

Confidential



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
SOCIAL DEVELOPMENT**

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

DEPARTMENTAL CIRCULAR NO 29 OF 2025

ERRATUM: ADVERTISED POSTS - CIRCULAR NO 28 OF 2025

1. The above matter refers.
2. The Department advertised posts as per Departmental Circular No 28 of 2025 with the closing date of 01 August 2025.
3. The following amendments are made on the circular:
 - ✓ **POST NO 07: OPERATIONAL MANAGER: NURSING GRADE 1: REF NO DSD/2025/65** the post centre is Polokwane Welfare Complex
 - ✓ **POST NO 16: SOCIAL WORKERS GRADE 1 FOR SEKHUKHUNE DISTRICT** the total number of posts is 4 not 3 and the centres or location and Reference numbers remain the same.
 - ✓ **POST NO 21: CHILD AND YOUTH CARE SUPERVISOR GRADE 1: REF NO DSD/2025/116** the post centre is Polokwane Welfare Complex
 - ✓ **POST NO 23: ARTISAN GRADE A FOR VHEMBE DISTRICT: REF: DSD/2025/122** the field of Artisan is Plumber: the post Key Performance Areas are amended as follows:

KEY PERFORMANCE AREAS: Carry out installation, maintenance, and repair of plumbing systems, including water supply, drainage, sewage, and sanitation infrastructure. Inspect and diagnose faults in plumbing systems and perform corrective measures. Install and maintain geysers, taps, toilets, water pipes, valves, and fittings. Compile job cards and maintenance reports. Ensure compliance with OHS (Occupational Health and Safety) standards. Maintain stock

levels of plumbing materials and ensure safekeeping of tools and equipment. Liaise with facility managers and supervisors regarding work priorities and service delivery. Conduct regular preventative maintenance on plumbing systems to avoid potential issues. Respond to emergency plumbing situations (e.g., burst pipes, flooding) in a timely and efficient manner. Ensure that all plumbing work meets or exceeds local codes, safety regulations, and industry standards. Effectively diagnose plumbing issues and offer practical, cost-efficient solutions. Maintain, care for, and ensure the availability of tools and equipment required for all plumbing jobs. Keep up to date with the latest plumbing techniques, tools, and local plumbing regulations.

- ✓ **Post No 38, CLEANERS FOR WATERBERG: REF NO DSD/2025/161** the post centre is Mabatlane and **REF NO DSD/2025/162** the post centre is Thabaleshoba
4. The closing date for these posts remains 01 August 2025.
5. General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms Semake M.K at 015 230 4422/ 4315/ 4375/4434.

Signed by: Martin Collin Abner Mmapetek
Signed at: 2025-07-18 10:06:22 +02:00
Reason: I approve this document



Dr MCAM Sehlapelo
Acting Head of Department

Date: _____



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
SOCIAL DEVELOPMENT

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

DEPARTMENTAL CIRCULAR NO 28 OF 2025

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 are encouraged to submit their applications through the Departmental 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, 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.
6. 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.
7. 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.
8. **NB: Applicants are encouraged to comply with Practice note on the Z83 application for employment DPSA Circular 19 of 2022, Clarification regarding the completion of Z83 application DPSA circular 3 of 2025 and other related matters.**
9. Applications for Head Office, Mavambe Secure Care Centre and Seshego Treatment 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.
10. Application for District Offices/Institutions should be addressed to District Directors/Head of Institution as per the attached "**Annexure B**".
11. 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.
12. The closing date for applications is **01 August 2025** at 16h00.

13. 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.
14. 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.
15. Recognition of experience on appointment will be considered for Social Service Professions in line with Occupational Dispensation prescripts.
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** Provincial Departments website and social media.
18. General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane/ Ms MR Semake at 015 230 4422/ 4315/ 4375/4434.

Signed by: Martin Collin Abner Mmapetek
Signed at: 2025-07-15 08:35:24 +02:00
Reason: I approve this document



Dr MCAM Sehlapelo
Acting Head of Department

Date

“ANNEXURE A”

POST NO 01: SOCIAL WORK MANAGER: SOCIAL WELFARE SERVICES = 01 POST

REF No. DSD/2025/55

COMMENCING SALARY PACKAGE: R970 686.00 Per Annum (All-inclusive Package),

SALARY LEVEL: SW – A10

CENTRE: MOPANI DISTRICT

MINIMUM REQUIREMENTS: An NQF level 7 qualifications / Bachelor's degree in social work or equivalent qualification as recognized by SAQA. A minimum of ten (10) year's appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions **[SACSSP]**. Current registration with the South African Council for Social Service Professions **[SACSSP]**. A valid driver's licence (with the exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic Capacity and Leadership, Programme and project management, Change Management, Financial management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS: Knowledge and understanding of the social welfare services programme legislation and related policies governing services. Expert skills to challenge structural source of poverty, inequality, oppression, discrimination and exclusion. Expert knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively in cases where expert knowledge is required. The understanding and ability to provide complex social work service towards protecting people who are vulnerable, at-risk and unable to protect themselves. The ability to compile complex reports.

KEY PERFORMANCE AREAS: Provide a social work service of the highest, most advanced and specialised nature within (a) defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilisation of financial resources. Manage of a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilisation of human resources. Keep up to date with new development in the social work and management field. Plan and ensure that social work research and development are undertaken. Undertaken complex social work research. Perform and/or ensure that all the administrative functions required in the unit are performed.

