

CONFIDENTIAL



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
SOCIAL DEVELOPMENT

Ref : S3/1/1
Enq : Ms BR Mamiane

To : All Government Departments



DEPARTMENTAL CIRCULAR NO 10 OF 2025

ADVERTISEMENT OF VACANT POSTS

1. Applicants are hereby invited to apply for the funded vacant posts and Learnership/Internship as advertised per the attached "**Annexure A**", including those previously advertised on the Departmental Circular 24 of 2023 and 31 of 2023. Applicants who previously applied are requested to re-apply if still interested.
2. **Applicants are encouraged to apply through the Department website at <https://www.dsd.limpopo.gov.za/?q=node/12>, 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 / www.dpsa.gov.za / www.labour.gov.za.**
3. 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.

4. 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.
5. Applicants are not required to submit certified copies of educational qualifications, academic records, current registration with the relevant statutory body, 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. Shortlisted candidates will be required to come for an interview, at which time, certified copies of all relevant qualifications, current registration with the relevant statutory body, copy of ID and a valid motor vehicle driver's license (where required) must be submitted.
6. Applicants apply for SMS positions, Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competency using the mandated DPSA SMS competency assessment tools. A further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The course is available at the NSG under the name Certificate for entry for SMS and the full details can be obtained by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>.
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. Applicants apply for learnership/Internship who previously participated in the programme are discourage from applying, if found you will be disqualified or terminated with immediate effects.
9. 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.
10. Applications for Head Office, Seshego Treatment Centre and Mavambe Secure Care Centre should be addressed to: The Acting 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 Institutions 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 **24 March 2025** at 16h00.
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. **Please note:** Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.
17. The contents of this circular will also be posted on the following websites www.dsd.limpopo.gov.za / www.limpopo.gov.za / www.dpsa.gov.za / <https://erecruitment.limpopo.gov.za>
18. General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms RM Semake at 015 230 4422/ 4315/ 4375.



Dr MCAM Sehlapelo
Acting Head of Department

6 March 2025
Date

POST NO 01: CHIEF DIRECTOR: DEVELOPMENT & RESEARCH SERVICES = 01 POST (Re-Advertisement)

REF DSD/2025/01

NOTCH: COMMENCING NOTCH R1 436 022.00 Per Annum (ALL-INCLUSIVE PACKAGE)

SALARY LEVEL: 14

CENTRE: Head Office

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 7) in Development Studies/Social Science or equivalent qualification as recognized by SAQA. A minimum of Five (05) years of proven experience at Senior Management level within the environment. Pre-entry Nyukela Certificate for SMS will be requested upon the appointment. A valid motor vehicle driver's license (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, Communication.

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

KEY PERFORMANCE AREAS: Provide leadership and strategic direction in the sub-branch. Design and implement integrated development programmes that facilitate empowerment of communities towards sustainable livelihood. To provide community-based research, planning and mobilisation. To provide youth and women development services. To provide population and research services. Manage financial, administrative and related functions.

POST NO 02: CHIEF DIRECTOR: CORPORATE SERVICES = 01 POST (Re-Advertisement)

REF DSD/2025/02

COMMENCING NOTCH R1 436 022.00 Per Annum (ALL-INCLUSIVE PACKAGE)

SALARY LEVEL: 14

CENTRE: Head Office

MINIMUM REQUIREMENTS: An undergraduate relevant qualification at NQF level 7 as recognised by SAQA. A minimum of Five (05) years of proven experience at Senior Management level. Experience in a Corporate Services environment, e.g., Legal, HRM&D, Auxiliary Services, ICT, Records Management will be an added advantage. Pre-entry Nyukela Certificate for SMS will be requested upon the appointment. A valid motor vehicle driver's license (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, Communication.

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

KEY PERFORMANCE AREAS: Provide leadership and high-level strategic direction and policy in the Department. Guide and provide effective managerial and strategic co-ordination in Corporate Services. Overall management of the Strategic Management, Communication Services, Transformation and transversal services, Information Technology Services, Human Resource Management and Development. Coordinate legal strategies to obtain maximum impact on the Department's services delivery. Manage and utilize resources in accordance with the relevant directive and legislation.

