



## social development

Department:  
Social Development  
North West Provincial Government  
REPUBLIC OF SOUTH AFRICA



---

### CHIEF DIRECTORATE: CORPORATE SERVICES

Private Bag X 6 ■ Mmabatho, 2735 ■ Provident House Building, University Drive ■ MMABATHO  
Tel: +27 (18) 388 – 2989/2293 ■ Fax: +27 (18) 384 – 5967 ■ E-mail:

---

#### ADVERTISEMENT: DEPARTMENT OF SOCIAL DEVELOPMENT

#### CIRCULAR NO: 1 of 2019/20

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

Forward your applications to the following addresses (depending on where the post is located):

#### **Provincial Head Office:**

The Director: Human Capital Management, Department of Social Development, Private Bag X 6, Mmabatho 2735 or hand delivered to Provident House, University Drive, Mmabatho for attention Human Resource Management for attention of **Mr S.J Zwane**

#### **Bojanala District Office:**

The Director: Bojanala District. Department of Social Development, Private Bag x 82106, Rustenburg 0300, or hand delivered to 12 Commercial Avenue, Mabe Office Park, Old Pretoria Road, Rustenburg for attention of **Ms N Modise**

#### **Dr Ruth Segomotsi Mompoti District Office:**

The Director: Dr Ruth Segomotsi Mompoti District, Department of Social Development, Private Bag x 12, Vryburg 8600 or hand delivered to Cnr Nelson & Vry Street, Vryburg for attention of **Ms M Sethibe**

**Note:** Applications must be accompanied by signed and dated Z83, a recent updated comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s), and ID-document/National Identity card. Failure to submit the requested documents will result in the application not being considered.



All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/ transcript(s), Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and e-mailed applications are not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Previous employment records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting.

**CLOSING DATE IS: 06 JUNE 2019**

<b>CHIEF DIRECTORATE</b>	<b>CORPORATE SERVICES</b>
<b>DIRECTORATE</b>	<b>HUMAN CAPITAL MANAGEMENT</b>
<b>POST</b>	<b>ASSISTANT DIRECTOR: PERSAL &amp; ESTABLISHMENT</b>
<b>LEVEL</b>	<b>9</b>
<b>SALARY</b>	<b>R 376 596 p.a.</b>
<b>CENTRE</b>	<b>PROVINCIAL OFFICE</b>
<b>REF NO</b>	<b>SD/01/01/19</b>
<b>REQUIREMENTS</b>	<p>Mandatory requirements: National Diploma/ Bachelor's Degree in Human Resources or Public Administration, 3-5 years' experience in HR Information Management Systems, Establishment Management and Reporting.</p> <p>Key Requirement: Exceptional computer literacy with extensive MS Excel experience and knowledge of Persal System as well as the Public Service Regulatory Framework, Knowledge of statistical analysis and interpretation of the Organizational Structure concepts.</p> <p>N.B: shortlisted candidates will be subjected to practical exercise to test MS Packages knowledge.</p>
<b>COMPETENCIES</b>	<p>Communication (written and verbal) skills; planning and organizing skills, interpersonal skills, problem solving skills.</p> <p>Attributes: Ability to work in a team; ability to produce quality work; ability to work under pressure and to cope with high workload; self-starter; Accurate and complaint.</p>
<b>DUTIES</b>	<p>Maintenance of the Departments staff establishment on PERSAL. Perform reconciliations on the establishment. Quality assure and approve all establishment transactions on the HR systems and ensure accuracy and frequency of PERSAL transactions. Manage the establishment on PERSAL. Ensure the linking of correct responsibility, objectives, job titles and occupational categories. Conduct</p>