POST NO 02: SOCIAL WORK MANAGER: CHILDREN AND FAMILIES = 01 POST

REF No. DSD/2025/56

COMMENCING SALARY PACKAGE: R970 686.00 Per Annum (All-inclusive Package),

SALARY LEVEL: SW – A10

CENTRE: MOPANI DISTRICT

MINIMUM REQUIREMENTS: An NQF level 7 qualifications / Bachelor's degree in social work or equivalent qualification as recognized by SAQA. A minimum of ten (10) year's appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions **[SACSSP]**. Current registration with the South African Council for Social Service Professions **[SACSSP]**. A valid driver's licence (with the exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic Capacity 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: Expert skills to challenge structural source of poverty, inequality, oppression, discrimination and exclusion. Expert knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively in cases where expert knowledge is required. The understanding and ability to provide complex social work service towards protecting people who are vulnerable, at-risk and unable to protect themselves. The ability to compile complex reports.

KEY PERFORMANCE AREAS: Oversee Social Work Services related to care, support, protection and development of children and families through relevant interventions and programmes. Coordinate the implementation of Child Protection services and observance to Children's Act as amended. Facilitate care and support to families. Monitor Child & Youth Care Centre & Community based Services. Monitor Childhood Development and Partial Care. Keep up to date with new development in the social work and management field. Plan and ensure that social work research and development are undertaken. Undertake complex social work research. Manage and monitor implementation of social welfare services information management systems. Perform and/or ensure that all the administrative functions required in the unit are performed.

POST NO 03: SOCIAL WORK MANAGER: CHILD AND YOUTH CARE CENTRE GRADE 1 = 01 POST

REF No. DSD/2025/57

COMMENCING SALARY PACKAGE: R970 686.00 Per Annum (All-inclusive Package),

SALARY LEVEL: SW – A10

CENTRE: POLOKWANE WELFARE COMPLEX

MINIMUM REQUIREMENTS: An NQF level 7 qualifications / Bachelor's degree in social work. A minimum of ten (10) years appropriate experience in social work after

registration with the South African Council for Social Service Professions **[SACSSP]**. Current registration with the South African Council for Social Service Professions **[SACSSP]**. A valid motor 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, Advocacy and collaboration.

KNOWLEDGE AND SKILLS: Expert knowledge and understanding of the *Children's Act 38 of 2005* and related policies governing Child and Youth Care Centre Operations. Knowledge of designing and implementing programmes for children and youth. Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA) White Paper for Social Welfare Services and Social Service Professions Act.

KEY PERFORMANCE AREAS: Manage social work services regarding care, support, protection and development of children and youth through relevant interventions and programmes. Facilitate implementation of developmental, therapeutic and recreational programmes for children. Manage admission and discharge of children in the centre. Provide holistic child protection services for children in the Child and Youth Care Centre (CYCC). Develop, implement and monitor behavior management strategies for children. Ensure that each child has a comprehensive care plan tailored to their needs, and that social workers are effectively implementing and reviewing these plans. Ensure reporting and management of child protection contraventions to the relevant authorities in terms of the Children's Act. Ensure capacity building of staff on child protection matters. Facilitate permanency planning of children. Manage allocation of children's cases. Facilitate compliance to Children's Act alternative care provisions. Provide professional supervision to social workers and childcare staff. Manage financial, administrative and other related functions.

POST NO 04: MANAGER SOCIAL WORK POLICY: SUBSTANCE ABUSE = 01 POST
REF No. DSD/2025/58

COMMENCING SALARY PACKAGE: R970 686.00 Per Annum (All-inclusive Package),
SALARY LEVEL: SW – B3
CENTRE: HEAD OFFICE

MINIMUM REQUIREMENTS: An NQF level 7 qualifications / Bachelor's degree in social work. A minimum of ten (10) years appropriate experience in social work after registration with the South African Council for Social Service Professions **[SACSSP]** of which five (05) years should be appropriate experience in Social Work Policy Development. Current registration with the South African Council for Social Service Professions **[SACSSP]**. A valid motor 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. Communications, Conflict management, analytical thinking, and interpretation skill. Report writing skills.

KNOWLEDGE AND SKILLS: Knowledge of the Prevention of and Treatment for Substance Abuse Act 70 of 2008 and the National Drug Master Plan. Knowledge of

Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Social Service Professions Act. White Paper for Social Welfare Services.

KEY PERFORMANCE AREAS: Facilitate the development and implementation of policies for rendering of anti-substance abuse programmes. Facilitate the establishment and monitoring of centers to combat substance abuse. Ensure effective co-ordination of Substance Abuse Forum and establishment of local Drug Action Committees. Ensure the development and implementation of programs on substance abuse in communities and in institutions. Facilitate and monitor capacity building of officers and volunteers in the field of anti-substance abuse. Manage financial, administrative and related functions.

POST NO 05: MANAGER COMMUNITY DEVELOPMENT POLICY GRADE 1: POVERTY ALLEVIATION & SUSTAINABLE LIVELIHOOD GRADE 1 = 01 POST

REF No. DSD/2025/59

COMMENCING SALARY NOTCH: R R970 686.00 Per Annum

SALARY LEVEL: CD -A11

CENTRE: HEAD OFFICE

MINIMUM REQUIREMENTS: An NQF level 7 qualifications / Bachelor's degree in development studies/social science as recognized with SAQA. A minimum of ten (10) years appropriate experience in Community Development. A valid driver's license.