POST NO 03: DIRECTOR: INFRASTRUCTURE MANAGEMENT = 01 POST (Re-Advertisement)

REF DSD/2025/03

NOTCH: COMMENCING NOTCH R1 216 824.00 Per Annum (ALL-INCLUSIVE PACKAGE)

SALARY LEVEL: 13

CENTRE: Head Office

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 7) in Architecture, Structural Engineering, Quantity Surveying: Built Environment or equivalent as recognised by SAQA. A minimum of Five (05) years of proven experience in Infrastructure Management at Middle / Senior Management level. Pre-entry Nyukela Certificate for SMS will be requested upon the appointment. A valid motor vehicle driver's license (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, Communication.

KNOWLEDGE AND SKILLS: Knowledge and understanding of government policies, acts and regulations related to facilities, planning and development. Knowledge of Public Finance Management Act (PFMA). Report writing, facilitation, co-ordination, project management, procurement administration, policy analysis and development skills. People Management, Time management, Financial Management Skills. Problem solving, organising and Strategic Planning. Strategic capacities and leadership.

KEY PERFORMANCE AREAS: Provide leadership and high-level strategic direction 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 directive and legislation. Formulate and manage

the component's budget against its strategic objectives. Manage financial, administrative and related functions.

**POST NO 04: DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT
= 01 POST (Re-Advertisement)**

REF DSD/2025/04

NOTCH: COMMENCING NOTCH R1 216 824.00 Per Annum (ALL-INCLUSIVE PACKAGE)

SALARY LEVEL: 13

CENTRE: Head Office

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognised by SAQA. A minimum of Five (05) years of proven experience in one of the units under Human Resource Management & Development e.g., Human Resource Practice & Administration, PMDS, Employee Relations, Human Resource Development & Training, Human Resource Planning & Information at Middle / Senior Management level. Pre-entry Nyukela Certificate for SMS will be requested upon the appointment. A valid motor vehicle driver's license (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, Communication.

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

KEY PERFORMANCE AREAS: Provide leadership and strategic direction in the division. Co-ordinate and oversee the implementation of learnerships, internship, & coaching programs. Manage and effectively implement Human Resource Practice and Administration. Manage Human Resource Planning and Information. Manage Performance Management and Development. Manage Employee Relations. Manage financial, administrative and related functions.

POST NO 05: DIRECTOR: COMMUNICATION SERVICES = 01 POST (Re-Advertisement)

REF DSD/2025/05

NOTCH: COMMENCING NOTCH R1 216 824.00 Per Annum (ALL-INCLUSIVE PACKAGE)

SALARY LEVEL: 13

CENTRE: Head Office

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 7) or equivalent qualification as recognised by SAQA. A minimum of Five (05) years of proven experience at Middle / Senior Management level. Pre-entry Nyukela Certificate for SMS will be requested upon the appointment. A valid motor vehicle driver's license (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, Communication.

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

KEY PERFORMANCE AREAS: Provide leadership and strategic direction in the division. Develop the business plan in line with the strategic objectives of the department. Provide corporate, liaison service and internal communication. Management of website and intranet. Manage financial, administrative and related functions.

POST NO 06: DIRECTOR: STRATEGY, MONITORING & EVALUATION = 01 POST
REF DSD/2025/06

NOTCH: COMMENCING NOTCH R1 216 824.00 Per Annum (ALL-INCLUSIVE PACKAGE)

SALARY LEVEL: 13

CENTRE: Head Office

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 7) or equivalent qualification as recognised by SAQA. A minimum of Five (05) years of proven experience at Middle / Senior Management level in Strategic Management and/or Monitoring and Evaluation. Pre-entry Nyukela Certificate for SMS will be requested upon the appointment. A valid motor vehicle driver's license (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, Communication.

KNOWLEDGE AND SKILLS: Sound knowledge of the Constitution of the Republic of South Africa, Public Service and Administration legislation. Government Legislation including Strategic Frameworks for Monitoring and Evaluation and Strategic Management. A self-driven individual in possession of the following technical skills and competencies: Policy Development, Strategic Management, Monitoring and Evaluation, Research skills, Analytical skills, 102 Problem Solving (conceptual thinking), Report Writing, Strategic Communication, Information Management, and Computer Literacy.