	<p>audits on HR systems, approved submissions and structures to ensure integrity of information. Maintain updated organogram (organizational structure) and of the department. Compile management information reports e.g HR oversight report, Employment Equity, establishment and ad-hoc reports. Prepare and consolidate monthly reports on the establishment, vacancy rates, posts created, movement of post, disability and posts abolished. Compile special reports, approved organizational structure and statistics as requested by Management and other clients, in terms of applicable personnel data (PERSAL), based on HR functions. Manipulate data on a spread sheet (Excel) to generate the above reports. Oversee the alignment between the organizational structure for the Department, PERSAL establishment and Cost of Employee budget. Engage various stakeholders including Finance and divisions to ensure and but in into the establishment management and regular updating of information to ensure coordinated reporting process. Ensure compliance to existing policies and prescripts, implement and review the establishment management policy when circumstances require. Provide training and guidance to junior colleagues in terms of the establishment management process and reporting in the department.</p>
<b>ENQUIRIES</b>	<p><b>MS C VAN DER LINDE</b> <b>TEL:018- 388 4385</b></p>

<b>CHIEF DIRECTORATE</b>	<b>FINANCIAL MANAGEMENT</b>
<b>DIRECTORATE</b>	<b>MANAGEMENT ACCOUNTING</b>
<b>POST</b>	<b>ASSISTANT DIRECTOR: INTERNAL CONTROL</b>
<b>LEVEL</b>	<b>9</b>
<b>SALARY</b>	<b>R 376 596 p.a.</b>
<b>CENTRE</b>	<b>PROVINCIAL OFFICE</b>
<b>REF NO</b>	<b>SD/01/02/19</b>
<b>REQUIREMENTS</b>	Grade 12 and Degree or National Diploma in Commerce (with internal auditing and accounting as major subjects). Three (3) to five (5) years relevant work experience in Auditing or Internal Control environment of which two (2) years must be at supervisory level. A valid driver's license. Knowledge of Supply Chain Management, Framework and Financial Systems. Knowledge and understanding of PFMA, PPPFA Treasury Regulations, Walker /Bas and other departmental policies. Knowledge of Risk Management, Internal Control strategies / frameworks/policies.
<b>DUTIES</b>	Ensure that the Department complies with all relevant legislations and policies through monitoring of the compliance framework. Compile Irregular, Fruitless and Wasteful expenditures register on monthly basis. Assist in developing Audit Action Plans (Internal and External). Manage and coordinate departmental audits (Internal and External). Conduct monitoring and capacity building on NPO funded projects. Supervision of subordinates.
<b>ENQUIRIES</b>	<b>MS S ISAKE</b> <b>TEL NO: 018-388 1641</b>

<b>CHIEF DIRECTORATE</b>	<b>CORPORATE SERVICES</b>
<b>DIRECTORATE</b>	<b>HUMAN CAPITAL MANAGEMENT</b>
<b>POST</b>	<b>SENIOR PERSONNEL PRACTITIONER OCCUPATIONAL HEALTH AND SAFETY</b>
<b>LEVEL</b>	<b>8</b>
<b>SALARY</b>	<b>R316 791 p.a.</b>
<b>CENTRE</b>	<b>PROVINCIAL OFFICE</b>
<b>REF NO</b>	<b>SD/01/03/19</b>
<b>REQUIREMENTS</b>	Degree or National Diploma in Environmental Health and Safety Management. Minimum of three years' experience as Occupational Health and Safety Practitioner. Computer literacy. A valid driver's license. Knowledge of Public Service Legislations. Registration with professional Council.
<b>COMPETENCIES</b>	Planning and Coordinating skills. Good communication skills, Presentation skills and good interpersonal relationship. Report writing skills. Computer skills (Micro office – Word and Excel). Incident investigation and a valid driving license.
<b>DUTIES</b>	Ensure Compliance with the Occupational Health and Safety Act. Promotion of COIDA and Occupational Health and Safety. Coordinate and implement the SHERQ programme. Manage the implementation of Occupational Health and Safety programmes in the Department. Facilitate and promote occupational health and safety education and quality programme. Provide support and assistance in the promotion of health and safety. Conduct inspections and environmental management audits. Design training materials and conduct workshops. Advice line managers on compliance to OHS Act. Conduct

	investigations and make recommendations on occupational injuries. Establish and sustain workplace committees.
<b>ENQUIRIES</b>	<b>MR P MOSADI</b> <b>TEL NO: 018-388 1681</b>

