

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SOCIAL DEVELOPMENT

Limpopo Department of Social Development is an equal opportunity and Affirmative Action Employer. Designed race groups, females and People with disabilities remain our target and are encouraged to apply.



- APPLICATIONS** :
- Applications should be addressed to various institution as per the applicant's need:
- Head Office and Seshego Treatment Centre:** Applications should be directed to Acting Head of Department, Private Bag X 9710, Polokwane, 0700 or submitted at: 21 Biccard Street, Olympic Towers Building, Ground Floor, Office no 30, Polokwane.
- Welfare Complex:** Applications should be directed Head of Institution, Private Bag X 9713, Polokwane, 0700 or hand delivered at Plot 303 Strekloop, Polokwane.
- Capricorn District/Sekutupu Old Age Home:** The District Director, Private Bag X 9709, Polokwane, 0700 or hand delivered at 34 Hans Van Rensburg, Polokwane, 0699.
- Sekhukhune District/Tubatse CYCC:** The District Director, Private Bag X80, Lebowakgomo, 0737 or hand delivered at Old Parliament Building, Lebowakgomo.
- Vhembe/Thohoyandou CYCC:** The District Director, Private Bag X5040, Thohoyandou, 0950 or hand delivered at Thohoyandou Child and Youth Care Centre, Thohoyandou Block F Punda Maria Road, Thohoyandou.
- Waterberg District:** The District Director, Private Bag X1051, Modimolle, 0510 or hand delivered at Cnr Elias Motswaledi & Thabo Mbeki Street, Modimolle.
- Mopani District:** The District Director, Private Bag X 9689, Giyani, 0826 or should be hand delivered at Department of Social Development Unigaza Road Giyani Section A, 0826.
- CLOSING DATE** :
- 29 November 2024 at 16h00
- NOTE** :
- Applicants are hereby invited to apply for the funded vacant posts as advertised per the attached "Annexure A", including those previously advertised on the Departmental Circular 21 of 2024. Applicants who previously applied are requested to re-apply if still interested. Applicants are encouraged to register and submit their applications through the e-Recruitment website at <https://erecruitment.limpopo.gov.za>, however, hand delivery applications are acceptable and must be submitted on the new Z83 application form obtained from all Government Departments or can be downloaded from www.gov.za / www.dpsa.gov.za / www.labour.gov.za. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "No" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? Then it is acceptable for an applicant to indicate not applicable or leave blank to the question. If yes (provide detail), "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. Shortlisted candidates will be required to come for an interview, at which time, certified copies of all relevant qualifications, current registration with the relevant statutory body and copy of ID must be submitted. Should you be in possession of a foreign qualification, it

must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise and the other shall be an Integrity [Ethical Conduct], an Assessment as per Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. The successful candidate will be subjected to security clearance [Vetting] as per the Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. Applicants are not required to submit certified copies of educational qualifications, academic records, Identity documents and a valid motor vehicle driver's license (where required) but must submit a duly completed Z83 application for employment form, and a detailed CV. Copies of educational qualifications, academic records, Identity documents and a valid motor vehicle driver's license (where required) will only be submitted by shortlisted candidates to HR on or before the day of the interview. 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 to HR on or before the day of the interview. Note: Shortlisted candidates for Senior Management Services (SMS) 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. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency Assessment tool. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be a successful completion of the Senior Management pre-entry certificate/programme as endorsed by the National School of Governance (NSG) with effect from 01st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link for the completion of the SMS pre-entry certificate is as follows: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The Department reserves the right NOT to make any appointment to the posts advertised. The employment decision shall among other determination be informed by the Employment Equity Plan of the Department. The Limpopo Department of Social Development is an equal opportunity and Affirmative Action Employer. Designed race groups, females and People with disabilities remain our target and are encouraged to apply. Correspondence will be entered into with short-listed candidates only due to a large number of applications we envisage to receive, if you have not heard from the Department within ninety (90) day from the closing date, consider your application unsuccessful. However, Faxed applications will not be considered. Please note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

MANAGEMENT ECHELON

<u>POST 41/96</u>	:	<u>DIRECTOR: DISTRICT SERVICES REF NO: DSD/2024/45 (X1 POST)</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Mopani District
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA. A minimum of five (05) years of proven experience at Middle/senior Management level. Proof of completion of SMS pre-entry programme must be submitted before appointment. Valid motor vehicle driver's license (with exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, Communication. Knowledge and Skills: Knowledge and understanding of the legislative frame \work governing the Public Service. Public Service Knowledge, Negotiation, Policy formulation and Analytic thinking. Good background in service delivery, turn around and change

