



social development

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



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CORPORATE SERVICES

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DEPARTMENT OF SOCIAL DEVELOPMENT NORTH WEST: PROVINCIAL GOVERNMENT

POST: ASSISTANT DIRECTOR ORGANISATIONAL DEVELOPMENT: Ref No: SD/ 1/2/24/I

CHIEF DIRECTORATE: CORPORATE SERVICES

DIRECTORATE: HUMAN CAPITAL MANAGEMENT

SALARY: R444 036.00 per annum (Level 09)

CENTRE: PROVINCIAL OFFICE

REQUIREMENTS: Grade 12 coupled with Bachelor's degree/ National Diploma in Management Services/ Operations Management/ Production Management/ Industrial Psychology/ Human Resource Management. Certificate in Job Evaluation (Job Analyst). 3- 5 years' experience in Organisational Development and Job evaluation of which two (2) years must be at supervisory level. A valid driver's license. **DUTIES:** Facilitate the development and implementation of the organizational structure. Provide job evaluation services and implementation of ministerial directives on job grading. Coordinate and manage the development of job descriptions. Plan, coordinate and carryout Work Study investigations of a complex nature and make recommendations to promote service delivery. Coordinate development of Business Processes. Develop/ review policies and guidelines with respect to the organisational structure, change management, job evaluations etc. supervise, guide, train and develop staff.

ENQUIRES: MR PM MOSADI, Tel No 38823578/1660

POST: ASSISTANT DIRECTOR CONDITIONS OF SERVICES: Ref No: SD/ 1/3/24/I

CHIEF DIRECTORATE: CORPORATE SERVICES

DIRECTORATE: HUMAN CAPITAL MANAGEMENT

SALARY: R444 036.00 per annum (Level 09)

CENTRE: PROVINCIAL OFFICE

REQUIREMENTS: Grade 12 coupled with Bachelor's Degree or National Diploma in Human Resource Management. A minimum of 5 years' experience in the relevant field of which 2 years must be at supervisory. Experience in and in- depth knowledge of the PERSAL system. A valid driver's license. **DUTIES:** Develop internal controls and policies on service conditions and benefits. Formulate, review and ensure effective implementation of policies and procedure manuals relevant to conditions of service and Service Benefits. Render support services and conduct training on the latest developments regarding service benefits and policies. Provide advice and support to the department on service conditions and benefits. Manage leave of absence and termination of services. Management of overtime compensatory practices. Ensure data integrity on information management systems. Management of PILIR. Pension Administration remuneration and compensatory practices. Supervise the activities of the subordinates.

ENQUIRES: MR PM MOSADI, Tel No 38823578/1660

POST: ASSISTANT DIRECTOR ACQUISITION MANAGEMENT: Ref No: SD/ 1/4/24/I

CHIEF DIRECTORATE: FINANCIAL MANAGEMENT AND ADMINISTRATION

DIRECTORATE: SUPPLY CHAIN MANAGEMENT

SALARY: An all-inclusive remuneration package of R444 036.00 per annum (Level 09)

CENTRE: PROVINCIAL OFFICE

REQUIREMENTS: Grade 12 Certificate coupled with National Diploma or Degree in Supply Chain Management /Logistics/purchasing. Minimum of five years recognizable experience in Acquisition Management of which three must be at a supervisory level. Valid Driver's license. Knowledge relevant legislation and policies, PFMA, Treasury Regulations. Knowledge of BAS and WALKER Systems. **DUTIES:** Ensure compliance to PFMA, Treasury Regulations and national/ Provincial SCM policies issued in terms of government regulations. Develop, implement and monitor acquisition policies, procedures and process in line with SCM prescripts. Manage the development and maintenance of database of service providers and ensure compliance with Central Supplier Database (CSD), e-tender portal system and provincial SCM prescripts requirements. Monitor contracts, supplier performance and compile acquisition monthly reports. Manage the department bid administration and ensure compliance to legislative prescripts governing SCM. Supervise the activities of subordinates. Perform any other duties as directed.