<b>CHIEF DIRECTORATE</b>	<b>COMMUNITY DEVELOPMENT</b>
<b>DIRECTORATE</b>	<b>SUSTAINABLE LIVELIHOODS</b>
<b>POST</b>	<b>COMMUNITY DEVELOPMENT POLICY DEVELOPER</b>
<b>GRADE</b>	<b>1</b>
<b>SALARY</b>	<b>R307 569 p.a.</b>
<b>CENTRE</b>	<b>PROVINCIAL OFFICE</b>
<b>REF NO</b>	<b>SD/01/04/19</b>
<b>REQUIREMENTS</b>	An appropriate Bachelor's Degree in Developmental Studies, Community Development or Social Science or equivalent qualification. A minimum of 08 years recognizable experience in Community Development after obtaining the required qualifications. Requisite knowledge of Community Development. Computer Literacy. Valid driver's license.
<b>DUTIES</b>	Review, develop, interpret, apply, provide guidance, analyze impact of Community Development Policies Liaise and interact with various community development structures to facilitate collaboration and establish partnerships to ensure sustainability of development actions with the community. Conduct research relating to community development work. Manning community development projects. Coordinate the identification, facilitation and implementation of integrated development interventions in partnership with other

	relevant stakeholders through the efficient, effective and economical utilization of resources by the service delivery areas. Coordinates and manage community development service delivery areas 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 the new development in the community development and management fields to enhance service delivery.
<b>ENQUIRIES</b>	<b>MS M MEKGWE</b> <b>TEL NO: 018 388- 1606</b>

<b>CHIEF DIRECTORATE</b>	<b>FINANCIAL MANAGEMENT</b>
<b>DIRECTORATE</b>	<b>MANAGEMENT ACCOUNTING</b>
<b>POST</b>	<b>STATE ACCOUNTANT: INTERNAL CONTROL X4</b>
<b>LEVEL</b>	<b>7</b>
<b>SALARY</b>	<b>R257 508 p.a.</b>
<b>CENTRE</b>	<b>PROVINCIAL OFFICE</b>
<b>REF NO</b>	<b>SD/01/05/19</b>
<b>REQUIREMENTS</b>	Grade 12 and Degree or National Diploma in Commerce (with internal auditing and accounting as major subjects). Minimum of 1 year work experience in Auditing and or Internal Control environment. Knowledge of Supply Chain Management, Framework and Financial Systems. Understanding of PFMA, PPPFA Treasury Regulations. Computer Literacy, Interpersonal skills, Written and verbal communication skills.
<b>DUTIES</b>	Implement corrective measure and preventative controls in respect of Internal Controls and Irregular, Fruitless and Wasteful expenditures. Pre and Post audit of all purchase requisitions for accuracy, completeness and correctness to

	ensure compliance with laws and regulations. Assist in coordination and management of audits (Internal and External). Assist in conduction monitoring and capacity building on NPO funded projects.
<b>ENQUIRIES</b>	<b>MS S ISAKE</b> <b>TEL NO: 018-388 1641</b>

<b>CHIEF DIRECTORATE</b>	<b>SPECIALIST SOCIAL SERVICES</b>
<b>DIRECTORATE</b>	<b>PARTIAL CARE AND ECD SERVICES</b>
<b>POST</b>	<b>ADMIN OFFICER</b>
<b>LEVEL</b>	<b>7</b>
<b>SALARY</b>	<b>R257 508 p.a.</b>
<b>CENTRE</b>	<b>PROVINCIAL OFFICE</b>
<b>REF NO</b>	<b>SD/01/06/19</b>
<b>REQUIREMENTS</b>	Degree/ Diploma in Administration or equivalent qualification 2 to 3 years' experience in ECD services. Advanced Computer Literacy will be an added advantage. A Valid drives license.
<b>DUTIES</b>	Preparation of analysis reports on business plans and preparation of statistical and management reports. Collation of monthly, quarterly performance and financial reports. Assist in the development and implementation of ECD information Management System. Maintain updated registers in terms of regulatory frameworks. Ensure safe keeping of all registration and funding records. Procure goods and services in line with the PFMA.
<b>ENQUIRIES</b>	<b>Ms C.M Ramarumo</b> <b>Tel No: 018-388 1646</b>

