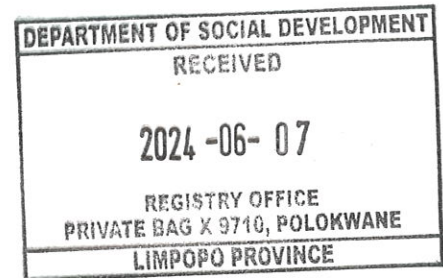




**LIMPOPO**  
**PROVINCIAL GOVERNMENT**  
 REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF**  
**SOCIAL DEVELOPMENT**

Ref : S3/1/1  
 Enq : Ms BR Mamiane  
 To : All Government Departments



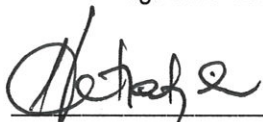
**DEPARTMENTAL CIRCULAR NO 21 OF 2024**

**ADVERTISEMENT OF VACANT POSTS**

1. Applicants are hereby invited from suitably qualified candidates for vacant posts as per the attached "Annexure A"
2. All the recommended candidates will be subjected to personnel suitability checks on criminal records, citizenship and educational qualifications. It is the responsibility of the candidate to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
3. All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department.
4. Applications for **Head Office** should be addressed to: Acting Head of Department, Limpopo Department of Social Development, Private Bag X9710, **POLOKWANE**, 0700 or hand-delivered at 21 Biccard Street, Olympic Towers Building, Ground Floor Office. Correspondence will be limited with the short-listed candidates only. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Shortlisted applicants should be willing to undergo normal vetting and verification process as well as other relevant security and pre-employment checks as prescribed by the Minimum Information Security Standards. Consequently the appointment will be subject to positive outcomes on these processes, which includes amongst others security clearance, security vetting, qualification verification, criminal record verification and reference checks. Appointment to some of this post will be provisional, pending the issue of a positive security clearance. Therefore, the appointment will be reconsidered/possibly terminated in case where the applicant failed to get a positive security clearance.
5. Applications for District/Institutions should be addressed to District Director as per the Attached "Annexure B"
6. **Applicants are not required to submit certified copies of educational qualifications, academic record, identity document and a valid driver's licence (where required) with their application.**

**Only shortlisted candidates will be required to submit certified copies on or before the day of the interview.** Z83 forms is obtainable from all Government Departments or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.gov.za](http://www.gov.za) . It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. The recommended candidate will be subjected to security clearance procedures. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts (applicable to salary level 9 and employees within Supply Chain Management and Finance Units).

7. The closing date for applications is **5 JULY 2024** at 16h00.
8. Limpopo Department of Social Development is an equal opportunity and Affirmative Action Employer. Designed race groups, females and People with disabilities are encouraged to apply. Correspondence will be entered into with short-listed candidates only. Faxed applications will not be considered.
9. **Please note:** Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.
10. The contents of this circular will also be posted on the following websites [www.dsd.limpopo.gov.za](http://www.dsd.limpopo.gov.za)/[www.limpopo.gov.za](http://www.limpopo.gov.za) / [www.dpsa.gov.za](http://www.dpsa.gov.za)
11. General enquiries about the advertised post should be directed to Ms ME Gafane or Mr QLM Mogotlane at 015 230 4315/ 4375.



Ms NA Setlatjile

06/06/2024  
Date

Acting Head of Department

**POST NO 01: MANAGER SOCIAL WORK POLICY: CHILD CARE & PROTECTION = 01 POST**

**REF NO: DSD/2024/12**

**ALL-INCLUSIVE REMUNERATION PACKAGE: R920 082.00 per annum**

**SALARY LEVEL: SW-B3**

**CENTRE: HEAD OFFICE: POLOKWANE**

**MINIMUM REQUIREMENTS:** Qualifications and Competencies: A Bachelor's Degree in Social Work or equivalent qualification as recognized by SAQA. A minimum of ten (10) years' appropriate experience in social work after registration as a social worker 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 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 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 02: MANAGER SOCIAL WORK POLICY: SOCIAL CRIME PREVENTION = 01 POST**

**REF NO: DSD/2024/13**

**ALL-INCLUSIVE REMUNERATION PACKAGE: R920 082.00 per annum**

**SALARY LEVEL: SW-B3**

**CENTRE: HEAD OFFICE: POLOKWANE**

**MINIMUM REQUIREMENTS:** Qualifications and Competencies: A Bachelor's Degree in Social Work or equivalent qualification as recognized by SAQA. A minimum of ten (10) years' appropriate experience in social work after registration as a social worker 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 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 of Child Justice Act 75 Of 2008, Probation Services Act 116 of 1991, 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:** Ensure the implementation of the operational, procedural guidelines and protocols for the implementation of all Social Crime Prevention and Probation Services policies, strategies, programmes and minimum standards.