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 individual and group behaviour, its 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. Presentation skills. Problem solving skills. The ability to undertake complex research. Financial management. Project Management. Computer literacy. Written and verbal communication skills. Staff management. Policy formulation and implementation. Knowledge of the Public Service Management Framework, i.e. PFMA, Labour relations etc.

KEY PERFORMANCE AREAS: Manage and ensure the implementation of policies, norms and standards for sustainable livelihood services. Draft and implement integrated development programmes that facilitate empowerment of communities towards sustainable livelihood. Develop and implement poor households profile programmes. Conduct need analysis for poor households and implement strategies and policies regarding poor households profiling programmes. Develop links and partnerships with formal and informal sectors. Manage financial, administrative and related functions

**POST NO 06: ASSISTANT MANAGER COMMUNITY DEVELOPMENT GRADE 1:
POVERTY ALLEVIATION AND SUSTAINABLE LIVELIHOOD SERVICES = 05
POSTS**

COMMENCING SALARY NOTCH: R602 361.00 per annum

SALARY LEVEL: CD – A9

CENTRES:

**CAPRICORN DISTRICT [01] Ref: DSD/2025/60,
WATERBERG DISTRICT [01] Ref: DSD/2025/61,
SEKHUKHUNE DISTRICT [01] Ref: DSD/2025/62,
VHEMBE DISTRICT [01] Ref: DSD/2025/63,
MOPANI DISTRICT [01] Ref: DSD/2025/64.**

MINIMUM REQUIREMENTS: A Bachelor's Degree in Development Studies/ Social Sciences or equivalent relevant qualification as recognized by SAQA. A minimum of eight (08) years' appropriate experience in Community Development after obtaining the required qualification. A valid motor vehicle driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Knowledge and understanding of individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions. Knowledge of community development principles. The ability and competence to manage community development structures and projects. The ability to influence individuals and groups to participate in self-empowerment ventures. The ability to undertake complex research. Problem solving and conflict resolution skills. Computer literacy. Written and verbal communication skills. Financial management. Presentation skills. Project management. Human Resource Management. Knowledge of the Public Service Management Framework, e.g. PFMA, Labour Relations Act, etc.

KEY PERFORMANCE AREAS: Coordinate the identification, facilitation and implementation of integrated development interventions in partnership with other relevant stakeholders through the efficient, effective and economical utilisation of resources by the service delivery area(s). Coordinate and manage community development service delivery area(s) to ensure that an efficient and effective community development service is delivered through the proper utilization of human, financial and physical resources. Keep up to date with new developments in the community development and management fields to enhance service delivery. Plan and ensure that research on community development is undertaken including the facilitation of complex community development research.

POST NO 07: OPERATIONAL MANAGER: NURSING GRADE 1 = 01 POST

REF No. DSD/2025/65

COMMENCING SALARY NOTCH: R549 192.00 Per Annum,

SALARY LEVEL: PN-A5

CENTRE: MAVAMBE SECURE CARE CENTRE

MINIMUM REQUIREMENTS: An appropriate Bachelor's degree or equivalent qualification at NQF Level 6 registered with SAQA. A minimum of nine (09) years appropriate experience in. Current registration with the South African Nursing Council [SANC]. A valid driver's license

KNOWLEDGE AND SKILLS: Knowledge of computer Literacy, Interpersonal Skills, Communication Skills, Report writing Skills, Financial Management, Empathy and Counselling skills. Knowledge of relevant acts and regulations in Nursing and People management and empowerment, minimum standards, performance management system, the Child Care Act, and Batho Pele Principles, administrative procedures,

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

POST NO 08: SOCIAL WORK SUPERVISOR GRADE 1 = 15 POSTS

COMMENCING SALARY NOTCH: R477 564.00 Per Annum,

SALARY LEVEL: SW-A8

CENTRES:

CAPRICORN DISTRICT [04] Mankweng [02] Ref: DSD/2025/66, Seshego One Stop Centre [01] Ref: DSD/2025/67, Senwabarwana [01] Ref: DSD/2025/68, SEKHUKHUNE DISTRICT [04] Tubatse [02] DSD/2025/69, Elias Motswaledi [01] DSD/2025/70, Makhuduthamaga [01] DSD/2025/71.

VHEMBE DISTRICT [04] Madimbo Thusong Centre [01] Ref: DSD/2025/72, Tshidimbi Welfare Office [01] Ref: DSD/2025/73, Thohoyandou SASSA [01] Ref: DSD/2025/74, Xigalo Office [01] Ref: DSD/2025/75.

MOPANI DISTRICT [03] Ba-Phalaborwa [1] Ref: DSD/2025/76, Maruleng [01] Ref: DSD/2025/77, Greater Tzaneen [01] Ref: DSD/2025/78.

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 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 09: SOCIAL WORK SUPERVISOR GRADE 1: NON-
INSTITUTIONALISED HIV/AIDS & SOCIAL RELIEF = 01 POST**
REF No. DSD/2025/79
COMMENCING SALARY NOTCH: R477 564.00 Per Annum,
SALARY LEVEL: SW-A8
CENTRE: WATERBERG DISTRICT: District 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 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 community Home-Based care. Facilitate capacity building programmes for relevant stakeholders. Facilitate HIV/AIDS programmes. Facilitate social relief of distress.

**POST NO 10: SOCIAL WORK SUPERVISOR GRADE 1: CARE & SUPPORT TO
FAMILIES = 01 POST**
REF No: DSD/2025/80
COMMENCING SALARY NOTCH: R477 564.00 Per Annum,
SALARY LEVEL: SW-A8
CENTRE: WATERBERG DISTRICT: District 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 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: Coordinate family preservation services. Monitor and evaluate services to families. Facilitate and assess dysfunctional families.