<b>CHIEF DIRECTORATE</b>	<b>COMMUNITY DEVELOPMENT</b>
<b>DIRECTORATE</b>	<b>SUSTAINABLE LIVELIHOODS</b>
<b>POST</b>	<b>SECRETARY</b>
<b>LEVEL</b>	<b>5</b>
<b>SALARY</b>	<b>R 173 703 p.a</b>
<b>CENTRE</b>	<b>PROVINCIAL OFFICE</b>
<b>REF NO</b>	<b>SD/01/07/19</b>
<b>REQUIREMENTS</b>	Grade 12. A Secretarial Diploma or relevant qualification. Computer Literacy (Microsoft word, Excel, and PowerPoint). One year relevant experience in secretarial or office administration. Organizing, time management, communication, and report writing. A valid driver's license will be an added advantage.
<b>COMPETENCIES</b>	Office management skills. Ability to work under pressure and meet deadlines. Good telephone etiquette.
<b>DUTIES</b>	Providing secretarial / receptionist support services to the director. Render administration support services. Record incoming and outgoing documents and correspondence. Scheduling meetings and managing the director's diary. Provide Logistical arrangements for meetings, workshops, take minutes, making travel arrangements. Manage leave registers. Procurement of goods and services. Scrutinize submissions and reports to ensure compliance to basic standards. Manage client's enquiries / complaints. Managing incoming and outgoing telephone calls.
<b>ENQUIRIES</b>	<b>MS M MEKGWE TEL NO: 018 388- 1606</b>

<b>CHIEF DIRECTORATE</b>	<b>SPECIALIST SOCIAL SERVICES</b>
<b>DIRECTORATE</b>	<b>PARTIAL CARE AND ECD SERVICES</b>
<b>POST</b>	<b>SECRETARY</b>
<b>LEVEL</b>	<b>5</b>
<b>SALARY</b>	<b>R 173 703 p.a</b>
<b>CENTRE</b>	<b>PROVINCIAL OFFICE</b>
<b>REF NO</b>	<b>SD/01/08/19</b>
<b>REQUIREMENTS</b>	Grade 12. A Secretarial Diploma or relevant qualification. Computer Literacy (Microsoft word, Excel, and PowerPoint). One year relevant experience in secretarial or office administration. Organizing, time management, communication, and report writing. A valid driver's license will be an added advantage.
<b>COMPETENCIES</b>	Office management skills. Ability to work under pressure and meet deadlines. Good telephone etiquette.
<b>DUTIES</b>	Providing secretarial / receptionist support services to the director. Render administration support services. Typing of documents. Record incoming and outgoing documents and correspondence. Scheduling meetings and managing the director's diary. Provide Logistical arrangements for meetings, workshops, take minutes, making travel arrangements. Manage leave registers. Procurement of goods and services. Maintain effective record and filing system. Scrutinize submissions and reports to ensure compliance to basic standards. Manage client's enquiries / complaints. Managing incoming and outgoing telephone calls.
<b>ENQUIRIES</b>	<b>Ms E Malaka</b> <b>Tel No: 018 388- 1512</b>

<b>CHIEF DIRECTORATE /DISTRICT OFFICE</b>	<b>DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT</b>
<b>DIRECTORATE</b>	<b>BOJANALA DISTRICT</b>
<b>POST</b>	<b>LAUNDRY AID</b>
<b>LEVEL</b>	<b>2</b>
<b>SALARY</b>	<b>R102 534 p.a.</b>
<b>CENTRE</b>	<b>SONOP OLD AGE HOME</b>
<b>REF NO</b>	<b>SD/01/09/19</b>
<b>REQUIREMENTS</b>	Grade 10 or AET Level 4 certificate or equivalent. At least one year relevant experience.
<b>COMPETENCIES</b>	Basic reading and writing skills
<b>DUTIES</b>	Use laundry machine and maintenance of equipment. Sorting and packing linen. Liaising with housekeeping and other staff with regard to laundry items and services. Perform general functions related to laundry.
<b>ENQUIRIES</b>	<b>MS S.D MOILOE TEL NO: 012-256 6637</b>