KEY PERFORMANCE AREAS: Manage the development of internal prescripts for Strategic Management and Internal Monitoring and Evaluation as guided by national policies/frameworks. Coordinate the conducting of evaluation and impact studies. Develop electronic systems for data collection, M&E and reporting. Implement M&E governance Structures and related systems and processes. Conduct research to inform the development of the department's strategic plans. Coordinate and Compile all related

documents related to Strategic Planning and M&E which include, Strategic, Annual and Operational Plans. Compile related reports for submission to the different control points and presentation to the management structures. Coordinate the Strategic and Operational Planning and Review Sessions. Conduct assessments of the department's effectiveness and efficiency in supporting the attainment of its service delivery which include institutional and productivity measurement assessments as prescribed in the Public Service Regulations. Conduct training and capacity building for managers and staff and provide technical assistance and support. Manage the operations, systems and processes of the directorate.

POST NO 07: DIRECTOR: GOVERNMENT INFORMATION TECHNOLOGY OFFICE=
01 POST

REF DSD/2025/07

NOTCH: COMMENCING NOTCH R1 216 824.00 Per Annum (ALL-INCLUSIVE PACKAGE)

SALARY LEVEL: 13

CENTRE: Head Office

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 7) in Information Management / Information Technology / Information Science / Computer Science or equivalent qualification as recognised by SAQA. A minimum of Five (05) years of proven experience at Middle / Senior Management level in Government Information Technology Office. Pre-entry Nyukela Certificate for SMS will be requested upon the appointment. A valid motor vehicle driver's license (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, Communication.

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

KEY PERFORMANCE AREAS: Align the department's information management (information management systems included) and information technology (as enabler) strategy with the strategic direction, management plans and the business processes of the department, with due consideration of the strategic direction of the Government. Develop departmental supporting information management and information technology enabler policies and strategies, regulations, standards, norms, guidelines, best practices and procedures, derived from the national information management and information technology policy and strategy, standards and norms developed by the GITO Council and DPSA, but focussed on the specific requirements of the department. Represent the relevant department at the GITO Council. Promote effective management of information

and information technology as enabler as a strategic resource. Manage the SITA relationship: This entails control of the Business Agreement (BA) and Service Level Agreements (SLA's) with SITA and/or other suppliers of information management and information technology goods and services. Utilization of security mechanisms and ensure compliance to the relevant regulatory framework. Responsible for ensuring development and training of the members in the department in relevant information technology matters. Manage Auxiliary Services. Manage Records Management. Manage Financial, Administrative and related functions.

POST NO 08: DEPUTY DIRECTOR: AUXILIARY SERVICES = 01 POST

REF DSD/2025/08

NOTCH: COMMENCING NOTCH R849 702.00 Per Annum (ALL-INCLUSIVE PACKAGE)

SALARY LEVEL: 11

CENTRE: Head Office

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 6) in Logistics / Public Administration / Public Management or equivalent qualification as recognised by SAQA. A minimum of five (5) years experience within the environment of which three (03) years must be at Junior Management (Level 9/10) / Middle Management level. A valid motor vehicle driver's license (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, Communication.

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 analyzing 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. Provide telecommunication services in the province. Manage TV licenses and DSTV in the province. To manage parking services, Helpdesk, cleaning services and landscaping. To manage lease equipment, lease building and state housing accommodation. Manage key accounts and budget for the section. Manage financial, administrative and related functions.

POST NO 09: SOCIAL WORK SUPERVISOR GRADE 1 = 02 POSTS

COMMENCING SALARY NOTCH: R452 667.00 Per Annum,

SALARY LEVEL: SW-A4

CENTRE: CAPRICORN DISTRICT: Care & Support to Families [01] Ref: DSD/2025/09, VHEMBE DISTRICT: Rabale [01] Ref: DSD/2025/10

MINIMUM REQUIREMENTS: Recognized Bachelor's degree (NQF 7) in Social Work or equivalent 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 the 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: Ensure that social work services are rendered with regard to the care, support, protection and development of vulnerable individual, groups, families and communities through the relevant programmes. Ensure service compliance to norms and standards. Ensure social worker's compliance with South African Council for Social Service Professions [SACSSP] projects. Supervise and advise social workers and social auxiliary workers. Coordinate and manage all programmes including transformation of social welfare services. Rendering support and mentoring social workers. Rendering counselling to clients. Monitoring and evaluation of non-profit organisations.

POST NO 10: ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM = 01 POST

REF: DSD/2025/11

COMMENCING SALARY NOTCH: R444 036.00 per annum

SALARY LEVEL: 9

CENTRE: HEAD OFFICE

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 6) in Human Resource Management / Human Resource Development / Public Management / Administration or equivalent qualification as recognised by SAQA. PERSAL certificate/results. A minimum of three (03) years' experience in Performance Management and Development System at a Supervisory (Level 7/8) / Junior managerial level. A valid motor vehicle driver's 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. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills.