Facilitate implementation of the Child Justice Act No 75 of 2008 and Probation Services Act No 116 of 1991. Facilitate compliance to Blueprint on Secure Care Centers. Ensure that all diversion committees (Site Verification, Quality Assurance and Accreditation) are established and functions in accordance with the legislative mandates. Oversee the implementation of Social Crime Prevention Systems (PCM, CYCA, ADS) Facilitate capacity building of officials and stakeholders on probation and diversion services. Facilitate development of Secure Care Centre policies. Manage registration of Secure Care Centres. Facilitate development and implementation of programmes in Secure Care Centers and Diversion programmes. Facilitate and manage intersectoral collaboration with key stakeholders in the Justice Crime Prevention and Security Cluster (JCPS). Initiate and participate in all Social Crime Prevention and Probation promotion to ensure consistent communication of relevant, accurate and comprehensive information on the programme. Participate in and monitor capacity building of service providers in Social Crime Prevention and Probation programme empowerment. Ensure that all social service providers adhere to relevant International, Regional and National instruments, Policies and Legislation pertaining to children and youth in conflict with the law and at risk. Manage financial, administrative and related functions.

**POST NO 03: SOCIAL WORK MANAGER: SOCIAL WELFARE SERVICES = 02 POSTS**

**ALL-INCLUSIVE REMUNERATION PACKAGE: R920 082.00 per annum**

**SALARY LEVEL: SW-A10**

**CENTRE: WATERBERG DISTRICT [1] REF: DSD/2024/14, SEKHUKHUNE DISTRICT [1] REF: DSD/2024/15**

**MINIMUM REQUIREMENTS:** Qualifications and Competencies: A Bachelor's Degree in Social Work or equivalent qualification as recognized by SAQA. A minimum of ten (10) years' 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 sources 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 services 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 developments in the social work and management fields. Plan and ensure that social work research and development are undertaken. Undertake complex social work research. Perform and/or ensure that all the administrative functions required in the unit are performed.

**POST NO 04: MANAGER COMMUNITY DEVELOPMENT POLICY: YOUTH & WOMEN DEVELOPMENT SERVICES = 01 POST**

**REF NO: DSD/2024/16**

**ALL-INCLUSIVE REMUNERATION PACKAGE: R920 082.00 per annum**

**SALARY LEVEL: CD-B4**

**CENTRE: HEAD OFFICE: POLOKWANE**

**MINIMUM REQUIREMENTS:** Qualifications and Competencies: A Bachelor's Degree in Development Studies/Social Science or equivalent qualification as recognized by SAQA. A minimum of ten (10) 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).

**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 of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Social Service Professions Act. 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:** Coordinate and Monitor the implementation of Youth and Women Development Programmes; Skills Development and Job Creation Programmes, Entrepreneurship Development Programmes, Youth Mobilisation Programmes, Linking Mobilised Youth to Economic Opportunities, Mainstreaming Youth Development Programmes, Women Empowerment Programmes, Advocacy and awareness programmes for youth and women. Coordinate and monitor implementation of Women and Youth Forums in the Social Sector. Coordinate and Monitor the implementation of youth NPOs and income generating projects for women (Cooperatives) funding. Manage financial, administrative and related functions.

**POST NO 05: DEPUTY DIRECTOR: INFRASTRUCTURE MANAGEMENT SERVICES = 01 POST**

**REF NO: DSD/2024/17**

**ALL-INCLUSIVE REMUNERATION PACKAGE: R849 702.00 per annum**

**SALARY LEVEL: 11**

**CENTRE: HEAD OFFICE**

**MINIMUM REQUIREMENTS: Qualifications and Competencies:** An appropriate undergraduate qualification at NQF level 6 in Civil Engineering or equivalent qualification as recognised by SAQA. 3 - 5 years relevant experience on Junior management level in Infrastructure Management/Civil Engineering/Electrical Engineering. A valid motor vehicle 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 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 business plan in line with the strategic objectives of the department. Ensure that all works adhere to prescribed OHS standard. Manage and monitor the implementation of capital and maintenance of Facilities. Risk control over state owned property. Manage financial, administrative and related functions.