POST NO 11: SOCIAL WORK SUPERVISOR GRADE 1: CHILD PROTECTION SERVICES = 01 POST
REF No: DSD/2025/81
COMMENCING SALARY NOTCH: R477 564.00 Per Annum,
SALARY LEVEL: SW-A8
CENTRE: WATERBERG DISTRICT: District 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 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 childcare and protection services. Facilitate community-based care services for children. Facilitate foster care and adoption services.

POST NO 12: SOCIAL WORK SUPERVISOR GRADE 1: OLDER PERSONS & PERSONS WITH DISABILITIES = 02 POSTS
COMMENCING SALARY NOTCH: R477 564.00 Per Annum,
SALARY LEVEL: SW-A8
CENTRES: CAPRICORN DISTRICT: District Office [01] Ref No: DSD/2025/82,
WATERBERG DISTRICT: District Office [01] Ref No: DSD/2025/83.

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 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: Coordinate the implementation of older persons and persons with disability. Facilitate Social Work Services to the elderly. Facilitate Integrated disability services.

POST NO 13: SOCIAL WORK SUPERVISOR GRADE 1: SERVICE STANDARDS, QUALITY ASSURANCE & GOVERNANCE = 01 POST
REF No: DSD/2025/84
COMMENCING SALARY NOTCH: R477 564.00 Per Annum,
SALARY LEVEL: SW-A8
CENTRE: MOPANI DISTRICT: District 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 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: Manage integrated social work services. Coordinate the implementation of social service norms and standard. Coordinate social welfare institutional services. Ensure compliance with South African Council for Social services Professions.

POST NO 14: COMMUNITY DEVELOPMENT SUPERVISOR GRADE 1= 10 POSTS
SALARY: COMMENCING NOTCH: R453 201.00 per annum
SALARY LEVEL:CD-A7
CENTRES:

CAPRICORN DISTRICT: [02] Lepelle-Nkumpi [01] Ref: DSD/2025/85, Ratshatsha [01] Ref: DSD/2025/86.

WATERBERG DISTRICT:[02] Thabazimbi [01] Ref: DSD/2025/87, Bela-Bela [01] Ref: DSD/2025/88.

SEKHUKHUNE DISTRICT: [02] Fetakgomo [01] Ref: DSD/2025/89, Lukau [01] Ref: DSD/2025/90.

VHEMBE DISTRICT: [02] Makhado [01] Ref: DSD/2025/91, Collins Chabane [01] Ref: DSD/2025/92.

MOPANI DISTRICT: [02] Lebaka One Stop Centre [01] Ref: DSD/2025/93, Dzumeri [01] DSD/2025/94.

MINIMUM REQUIREMENTS: An NQF level 7 qualifications / Bachelor's Degree in Development Studies Science or equivalent qualification as recognized by SAQA. A minimum of seven (07) years' appropriate experience in Community Development after obtaining the required qualification. A valid motor vehicle driver's license (with the exception of person with disabilities).

KNOWLEDGE AND SKILLS: Knowledge and understanding of individual and group behaviour, it 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. Problem solving and conflict resolution skills. Computer literacy. Written and verbal communication skills. The ability to undertake complex research. Financial management.

Presentation skills. Project management. Human resource management. Policy formulation and implementation. 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 is communication and coordination with all the relevant role players, internal and external. Perform administrative support on community development and related activities. Keep up to date with the new developments in the community development field to enhance service delivery.

POST NO 15: OCCUPATIONAL THERAPIST GRADE 1 = 01 POST

Ref: DSD/2025/95

COMMENCING SALARY NOTCH: R397 233.00 Per Annum,

SALARY LEVEL: OT GR 1

CENTRE: POLOKWANE WELFARE COMPLEX

MINIMUM REQUIREMENTS: An NQF level 7 qualifications / Bachelor's degree in degree in Occupational Therapy, equivalent qualification as recognized by SAQA. Current registration with the Health Professions Council of South Africa [HPCSA] as an Occupational Therapist. A 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. Basic supervisory skills. Experience in a clinical tertiary setting with complex cases would be an advantage.

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. To provide optimal and evidence based occupational therapy in individual and group settings for in, out and clinics patients. To administer standardized and clinical assessments to patients requiring FCEs and other clinical reports. To perform and complete administrative functions including record keeping, statistics, participate in various meetings and awareness campaigns. To plan for and participate in internal and external audits and ensure departmental standards and effective service delivery. To participate in the performance management and training and development programs within the department. To supervise junior level staff. To supervise allocated students and learners. Assessment and treatment of patients in allocated work.

POST NO 16: SOCIAL WORKER GRADE 1 = 12 POSTS

COMMENCING SALARY NOTCH: R325 200.00 Per Annum,

SALARY LEVEL: SW-A4

CENTRES: CAPRICORN DISTRICT [04] Buffelshoek [02] Ref: DSD/2025/96, Lepelle-Nkumpi [01] Ref: DSD/2025/97, Ratshatsha [01] Ref: DSD/2025/98,

WATERBERG DISTRICT [03] Vaalwater (Mabatlane) [01] Ref: DSD/2025/99, Modimolle-Mookgophong [01] Ref: DSD/2025/100, Thabaleshoba [01] Ref: DSD/2025/101,

SEKHUKHUNE DISTRICT [03] Sempupuru [01] Ref: DSD/2025/102, Makhuduthamaga [01] Ref: DSD/2025/103, Praktiseer [01] Ref: DSD/2025/104, Leboeng [01] Ref: DSD/2025/105

VHEMBE DISTRICT: Makhado [01] Ref: DSD/2025/106.