<b>CHIEF DIRECTORATE /DISTRICT OFFICE</b>	<b>DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT</b>
<b>DIRECTORATE</b>	<b>BOJANALA DISTRICT</b>
<b>POST</b>	<b>PROFESSIONAL NURSE</b>
<b>GRADE</b>	<b>1</b>
<b>SALARY</b>	<b>R256 905 p.a</b>
<b>CENTRE</b>	<b>REAMOGETSWE SECURE CARE CENTRE</b>
<b>REF NO</b>	<b>SD/01/10/19</b>
<b>REQUIREMENTS</b>	Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (Diploma/Degree in Nursing) or equivalent qualification that allows for registration with the South African Nursing

	<p>Council as a Professional Nurse. Current proof of registration with the South African Nursing Council must be attached. A qualification in Primary Health Care will be an advantage. Appropriate/recognizable experience in psychiatric nursing after registration as a Professional Nurse with the SANC. Understanding of nursing legislation and related legal and ethical nursing practices. Knowledge of mental health and substance abuse prevention related legislations. Dispensing license. A valid driver's license.</p>
<b>COMPETENCIES</b>	<p>Good Psychosocial and health assessment skills. Good problem solving, good communication skills, good interpersonal skills, planning and organization skills, willingness to learn, flexibility, ability to work under pressure and to meet deadlines.</p>
<b>DUTIES</b>	<p>Provision of holistic/comprehensive Nursing care. Manage the utilization of resources effectively. Provision of educational services. Provision of effective support to nursing. Work as part of multidisciplinary team to ensure quality nursing care. Work effectively, cooperatively and amicably with person of diverse intellectual, cultural, racial or religious groups. Passion to work with Orphaned and Vulnerable children.</p>
<b>ENQUIRIES</b>	<p><b>MS N.B MODISE</b> <b>TEL NO: 014-590 6600</b></p>

<b>CHIEF DIRECTORATE /DISTRICT OFFICE</b>	<b>DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT</b>
<b>DIRECTORATE</b>	<b>BOJANALA DISTRICT</b>
<b>POST</b>	<b>ADMIN CLERK: PERSONAL AID</b>
<b>LEVEL</b>	<b>5</b>
<b>SALARY</b>	<b>R173 703 p.a.</b>
<b>CENTRE</b>	<b>MORETELE SERVICE POINT</b>
<b>REF NO</b>	<b>SD/01/11/19</b>
<b>REQUIREMENTS</b>	Grade 12 certificate, Computer literacy. At least 2 years' experience in administration. A Valid driver's license.
<b>COMPETENCIES</b>	Knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act and other relevant legislations and policies. Good communication and interpersonal relations skills.
<b>DUTIES</b>	Provide basic support to the Person with Disability. Provide basic general administrative duties. Assist with typing and recording for the Person with Disability.
<b>ENQUIRIES</b>	<b>MS N.B MODISE TEL NO: 014- 590 6600</b>

<b>CHIEF DIRECTORATE /DISTRICT OFFICE</b>	<b>DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT</b>
<b>DIRECTORATE</b>	<b>BOJANALA DISTRICT</b>
<b>POST</b>	<b>CHILD AND YOUTH CARE WORK TEAM LEADER X2</b>
<b>GRADE</b>	<b>1</b>
<b>SALARY</b>	<b>R157 245 p.a.</b>
<b>CENTRE</b>	<b>REAMOGETSWE</b>
<b>REF NO</b>	<b>SD/01/12/19</b>
<b>REQUIREMENTS</b>	Grade 12 or NQF Level 4, FETC Child and Youth Care Certificate/Qualification. A minimum of 7 years' experience working as a Child and Youth Care Worker after obtaining