**POST NO 06: DEPUTY DIRECTOR: FINANCIAL MANAGEMENT SERVICES = 01 POST**

**REF NO: DSD/2024/18**

**ALL-INCLUSIVE REMUNERATION PACKAGE: R849 702.00 per annum**

**SALARY LEVEL: 11**

**CENTRE: VHEMBE DISTRICT**

**MINIMUM REQUIREMENTS: Qualifications and Competencies:** An appropriate undergraduate qualification at NQF level 6 in Financial Management/Accounting/Financial Accounting/Supply Chain Management or equivalent qualification as recognised by SAQA. 3 - 5 years relevant experience on Junior management / Supervisory level in Financial Management/Budgeting and Reporting/Supply Chain Management. A valid motor vehicle 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 of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Knowledge of The White Paper on the Transformation of the Public Service of 1997. 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, Bas and Logis literacy.

## “ANNEXURE A”

**KEY PERFORMANCE AREAS:** Develop the business plan in line with the strategic objectives of the department. To coordinate the implementation of financial accounting and budgeting. To coordinate the implementation of supply chain management. To coordinate the implementation of facilities management. Manage financial, administrative and related functions.

**POST NO 07: DEPUTY DIRECTOR: CORPORATE SERVICES = 01 POST**

**REF NO: DSD/2024/19**

**ALL-INCLUSIVE REMUNERATION PACKAGE: R849 702.00 per annum**

**SALARY LEVEL: 11**

**CENTRE: MOPANI DISTRICT**

**MINIMUM REQUIREMENTS: Qualifications and Competencies:** An appropriate undergraduate qualification at NQF level 6 in Public Administration/HRM/HRD/Employee Relations or equivalent qualification as recognised by SAQA. 3 - 5 years relevant experience on Junior management / supervisory level in one of the units under Corporate Services. A valid motor vehicle 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 of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Knowledge of The White Paper on the Transformation of the Public Service of 1997. 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. Personal literacy.

**KEY PERFORMANCE AREAS:** Develop the business plan in line with the strategic objectives of the District Corporate Services. Manage and coordinate Human Resource Management processes. Manage and coordinate Human Resource Development and Planning processes. Manage and coordinate Employee Relations Services. Manage and ensure effective and efficient logistical services. Formulate and manage the component's budget. Manage and utilize human resources in accordance with the relevant directive and legislation. Manage financial, administration and related functions.

**POST NO 08: ASSISTANT DIRECTOR: TRANSFORMATION & CHANGE MANAGEMENT = 01 POST**

**REF NO: DSD/2024/20**

**SALARY: COMMENCING NOTCH: R444 036.00 per annum**

**SALARY LEVEL: 9**

**CENTRE: CAPRICORN DISTRICT**

**MINIMUM REQUIREMENTS: Qualifications and Competencies:** An appropriate National Diploma/Bachelor's degree at NQF level 6 in Social Science or equivalent qualification as recognised by SAQA. A minimum of 3-5 years experience at lower Management / Supervisory level within Transformation & Change Management. A valid driver's licence (with the exception

## “ANNEXURE A”

of persons with disabilities). Experience in Transformation & Change Management will be an added advantage.

**KNOWLEDGE AND SKILLS:** Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Knowledge of The White Paper on the Transformation of the Public Service of 1997. 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:** Develop the business plan in line with the strategic objectives of the Department. Coordinate the development of institutional service standards. Provide service delivery optimisation programme. Coordinate and manage complaints by the public and governance structures. Manage and coordinate gender mainstreaming and women empowerment.

