:** Develop patients treatment plan. Render occupational therapy services in allocated areas of work that comply with the norms and standard as indicated by health policies. Provide optimal and evidence based occupational therapy in individual and group settings for in, out and clinics patients. Administer standardized and clinical assessments to patients requiring FCEs and other clinical reports. Perform and complete administrative functions including record keeping, statistics. Participate in various meetings and awareness campaigns. Participate in internal and external audits. Participate in the performance management and training and development programs within the department.

**POST NO 20: SENIOR ADMINISTRATIVE OFFICER: RECORDS MANAGEMENT = 01 POST**

**REF NO: DSD/2026/23**

**COMMENCING SALARY NOTCH: R397 116.00 per annum**

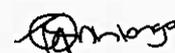
**SALARY LEVEL: 8**

**CENTRE: CAPRICORN DISTRICT**

**MINIMUM REQUIREMENTS:** An appropriate qualification at NQF level 6 or equivalent qualification in Records / Achieves / Information Science / Library and Information science / Public Management / Administration as recognised by SAQA. A minimum of 2–3 years relevant experience. Valid motor vehicle driver's licence (with the exception of persons with disabilities).

**KNOWLEDGE AND SKILLS:** Knowledge and application of relevant legislative frameworks applicable to Records management, i.e. Promotion of Access to Information Act, Promotion of Administrative Justice Act, Protection of Personal Information Act, National Archives and Records Services Act. Good Communication skills. Organizing and planning. Interpersonal. Creativity. Report writing skills. Networking Driving

**KEY PERFORMANCE AREAS:** Coordinate the implementation of the approved records classification systems through awareness workshops. Develop implementation program for the approved Records Classification Systems. Implement the program through awareness workshops. Conduct audit on all files opened/closed to monitor compliance. Ensure that Registry maintains and updates registers of files opened/closed. Ensure that files are opened according to the File Plans and correlate with the provisions in the File Plans. Coordinate regular inspections of all records within the district and sub-districts to ensure compliance according to records guidelines. Provide continuous support on record keeping. Coordinate PAIA/POPIA activities and awareness workshops. Facilitate HR and general records, messenger and postal services. Coordinate the implementation of the disposal programs.



**POST NO 21: SOCIAL WORKER GRADE 1 = 11 POSTS**  
**COMMENCING SALARY NOTCH: R 325 200.00 per annum**  
**SALARY LEVEL: SW-A4**

**CENTRES: CAPRICORN DISTRICT [05]: Mathabatha Clinic [01] Ref: DSD/2026/24, All Days [01] Ref: DSD/2026/25, Moletji-Moshate [01] Ref: DSD/2026/26, Manamela Clinic [01] Ref: DSD/2026/27, Senwabarwana [01] Ref: DSD/2026/28, VHEMBE DISTRICT: Fondwe Clinic [01] Ref: DSD/2026/29, MOPANI DISTRICT [05]: Kgapanne Office [2],Ref: DSD/2026/30, Rotterdam [1], Ref:DSD/2026/30A, Giyani [1], Ref:DSD/2026/30B, Namakgale [1], Ref:DSD/2026/30C**

**MINIMUM REQUIREMENTS:** An appropriate qualification at NQF 7 or equivalent qualification in Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions [**SACSSP**]. Valid motor vehicle driver's license (with exception of persons with disabilities).

**KNOWLEDGE AND SKILLS:** Knowledge and understanding of human behaviour, social system and skills to intervene at a point where people interact with their environmental environment in order to promote their well-being. Knowledge of programme and project management skills. Information and knowledge management skills. Communication and coordination skills. Computer literacy.

**KEY PERFORMANCE AREAS:** Render an advanced and specialized social work services with regards to care, protection and development of children and youth in the centre. Provide individual and group counselling. Conduct advance and specialized assessment aimed at identifying condition and justify relevant intervention. Implement the recommendations on the appropriate intervention required to address the needs and provide continuous support. Produce and maintain records of social work interventions, processes and outcomes. Undertake social work research and development, contribute to and assist with the development of policies. Perform all the administrative functions required of the job. Management of child and youth care information management system (CYCA).

**POST NO 20: SOCIAL WORKER GRADE 1 = 02 POSTS**  
**REF NO: DSD/2026/31**  
**COMMENCING SALARY NOTCH: R 325 200.00 per annum**  
**SALARY LEVEL: SW-A4**  
**CENTRE: SESHEGO TREATMENT CENTRE**

**MINIMUM REQUIREMENTS:** An appropriate qualification at NQF 7 or equivalent qualification in Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions [**SACSSP**]. Valid motor vehicle driver's license (with exception of persons with disabilities).