	<p>the required qualification. Current proof of registration with the South African Council for Social Service Professions as Child and Youth Care Worker. Diploma or degree in Child and Youth Care Development will be an added advantage. Valid driver's license is required.</p>
<p><b>COMPETENCIES</b></p>	<p>Must be able to work cooperatively with others, Must be able to build a positive relationship of trust with service users, Must be able to display good ethical and moral conduct, Must be able to mentor, coach, and provide continuous support, guidance, and advice to service users, Must be able to maintain a healthy interpersonal relationship with others, Must be able to manage the performance and conduct of supervisees, Must be able to convey clear messages/information and write clear reports, Must be able to solve problems, Must be able to plan and organize own work and supervisee's work, Must have knowledge and understanding of substance abuse prevention related policies and legislation Must be able to ensure the implementation of planned programs and activities for service users, Must be able to ensure the promotion and upholding of the rights of service users, Must know the rules and procedures of the Treatment Centre, Must be able to perform administrative tasks.</p>
<p><b>DUTIES</b></p>	<p>Provide a safe, caring and therapeutic developmental programme for children. Build positive relationships with children. Taking responsibility for daily logging, observation and report writing. Ensure children are engaged in developmental programmes. Ensure adequate supervision and life space intervention. Work within multidisciplinary team to ensure formulation and implementation of individuals developmental plans for children. Ensure</p>

	children are escorted to school, hospital, and clinic and to other referrals. Supervision of the unit.
<b>ENQUIRIES</b>	<b>MS L MOSIA</b> <b>TEL NO: 014-597 5981/74</b>

<b>DISTRICT OFFICE</b>	<b>DR RUTH SEGOMOTSI MOMPATI</b>
<b>DIRECTORATE</b>	<b>SUPPORT SERVICES</b>
<b>POST</b>	<b>CHIEF NETWORK CONTROLLER</b>
<b>LEVEL</b>	<b>08</b>
<b>SALARY</b>	<b>R316 791 p.a.</b>
<b>CENTRE</b>	<b>DISTRICT OFFICE</b>
<b>REF NO</b>	<b>SD/01/13/19</b>
<b>REQUIREMENTS</b>	An appropriate Bachelor's Degree or National Diploma or in Information Technology, Information System, Computer System Engineering, Computer Science. At least two years' experience in an ICT technical support (Software, hardware, networks, as well as general IT maintenance) environment. Problem solving and troubleshooting skills. Willingness to travel and work under pressure. Valid code 8 driver's licence. Experience with regards to supporting Microsoft package applications.
<b>DUTIES</b>	Provide technical IT support, repair and maintenance on a daily basis. Network infrastructure support (cabling of offices, connectivity, voices over Internet Protocol (VoIP) Telephone system support. Upgrading hardware and software, as well as doing new PC installations. Assist end-users with data recovery and backup processes. Ensure end-user connectivity to the network. Advice on purchasing of all ICT equipment in accordance with the Provincial and Departmental Policies and standards, and

	compliance to applicable SITA tenders. Disposing of outdated Information Technology Asset and Infrastructure in line with the Departmental Asset Management Policy and Procedure Manual. ICT asset management. Train and support end users on applications, procedures and policies. Provide administrative support to the supervisor. Management of personnel and budget.
<b>ENQUIRIES</b>	<b>MS H.O ARMSTRONG TEL NO: 053 928 0114</b>

<b>CHIEF DIRECTORATE /DISTRICT OFFICE</b>	<b>DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT</b>
<b>DIRECTORATE</b>	<b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>
<b>POST</b>	<b>STATE ACCOUNTANT X4</b>
<b>LEVEL</b>	<b>07</b>
<b>SALARY</b>	<b>R257 508 p.a.</b>
<b>CENTRE</b>	<b>DR RSM DISTRICT OFFICE, NALEDI, LEKWA-TEEMANE, KAGISANO MOLOPO SERVICE POINT'S</b>
<b>REF NO</b>	<b>SD/01/14/19</b>
<b>REQUIREMENTS</b>	Bachelor's Degree or National Diploma in Finance, Commerce, Auditing, or relevant qualification. One year relevant experience. A valid driver's license.
<b>COMPETENCIES</b>	Practical knowledge of Walker-BAS, and PERSAL system. Clear understanding and application of PFMA and Treasury Regulations. Computer literacy. Communication, report writing, interpersonal, presentation and investigation skills. Innovative and effective problem solving skills.
<b>DUTIES</b>	Assist in providing budgetary and expenditure control services and preparation of related documentation to