KEY PERFORMANCE AREAS: Manage the implementation of the Performance Management and Development System (PMDS). Provide reports on performance agreements, mid-year reviews and annual assessments submitted by all staff. Facilitate the awarding of performance incentives. Facilitate the issuing of memoranda reminding staff to submit PMDS documents. Manage non-compliance with the submission of PMDS documents. Facilitate the submission of PMDS reports. Manage the PMDS database. Communicate determinations and directives on the implementation of the PMDS policy.

Develop/review the departmental PMDS. Conduct information sessions. Implement the probation instrument for assessing the performance of SMS and non-SMS employees whose appointments have not yet been confirmed. Facilitate remedial actions/enhancement plans to address underperformance. Facilitate PMDS disputes and appeals. Manage human and financial resources.

POST NO 11: SOCIAL WORK POLICY DEVELOPER GRADE 1: CHILD CARE & PROTECTION = 01 POST

REF DSD/2025/12

COMMENCING SALARY NOTCH: R429 573.00 Per Annum,

SALARY LEVEL: SW-B1

CENTRE: HEAD OFFICE

MINIMUM REQUIREMENTS: Recognized Bachelor's degree (NQF 7) in Social Work or equivalent as recognised by SAQA. Current registration with the South African Council for Social Service Professions [SACSSP]. A minimum experience of eight (08) 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: Knowledge of Children's Act 38 Of 2005, White Paper for Social Welfare Services and Social Service Professions Act, Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA).

KEY PERFORMANCE AREAS: Develop and ensure the implementation of policies, strategic plan and operational plan. Facilitate implementation of the Children's Act 38 of 2005. Facilitate compliance to child protection services norms and standards. Manage and coordinate provision of Child Protection Services. Manage and implement the Child Protection Register Facilitate capacity building of officials and stakeholders on child protection services. Facilitate development of Child and Youth Care Centre policies. Manage registration of Child and Youth Care Centres. Facilitate development and implementation of programmes in Child and Youth Care Centres. Facilitate compliance of Child and Youth Care Centres to norms and standards. Facilitate and manage intersectoral collaboration with key stakeholders. Facilitate monitoring of child protection services and Child and Youth Care Centres. and coordination for provision of child protection services. Manage financial, administrative and related functions.

POST NO 12: SENIOR ADMINISTRATIVE OFFICER: ASSET MANAGEMENT = 01 POST

REF NO: DSD/2025/13

COMMENCING SALARY NOTCH: R376 413.00 per annum

SALARY LEVEL: 8

CENTRE: VHEMBE DISTRICT

MINIMUM REQUIREMENTS: An appropriate undergraduate qualification at NQF level 6 in Supply Chain Management / Public Management / Administration / Finance or equivalent qualification as recognised by SAQA. A minimum of two (02) to three (03)

years appropriate experience in Supply Chain Management. Experience in Asset Management will be an add advantage. A valid motor vehicle driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of the PFMA, Asset Management Framework and Treasury Regulations and other relevant legislation. Knowledge of Basic Accounting System (BAS) and LOGIS. Computer literacy with sound knowledge of the MS Office suite preferably Excel. Demonstrate leadership/ interpersonal relationship and asset management skills. Good client service orientation skills. Ability to monitor and check information as well as set up and maintain information system. Willingness to work cooperatively with others as a team and good communication skills.

KEY PERFORMANCE AREAS: Ensure that assets are properly accounted for in the Asset Register and complies with National Treasury Guidelines. Update new additions, movements, transfers and disposals. Reconcile BAS with the Asset Register on monthly basis. Monitor all entries made on the Asset Register as per minimum requirements. Retiring of all losses and disposed assets in the register. Update inventory lists. Ensure that asset policies and procedures guidelines are implemented and ensure compliance thereof. Ensure that the Department's asset requirements are included in the budget. Perform quarterly asset count. Conduct Bi –annual physical verification of movable assets and reconcile against the Asset Register. Implement and manage registers for Finance Leases. Verify the existence of Finance Leases and prepare monthly reconciliation between Bas and amortization tables versus the Finance Leases register. Ensure reconciling items are cleared. Ensure proper annual reporting and reconciliations. Quality assurance of asset management processes. Supervise the subordinates.