**KNOWLEDGE: SKILLS AND COMPETENCIES:** Knowledge and understanding of human behaviour, social system and skills to intervene at a point where people interact with their environmental environment in order to promote their well-being. Knowledge of programme and project management skills. Information and knowledge management skills. Communication and coordination skills. Computer literacy.

**KEY PERFORMANCE AREAS:** Conduct intake, assessment, and development of individualised treatment plans for clients. Provide therapeutic interventions and

rehabilitation. Provide aftercare, reintegration, and community linkages. Contribute to substance abuse prevention and strengthen collaboration with stakeholders. Ensure compliance with administrative requirements and promote ongoing professional growth.

**POST NO 21: PERSONNEL PRACTITIONER: PERFORMANCE MANAGEMENT & DEVELOPMENT SYSTEM (PMDS) = 01 POST**

**REF NO: DSD/2026/32**

**COMMENCING SALARY NOTCH: R 325 101.00 per annum**

**SALARY LEVEL: 7**

**CENTRE: SEKHUKHUNE DISTRICT.**

**MINIMUM REQUIREMENTS:** An appropriate recognized at NQF level 6 or equivalent qualification in HRM / HRD as recognised by SAQA. A minimum of 2 years' relevant experience. Valid motor vehicle driver's licence. (with the exception of persons with disabilities).

**KNOWLEDGE AND SKILLS:** PERSAL literacy. Knowledge and understanding of the legislative framework governing the Public Service. Coordination skills. Report writing skills. Presentation skills. Computer skills.

**KEY PERFORMANCE AREAS:** Monitor compilation and submission of the performance agreements (PAs), Mid- term and Annual assessments reports. Conduct quality assurance of PMDS reports. Facilitation of moderation committees. Compile PMDS reports. Capture PMDS reports on PERSAL. Process PMDS incentives. Conduct PMDS workshops.

**POST NO 22: PERSONAL ASSISTANT = 01 POST**

**REF NO: DSD/2026/33**

**COMMENCING SALARY NOTCH: R 325 101.00 per annum**

**SALARY LEVEL: 07**

**CENTRES: MOPANI DISTRICT**

**MINIMUM REQUIREMENTS:** An appropriate NQF 6 in Management Assistant / Secretarial / Office Management /Public Administration / Management or equivalent qualification as recognised by SAQA. A minimum of 1-2 years' experience in rendering support to senior management. Valid motor vehicle driver's licence (with the exception of persons with disabilities).

**KNOWLEDGE AND SKILLS:** Sound and in-depth knowledge of relevant legislation/policies/prescripts and procedures governing the public service. Basic knowledge on financial administration. Excellent written and verbal skills. Good telephone etiquette. Computer literacy. Sound organisational skills. Interpersonal relations. High level of reliability. Ability to act with tact and discretion. Ability to conduct research, document analysis and situations. Self-management and motivation. Presentation skills.

**KEY PERFORMANCE AREAS:** Provide a secretarial/receptionist support service to the manager. Render administrative support service. Provide support to manager regarding meetings. Support the manager with the administration of the manager's budget. Obtain inputs and compile reports. Respond to enquiries received from internal and external stakeholders. Keep abreast with the procedures and processes applicable in the office of the Manager.

**POST NO 23: PROVISIONING ADMINISTRATIVE OFFICER: AUXILIARY SERVICES=01 POST**  
**REF NO: DSD/2026/34**  
**COMMENCING SALARY NOTCH: R 325 101.00 per annum**  
**SALARY LEVEL: 7**  
**CENTRE: MOPANI DISTRICT**

**MINIMUM REQUIREMENTS:** An appropriate qualification at NQF 06 or equivalent qualification as recognised by SAQA. A minimum of 1-2 years relevant experience. Valid driver's licence (with exception of persons with disabilities).

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

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

**POST NO 24: COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 = 07 POSTS**  
**COMMENCING SALARY NOTCH: R278 169.00 per annum**  
**SALARY LEVEL: CD- A4**

**CENTRES: CAPRICORN DISTRICT [03]: Lepelle-Nkumpi [01] DSD/2026/35, Blouberg [01] DSD/2026/36, Dendron [01] DSD/2026/37, WATERBERG DISTRICT [03]: Mokopane [01] DSD/2026/38, Witpoort [01] DSD/2026/39, Thabaleshoba [01] DSD/2026/40, VHEMBE DISTRICT: Shayandima Office [01] DSD/2026/41.**

**MINIMUM REQUIREMENTS:** An appropriate qualification at NQF 6 or equivalent in Development Studies as recognized by SAQA. Valid motor vehicle driver's licence (with the exception of persons with disabilities).