	Provincial Office. Control and execute timely payment of service providers. Ensure that transactions that are processed comply with PFMA and related prescripts. Implement effective processes to meet deadlines.
<b>ENQUIRIES</b>	<b>MS H.O ARMSTRONG TEL NO: 053 928 0114</b>

<b>CHIEF DIRECTORATE /DISTRICT OFFICE</b>	<b>DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT</b>
<b>DIRECTORATE</b>	<b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>
<b>POST</b>	<b>WORKS INSPECTOR</b>
<b>LEVEL</b>	<b>06</b>
<b>SALARY</b>	<b>R208 584 p.a.</b>
<b>CENTRE</b>	<b>DR RSM DISTRICT OFFICE</b>
<b>REF NO</b>	<b>SD/01/15/19</b>
<b>REQUIREMENTS</b>	National Diploma in Building/ Mechanical/ Electrical Engineering or N3 certificate and must have passed Trade Test. Computer Literacy. 1 to 2 years' experience in Infrastructure/ Maintenance. A valid driver's license.
<b>DUTIES</b>	Monitor leased asset functional performance. Update the User Asset Management Plan. Develop a maintenance plan for the District in line with the provincial strategic plans for maintenance. Execution of the maintenance work (planned and unplanned) including drafting of specification, support processes for procurement of contractors. Monitoring of projects and reporting.
<b>ENQUIRIES</b>	<b>MS H.O ARMSTRONG TEL NO: 053 928 0114</b>

<b>CHIEF DIRECTORATE /DISTRICT OFFICE</b>	<b>DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT</b>
<b>DIRECTORATE</b>	<b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>
<b>POST</b>	<b>DATA CAPTURER</b>
<b>LEVEL</b>	<b>05</b>
<b>SALARY</b>	<b>R173 703 p.a.</b>
<b>CENTRE</b>	<b>LEKWA-TEEMANE SERVICE POINT</b>
<b>REF NO</b>	<b>SD/01/16/19</b>
<b>REQUIREMENTS</b>	Grade 12 certificate. Computer literacy. Report writing skills. Knowledge of statistics, monitoring and evaluation systems will be an added advantage. Good interpersonal relationship and communication skills. A valid driver's license.
<b>DUTIES</b>	Collect data from various sub-programmes. Check data for completeness, correctness and consistency. Capture and analyze data in departmental systems. Produce and disseminate monthly and quarterly reports to relevant sub-programme coordinators. Consolidate and submit reports to the Institution Manager / Service Point Manager, and District Office. Conduct data audits for in all programmes and provide feedback.
<b>ENQUIRIES</b>	<b>MS M.M TSHABILE Tel No: 053- 433 9200</b>

<b>CHIEF DIRECTORATE</b>	<b>DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT</b>
<b>DIRECTORATE</b>	<b>DR KENNETH KAUNDA DISTRICT</b>
<b>POST</b>	<b>SENIOR PROVISIONING OFFICER X 1</b>
<b>LEVEL</b>	<b>8</b>
<b>SALARY</b>	<b>R316 791 p.a.</b>
<b>CENTRE</b>	<b>JB MARKS TREATMENT CENTRE</b>
<b>REF NO</b>	<b>SD/01/17/19</b>
<b>REQUIREMENTS</b>	A Bachelor's Degree or National Diploma in Finance or Supply Chain Management, Logistics, Public Administration or relevant field. Three years relevant experience in SCM of which 2 years must be at supervisory level.
<b>COMPETENCIES</b>	Computer Literacy, Practical knowledge of Walker-BAS system and SCM procurement systems. Clear understanding and application of PFMA, Treasury regulations and practice notes. Communication, report writing, presentation and investigation skills. Ability to implement Departmental policies & procedures in line with SCM policy Directives. People management skills and ability to supervise.
<b>DUTIES</b>	Implement Departmental policy and procedures in line with SCM policy directives. Ensure Implementation of SCM policies (Demand, acquisition, logistics & supplier performance). Coordinate the development of demand/procurement plan for the Institution. Conduct research on commodities & prices in different industries. Implement a sound system for procurement and provisioning. Manage processing of orders and delivery of goods and services. Ensure that transactions that are processed comply with PFMA and related prescripts.
<b>ENQUIRIES</b>	<b>Ms D.C. Monyemore</b> <b>Tel: 018 294 5134</b>