ENQUIRES: MS GA MOGWAI , Tel No 3882798/2796

POST: ASSISTANT DIRECTOR LOGISTICS MANAGEMENT: Ref No: SD/ 1/5/24/I
CHIEF DIRECTORATE: FINANCIAL MANAGEMENT AND ADMINISTRATION
DIRECTORATE: SUPPLY CHAIN MANAGEMENT
SALARY: An all-inclusive remuneration package of R444 036.00 per annum (Level 09)
CENTRE: PROVINCIAL OFFICE

REQUIREMENTS: Grade 12 Certificate coupled with National Diploma or Degree in Supply Chain Management /Logistics/purchasing. Minimum of five years recognizable experience in Logistics Management of which three must be at a supervisory level. Valid Driver's license. Knowledge relevant legislation and policies, PFMA, Treasury Regulations. Knowledge of BAS and WALKER Systems. **DUTIES:** Ensure compliance to PFMA, Treasury Regulations and national/ Provincial SCM policies issues in terms of government regulations. Develop, implement and monitor logistics management policies, procedures and process in line with SCM prescripts. Coordinate and review the processing and requisitions of goods and services. Coordinate safekeeping and distribution of goods. Coordinate the control of stock. Ensure timely processing of invoices. Manage commitments and reporting thereof. Compile monthly reports. Supervise the activities of subordinates. Perform any other duties as directed.

ENQUIRES: MS GA MOGWAI, Tel No 3882798/2796

POST: ASSISTANT DIRECTOR ASSET MANAGEMENT: Ref No: SD/ 1/6/24/I
CHIEF DIRECTORATE: FINANCIAL MANAGEMENT AND ADMINISTRATION
DIRECTORATE: SUPPLY CHAIN MANAGEMENT
SALARY: An all-inclusive remuneration package of R444 036.00 per annum (Level 09)
CENTRE: PROVINCIAL OFFICE

REQUIREMENTS: Grade 12 Certificate coupled with National Diploma or Degree in Supply Chain Management /Asset/purchasing. Minimum of five years recognizable experience in Asset Management of which three must be at a supervisory level. Valid Driver's license. Knowledge relevant legislation and policies, PFMA, Treasury Regulations. Knowledge of BAS and WALKER systems. **DUTIES:** Bar coding of assets. Maintain asset register, compile monthly reconciliation of assets. Manage the transfer of goods and services in accordance with the asset management prescripts. Monitor and review the allocation of assets to asset holders. Compile monthly and quarterly reports. Ensure compliance to legislative prescripts governing SCM. Supervise the activities of subordinates. Perform any other duties as directed.

ENQUIRES: MS GA MOGWAI , Tel No 3882798/2796

POST: ASSISTANT DIRECTOR RISK MANAGEMENT: Ref No: SD/ 1/7/24/I
CHIEF DIRECTORATE: HOD SUPPORT
DIRECTORATE: RISK MANAGEMENT
SALARY: An all-inclusive remuneration package of R444 036.00 per annum (Level 09)
CENTRE: PROVINCIAL OFFICE

REQUIREMENTS: Qualifications: Diploma / Degree in Accounting /Risk Management, Auditing. Knowledge of the relevant legislations such as PFMA, Public Sector Risk Management Framework, King IV Report and Treasury Regulations. Valid Code 08 Drivers licence. Experience: 3-5 years in the Risk Management or Auditing. **COMPETENCIES:** Knowledge of risk framework , Public Service Regulations and Prescripts, Acts and Legislation, king 111 Report on Corporate Governance, Risk Management System (Barn-owl) and processes. Public Service anticorruption strategies. Quantitative techniques to assess risks. Computer literacy, the ability to compile reports. **DUTIES:** Assist the supervisor with implementation and maintenance of the Risk Management Strategy and the Risk Management Policy. Assist with the compilation of the operational risk register. Coordinate and facilitate Risk Management Workshops. Coordinate the activities of the Risk Management Committee and perform secretarial function. Perform any other duties that may be expected from time to time.