POST NO 13: SOCIAL WORKER GRADE 1 = 05 POSTS

COMMENCING SALARY NOTCH: R308 247.00 Per Annum,

SALARY LEVEL: SW-A4

CENTRES: POLOKWANE WELFARE COMPLEX [01] Ref: DSD/2025/14, CAPRICORN DISTRICT [01]: Mankweng Ref: DSD/2025/15, VHEMBE DISTRICT [01] Makwarela [01] Ref: DSD/2025/16, SEKHUKHUNE DISTRICT: Schoonoord [01] Ref: DSD/2025/17, Nebo [01] Ref: DSD/2025/18.

MINIMUM REQUIREMENTS: An appropriate Bachelor's Degree in Social Work or equivalent qualification as recognised by SAQA. Current registration with the South African Council for Social Service Professions [SACSSP]. A 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. People management and empowerment skills. Communication and coordination skills. Computer literacy.

KEY PERFORMANCE AREAS: Render an advanced and specialized social work services with regard 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 14: PROVISIONING ADMINISTRATIVE OFFICER: DEMAND & ACQUISITION = 01 POST

REF NO: DSD/2025/19

COMMENCING SALARY NOTCH: R308 154.00 per annum

SALARY LEVEL: 7

CENTRE: CAPRICORN DISTRICT

MINIMUM REQUIREMENTS: An undergraduate qualification at NQF level 6 in Financial Management / Business Management / Supply Chain Management or equivalent qualification at NQF level 6 as recognized by SAQA. A minimum of one (01) to two (02) years experience in Supply Chain Management. Experience in Demand and/or Acquisition will be an added advantage. A valid motor vehicle driver's license (with exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Knowledge of the Supply Chain Management framework, Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPPFA), Treasury Regulation, Broad Based Black Economic Empowerment Act (B-BBEE) and other relevant prescripts.

KEY PERFORMANCE AREAS: Maintain demand management plans to address possible future needs. Ensure acquisition management services. Ensure that the procurement of goods and services is in line with approved procurement plans. Coordinate the integration of the procurement plans. Ensure that the procurement processes are fully compliant with the SCM prescribed policies and prescripts. Ensure that conducting and benchmarking with best practice. Conduct market research to establish new technologies. Receive requisitions/Log2 and check correctness of the specifications and advise accordingly. Supervise the subordinates.

POST NO 15: PROVISIONING ADMINISTRATIVE OFFICER: PURCHASING & STORES MANAGEMENT = 01 POST

REF NO: DSD/2025/20

COMMENCING SALARY NOTCH: R308 154.00 per annum

SALARY LEVEL: 7

CENTRE: MOPANI DISTRICT

MINIMUM REQUIREMENTS: An appropriate undergraduate qualification at NQF level 6 or equivalent qualification as recognised by SAQA. A minimum of one (01) to two (02) years experience in Supply Chain Management. Experience in Purchasing and/or

Stores will be an added advantage. A valid motor vehicle driver's 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. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Logis literacy.

KEY PERFORMANCE AREAS: Perform purchasing management services. Provide stores management services. Maintain record keeping in issuing and receiving of stock. Monitor stock-taking.

POST NO 16: STATE ACCOUNTANT: FINANCIAL BUDGETING & DEBT MANAGEMENT = 01 POST

REF NO: DSD/2025/21

COMMENCING SALARY NOTCH: R308 154.00 per annum

SALARY LEVEL: 7

CENTRE: WATERBERG DISTRICT

MINIMUM REQUIREMENTS: An appropriate undergraduate qualification at NQF level 6 as recognised by SAQA with Accounting as a major subject. A minimum of one (01) to two (02) years appropriate experience in Financial Accounting and/or Budgeting. Experience in Financial Budgeting and/or Debt Management will be an added advantage. A valid motor vehicle driver's 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. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Logis and BAS literacy.

KEY PERFORMANCE AREAS: Assist in providing proper financial budgeting. Ensure the management of conditional grants and donor funding through the appropriate processes. Ensure effective revenue and debt management in the District. Advise on virement of funds in terms of PFMA.

POST NO 17: CHIEF REGISTRY CLERK (SUPERVISOR) = 01 POST

REF NO: DSD/2025/22

COMMENCING SALARY NOTCH: R308 154.00 per annum

SALARY LEVEL: 7

CENTRE: MOPANI DISTRICT

MINIMUM REQUIREMENTS: An appropriate undergraduate qualification at NQF level 6 in Records / Archives / Information Science / Public Administration / Public Management or equivalent qualification as recognised by SAQA. A minimum of one (01) to two (02)

years appropriate experience in Registry / Record Management. A valid motor vehicle driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: National Archives and Records Services Act (no 43 of 1996), Minimum Information and Security Standard Act. Protection of Private Information Act of 2013, Knowledge of Batho Pele Principles. Computer literacy, Communication skills, Interpersonal relations skills, People Management skills, Excellent customer care services, Performance Management skills.