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

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

**POST NO 25: ADMINISTRATIVE CLERK: TRANSPORT MANAGEMENT = 01 POST**  
**REF NO: DSD/2026/42**  
**COMMENCING SALARY NOTCH: R 228 321 .00 Per Annum**  
**SALARY LEVEL: 5**  
**CENTRE: VHEMBE DISTRICT**

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

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

**KEY PERFORMANCE AREAS:** Allocate vehicles on daily basis. Check the vehicle conditions. Maintain and update registers. Facilitate cleaning of vehicles. Conduct inspection on vehicles and report damages.

**POST NO 26: ADMINISTRATIVE CLERK = 01 POST**  
**REF NO: DSD/2026/43**  
**COMMENCING SALARY NOTCH: R 228 321 .00 per annum**  
**SALARY LEVEL: 5**  
**CENTRE: VHEMBE DISTRICT: Thohoyandou Office[1]**

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

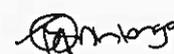
**KNOWLEDGE AND SKILLS:** Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Report writing skills. Honesty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

**KEY PERFORMANCE AREAS:** Render general clerical support services. Provide SCM clerical services. Provide financial admin support. Assist in collecting statistics. Intake client information. Filling of records. Distribute food parcels. Updating client register.

**POST NO 27: REGISTRY CLERK = 01 POST**  
**REF NO: DSD/2026/44**  
**COMMENCING SALARY NOTCH: R228 321.00 per annum**  
**SALARY LEVEL: 5**  
**CENTRE: SEKHUKHUNE DISTRICT**

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

**KNOWLEDGE AND SKILLS:** Knowledge of registry duties, practices as well as the ability to capture data. Knowledge and understanding of the legislative framework governing the



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Public Service. Knowledge of storage and retrieval procedures. Computer literacy skills. Planning and organisation skills. Good verbal and written communication skills.

**KEY PERFORMANCE AREAS:** Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and/ disposal.

**POST NO 28: SOCIAL AUXILIARY WORKER = 02 POSTS**

**COMMENCING SALARY NOTCH: R192 972 .00 Per Annum**

**SALARY LEVEL: SW-A1**

**CENTRES: CAPRICORN DISTRICT: Polokwane [01] Ref: DSD/2026/45,  
SEKHUKHUNE DISTRICT: Elias Motswaledi [01] Ref DSD/2026/46**

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

**KNOWLEDGE AND SKILLS:** Demonstrate basic understanding of the South African social welfare context, the policy and practice of developmental social welfare services and the role of social auxiliary worker within this context. Consistently reflect the values and principles contained in the Bill of Rights and the social work profession's Code of Ethics in service delivery. Demonstrate a basic understanding of the South African judicial system and the legislation governing and impacting on social auxiliary work and social work. Demonstrate a basic understanding of human behaviour, relationship system and social issues. Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems.

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

**POST NO 29: STAFF NURSE GRADE 1 = 01 POST**

**REF NO: DSD/2026/47**

**COMMENCING SALARY NOTCH: R 220 614 .00 per annum**

**SALARY LEVEL: SN 1**

**CENTRE: SESHEGO TREATMENT CENTRE**

**MINIMUM REQUIREMENTS:** Qualification that allows registration with the South African Nursing Council [SANC] as Enrolled Nurse. Current registration with SANC.

**KNOWLEDGE AND SKILLS:** Computer Literacy. Report writing skill. Basic nursing skill. Knowledge of legal framework governing the public service. Knowledge of law governing the nursing profession. Client orientation and customer focus.

**KEY PERFORMANCE AREAS:** Develop and implement basic patient care plans. Implement nursing care with the scope of practice for enrolled nurse. Report writing and

updating client register. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Filling of record.

**POST NO 30: CHILD AND YOUTH CARE WORKER GRADE 1 = 03 POSTS**

**COMMENCING SALARY NOTCH: R 184 320 .00 per annum**

**SALARY LEVEL: CYC-A1**

**CENTRES: VHEMBE DISTRICT: Thohoyandou CYCC [01] Ref: DSD/2026/48, POLOKWANE WELFARE COMPLEX [01] Ref: DSD/2026/49, MAVAMBE SECURE CARE CENTRE:[01] Ref: DSD/2026/50**

**MINIMUM REQUIREMENTS:** An appropriate NQF 4 (Grade 12) or equivalent qualification and an FET Certificate in Child and Youth Care at NQF 4 as recognised by SAQA. Current registration with the South African Council for Social Service Professions [SACSSP].