ENQUIRES: MR M PULE, Tel No 3882905

POST: ASSISTANT MANAGER COMMUNITY DEVELOPMENT GR 1 X 2: Ref No: SD/ 1/8/24/I
CHIEF DIRECTORATE: DISTRICT COORDINATION AND INSTITUTIONAL SUPPORT MANAGEMENT
DIRECTORATE: NGAKA MODIRI MOLEMA DISTRICT
SALARY: R570 9570 per annum (OSD)
CENTRE: RAMOTSHERE MOILOA AN RATLOU SERVICE POINTS

REQUIREMENTS: An Appropriate Bachelor's Degree in Community Development/ Developmental Studies or related field. A minimum of 8 years recognisable experience in Community Development after obtaining the required qualification. Computer literacy. A valid driver's license. **COMPETENCIES:** Knowledge of human behaviour and social systems. Understanding community dynamics. Networking and establishing partnerships. Understanding community development programmes. Community Development research. Understanding community development legislation. Planning and organizing; Networking skills; Communication (written and verbal); Project Management; Team leadership. People management. Conflict management. Project management. Financial Management. Keeping abreast with new developments in the community development fields to enhance service delivery. Knowledge of policies and legislative mandates related to Community Development. **DUTIES:** Coordinate the identification, facilitation, and implementation of integrated development

interventions/ programs in partnership with other relevant stakeholders through effective and economic utilization of resources. Conduct research relating to community development work. Interpret, implement and give guidance on policies, legislation related to community development. Manage relations with all relevant role players, internal and external. Monitoring and evaluation of programmes. Manage resources (human, financial, assets). Ensure the provision of sound partnership mobilization systems.

ENQUIRES: MS P KGABOESELE, Tel No 3885719

POST: ASSISTANT DIRECTOR RECORDS MANAGEMENT: Ref No: SD/ 9/24/I

CHIEF DIRECTORATE: CORPORATE SERVICES

DIRECTORATE: RECORDS AND INFORMATION MANAGEMENT

SALARY: R444 036.00 per annum (Level 09)

CENTRE: PROVINCIAL OFFICE

REQUIREMENTS: A recognized Bachelor's Degree or National Diploma in Records Management or Information Management or Library Services. Relevant Management experience in Records Management.. A valid driver's license. **DUTIES:** Implementation of Departmental Records Management policy, File Plan and Records Control Schedule. Ensure compliance to Legislation (National Archives and Records Services, Promotion of Access to Information Act Promotion of Administrative Justice Act, PFMA, etc). Manage the Central Registry Services. Develop Document and Records Management Policy. Facilitate implementation of Electronic Document and Records Management System. Monitor compliance to Records Management systems and provide monthly reports. Training of Personnel on Records Management. Ensure functionality of Registry Systems and report non compliance. Conduct records inspections in Head Office and Districts. Manage Records Management for Head Office, Districts.

ENQUIRES: MR S THIPE, Tel No 3882421

POST: CHIEF PERSONNEL PRACTITIONER APPOINTMENTS AND PERSONNEL MOVEMENT: Ref No: SD/ 1/10/24/I

CHIEF DIRECTORATE: CORPORATE SERVICES

DIRECTORATE: HUMAN CAPITAL MANAGEMENT

SALARY: R376 413.00 per annum (Level 08)

CENTRE: PROVINCIAL OFFICE

REQUIREMENTS: Grade 12 Certificate. Minimum educational qualification Extensive experience in Appointment and Personnel Movement three to ten (3-10) years' experience within the relevant field. PERSAL training. **COMPETENCIES:** Knowledge and experience of PERSAL. Knowledge of relevant Public Service Legislation (e.g., Public Service Acts, Regulations) and Human Resource Management policies and directives. Ability to interpret and apply policies. **DUTIES:** Implementation and monitor compliance in relation to appointment and personnel processes within the department. Verify and approve transactions on the PERSAL System. Ensuring correct implementation and capturing of appointments, promotions, translations, secondments, and transfers on the PERSAL System. Preparing periodic management and statistical reports as required. Supervise and manage. Ensure timely processing and submission of approved documents to salaries section for authorization and implementation.