KEY PERFORMANCE AREAS: Monitor and control Departmental Correspondence. Supervise the overall use of file plan in registry. Develop, implement and maintain the file tracking schedule. Records Classification in Central Registry. Supervise the subordinates.

POST NO 18: INFORMATION TECHNOLOGY TECHNICIAN = 01 POST

REF NO: DSD/2025/23

COMMENCING SALARY NOTCH: R308 154.00 per annum

SALARY LEVEL: 7

CENTRE: VHEMBE DISTRICT

MINIMUM REQUIREMENTS: An appropriate undergraduate qualification at NQF level 6 in Computer Science / Information Science / Information Technology or equivalent qualification as recognised by SAQA. A minimum of one (01) to two (02) years appropriate experience in Information Technology. A valid motor vehicle driver's 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. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills.

KEY PERFORMANCE AREAS: Monitor information system. Monitor information technology with SITA. Implement National legislation of Information Technology. Maintenance and updating of IT systems and network. Monitor and advise on the appropriate Information Technology infrastructure.

POST NO 19: COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 = 01 POST

Ref: DSD/2025/24

COMMENCING SALARY NOTCH: R263 667.00 Per Annum,

SALARY LEVEL: CD-A4

CENTRE: CAPRICORN DISTRICT: Polokwane

MINIMUM REQUIREMENTS: Recognized Bachelor's degree (NQF 6) in Social Science or equivalent qualification as recognised by SAQA. A 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

and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment. The ability and competence to co-ordinate community development structures and ability to manage projects. The ability to influence individuals and group to participate in their own self-empowerment ventures. The understanding of social dynamics of communities. Presentation skills. Computer literacy. Written and verbal communication skills. Facilitation skills. Research skills. Knowledge and understanding of basic financial management.

KEY PERFORMANCE AREAS: Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and 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 up to date with new developments in the community development field to enhance service delivery.

POST NO 20: CHILD & YOUTH CARE SUPERVISOR GRADE 1 = 01 POST

Ref: DSD/2025/25

COMMENCING SALARY NOTCH: R242 211.00 Per Annum,

SALARY LEVEL: CYC-A5

CENTRE: MAVAMBE SECURE CARE CENTRE

MINIMUM REQUIREMENTS: An appropriate recognised NQF level 4 (Grade 12) or equivalent qualification and a FET Certificate in child and youth care equivalent to an NQF Level 4 qualification registered with SAQA. A minimum of ten (10) years appropriate experience in the child and youth care after obtaining the Child & youth care qualification. Current registration with the South African Council for Social Service Professions [SACSSP].

KNOWLEDGE AND SKILLS: Knowledge of minimum standards, performance management system, Knowledge and understanding of the legislative framework, the Child Care Act, Child Justice Act, Children Act, Batho Pele Principles, governing the secure Care Centres, administrative procedures, and new development and methodologies in child and youth care work. Good communication skills. Conflict management and problem-solving skills. The ability to interpret policies and legislation. Planning and organising skills. Basic research and analytical skills. Presentation and facilitation skills. Monitoring and evaluation skills. People management and empowerment skills. Understanding, Non-judgemental, Respectful, caring, Assertive and Tolerant. The ability to motivate.

KEY PERFORMANCE AREAS: Facilitate and supervise (secure) the caring for and life space interventions of children and young people. Participate in the multidisciplinary team. Supervise staff to ensure an effective care service. Perform clerical/ administrative function. Keep up to date with new developments in the child and youth care field. Management of Child & Youth Care information management system (CYCA).

POST NO 21: ADMINISTRATION CLERK = 02 POSTS

COMMENCING SALARY NOTCH: R216 417.00 per annum

SALARY LEVEL: 5

CENTRE: SEKHUKHUNE DISTRICT [01]: Moroke Ref No: DSD/2025/26, MOPANI DISTRICT [01]: Gawula Ref No: DSD/2025/27.

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

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

KEY PERFORMANCE AREAS: Rendering a variety of administrative duties. Assist in collecting statistics. Intake client information. Filling of records. Distribute food parcel. Updating client register.