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

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

**POST NO 31: LAUNDRY AID = 02 POSTS**

**COMMENCING SALARY NOTCH: R 138 486.00 per annum**

**SALARY LEVEL: 02**

**CENTRES: VHEMBE DISTRICT [02]: Thohoyandou Child & Youth Care Centre [01] Ref: DSD/2026/51, Mtsetweni Child & Youth Care Centre [01] Ref: DSD/2026/52**

**MINIMUM REQUIREMENTS:** Junior Certificate or STD 08 / Grade 10 / AET / ABET or equivalent qualification.

**KNOWLEDGE AND SKILLS:** Communication skills. Interpersonal skills. Ability to read and write. Time management skills. Ability to identify and correct issues with laundry quality such as stains, damage or improper drying. Understanding of the entire laundry cycle, from sorting and washing to drying, folding and storage.

**KEY PERFORMANCE AREAS:** Sort items based on fabric type, colour and washing instructions. Operate washing machines and dryers. Iron items, fold them neatly for storage and delivery. Ensure maintenance of laundry equipment. Notify management of low stock level. Keep laundry area organised and clean.

**POST NO 32: CLEANER = 04 POSTS**

**COMMENCING SALARY NOTCH: R138 486.00 per annum**

**SALARY LEVEL: 2**

**CENTRES: WATERBERG DISTRICT [02]: Mokopane office [01] Ref: DSD/2026/53, Tshamahansi [01] Ref: DSD/2026/54, MOPANI DISTRICT: DR CN Phatudi One Stop Centre [01] Ref: DSD/2026/55, VHEMBE DISTRICT [01] Ref: DSD/2026/56**

**MINIMUM REQUIREMENTS:** Junior Certificate or STD 8/GRADE 10/AET/ABET, or equivalent qualification.

**KNOWLEDGE AND SKILLS:** Knowledge of Batho Pele Principles. Knowledge of basic safety and hygiene practices. Knowledge of infection control and hazard monitoring. Interpersonal skills. Communication skills. Time management.

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

**POST NO 33: GROUNDSMAN = 02 POSTS**

**COMMENCING SALARY NOTCH: R 138 486 per annum**

**SALARY LEVEL: 02**

**CENTRES: VHEMBE DISTRICT: Makwarela Local Office [1] Ref: DSD/2026/57, MOPANI DISTRICT: DR CN Phatudi [01] Ref: DSD/2026/58**

**MINIMUM REQUIREMENTS:** Junior Certificate or STD 08/Grade 10/ AET / ABET or equivalent qualification.

**KNOWLEDGE AND SKILLS:** Knowledge of Batho Pele Principles. Infection control. Garden materials. Occupational health and safety act. White paper on transformation in the public services. Good communication skills. Interpersonal skills. Ability to read and write.

**KEY PERFORMANCE AREAS:** Maintain premises and surrounding. Clean premises and surrounding. Empty dirty bins. Maintain the garden. Watering the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipments and tools. Repair minor defects of gardening equipment and tools.

## "ANNEXURE B"

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

STATION	TEL NO	POSTAL ADDRESS	PHYSICAL ADDRESS
<b>CAPRICORN DISTRICT / SEKUTUPU OLD AGE HOME</b>	015 290 9055 Ms MG Masia	Director: Capricorn District Private Bag X9709 POLOKWANE 0700	34 Hans van Rensburg POLOKWANE 0699
<b>SEKHUKHUNE DISTRICT / TUBATSE CYCC</b>	015 632 9900 Ms MG Maepa	Director: Sekhukhune District Private Bag X80 LEBOWAKGOMO 0737	Old Parliament Building LEBOWAKGOMO
<b>VHEMBE DISTRICT / THOHOYANDOU CYCC / MTSETWENI CYCC</b>	015 962 4958 Ms R Ramathuthu	Director: Vhembe District Private Bag X5040 THOHOYANDOU 0950	Thohoyandou Children's Home Thohoyandou Block F Punda Maria Road
<b>WATERBERG DISTRICT</b>	014 718 1700 Mr S Moloto	Director: Waterberg District Private Bag X1051 MODIMOLLE 0510	Corner Elias Motswaledi & Thabo Mbeki Street MODIMOLLE
<b>MOPANI DISTRICT / IRISH HOUSE</b>	015 811 4300 Mr G Muhlari	Director: Mopani District Private Bag X9689 GIYANI 0826	Unigaz Road GIYANI Section A