ENQUIRES: MR PM MOSADI , Tel No 018 3883578/1660

POST: PERSONNEL PRACTITIONER: CONDITIONS OF SERVICES: Ref No: SD/ 1/14/24/I

CHIEF DIRECTORATE: CORPORATE SERVICES

DIRECTORATE: HUMAN CAPITAL MANAGEMENT

SALARY: R308 154.00 per annum (Level 07)

CENTRE: PROVINCIAL OFFICE

REQUIREMENTS: Grade 12 coupled with Bachelor's Degree or National Diploma in Human Resource Management, Public Administration. Three (3) year's Human Resource Management experience. PERSAL courses. Knowledge of Public Service Prescripts. A Valid driver's license. **COMPETENCIES:** Knowledge and experience of PERSAL. Knowledge of relevant Public Service Legislation (eg, Public Service Act, Regulations), and Human Resource Management policies and directives. Ability to interpret and apply policies. **DUTIES:** Administering all conditions of service and service benefits for the Department. Perform administrative duties pertaining to service terminations, pension administration, housing, injury on duty, Leave Administration, PILIR Administration, and all allowances applicable to Conditions of service. Responsible for capturing transactions on PERSAL, debt management. Knowledge of OSD. Handle all personnel enquiries and correspondence (written and verbal).File personnel data, policies, regulations and circulars and maintain registers, audit leave records. Providing monthly, quarterly reports.

ENQUIRES: MR PM MOSADI, Tel No 38823578/1660

POST: PERSONNEL OFFICER: RECRUITMENT AND SELECTION: Ref No: SD/ 1/12/24/I

CHIEF DIRECTORATE: CORPORATE SERVICES

DIRECTORATE: HUMAN CAPITAL MANAGEMENT

SALARY: R216 4173.00 per annum (Level 05)

CENTRE: PROVINCIAL OFFICE

REQUIREMENTS: Grade 12 Certificate. Minimum educational qualification in Human Resource Management; Public Administration will be added advantage. One year practical experience will serve as an advantage.

Computer Literacy. PERSAL Certificate. **COMPETENCIES:** Knowledge and experience of PERSAL. Knowledge of relevant Public Service Legislation (e.g., Public Service Acts, Regulations) and Human Resource Management policies and directives. Ability to interpret and apply policies. **DUTIES:** Implementation of recruitment and selection policy and procedures. Implementation and capturing of appointments, promotions, secondments, and transfers on the PERSAL System. Provide Human Resource technical support during shortlisting and interviews. Attending Human Resource related enquires. Provide basic administration services.
ENQUIRES: MR PM MOSADI, Tel No 38823578/1660

POST: PERSONNEL OFFICER: CONDITIONS OF SERVICE: Ref No: SD/ 1/11/24/I
CHIEF DIRECTORATE: CORPORATE SERVICES
DIRECTORATE: HUMAN CAPITAL MANAGEMENT
SALARY: R216 4173.00 per annum (Level 05)
CENTRE: PROVINCIAL OFFICE

REQUIREMENTS: Grade 12 Certificate. Minimum educational qualification in Human Resource Management; Public Administration will be added advantage. One year practical experience will serve as an advantage. Computer Literacy. PERSAL Certificate. **COMPETENCIES:** Knowledge and experience of PERSAL. Knowledge of relevant Public Service Legislation (e.g., Public Service Acts, Regulations) and Human Resource Management policies and directives. Ability to interpret and apply policies. **DUTIES:** Provide Human Resource technical support. Provide basic administration duties. Implementation of service conditions policy and procedures. Implementation and capturing of all leaves Ensure effective procure and provisioning in place. Provide and maintain filling system of the directorate. Assist with logistical arrangement for the occasion i.e. meeting, events and workshops. Assist with typing, record system and handle Human Resource related enquiries.
ENQUIRES: MR PM MOSADI, Tel No 3883578/1660

POST: PROFESSIONAL NURSE X 2: Ref No: SD/ 1/13/24/I
CHIEF DIRECTORATE: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT
DIRECTORATE: DR RUTH SEGOMOTSI MOMPATI DISTRICT
SALARY: R307 473.00 per annum (OSD)
CENTRE:, TAUNG OLD AGE HOME TAUNG INPATIENT TREATMENT CENTRE

REQUIREMENTS: A qualification that allows for registration with SANC as Professional Nurse. Appropriate or recognisable experience in nursing after registration with the SANC as Professional Nurse and proof of payment of annual fees for current cycle. Be Able to demonstrate understanding of nursing legislation and related legal and ethical nursing practice. Able to implement elementary functions according to the scope of practice. **DUTIES:** Provision of holistic/comprehensive specialised nursing care. Manage the utilisation 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 persons of diverse intellectual, cultural, racial or religious groups. Passion to work with elderly persons and people with disability.
ENQUIRES: MS P KGABOESELE, Tel No 3885719