MINIMUM REQUIREMENTS: An NQF level 7 qualifications / 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 vulnerable individuals, group, families and communities. 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.

POST NO 17: CHIEF REGISTRY CLERK: PERSONNEL RECORD = 02 POSTS

COMMENCING SALARY NOTCH: R 325 101.00 per annum

SALARY LEVEL: 7

CENTRES: SEKHUKHUNE DISTRICT [01] Ref: DSD/2025/107, VHEMBE DISTRICT [01] Ref: DSD/2025/108.

MINIMUM REQUIREMENTS: An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. Qualifications/Certificate in Records and Archives will be an added advantage. A minimum of 2-3 years' experience in Records/Registry. A valid motor vehicle driver's licence. (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry

KEY PERFORMANCE AREAS: Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and record management service. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing and process documents for archiving and/disposal. Supervise human resources/staff

POST NO 18: PERSONAL ASSISTANT = 02 POSTS

COMMENCING SALARY NOTCH: R 325 101.00 per annum

SALARY LEVEL: 07

CENTRES: HEAD OFFICE: Office of the Chief Director: Social Welfare Services [01] Ref: DSD/2025/109, POLOKWANE WELFARE COMPLEX: Office of the Director: Head of Institution [01] Ref: DSD/2025/110.

MINIMUM REQUIREMENTS: An appropriate NQF 6 in Management Assistance/ Secretarial/Office Management/Public Administration/Management or equivalent relevant qualification as recognised by SAQA. A minimum of 1-2 years' experience in rendering support to senior management. A 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 19: PROFESSIONAL NURSE GRADE 1 = 05 POSTS

COMMENCING SALARY NOTCH: R324 384.00 Per Annum,

SALARY LEVEL: PN - A4

CENTRES: POLOKWANE WELFARE COMPLEX [01] Ref: DSD/2025/111, CAPRICORN DISTRICT: Sekutupu Old Age Home [01] Ref: DSD/2025/112, SESHEGO TREATMENT CENTRE [03] Ref: DSD/2025/113.

MINIMUM REQUIREMENTS: Basic R425 qualification i.e. An NQF level 6 / 7 qualifications in Nursing or equivalent qualification as recognised by SAQA. Current registration with the South African Nursing Council as a Professional nurse.

KNOWLEDGE: SKILLS AND COMPETENCIES: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, OHSA, Patient Right Charter etc. Good communication skills. Report writing skills. Facilitation skills. Liaison and networking skills. Supervision skills. Information management. Computer literacy.

DUTIES: KEY PERFORMANCE AREAS: Provide nursing and occupational therapy services to children and youth / older persons in the centre. Provide direction and supervision of nursing in the centre for the implementation of the Nursing plan [Clinical practice and quality patient care]. Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to the nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Patient transfer to other health facilities.

POST NO 20: COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 = 02 POSTS

COMMENCING SALARY NOTCH: R278 169.00 per annum

SALARY LEVEL: CD- A4

CENTRES: CAPRCIRON DISTRICT: Lepelle-Nkumpi [01] DSD/2025/114, SEKHUKHUNE DISTRICT: Tubatse [01] DSD/2025/115.

MINIMUM REQUIREMENTS: An appropriate Bachelor's degree in Social Sciences 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, 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 21: CHILD & YOUTH CARE SUPERVISOR GRADE 1 = 01 POST

REF No: DSD/2025/116

COMMENCING SALARY NOTCH: R255 534.00 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, the Child Care Act, Batho Pele Principles, 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 22: LEGAL ADMINISTRATION OFFICER = 01 POST

REF No: DSD/2025/117

COMMENCING SALARY NOTCH: R 252 855 .00 per annum

SALARY LEVEL: MR - 4

CENTRE: HEAD OFFICE

MINIMUM REQUIREMENTS: An appropriate Bachelor's degree in Law (LLB) or equivalent relevant qualification. A minimum of 5 years' experience after obtaining the degree. A valid motor vehicle driver's licence (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS: Sound knowledge of South African legal system and applicable legislation relevant to social development. Knowledge of Public Finance Management Act. Legal drafting and interpretation skills. Strong administrative and organizational skills. Excellent written and verbal communication. Computer literacy (MS Word, Excel, Outlook). Ability to work independently and under pressure. Analytical skills. Dispute resolution. Legal research. Project management skills. Policy analysis and interpretation skills.

KEY PERFORMANCE AREAS: Draft, edit and/or review legal documents including contracts, memoranda, opinions, and correspondence. Provide legal support in the interpretation and application of relevant legislation, including the Constitution, the Children's Act, the Older Persons Act, and the Social Assistance Act. Assist in the preparation of legal opinions and advice for departmental units. Manage and maintain legal case files and records. Assist in handling of litigation matters involving the Department in liaison with the State Attorney's office. Support labour relations cases and disciplinary hearings by preparing documentation and assisting with procedural compliance. Participate in legislative and policy development processes affecting the department. Conduct legal research to support the functions of the Legal Services Directorate. Ensure compliance with PAIA, POPIA, and other statutory frameworks. Monitor the implementation of legal instructions and advice within the department.