- management strategy. Report writing skills; Facilitation skills, Co-ordination skills, Liaison skills, Networking, Interpersonal skills, Leadership skills, Analytical skills.
- DUTIES** : Develop business plan in line with the strategic objective of the department. Develop and ensure the implementation of policies, norms and standards. Promote partnership for the delivery of primary social service. Manage Integrated Community Development Services at the District. Provide Population and Information Development Services at the District. Implement and monitor provision of Developmental Social Welfare Services at the District. Strengthen the technical capacity of the NGO's to ensure effective implementation of the programmes. Provide financial support services in accordance with the relevant directives and legislation. Manage and utilize resources in accordance with the relevant directives and legislation. Overall management of services and administration of the district. Coordination with the relevant stakeholders for provision of integrated services.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.

OTHER POSTS

- POST 41/97** : **DEPUTY DIRECTOR: HEAD OF INSTITUTION REF NO: DSD/2024/46 (X1 POST)**

- SALARY** : R849 702 per annum (Level 11), (all-inclusive package)
- CENTRE** : Vhembe District: Thohoyandou Child and Youth Care Centre
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Social Science as recognised by SAQA. 3 - 5 years of proven experience in Junior/Middle Management level. Prove of registration with a professional body. Valid motor vehicle driver's license (with exception of persons with disabilities). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, Communication. Knowledge and Skills: Sound understanding of the Child Protection System, Victim empowerment and Social Crime Prevention. Sound understanding of the functioning of Public Service system. Good background in service delivery, turn around and change management strategy. Report writing skills; Facilitation skills, Co-ordination skills, Liaison skills, Networking, Interpersonal skills, Leadership skills, Analytical skills.

- DUTIES** : Provide leadership and high-level strategic direction and policy in the Centre. Monitor and implement child & youth care centre in the Centre. Manage provision of social, emotional and psychological care services. Provide Human Resource Management and Development. Manage resources [Human, physical and financial]. Overall management of administration at the institution. Promote inter-sectoral and interdepartmental partnership. Promote linkages between facility, community and private sectors. Ensure that statutory process in terms of admission and discharge of children are adhered to. Management of child and youth care information management system (CYCA).

- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.

- POST 41/98** : **PSYCHOLOGIST (CLINICAL) GRADE 1 REF NO: DSD/2024/47 (X1 POST)**

- SALARY** : R827 211 per annum, (all-inclusive package)
- CENTRE** : Polokwane Welfare Complex
- REQUIREMENTS** : Degree in Social Science (qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Clinical Psychologist. Current registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist. Valid motor vehicle driver's license (with exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, Communication. Knowledge and Skills: Psychotherapeutic and clinical knowledge in patient assessment, diagnosis and treatment across the lifespan.