POST: NURSING ASSISTANT X 3: Ref No: SD/ 1/15/24/I
CHIEF DIRECTORATE: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT
DIRECTORATE: DR RUTH SEGOMOTSI MOMPATI DISTRICT
SALARY: R165 177.00 per annum (OSD)
CENTRE: TAUG OLD AGE HOME, TAUNG INPATIENT CENTRE AND SONOP OLD AGE HOME

REQUIREMENTS: A qualification that allows for registration with the SANC as nursing assistant. Appropriate or recognizable experience in nursing after registration with the SANC as nursing assistant. Able to demonstrate understanding of nursing legislation and related legal and ethical nursing practice. Able to implement elementary functions according to the scope of practice. Registration Certificate and proof of current Registration. **DUTIES:** Perform elementary clinical nursing practice in accordance with the scope of practice and nursing standards, as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards, as determined by the relevant health facility. Conduct communication with patients and supervisors effectively. Work as part of multidisciplinary team to ensure quality nursing care. Work effectively, cooperatively and amicably with persons of diverse intellectual, cultural, racial or religious groups. Passion to work with elderly persons and people with disability.
ENQUIRES: MS P KGABOESELE, Tel No 3885719

POST: CHIEF PERSONNEL OFFICER: Ref No: SD/ 1/18/24/I
CHIEF DIRECTORATE: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT
DIRECTORATE: DR RUTH SEGOMOTSI MOMPATI DISTRICT
SALARY: R376 413.00 per annum (Level 08)
CENTRE: TAUNG INPATIENT TREATMENT CENTRE

REQUIREMENTS: Grade 12 Certificate. Minimum educational qualification Extensive experience in Appointment and Personnel Movement three to ten (3-10) years' experience within the relevant field. PERSAL training. **COMPETENCIES:** Knowledge and experience of PERSAL. Knowledge of relevant Public Service Legislation (eg, Public Service Act, Regulations), and Human Resource Management policies and directives. Ability to interpret and apply policies. **DUTIES:** Implementation of all policies and agreements related to conditions of employment and service benefits. Compile submission related to e.g. medical boarding and all motivations related to

employment conditions. Oversee and ensure quality in relation to the standard of the HR Administration work before submission to related institutions. To service as an HR Administration Controller. Approve appointments of candidates on PERSAL. Attend to internal and external transfers. Attend to routine Enquiries and queries. Update personnel information on the system.

ENQUIRES: MS P KGABOESELE, Tel No 3885719

POST: SENIOR ADMIN OFFICER: SUPPLY CHAIN MANAGEMENT: Ref No: SD/ 1/16/24/I

CHIEF DIRECTORATE: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT

DIRECTORATE: DR RUTH SEGOMOTSI MOMPATI DISTRICT

SALARY: R376 413.00 per annum (Level 08)

CENTRE: TAUNG OLD AGE HOME

REQUIREMENTS: Bachelor Degree or National Diploma in Commerce or Accounting or Auditing. Three (3) years work experience in Accounting or Auditing. A valid driver's license. **DUTIES:** Assist in providing budgetary and expenditure control services. Prepare related documentation for the division. Ensure compliance with prescripts. Control, manage and execute the timely payment of all invoices within the Division. Implement effective actions and processes to ensure that deadlines are met. Supervise, train and guide all personnel reporting to you.

ENQUIRES: MS P KGABOESELE, Tel No 3885719

POST: SENIOR STATE ACCOUNTANT: Ref No: SD/ 1/17/24/I

CHIEF DIRECTORATE: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT

DIRECTORATE: DR RUTH SEGOMOTSI MOMPATI DISTRICT

SALARY: R376 413.00 per annum (Level 08)

CENTRE: TAUNG OLD AGE HOME

REQUIREMENTS: Bachelor's Degree or National Diploma in Commerce / Accounting or Auditing. At least two years' work experience in Accounting or Auditing. **COMPETENCIES:** Practical knowledge of WALKER and PERSAL system. Clear understanding and application of PFMA and Treasury Regulations. Computer literacy. **DUTIES:** Assist in providing budgetary and expenditure control services and prepare related documentation to the Directorate. Ensure compliance with prescripts. Control, manage and execute the timely payment of all corporate services within the Directorate. Implement effective actions and processes to ensure that deadlines are met. Supervise, train and guide all personnel reporting to you.