POST NO 23: ARTISAN (PRODUCTION) GRADE A = 05 POSTS

COMMENCING SALARY NOTCH: R243 597.00 per annum

SALARY LEVEL: GRADE A

CENTRES:

POLOKWANE WELFARE COMPLEX [01] DSD/2025/118

CAPRICORN DISTRICT: Sekutupu Old Age Home [01] Ref No: DSD/2025/119,

WATERBERG DISTRICT [01] Ref No: DSD/2025/120,

MOPANI DISTRICT [01] Ref No: DSD/2025/121,

VHEMBE DISTRICT [01] Ref No: DSD/2025/122.

MINIMUM REQUIREMENTS: An appropriate recognized Trade Test Certificate as recognised by SAQA. A valid motor vehicle driver's license (with exception of people with disabilities).

KNOWLEDGE AND SKILLS: Knowledge of relevant Acts and regulations. Electrical maintenance Manual. Health and safety measures. Technical analysis. Computer aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity. Self-Management. Customer focus and responsiveness. Good Communication Skills. Computer skills. Planning and organizing.

KEY PERFORMANCE AREAS: Maintain and repair of electricals in the facility. Identification of minor electrical faults. Construction of all minor electrical projects. Attend to job cards. Perform electrical related duties. Do electrical faults finding.

POST NO 24: HUMAN RESOURCE CLERK = 02 POSTS

COMMENCING SALARY NOTCH: R228 321.00 per annum

SALARY LEVEL: 5

CENTRE: SESHEGO TREATMENT CENTRE [01] Ref No. DSD/2025/123,

CAPRICORN DISTRICT: Lepelle-Nkumpi [01] Ref No. DSD/2025/124.

MINIMUM REQUIREMENTS: An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. A qualification in HRM/D will be an added advantage.

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. Persal literacy.

KEY PERFORMANCE AREAS: Facilitate Recruitment and Selection of Employees (Appointments, Security Background Checks, verification of qualifications, secretariat functions at interviews/shortlisting, probationary periods etc.). Administration of condition of service. Administration of Service Benefit. Facilitation of Transfers. Facilitate Human Resource Training & Development. Render Performance Management and Development Services.

POST NO 25: ADMINISTRATION CLERK: ASSET MANAGEMENT = 02 POSTS

COMMENCING SALARY NOTCH: R 228 321.00 Per Annum

SALARY LEVEL: 05

CENTRE: VHEMBE DISTRICT: District Office [01] DSD/2025/125, SEKHUKHUNE

DISTRICT: District Office [01] DSD/2025/126

MINIMUM REQUIREMENTS: An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. A qualification in Public Management / Administration and/or Finance will be an added advantage.

KNOWLEDGE AND SKILLS: Computer literacy skills. Good verbal and written communication skills. Interpersonal relations. Planning and organising. Language skills. Teamwork. Aptitude of figures. Basic numeracy skills. Ability to perform routine tasks. Ability to operate office equipment and Accuracy. Basic knowledge of financial functions, practices as well as the ability to capture data. Allocate financial statistics. Basic knowledge and insight of the Public Service financial legislations. Procedures and treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc).

KEY PERFORMANCE AREAS: Carry-out the barcoding of Assets in the District. Registering of Asset. Conduct Asset verification in the District.

POST NO 26: ADMIN CLERK: FINANCIAL MANAGEMENT = 01 POST

REF No: DSD/2025/127

COMMENCING SALARY NOTCH: R 228 321.00 Per Annum

SALARY LEVEL: 05

CENTRE: POLOKWANE WELFARE COMPLEX

MINIMUM REQUIREMENTS: An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. A qualification in Public Management / Administration and/or Finance will be an added advantage.

KNOWLEDGE AND SKILLS: Computer literacy skills. Good verbal and written communication skills. Interpersonal relations. Planning and organising. Language skills. Teamwork. Aptitude of figures. Basic numeracy skills. Ability to perform routine tasks. Ability to operate office equipment and Accuracy. Basic knowledge of financial functions, practices as well as the ability to capture data. Allocate financial statistics. Basic knowledge and insight of the Public Service financial legislations. Procedures and treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc).

KEY PERFORMANCE AREAS: Receive invoices, Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). Capture and record transactions on financial systems. Receive, verify and process supplier invoices for payments. Maintain, update and organise financial records and filing systems. Reconcile accounts, payments registers and other financial records. Assist in the preparation of financial reports. Provide documentation and administrative support during audits and financial reviews. Ensure

adherence to PFMA, Treasury regulations and internal financial policies. Render asset management and clerical support services. Render logistical support services.

POST NO 27: STAFF NURSE GRADE 1 = 02 POSTS

COMMENCING SALARY NOTCH: R 220 614 .00 Per Annum

SALARY LEVEL: SN 1

CENTRE: SEKUTUPU OLD AGE HOME [01] Ref: DSD/2025/128, MAVAMBE SECURE CARE CENTRE [01] Ref: DSD/2025/129

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

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.

DUTIES: KEY PERFORMANCE AREAS: Development and implementation of 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. provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Filling of record

POST NO 28: OCCUPATIONAL THERAPIST ASSISTANT GRADE 1 = 01 POST

Ref: DSD/2025/130

COMMENCING SALARY NOTCH: R217 092.00 Per Annum,

SALARY LEVEL: OTA – Gr 1

CENTRE: POLOKWANE WELFARE COMPLEX

MINIMUM REQUIREMENTS: Grade 12/NQF Level 04 or equivalent qualification as recognized by SAQA. Certificate of registration with the Health Professions Council of South Africa [HPCSA]. Current registration with the Health Professions Council of South Africa [HPCSA] as an Occupational Therapist Assistant.