- Ethical and legislative framework of practice. Knowledge of departmental guidelines and policies. Evidence based psychological practice. Understanding of broader community, cultural, contextual and socio-economic factors which impact mental health. Ability to work within a multidisciplinary team. Good organizing and time management skills. Excellent communication and interpersonal relations. Sensitivity to gender, racial, ethnic, sexuality and disability issues.
- DUTIES** : Perform medical case assessment. Coordinate and facilitate the referral process for obtaining medical opinions. Assist in monitoring and supporting the medical adjudication process. Prepare reports. Liaise with medical and health professionals. Assist in rendering management functions including Human Resource, Financial and Risk Management Functions After hours clinical participation in the call roster. Management of child and youth care information management system (CYCA).
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 41/99** : **SOCIAL WORK SUPERVISOR GRADE 1 (X4 POSTS)**
- SALARY CENTRE** : R452 667 per annum (Level: SW-A4)
 : Capricorn District: Mankweng Ref No: DSD/2024/48 (X1 Post)
 : Vhembe District: District Office Ref No: DSD/2024/49 (X1 Post)
 : Waterberg District: District Office Ref No: DSD/2024/50 (X1 Post)
 : Mabatlane (VaalWater) Ref No: DSD/2024/51 (X1 Post)
- REQUIREMENTS** : Recognized Bachelor's degree (NQF 7) in Social Work or equivalent as recognised by SAQA. Current registration with the South African Council for Social Service Professions [SACSSP]. A minimum experience of seven (07) years in social work after registration with the SACSSP. A valid motor vehicle driver's licence. (with exception of persons with disabilities). Knowledge and Skills: Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. Knowledge of NPO Governance. People management and empowerment.
- DUTIES** : Ensure that social work services are rendered with regard to the care, support, protection and development of vulnerable individual, groups, families and communities through the relevant programmes. Ensure service compliance to norms and standards. Ensure social worker's compliance with South African Council for Social Service Professions [SACSSP] projects. Supervise and advise social workers and social auxiliary workers. Coordinate and manage all programmes including transformation of social welfare services. Rendering support and mentoring social workers. Rendering counselling to clients. Monitoring and evaluation of non-profit organisations.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 41/100** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING & BUDGETING (X2 POSTS)**
- SALARY CENTRE** : R444 036 per annum (Level 09)
 : Vhembe District Ref No: DSD/2024/52 (X1 Post)
 : Waterberg District Ref No: DSD/2024/53 (X1 Post)
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) in Finance as recognised by SAQA. 3 - 5 years of experience at lower/Junior managerial level in Financial Accounting and/or Budgeting. A valid motor vehicle driver's licence. (with exception of persons with disabilities). Knowledge and Skills Knowledge and understanding of National Treasury prescripts (PFMA, Treasury Regulations, Modified Cash Standards, National Treasury Instruction Notes etc.). Knowledge of BAS and LOGIS. 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. Presentation skills. Analytical thinking. Computer Literacy.
- DUTIES** : Implement the business Plan in line with the strategic objective of the Department. Manage Salary Administration within the District. Ensure proper

		financial budget, revenue and debt management. Monitor expenditure and Accounts Management. Authorises reimbursement transactions on the accounting system. Oversee the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (BAS). Manage payments. Manage monthly creditor's reconciliation. Compile reports and submission relating to expenditure and accounts. Provide support to institutions on payments and related matters. Manage resources (Financial and Physical).
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
<u>POST 41/101</u>	:	<u>ASSISTANT DIRECTOR: TRANSFORMATION & CHANGE MANAGEMENT REF NO: DSD/2024/54 (X1 POST)</u>
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	Mopani District
<u>REQUIREMENTS</u>	:	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 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No:(015) 230 4422 / 4315 / 4375.
<u>POST 41/102</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: HR PRACTICE & ADMINISTRATION (X2 POSTS)</u>
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Head Office Ref: DSD/2024/55 (X1 Post) Capricorn District Ref: DSD/2024/56 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate undergraduate qualification at NQF level 6 in Human Resource Management and/or Development or equivalent qualification as recognised by SAQA. PERSAL Certificate/results. A minimum of 2 - 3 years experience in Human Resource Management. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of legislative mandates governing the public service. Interpretation of policies. Knowledge of e-Recruitment. Computer literary. Good communication skills. Report writing skills.
<u>DUTIES</u>	:	Facilitate recruitment and selection of employees. Facilitate transfers/Secondment/Placement. Monitor the process of updating Human Resource records. Management of Condition of Services. Management of Service benefits. Perform all the administrative functions required of the job. Supervise the subordinates.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
<u>POST 41/103</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: TRANSPORT MANAGEMENT REF NO: DSD/2024/57 (X1 POST)</u>
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An appropriate undergraduate qualification at NQF level 6 in Public Management / Administration or equivalent qualification as recognised by