### **POST NO 09: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT = 03 POSTS**

**SALARY: COMMENCING NOTCH: R444 036.00 per annum**

**SALARY LEVEL: 9**

**CENTRE: CAPRICORN DISTRICT [1] REF: DSD/2024/21, WATERBERG DISTRICT [1] REF: DSD/2024/22, VHEMBE DISTRICT [1] REF: DSD/2024/23**

**MINIMUM REQUIREMENTS: Qualifications and Competencies:** An appropriate undergraduate qualification at NQF level 6 in Financial Management / Supply Chain Management or equivalent qualification as recognised by SAQA. 3 - 5 years relevant experience on lower management / Supervisory level in Supply Chain Management. 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). Knowledge of The White Paper on the Transformation of the Public Service of 1997. 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. Logis literacy.

**KEY PERFORMANCE AREAS:** Develop the business plan in line with the strategic objectives of the department. Manage demand and acquisition. Ensure effective assets management. Provide purchasing and stores management. Provide transport management services within the institutions. Manage financial, administrative and related functions.

### **POST NO 10: ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT = 02 POSTS**

**SALARY: COMMENCING NOTCH: R444 036.00 per annum**

**SALARY LEVEL: 9**

**CENTRE: CAPRICORN DISTRICT [1] REF: DSD/2024/24, WATERBERG DISTRICT [1] REF: DSD/2024/25**

**MINIMUM REQUIREMENTS: Qualifications and Competencies:** An appropriate undergraduate qualification at NQF level 6 in Human Resource Management/Development or equivalent qualification as recognised by SAQA. 3 - 5 years relevant experience on lower management / supervisory level in HRM or HRT&D or PMDS. A valid motor vehicle driver's licence (with the exception of persons with disabilities).



## “ANNEXURE A”

**KNOWLEDGE AND SKILLS:** Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Knowledge of The White Paper on the Transformation of the Public Service of 1997. 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. Persal literacy.

**KEY PERFORMANCE AREAS:** Develop the business plan in line with the strategic objectives of the department. Provide Human Resource Practice and Administration services. Coordinate, facilitate and monitor training and development programmes. Manage and monitor Performance Management and Development system. Manage financial, administrative and related functions

**POST NO 11: ASSISTANT DIRECTOR: HUMAN RESOURCE PRACTICE & ADMINISTRATION = 01 POST**

**REF: DSD/2024/26**

**SALARY: COMMENCING NOTCH: R444 036.00 per annum**

**SALARY LEVEL: 9**

**CENTRE: HEAD OFFICE**

**MINIMUM REQUIREMENTS: Qualifications and Competencies:** An appropriate undergraduate qualification at NQF level 6 in HRM/D or equivalent qualification as recognised by SAQA. 3 - 5 years relevant experience on lower management / Supervisory level within Human Resource Management. PERSAL certificate / Results. 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). Knowledge of The White Paper on the Transformation of the Public Service of 1997. 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:** Implement the business plan in line with the strategic objectives of the section. Manage human resource practice and administration. Develop and manage the recruitment and selection process. Manage condition of services and benefits. Manage financial, administrative and related functions

**POST NO 12: COMMUNITY DEVELOPMENT SUPERVISOR GRADE 1 = 02 POSTS**

**SALARY: COMMENCING NOTCH: R429 573.00 per annum**

**SALARY LEVEL: CD-A7**

**CENTRE: WATERBERG DISTRICT: Bakenberg Sub-Office [1] REF: DSD/2024/27, MOPANI DISTRICT: Giyani Sub-Office [1] REF: DSD/2024/28**

**MINIMUM REQUIREMENTS: Qualifications and Competencies:** A Bachelor's Degree in Development Studies/Social 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 licence (with the exception of persons with disabilities).

## “ANNEXURE A”

**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. 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 13: INFORMATION TECHNOLOGY TECHNICIAN = 01 POST**

**REF NO: DSD/2024/29**

**SALARY: COMMENCING NOTCH: R308 154.00 per annum**

**SALARY LEVEL: 7**

**CENTRE: CAPRICORN DISTRICT**

**MINIMUM REQUIREMENTS: Qualifications and Competencies:** An appropriate undergraduate qualification at NQF level 6 in Computer Science, Information Science or Information Technology or equivalent qualification as recognised by SAQA. 1 - 2 years relevant 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 14: PROVISIONING ADMINISTRATIVE OFFICER: TRANSPORT MANAGEMENT = 01 POST**

**REF NO: DSD/2024/30**

**SALARY: COMMENCING NOTCH: R308 154.00 per annum**

**SALARY LEVEL: 7**

**CENTRE: MOPANI DISTRICT**

**MINIMUM REQUIREMENTS: Qualifications and Competencies:** An appropriate undergraduate qualification at NQF level 6 or equivalent qualification as recognised by SAQA. 1 - 2 years

relevant experience. 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:** Assist in the bookings of vehicles for maintenance. Ensure logbooks and trip authorizations. Manage the record keeping of transport documents. Coordinate trip planning.