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

KEY PERFORMANCE AREAS: Render occupational therapy services in accordance with rules and regulations of HPCSA. Treatment of patients under direct supervision of the Occupational Therapist using protocols and procedures are designed by the department's -facilitate group therapeutic activity programmes and contribute in patient skills development and training. Organise patients functions and health awareness calendar events, sports and recreational services is allocated units/wards. Implement appropriate rehabilitation intervention under supervision of the Therapist. Execute necessary admin duties related to patient care. Participate in own and other professional development.

POST NO 29: CHILD AND YOUTH CARE TEAM LEADER = 03 POSTS

COMMENCING SALARY NOTCH: R 203 748.00 Per Annum

SALARY LEVEL: CYC – A3

CENTRES:

POLOKWANE WELFARE COMPLEX [01] Ref: DSD/2025/131,

SEKHUKHUNE DISTRICT: Tubatse Child & Youth Care Centre [02] Ref: DSD/2025/132,

MINIMUM REQUIREMENTS: An appropriate recognized NQF Level 04 (Grade 12) or equivalent qualification and an FET Certificate in child and youth care equivalent to an NQF Level 04 qualification as recognized by SAQA. A minimum of Seven (07) years appropriate experience in 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 and understanding of the legislative framework (Children's Act, Child Care Act, Child Justice Act) governing the secure care centres. Good communication and listening skills, Ability to intervene and resolve conflict, good time keeping, Ability to maintain confidentiality. Experience in secure care environment will be an added advantage.

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

POST NO 30: LAUNDRY AID SUPERVISOR = 01 POST

REF No: DSD/2025/133

COMMENCING SALARY NOTCH: R 193 359.00 Per Annum

SALARY LEVEL: 04

CENTRE: VHEMBE DISTRICT: Thohoyandou Child & Youth Care Centre

MINIMUM REQUIREMENTS: Grade 10 / ABET / AET Level 04. Three (03) years of related experience required.

KNOWLEDGE AND SKILLS: Basic computer literacy. Ability to motivate and guide laundry staff, delegate tasks effectively and foster a positive work environment. Good verbal and non-verbal communication with staff, management and other departments. Identifying and resolving issues related to equipment malfunctions, staffing shortage or quality control problems. Ability to train new staff on laundry procedures, safety protocols and equipment operation.

KEY PERFORMANCE AREAS: Check and verify laundry machine functioning. Supervise loading of linen onto the washing machine in line with laundry guidelines or protocols. Identify and send linen for mending. Receive and record collected linen in the linen receiving/depositing area. Record sorted dirty or soiled linen in the linen register. Supervise offloading of the washed linen from the washing machine. Check and monitor condition of laundry machine equipment. Supervise and monitor cleaning of laundry equipment in line with environmental/ health safety standards. Check compliance of laundry. Allocate functions to staff. Supervise provision of laundry services. Develop allocation schedules or duty rooster.

POST NO 31: SOCIAL AUXILIARY WORKER GRADE 1 = 02 POSTS

COMMENCING SALARY NOTCH: R 192 972.00 Per Annum

SALARY LEVEL: SW – A1

CENTRE: CAPRICORN DISTRICT: Groethoek [01] Ref No: DSD/2025/134, Ceres [01] Ref No: DSD/2025/135.

MINIMUM REQUIREMENTS: An appropriate recognized 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 development social welfare services also the role of social auxiliary worker within this context. Define and demonstrate understanding of the purpose of social auxiliary work also with the role and functions of a social auxiliary worker in relation to a social worker within South African context. Consistently reflect the values and principles contained in the Bill of Rights, and 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, the legislations 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 system. 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 services to the social worker. Demonstrate basic knowledge of financial matters related to social auxiliary work. Demonstrate self-awareness regarding personal capacities, attitudes skills and 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 32: CHILD AND YOUTH CARE WORKER GRADE 1 = 14 POSTS

COMMENCING SALARY NOTCH: R184 320.00 Per Annum

SALARY LEVEL: CYC – A1

CENTRES:

MAVAMBE SECURE CARE CENTRE [01] DSD/2025/136,

CAPRICORN DISTRICT: Sekutupu Old Age Home [02] Ref: DSD/2025/137,

SEKHUKHUNE DISTRICT: Tubatse Child & Youth Care Centre [03] Ref: DSD/2025/138,

VHEMBE DISTRICT: Thohoyandou Child & Youth Care Centre [04] REF: DSD/2025/139,

MOPANI DISTRICT: Irish House [04] REF: DSD/2025/140.

MINIMUM REQUIREMENTS: An appropriate recognized NQF Level 04 (Grade 12) or equivalent qualification and an FET Certificate in child and youth care equivalent to an NQF Level 04 qualification as recognized 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. Good communication skills, Good interpersonal relationships, Ability to handle pressure. Honesty and confidentiality, customer care skills. Experience in secure care environment will be an added advantage.

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 or 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 33: DRIVER = 01 POST

REF DSD/2025/141

COMMENCING SALARY NOTCH: R 163 680.00 Per Annum

SALARY LEVEL: 03

CENTRE: VHEMBE DISTRICT: Mtsetweni Child & Youth Care Centre

MINIMUM REQUIREMENTS: An appropriate NQF Level 03 (Grade 10 / ABET / AET) or equivalent qualifications as recognized by SAQA. Valid motor vehicle driver's licence plus Public Driving Permit (PDP).