		SAQA. 2 - 3 years relevant experience in Transport 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 skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills.
<u>DUTIES</u>	:	Prepare vehicles for roadworthy. Prepare payments of departmental accounts for State Vehicle. Prepare exception reports. Management of Petrol cards for state vehicles. Ensure utilization of provided registers. Supervise the subordinates.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No (015) 230 4422 / 4315 / 4375.
<u>POST 41/104</u>	:	<u>SOCIAL WORKER GRADE 1 (X17 POSTS)</u>
<u>SALARY CENTRE</u>	:	R308 247 per annum (Level SW-A4)
	:	Seshego Treatment Centre Ref No: DSD/2024/58 (X1 Post)
		Capricorn District:
		Polokwane Ref No: DSD/2024/59 (X1 Post)
		Mafefe Ref No: DSD/2024/60a (X1 Post)
		Moletlane Ref No: DSD/2024/60b (X1 Post)
		Mankweng Ref No: DSD/2024/61 (X2 Posts)
		Molemole Ref No: DSD/2024/62 (X1 Post)
		Vhembe District:
		Thulamela Ref No: DSD/2024/63 (X2 Posts)
		Makhado Ref No: DSD/2024/64 (X1 Post)
		Sekhukhune District:
		Matlerekeng Ref No: DSD/2024/65 (X1 Post)
		Makhuduthamaga Ref No: DSD/2024/66 (X1 Post)
		Waterberg District:
		Mokopane Ref No: DSD/2024/67 (X3 Posts)
		Modimolle Ref No: DSD/2024/68 (X1 Post)
		Mopani District: Greater Tzaneen [01] Ref: DSD/2024/69
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree in social work or equivalent qualification as recognised by SAQA. Current registration with the South African Council for Social Service Professions [SACSSP]. A valid motor vehicle driver's license (with exception of persons with disabilities) Knowledge: Skills and Competencies: knowledge and understanding of human behaviour, social system and skills to intervene at a point where people interact with their environmental environment in order to promote their well-being. Knowledge of programme and project management skills. Information and knowledge management skills. People management and empowerment skills. Communication and coordination skills. Computer literacy.
<u>DUTIES</u>	:	Render an advanced and specialized social work services with regard to care, protection and development of children and youth in the centre. Provide individual and group counselling. Conduct advance and specialized assessment aimed at identifying condition and justify relevant intervention. Implement the recommendations on the appropriate intervention required to address the needs and provide continuous support. Produce and maintain records of social work interventions, processes and outcomes. Undertake social work research and development, contribute to and assist with the development of policies. Perform all the administrative functions required of the job. Management of child and youth care information management system (CYCA)
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No (015) 230 4422 / 4315 / 4375.
<u>POST 41/105</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER: DEMAND & ACQUISITION REF NO: DSD/2024/70 (X1 POST)</u>
<u>SALARY CENTRE</u>	:	R308 154 per annum (Level 07)
	:	Head Office

- REQUIREMENTS** : An undergraduate qualification at NQF level 6 in Financial Management / Business Management / Supply Chain Management or equivalent qualification at NQF level 6 as recognized by SAQA. A minimum of 1 year experience in Supply Chain Management. A valid motor vehicle driver's license (with exception of persons with disabilities). Experience in Demand and/or Acquisition will be an added advantage. Knowledge and Skills: Knowledge of the Supply Chain Management framework, Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Treasury Regulation, Broad Based Black Economic Empowerment Act (B-BBEE) and other relevant prescripts.
- DUTIES** : 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.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No (015) 230 4422 / 4315 / 4375.
- POST 41/106** : **PERSONAL ASSISTANT TO DISTRICT DIRECTOR REF NO: DSD/2024/71 (X1 POST)**
- SALARY** : R308 154 per annum (Level 07)
CENTRE : Capricorn District
REQUIREMENTS : 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.
- DUTIES** : 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 Director. Support the Director with the administration of the district's budget.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 41/107** : **PROFESSIONAL NURSE GRADE 1 REF NO: DSD/2024/72 (X1 POST)**
- SALARY** : R307 473 per annum (Level PN-A4)
CENTRE : Polokwane Welfare Complex
REQUIREMENTS : Basic R425 qualification i.e. Diploma/Degree in Nursing or equivalent qualification as recognised by SAQA. Current registration with the South African Nursing Council as a Professional nurse. Knowledge: Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, OHSA, Patient Right Charter etc. Good communication skills. Report writing skills. Facilitation skills. Liaison and networking skills. Supervision skills. Information management. Computer literacy.
- DUTIES** : Provide nursing and occupational therapy services to children and youth in the centre. Provide direction and supervision of nursing in the centre for the implementation of the Nursing plan [Clinical practice and quality patient care]. Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to the nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Patient transfer to other health facilities.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No (015) 230 4422 / 4315 / 4375.