ENQUIRES: MS P KGABOESELE, Tel No 3885719

POST: ASSISTANT DIRECTOR FINANCE: Ref No: SD/ 1/20/24/I

CHIEF DIRECTORATE: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT

DIRECTORATE: DR RUTH SEGOMOTSI MOMPATI DISTRICT

SALARY: R444 036.00 per annum (Level 09)

CENTRE: DR RUTH SEGOMOTSI MOMPATI DISTRICT OFFICE

REQUIREMENTS: Bachelor's Degree or National Diploma in Commerce / Accounting or Auditing. At least two years' work experience in Accounting or Auditing. **COMPETENCIES:** Practical knowledge of WALKER and PERSAL system. Clear understanding and application of PFMA and Treasury Regulations. Computer literacy. **DUTIES:** Manage and control financial management system, perform general administration duties in Finance management, ensure compliance with relevant prescripts in financial management procedures/ policies, treasury regulations and public finance management Act. Manage and implement contract management systems. Ensure adherence to annual stock taking. Ensure functionality of all finance management committees. Supervision and management of personnel.

ENQUIRES: MS P KGABOESELE, Tel No 3885719

POST: DRIVER MESSENGER: Ref No: SD/ 1/19/24/I

CHIEF DIRECTORATE: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT

DIRECTORATE: DR RUTH SEGOMOTSI MOMPATI DISTRICT

SALARY: R183 279.00 per annum (Level 04)

CENTRE: TAUNG OLD AGE HOME

REQUIREMENTS: Grade 10 or equivalent, Valid Code 10 Driver's license with PDP plus 3 years driving experience. **COMPETENCIES:** Good communication skills. Good interpersonal relations. Patience, Assertiveness, Honesty and trustworthy. Listening Skills. Recording skills and knowledge of Transport policies. **DUTIES:** Daily transportation of service beneficiaries and staff members to various areas. Delivery and collection of goods and correspondence. Record and compile monthly log sheets for pool vehicles. Ensure proper and safe keeping of vehicle keys and accessories. Timely reporting of faults and service requirements for vehicles. Organize for service appointments for pool vehicles. Load and unload goods and sort delivered items. Deliver and or collect mails, documents, stores items and stationery for the centre.

ENQUIRES: MS P KGABOESELE, Tel No 3885719

POST: CLEANER X 27: Ref No: SD/ 1/21/24/I
CHIEF DIRECTORATE: CORPORATE SERVICES
DIRECTORATE: AUXILIARY SERVICES
SALARY: R131 265 per annum (LEVEL 2)
CENTRE: Provincial Office Districts and Service Points

REQUIREMENTS: Grade 10 or equivalent. Adult education and training. One year relevant experience. Knowledge of cleaning materials and equipment. Ability to operate cleaning equipment as well as cleaning methods and procedures. Good organizing and interpersonal relationship. Basic literacy (ability to read and write) and basic numeracy (ability to count). Ability to work as part of the team. Ability to work around elderly people and have physical strength. **DUTIES:** Cleaning Services: Sweeping floor, emptying dustbins, cleaning offices and workshops (where applicable). Monitor cleaning material and report stock levels. Utilize cleaning equipment and ensure their safe-guarding. Comply to Occupational Health and Safety requirements.
ENQUIRES: Mr ASS Moche , Tel No: 018 3881506/2404

POST: SERVICE POINT MANAGER: RATLOU: Ref No: SD/ 1/22/24/I
CHIEF DIRECTORATE: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT
DIRECTORATE: NGAKA MODIRI MOLEMA DISTRICT
SALARY: An all-inclusive remuneration package of R1 003 890.00 per annum
CENTRE: RATLOU SERVICE POINT