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

**REF NO: DSD/2024/31**

**SALARY: COMMENCING NOTCH: R308 154.00 per annum**

**SALARY LEVEL: 7**

**CENTRE: HEAD OFFICE: POLOKWANE**

**MINIMUM REQUIREMENTS:** Qualifications and Competencies: An appropriate undergraduate qualification at NQF level 6 or equivalent qualification as recognised by SAQA. 1 - 2 years relevant experience. 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: PROVISIONING ADMINISTRATIVE OFFICER: AUXILLIARY SERVICES = 01 POST**

**REF NO: DSD/2024/32**

**SALARY: COMMENCING NOTCH: R308 154.00 per annum**

**SALARY LEVEL: 7**

**CENTRE: CAPRICORN DISTRICT**

**MINIMUM REQUIREMENTS:** Qualifications and Competencies: An appropriate undergraduate qualification at NQF level 6 or equivalent qualification as recognised by SAQA. 1 -2 years relevant experience. 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.

## “ANNEXURE A”

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

**POST NO 17: PROVISIONING ADMINISTRATIVE OFFICER: DEMAND & ACQUISITION MANAGEMENT = 01 POST**

**REF NO: DSD/2024/33**

**SALARY: COMMENCING NOTCH: R308 154.00 per annum**

**SALARY LEVEL: 7**

**CENTRE: SEKHUKHUNE DISTRICT**

**MINIMUM REQUIREMENTS: Qualifications and Competencies:** An appropriate undergraduate qualification at NQF level 6 in Financial Management/Business Management/Public Procurement Management/Accounting or equivalent qualification as recognised by SAQA. 1 – 2 years relevant experience in Supply Chain Management. 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 skill. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Logis literacy.

**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 18: PERSONAL ASSISTANT TO CHIEF FINANCIAL OFFICER = 01 POST**

**REF NO: DSD/2024/34**

**SALARY: COMMENCING NOTCH: R308 154.00 per annum**

**SALARY LEVEL: 7**

**CENTRE: HEAD OFFICE: POLOKWANE**

**MINIMUM REQUIREMENTS: Qualifications and Competencies:** An undergraduate qualification in Management Assistance/Secretarial/Office Management/Public Administration/Management or equivalent qualification at NQF level 6 as recognized by SAQA. A minimum of 1 year relevant experience.

**KNOWLEDGE AND SKILLS:** Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Skills & Knowledge: Negotiation skills, Presentation skills, People management skills, Time management, Communication, both formal, and informal.

**KEY PERFORMANCE AREAS:** Provide secretarial support. Manage the office of CFO. Manage the filing system. Maintain the CFO's diary. Management of telephone enquiries. Render administrative support services to the directors within Financial Management

Section. Coordination of meetings and strategic workshops convened by the office of Chief Financial Officer. Support the CFO with the administration of the CFO's budget.

**POST NO 19: PERSONAL ASSISTANT TO DISTRICT DIRECTOR = 01 POSTS**

**REF NO: DSD/2024/35**

**SALARY: COMMENCING NOTCH: R308 154.00 per annum**

**SALARY LEVEL: 7**

**CENTRE: VHEMBE DISTRICT**

**MINIMUM REQUIREMENTS:** Qualifications and Competencies: An undergraduate qualification in Management Assistance/Secretarial/Office Management/Public Administration/Management or equivalent qualification at NQF level 6 as recognized by SAQA. A minimum of 1 year relevant experience.

**KNOWLEDGE AND SKILLS:** Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Negotiation skills, Presentation skills, People management skills, Time management, Communication, both formal, and informal.