KNOWLEDGE AND SKILLS: Knowledge of the Province in which functions will be performed. Knowledge of the procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre). Knowledge of the prescripts for the correct utilisation of the motor vehicle and the requirements for the storage of the vehicle. Knowledge of the procedures to ensure that the motor vehicle is maintained properly.

KEY PERFORMANCE AREAS: Transport Officials to various places. Monitor performance and conditions of government vehicles. Perform routine maintenance on

the allocated vehicle and report defects timely. Complete all the required prescribed records and logbooks with regard to the vehicle and the goods handled.

POST NO 34: HOUSEHOLD AID = 02 POSTS

REF: DSD/2025/142

COMMENCING SALARY NOTCH: R138 486.00 per annum

SALARY LEVEL: 02

CENTRE: CAPRICORN DISTRICT: Sekutupu Old Age Home

MINIMUM REQUIREMENTS: Junior Certificate or STD 8/GRADE 10/AET/ABET or equivalent qualification. Ability to read and write.

KNOWLEDGE AND SKILLS: Knowledge of Batho Pele Principles. Knowledge of hygiene, safety, and an understanding of household management. Knowledge of basic safety and hygiene practices. Knowledge of infection control and hazard monitoring. Interpersonal skills. Communication skills. Time management. Customer service skills and adaptability.

KEY PERFORMANCE AREAS: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage and disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Store all cleaning equipment and products neatly in the designated and lockable cupboards.

POST NO 35: LAUNDRY AID = 03 POSTS

COMMENCING SALARY NOTCH: R 138 486.00 Per Annum

SALARY LEVEL: 02

CENTRES:

CAPRICORN DISTRICT: Sekutupu Old Age Home [01] Ref: DSD/2025/143,

MOPANI DISTRICT: Irish House [01] Ref: DSD/2025/144,

SEKHUKHUNE DISTRICT: Tubatse Child & Youth Care Centre [01] Ref: DSD/2025/145.

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

KNOWLEDGE AND SKILLS: Communication skills. Interpersonal skills. 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 36: FOOD SERVICE AID = 01 POST
REF: DSD/2025/146
COMMENCING SALARY NOTCH: R 138 486 Per Annum
SALARY LEVEL: 02
CENTRE: CAPRICORN DISTRICT: Sekutupu Old Age Home

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

KNOWLEDGE AND SKILLS: Good communication skills. Interpersonal skills.

KEY PERFORMANCE AREAS: Prepare and serve meals to children and youth. Cleaning and purification of the kitchen, canteen and equipment.

POST NO 37: GROUNDSMAN/WOMAN = 10 POSTS
COMMENCING SALARY NOTCH: R 138 486 Per Annum
SALARY LEVEL: 02

CENTRES:

CAPRICORN DISTRICT: [02] Mankweng [01] Ref: DSD/2025/147, Mafefe [01] Ref: DSD/2025/148.

WATERBERG DISTRICT:[02] Phagameng [01] Ref: DSD/2025/149, Bela-Bela [01] Ref: DSD/2025/150.

SEKHUKHUNE DISTRICT: [02] Fetakgomo [01] Ref: DSD/2025/151, Makhuduthamaga [01] Ref: DSD/2025/152.

VHEMBE DISTRICT: [02] Musina One Stop Centre [01] Ref: DSD/2025/153, Tshitale One Stop Centre [01] Ref: DSD/2025/154.

MOPANI DISTRICT [02] Gawula [01] Ref: DSD/2025/155, Namakgale [01] DSD/2025/156.

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

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.

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 equipment's and tools; Repair minor defects of gardening equipment and tools Keep gardening materials and equipment: Cleaning or machines and equipment's after use; Request gardening materials.

POST NO 38: CLEANER = 10 POSTS

COMMENCING SALARY NOTCH: R 138 486 Per Annum

SALARY LEVEL: 02

CENTRES:

CAPRICORN DISTRICT [04] District Office [01] REF: DSD/2025/157, Mafefe [01] REF: DSD/2025/158, Botlokwa [01] REF: DSD/2025/159, Sekutupu Old Age Home [01] REF: DSD/2025/160.

WATERBERG DISTRICT [02] Phagameng [01] DSD/2025/161, Bela-Bela [01] DSD/2025/162,

VHEMBE DISTRICT: Malamulele Welfare Office [01] REF: DSD/2025/163, Tshidimbini Welfare Complex [01] REF: DSD/2025/164,

MOPANI DISTRICT: Irish House [2] REF: DSD/2025/165.

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

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.

KEY PERFORMANCE AREAS: Render cleaning services. Use and keep all cleaning goods and materials properly. Requisition of cleaning materials. Ensure infection control. Store all cleaning equipment and products neatly in the designated cupboards. Provide assistance in the preparation of meetings in the boardroom.

“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 / TUBATSE CYCC	015 632 9900 Ms MG Maepa	Director: Sekhukhune District Private Bag X80 LEBOWAKGOMO 0737	Old Parliament Building LEBOWAKGOMO
VHEMBE DISTRICT / THOHOYANDOU CYCC / MTSETWENI 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 Mr S Moloto	Director: Waterberg District Private Bag X1051 MODIMOLLE 0510	Corner Elias Motswaledi & Thabo Mbeki Street MODIMOLLE
MOPANI DISTRICT / IRISH HOUSE	015 811 4300 Mr G Muhlarhi	Director: Mopani District Private Bag X9689 GIYANI 0826	Unigaz Road GIYANI Section A