REQUIREMENTS: A Grade 12 Certificate. An appropriate recognized Bachelor's degree in Social Work. A minimum of 10 years recognizable experience in Social Work. Registration with the SACCP council and proof of payment of annual fees for current cycle. Computer literacy. Valid driver's license. **DUTIES:** Provide Social Work and Community Development Services are delivered within the Service Points through the promotion of social change, problem solving in human relations and with the care, support, protection and development of vulnerable individual, groups, families and communities through relevant programmes in partnership with stakeholders. Facilitate the development and planning of programmes and interventions to render social work and community development service through the efficient, economical and effective utilization of financial resources. Plan and ensure that social work and community development research, situational analysis and profiling are undertaken to determine interventions in the defined areas. Ensure control of quality of work delivered. Monitor and evaluate services and quality control the work delivered by all staff in the service point. Manage provision of corporate and financial management services in the service point strategic plan, annual performance plan, operational plan and services delivery improvement plan within public service framework. Ensure Performance management, people empowerment and resource management. Ensure effective stakeholder relations management in partnership and collaboration with other departments & non-government institutions.
ENQUIRES: MS P KGABOESELE, Tel No 3885719

POST: STATE ACCOUNTANT PAYROLL ADMINISTRATION X 2: Ref No: SD/ 1/25/24/I
CHIEF DIRECTORATE: FINANCIAL MANAGEMENT AND ADMINISTRATION
DIRECTORATE: FINANCIAL ACCOUNTING
SALARY: R308 154.00 per annum (Level 07)
CENTRE: PROVINCIAL OFFICE

REQUIREMENTS: Grade 12. A three year Degree or equivalent or 10 years appropriate experience. Practical Knowledge of PERSAL system. Understanding of PFMA , Treasury Regulations and other financial prescripts, knowledge of the functioning of the government payroll systems , knowledge of the functioning of the government payroll systems , knowledge of the Excel and Power Point, problem solving as well as good communication skills. **DUTIES:** Capture all salary allowance and deductions on the PERSAL system, prepare tax calculations for manual payments, maintain and update filling system , prepare date record for all incoming and outgoing advices. Collect bind and distribute payrolls. Prepare monthly reports on Persal exceptions. Provide support on all salary activities.
ENQUIRES: MS TH NODALI, Tel No 3882377

POST: FOOD SERVICE AID X 2: Ref No: SD/ 1/26/24/I
CHIEF DIRECTORATE: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT
DIRECTORATE: DR RUTH SEGOMOTSI MOMPATI DISTRICT
SALARY: R131 265.00 per annum (Level 02)
CENTRE: KHUSELEKA CRISIS CENTRE AND TAUNG OLD AGE HOME

REQUIREMENTS: ABET Certificate (Grade 10). 1 year's cooking experience. Preparedness to work under pressure. **DUTIES:** Prepare meals for residents on daily basis as prescribed in the menu. Keep the kitchen equipment and premises hygienically clean. Keep register of utensil and cutlery used by the residents. Dish and transport food to the wards and dining hall. Perform other relevant duties.
ENQUIRES: MS P KGABOESELE, Tel No 3885719

POST: LAUDRY AID: Ref No: SD/ 1/27/24/
CHIEF DIRECTORATE: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT
DIRECTORATE: DR RUTH SEGOMOTSI MOMPATI DISTRICT
SALARY: R131 265.00 per annum (Level 02)
CENTRE: TAUNG OLD AGE HOME

REQUIREMENTS: Grade 10 or equivalent ABET qualification. At last one year relevant experience. **DUTIES:** Use laundry machinery and maintenance of equipment. Sorting and packing linen. Liaising with housekeeping and other staff with regard to laundry items and services.