POST 41/108 : **COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 (X6 POSTS)**

SALARY : R263 667 per annum (Level: CD-A4)

CENTRE : **Capricorn District:**
Ratshatsha Ref No: DSD/2024/73 (X1 Post)

Mopani District:
Greater Tzaneen Ref No: DSD/2024/74 (X3 Posts)
Greater Giyani Ref No: DSD/2024/75 (X1 Post)

Waterberg District:
Bakenberg Ref No: DSD/2024/76 (X1 Post)

REQUIREMENTS : Recognized Bachelor's degree (NQF 6) in Social Science or equivalent qualification as recognised by SAQA. A valid motor vehicle driver's licence. (with exception of persons with disabilities). Knowledge and Skills: Knowledge of community development work, skills, attitudes and values of communities. Knowledge and understanding of human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment. The ability and competence to co-ordinate community development structures and ability to manage projects. The ability to influence individuals and group to participate in their own self-empowerment ventures. The understanding of social dynamics of communities. Presentation skills. Computer literacy. Written and verbal communication skills. Facilitation skills. Research skills. Knowledge and understanding of basic financial management.

DUTIES : Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community. Support communities and perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.

POST 41/109 : **TRAINING INSTRUCTOR: WELDING REF NO: DSD/2024/77 (X1 POST)**

SALARY : R255 450 per annum (Level 06)

CENTRE : Polokwane Welfare Complex

REQUIREMENTS : An appropriate recognized N3 certificate in Welding and Trade test or N6 certificate in Welding or equivalent qualification as recognised by SAQA. Facilitate and/or assessor certificate will be an added advantage. Knowledge and Skills: Knowledge of Public Service Act, Public Service regulation and other related legislations. Knowledge of principles and methods of curriculum and vocational design, teaching and instruction. Good communication skills, analytical skills, facilitation and presentation skills, teaching skills, presentation skills.

DUTIES : Provide training in welding. Conduct orientation for learners in and around the protective workshop. Prepare and submit lessons plan. Prepare materials for classroom activities. Facilitate lessons. Assess learners and provide feedback. Identify and report hazards in and around the protective workshop. Instruct and monitor learners in the proper and efficient usage of equipment and materials. Establish and enforce rules for behaviour and procedures for maintaining order amongst learners. Complete and maintain daily attendance register of learners. Develop and maintain each learner portfolio of evidence. Attend and participate in the stakeholder meeting.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.

- POST 41/110** : **ARTISAN (PRODUCTION) GRADE A REF NO: DSD/2024/78 (X1 POST)**
- SALARY** : Grade A: R230 898 per annum, (OSD)
- CENTRE** : Vhembe District
- REQUIREMENTS** : An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA plus an appropriate Trade Test Certificate or equivalent appropriate tertiary qualification as recognised by SAQA. A valid motor vehicle driver's license (with exception of people with disabilities). Knowledge and Skills: Knowledge of relevant Acts and regulations. Electrical maintenance Manual. Health and safety measures. Technical analysis. Computer aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity. Self-Management. Customer focus and responsiveness. Good Communication Skills. Computer skills. Planning and organizing.
- DUTIES** : Maintain and repair of electricals in the facility. Identification of minor electrical faults. Construction of all minor electrical projects. Attend to job cards. Perform electrical related duties. Do electrical faults finding.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 41/111** : **REGISTRY CLERK REF NO: DSD/2024/79 (X1 POST)**
- SALARY** : R216 417 per annum (Level 05)
- CENTRE** : head office (MEC Support)
- REQUIREMENTS** : An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. Qualifications/Certificate in Records and Archives will be an added advantage. Knowledge and Skills: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Computer skills. Good verbal and written communication. Planning and organisation. Interpersonal relations. Flexibility and teamwork.
- DUTIES** : Ensure the smooth, efficient and effective flow of documents (receive and distribute) between the office of the executive authority, the department and other structures like cluster committees, external role players. Receive and distribute post and documents. Record documents in the required databases/registers. File all documents in accordance with the relevant prescripts like the National Archives Act and the MIS prescripts. Render a general support function in the office of the executive authority: Render assistance with logistical arrangements. Assist with the distribution of Cabinet/Executive Council memoranda. Assist with document reproduction and facsimile services. Control stocks and stationery as chief user clerk for the executive authority's office. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly: Remain up to date with regard to the applicable prescripts/policies and procedures that apply to his/her work terrain. Remain abreast with the procedures and processes applicable to the office of the executive authority.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 41/112** : **REGISTRY CLERK COMMENCING (X2 POSTS)**
- SALARY** : R216 417 per annum (Level 05)
- CENTRE** : Capricorn District Ref No: DSD/2024/80 (X1 Post)
Waterberg District Ref No: DSD/2024/81 (X1 Post)
- REQUIREMENTS** : An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. Qualifications/Certificate in Records and Archives will be an added advantage. Knowledge and Skills: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Computer skills. Good verbal and written