**POST NO 22: ADMINISTRATIVE CLERK: TRANSPORT MANAGEMENT = 01 POST
REF NO: DSD/2025/28**

COMMENCING SALARY NOTCH: R216 417.00 per annum

SALARY LEVEL: 5

CENTRE: MOPANI DISTRICT

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

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 analyzing and interpretation skill. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills.

KEY PERFORMANCE AREAS: Allocate vehicles on daily basis. Check the vehicle conditions. Ensure utilisation of provided registers. Ensure cleaning of vehicles.

**POST NO 23: SOCIAL AUXILIARY WORKER GRADE 1 = 01 POST
REF NO: DSD/2025/29**

COMMENCING SALARY NOTCH: R182 913.00 Per Annum

SALARY LEVEL: SW-A1

CENTRE: WATERBERG DISTRICT: Lephalale (Ga-Shongwane)

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. Define and demonstrate

understanding of the purpose of social auxiliary work and the role and functions of a social auxiliary worker in relation to a social worker within the South African 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 as a social auxiliary worker. 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. Use appropriate resources in service delivery to client systems. Work effectively with social workers and members of multi-sectoral teams in social service delivery. Work effectively as a social auxiliary worker to address the special needs and problems experienced by at least 3 of the priority focus groups in the social welfare. Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately. Provide an efficient research and administrative support service to the social worker. Demonstrate basic knowledge of financial matters related to social auxiliary work. Demonstrate self-awareness regarding personal capacities, attitudes and skills and a willingness to develop them further under the supervision of a social worker.

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 of the job.

POST NO 24: PHOTOCOPY OPERATOR = 01 POST

REF: DSD/2025/30

SALARY: COMMENCING SALARY NOTCH: R131 265.00 Per Annum

SALARY LEVEL: 02

CENTRE: WATERBERG DISTRICT

MINIMUM REQUIREMENTS: Junior Certificate or STD 08/Grade 10/ AET / ABET or equivalent qualification. Ability to read and write.

KNOWLEDGE AND SKILLS: Writing and Communication Skills, Listening skills, Creative and innovative, Multitasking, Customer focused, Confidentiality, Continuous improvement, Interpersonal relations. Telephone etiquette, Computer literacy, Organisational awareness, Knowledge of black, white and colour copiers, scanners within the mid & high-volume production.

KEY PERFORMANCE AREAS: Reproduce official documentation according to the Employees' request. Ensure that all photocopy machines, binding machines etc. are in good condition. Make requisition for photocopying materials, and work with office machine and equipment providers to schedule routine service appointments with their technicians in order to ensure continuous optimal operations and efficiency.

“ANNEXURE B”**DEPARTMENT OF SOCIAL DEVELOPMENT****LIST OF ADDRESSES FOR DISTRICT OFFICES FOR PURPOSES OF DIRECTING APPLICATIONS**

STATION	TEL NO	POSTAL ADDRESS	PHYSICAL ADDRESS
POLOKWANE WELFARE COMPLEX	015 293 1181 Ms P Mamome	Head of Institution Private Bag X9513 POLOKWANE 0700	Plot 303 Strekloop POLOKWANE 0699 (A.K.A Place of Safety)
CAPRICORN DISTRICT / SEKUTUPU OLD AGE HOME	015 290 9055 Ms MG Masia	Director: Capricorn District Private Bag X9709 POLOKWANE 0700	34 Hans van Rensburg POLOKWANE 0699
SEKHUKHUNE DISTRICT	015 632 9900 Ms MG Maepa	Director: Sekhukhune District Private Bag X80 LEBOWAKGOMO 0737	Old Parliament Building LEBOWAKGOMO
VHEMBE DISTRICT / THOHOYANDOU CYCC	015 962 4958 Ms R Ramathuthu	Director: Vhembe District Private Bag X5040 THOHOYANDOU 0950	Thohoyandou Children's Home Thohoyandou Block F Punda Maria Road
WATERBERG DISTRICT	014 718 1700 Ms F Morake	Director: Waterberg District Private Bag X1051 MODIMOLLE 0510	Corner Elias Motswaledi & Thabo Mbeki Street MODIMOLLE
MOPANI DISTRICT	015 811 4300 Mr G Muhlarhi	Director: Mopani District Private Bag X9689 GIYANI 0826	Unigaz Road GIYANI Section A