<b>CHIEF DIRECTORATE</b>	<b>DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT</b>
<b>DIRECTORATE</b>	<b>DR KENNETH KAUNDA DISTRICT</b>
<b>POST</b>	<b>CHIEF PERSONNEL OFFICER X 1</b>
<b>LEVEL</b>	<b>8</b>
<b>SALARY</b>	<b>R316 791 p.a.</b>
<b>CENTRE</b>	<b>JB MARKS TREATMENT CENTRE</b>
<b>REF NO</b>	<b>SD/01/18/19</b>
<b>REQUIREMENTS</b>	Three years Degree or National Diploma in Human Resource. Public Administration / Public Management Three – four years relevant experience in Human Resources Management within the Public Service. Knowledge and experience of PERSAL. Knowledge of legislation in the field of Human Resource Administration. Valid Driver’s licences.
<b>COMPETENCIES</b>	Computer Literacy, Practical knowledge of PERSAL system. Clear understanding and application of Public Service Regulations / Act. Communication, report writing, presentation and investigation skills. Ability to implement Departmental policies & procedures. People management skills and ability to supervise.
<b>DUTIES</b>	Implementation of all Policies and Agreements related to condition of employment and services benefits. Compile submission related to PILIR and matters related to condition of services. Ensure submission of quality HR Administration work in line with public service prescripts.  Approve appointments of candidates on PERSAL, and manage leave transactions. Processing of internal and external transfers. Keep and update enquiry register. Ensure the updating of personnel information on PERSAL. Submission of monthly and quarterly reports. Coordinate Human Resource Development and Capacity Building, Employee Health and Wellness, and as well as employee Performance Management and Development System in the institution. Management of Personnel and resources.
<b>ENQUIRIES</b>	<b>Ms D.C. Monyemore</b> <b>Tel: 018 294 5134</b>

<b>CHIEF DIRECTORATE</b>	<b>DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT</b>
<b>DIRECTORATE</b>	<b>DR KENNETH KAUNDA DISTRICT</b>
<b>POST</b>	<b>PSYCHOLOGIST</b>
<b>LEVEL</b>	<b>GRADE 1</b>
<b>SALARY</b>	<b>R 713 361 p.a.</b>
<b>CENTRE</b>	<b>JB MARKS TREATMENT CENTRE</b>
<b>REF NO</b>	<b>SD/01/19/19</b>
<b>REQUIREMENTS</b>	An appropriate qualification that allows registration with the Health Professional Council of South Africa HPCSA as Psychologist in a relevant registration category e.g. clinical, counselling, educational, industrial, research, psychology. Registration with HPCSA as Psychologist in any of the identified registration categories. No experience required after registration with HPCSA as Psychologist in respect of South African qualified employees who performed community service, as required in South Africa. Computer literate. Valid driver's license.
<b>COMPETENCIES</b>	Knowledge of public service regulations and legislation regarding psychological services. Problem solving and analytical skills. Listening and communication skills. Networking, liaison and negotiation skills. Report writing and conflict resolution skills. Interpersonal and facilitation skills. Programme and people management. Policy development analysis and implementation. Honesty and integrity. Ability to conduct research. Project management. Financial management. Interpersonal skills.
<b>DUTIES</b>	Conduct research and design psychological programmes. Policy Development and analysis of psychological programmes. Development of systems in the management of psychological programmes. Keep up to date with new developments in the psychological and management fields. Monitoring and evaluation of psychological programmes. Monitor implementation and evaluate the effectiveness of the psychological programmes. National standard setting. Management of human resources, finance and assets.
<b>ENQUIRIES</b>	<b>Ms D.C. Monyemore Tel: 018 294 5134</b>