- communication. Planning and organisation. Interpersonal relations. Flexibility and teamwork.
- DUTIES** : Provide Registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Operate office machines in relation to the registry functions. Produce documents for archiving and/or disposal.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 41/113** : **HUMAN RESOURCE CLERK REF NO: DSD/2024/82 (X1 POST)**
(Re-advert)
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Polokwane Welfare Complex
REQUIREMENTS : An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. A qualification in HRM/D will be an added advantage. Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. PERSAL literacy.
- DUTIES** : 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.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No : (015) 230 4422 / 4315 / 4375.
- POST 41/114** : **HUMAN RESOURCE CLERK REF NO: DSD/2024/83 (X1 POST)**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Sekhukhune District
REQUIREMENTS : An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. A qualification in HRM/D will be an added advantage. Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. PERSAL literacy.
- DUTIES** : 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.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 41/115** : **ADMINISTRATION CLERK REF NO: DSD/2024/84 (X1 POST)**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Vhembe District: Thulamela
REQUIREMENTS : An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. knowledge and skills: Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Logis literacy.

- DUTIES** : Rendering a variety of administrative duties. Assist in collecting statistics. Intake client information. Filling of records. Distribute food parcel. Updating client register.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 41/116** : **PROVISIONING ADMINISTRATIVE CLERK REF NO: DSD/2024/85 (X1 POST)**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Vhembe District: Thohoyandou Child & Youth Care Centre
REQUIREMENTS : An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. A qualification in Financial Management/Supply Chain 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). 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.
- DUTIES** : Provide stores management services. Maintain record keeping in issuing and receiving of stock. Monitor stock-taking. Allocate vehicles on a daily basis. Check the vehicle conditions. Ensure cleaning of vehicles. Manage the movement of assets within the Institution. Manage disposal and replacement of movable assets and equipment.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 41/117** : **DRIVER/MESSENGER REF NO: DSD/2024/86 (X1 POST)**
- SALARY** : R183 279 per annum (Level 04)
CENTRE : Head Office (MEC Support)
REQUIREMENTS : An appropriate recognized NQF level 3 (Grade 10 ABET /AET) or equivalent qualifications as recognised by SAQA. Valid motor vehicle drivers licence plus Public Driving Permit (PDP). Knowledge and Skills: Knowledge of the city / areas in which functions will be performed. Knowledge and procedures to perform messenger functions and routine office support functions like registry functions and the making photocopies. Knowledge of the procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre). Knowledge of the prescripts for the correct utilisation of the motor vehicle and the requirements for the storage of the vehicle. Knowledge of the procedures to ensure that the motor vehicle is maintained properly.
- DUTIES** : Collect and deliver documents. This would, amongst other, entail the following: Collect, deliver and distribute documents for the office of the executive authority. Collect, deliver and distribute documents and parcels for the executive authority. Transport employees in the office of the executive authority and guests and special advisors of the executive authority. Render a general support function in the office of the executive authority: Assist the office with logistical arrangements. Assist with document reproduction and facsimile services. Record keeping of the utilization of the allocated motor vehicle e.g. log sheets and petrol receipts. Maintain knowledge on the policies and procedures that applies in the work environment.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 41/118** : **FOOD SERVICE SUPERVISOR (X2 POSTS)**
- SALARY** : R183 279 per annum (Level 04)
CENTRE : Polokwane Welfare Complex Ref No: DSD/2024/87 (X1 Post)
Capricorn District:
 Sekutupu Old Age Home Ref No: DSD/2024/88 (X1 Post)

REQUIREMENTS : An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. 2 – 3 Years experience in food service will be an added advantage. Knowledge and Skills: Computer literate. Be able to work under pressure. Good communication, numerical, organizing and supervisory skills.

DUTIES : To render supervision of food service and activities – supervise all activities in the food services, including food preparation, distribution and serving, maintain hygiene and safety measures, ensure all equipment is in good working order and it is used effectively, ensure replacement or repair of faulty/outdated equipment, responsible for ordering, receiving, storage, stock control and stock taking, responsible for completing monthly statistics, perform administrative functions linked to food services.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.