ENQUIRES: MS P KGABOESELE, Tel No 3885719

POST: INSTITUTION MANAGER: ITSOSENG HANDICRAFT CENTRE: Ref No: SD/ 1/23/24/
CHIEF DIRECTORATE: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT
DIRECTORATE: NGAKA MODIRI MOLEMA DISTRICT
SALARY: An all-inclusive remuneration package of R1 003 890.00 per annum
CENTRE: DITSOBOTLA HANDICRAFT CENTRE

REQUIREMENTS: A bachelor's degree in social work. A minimum of 10 years' appropriate experience in social work after registration as a social worker with the SACSSP, of which at least 5 years' should have been at junior management level, i.e. Social work supervisor and facility management. A valid driver's license. Experience in Child and Youth care (secure care environment) will be an added advantage. **COMPETENCIES :** Computer literacy. An understanding of social welfare policies and people centred development. Programme and project management skills. Analytical and research skills. Innovative and creative. Communication and negotiation skills. Planning, facilitation and presentation skills. Service delivery improvement planning skills. Executive report-writing skills. Through knowledge of the drug master plan and related policies. A valid driver's license. Provide leadership and management at the institution. Possess in-depth knowledge & experience in facility management. **DUTIES:** Provide social work services with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities. Facilitate the development and planning of substance abuse programmes and interventions. Control the quality of the work delivered. Plan and ensure that social work research related to substance abuse is undertaken. Monitor and evaluate services. Authorize admission of clients in the institution in line with the admission policy & criteria as prescribed by the relevant policies. Manage and facilitate the implementation of wide range of social service. Ensure implementation of policies, processes and protocols to comply with legislation, as well as norms and standards facilitate for the service delivery planning, management and improvement. Identify risk areas, evaluate and provide corrective measures. Manage provision of corporate and financial management services in the institution. Facilitate and ensure development, implementation, and monitoring of the institution annual performance plan, operational plan, and service delivery improvement plan. Performance management. Ensure effective stakeholder relations management..

ENQUIRES: MS P KGABOESELE, Tel No 3885719

POST: DEPUTY DIRECTOR RESEARCH: Ref No: SD/ 1/24/24/
CHIEF DIRECTORATE: CORPORATE SERVICES
DIRECTORATE: PLANNING POLICY RESEARCH MONITORING AND EVALUATION
SALARY: An all-inclusive remuneration package of R849 702.00 per annum
CENTRE: PROVINCIAL OFFICE

REQUIREMENTS: Grade 12. A Bachelor's degree in Economic and Management Sciences or Population and Development Studies. Research project will add as an advantage. Five to seven years' experience of (3 years') management experience in the Public Sector. A valid driver's license. Knowledge of the Statistical Package for Social Services (SPSS) and Statistical Analysis System.(SAS). **COMPETENCIES:** Strategic leadership. People management. Financial management Project management. Policy interpretation and application. Planning and Performance monitoring. Report writing, knowledge of government prescripts research methods and population development. Computer literacy. **DUTIES:** Manage the sub directorate. Coordinate and monitor social development research projects. Develop multi-year Departmental Evaluation Plan. Develop a Research Agenda for Department. Conduct Departmental Evaluation studies. Compile programme evaluation reports. Manage the sub directorate's finances and human resources. Manage the implementation of operation plans delivery improvement plan. Performance management. Ensure effective stakeholder relations management..

ENQUIRES: DR LM GASEALAHWE, Tel No Tel No: 018 3882556/2832

APPLICATIONS: The Acting Director Human Capital Management , Department of Social Development, Private Bag x 6 MMABATHO 2735 , Ground Floor Provident House Building, or hand delivered to Provident House Building , 1st Floor , University Drive Mmabatho for Attention Ms PP Setsiba.

Note: Applications must be accompanied by **IMPROVED Z83** Employment Form (81/971431) obtainable from any Public Service Department and accessible on the DPSA website, www.dpsa.gov.za. The improved Z83 Form must be fully complemented in all areas signed and dated. Should the applicant use incorrect application form for employment (Z83), the application /s will not be considered for selection purposes (disqualified). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit **ONLY Z83** and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the

requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications and the evaluation certificate will be required on or before the day of the interview following communication from HR., 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 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 shortlisted candidates will be subjected to the Personnel suitability check. Incomplete applications will not be considered. Acknowledgement of receipt of applications will not be done. We will only communicate with candidates to be invited for interviews. The Department reserves the right not to make appointments, if you do not hear from the Department three months from the date of the advertisement consider your application unsuccessful. Previous employment records will be verified. All appointments are subjected to a positive qualifications verification as well as security clearance and vetting. They must also disclose or inform whether he / she is performing any additional remunerative work outside his / her normal duties.

CLOSING DATE: 11 OCTOBER @ 15:00