**KEY PERFORMANCE AREAS:** Provide secretarial support; Manage the office; Manage the filing system; Maintain the Director's diary, Management of telephone enquiries, render administrative support services to the Manager/Deputy Director's within District. Coordination of meetings and strategic workshops convened by the office of the Director. Support the Director with the administration of the District's budget.

**POST NO 20: HUMAN RESOURCE CLERK: HUMAN RESOURCE PRACTICE AND ADMINISTRATION = 01 POST**

**REF NO: DSD/2024/36**

**SALARY: COMMENCING NOTCH: R216 417.00 per annum**

**SALARY LEVEL: 5**

**CENTRE: HEAD OFFICE: POLOKWANE**

**MINIMUM REQUIREMENTS:** Qualifications and Competencies: An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. A qualification in HRM 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. Peral literacy.

**KEY PERFORMANCE AREAS:** Facilitate Recruitment and Selection of Employees (Advertisements, Appointments, Security Background Checks, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Facilitation of Transfers. Administration of condition of service. Administration of Service Benefit.

**POST NO 21: HUMAN RESOURCE CLERK = 01 POST**  
**REF NO: DSD/2024/37**  
**SALARY: COMMENCING NOTCH: R261 417.00 per annum**  
**SALARY LEVEL: 5**  
**CENTRE: POLOKWANE WELFARE COMPLEX**

**MINIMUM REQUIREMENTS:** Qualifications and Competencies: 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. Personal 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 22: ADMINISTRATIVE CLERK: TRANSPORT MANAGEMENT = 01 POST**  
**REF NO: DSD/2024/38**  
**SALARY: COMMENCING NOTCH: R216 417.00 per annum**  
**SALARY LEVEL: 5**  
**CENTRE: SEKHUKHUNE DISTRICT**

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

**KNOWLEDGE AND SKILLS:** Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. 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 utilization of provided registers. Ensure cleaning of vehicles.

**POST NO 23: TELECOM OPERATOR= 01 POST**  
**REF: DSD/2024/39**  
**SALARY: COMMENCING SALARY NOTCH: R183 279.00 Per Annum**  
**SALARY LEVEL: 04**  
**CENTRE: HEAD OFFICE: POLOKWANE**

**MINIMUM REQUIREMENTS:** Qualifications and competencies: Grade 12 or equivalent qualification as recognized by SAQA.

**KNOWLEDGE AND SKILLS:** Computer literacy. Good communication skills. Interpersonal skills.

## “ANNEXURE A”

**KEY PERFORMANCE AREAS:** Receiving incoming and outgoing calls. Administer requisition forms and respond to queries. Transfer calls to relevant extensions. Take message and refer to the relevant person.

**POST NO 24: CHILD AND YOUTH CARE WORKER GRADE 1 = 04 POSTS**

**SALARY: COMMENCING SALARY NOTCH: R174 711.00 Per Annum**

**SALARY LEVEL: CYC-A1**

**CENTRE: VHEMBE DISTRICT: Thohoyandou Child & Youth Care Centre [2] REF: DSD/2024/40, MOPANI DISTRICT: Irish House [2] REF: DSD/2024/41**

**MINIMUM REQUIREMENTS:** Qualifications and competencies: An appropriate recognised NQF level 4 (Grade 12) or equivalent qualification and Basic qualification in Child Care.

**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.

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

**POST NO 25: CLEANER = 03 POSTS**

**SALARY: COMMENCING SALARY NOTCH: R131 265.00 Per Annum**

**SALARY LEVEL: 02**

**CENTRE: HEAD OFFICE [02] REF: DSD/2024/42, WATERBERG DISTRICT [1] REF: DSD/2024/43**

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

**KNOWLEDGE AND SKILLS:** Good Communication Skills.

**KEY PERFORMANCE AREAS:** Render cleaning services. Use and keep all cleaning goods and materials properly. Requisition of cleaning materials. Ensure infection control.

**POST NO 26: FOOD SERVICE AID**

**REF: DSD/2024/44**

**SALARY: COMMENCING SALARY NOTCH: R131 265.00 Per Annum**

**SALARY LEVEL: 02**

**CENTRE: CAPRICORN DISTRICT: Sekutupu Old Age Home**

**MINIMUM REQUIREMENTS:** Qualifications and competencies: Junior Certificate or STD 08/Grade 10/ AET / ABET 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.

## “ANNEXURE B”

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

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