POST 41/119 : **SOCIAL AUXILIARY WORKER (X2 POSTS)**

SALARY : R182 913 per annum (Level: SW-A1)

CENTRE : Capricorn District: Lepelle-Nkumpi Ref No: DSD/2024/89 (X1 Post)

Mopani District: Greater Tzaneen Ref No: DSD/2024/90 (X1 Post)

REQUIREMENTS : An appropriate recognised NQF level 4 (Grade 12) or equivalent qualification and Social Auxiliary Certificate. Current registration with the South African Council for Social Service Professions [SACSSP]. Knowledge and Skills: Demonstrate basic understanding of the South African social welfare context, the policy and practice of developmental social welfare services and the role of social auxiliary worker within this context. Define and demonstrate understanding of the purpose of social auxiliary work and the role and functions of a social auxiliary worker in relation to a social worker within the South African context. Consistently reflect the values and principles contained in the Bill of Rights and the social work profession's Code of Ethics in service delivery as a social auxiliary worker. Demonstrate a basic understanding of the South African judicial system and the legislation governing and impacting on social auxiliary work and social work. Demonstrate a basic understanding of human behaviour, relationship system and social issues. Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems. Use appropriate resources in service delivery to client systems. Work effectively with social workers and members of multi-sectoral teams in social service delivery. Work effectively as a social auxiliary worker to address the special needs and problems experienced by at least 3 of the priority focus groups in the social welfare. Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately. Provide an efficient research and administrative support service to the social worker. Demonstrate basic knowledge of financial matters related to social auxiliary work. Demonstrate self-awareness regarding personal capacities, attitudes and skills and a willingness to develop them further under the supervision of a social worker.

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes. Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form. Keep abreast with new developments in the social work and social services field. Perform administrative support functions in support of social workers as required of the job. Enquiries: General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane at Tel No: (015) 230 4422 / 4315 / 4375.

POST 41/120 : **CHILD AND YOUTH CARE WORKER GRADE 1 (X3 POSTS)**

SALARY : R174 711 per annum (Level: CYC-A1)

CENTRE : **Vhembe District:** Thohoyandou Child & Youth Care Centre Ref No: DSD/2024/91 (X1 Post)

Polokwane Welfare Complex Ref No: DSD/2024/92 (X2 Posts)

REQUIREMENTS : An appropriate recognised NQF level 4 (Grade 12) or equivalent qualification and Basic qualification in Child Care. Current registration with the South African Council for Social Service Professions [SACSSP]. Knowledge And Skills:

- Knowledge and understanding of the legislative framework (Children's act, Child Care Act, Child Justice Act) governing the Secure Care Centres. Good communication skills, Good interpersonal relationships, Ability to handle pressure. Honesty and confidentiality, customer care skills. Experience in secure care environment will be an added advantage.
- DUTIES** : 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.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 41/121** : **NURSING ASSISTANT GRADE REF NO: DSD/2024/931 (X1 POST)**
- SALARY** : R165 177 per annum (Level: NA1)
CENTRE : Seshego Treatment Centre
REQUIREMENTS : Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant or Auxiliary Nurse. Current registration with the SANC as Enrolled Nursing Assistant. Knowledge: Skills And Competencies: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, OHSA, Patient Right Charter etc. Good communication skills. Report writing skills. Facilitation skills. Liaison and networking skills. Supervision skills. Information management. Computer literacy.
- DUTIES** : Provide quality basic nursing care. Provide elementary clinical nursing care. Practice nursing in accordance with the laws and regulations relevant to nursing. Maintain professional growth, ethical standards and self-development. Utilise human, material and physical resources efficiently and effectively. Report writing and updating client register. Filling of records. Transferring patients to other health facilities.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 41/122** : **DRIVER (BREAKDOWN OPERATOR) REF NO: DSD/2024/94 (X1 POST)**
- SALARY** : R155 148 per annum (Level 03)
CENTRE : Head Office
REQUIREMENTS : An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. Valid code C1 drivers licence plus Public Drivers Permit (PDP). Knowledge and Skills: Knowledge of the Province in which functions will be performed. Knowledge and procedures to perform messenger functions. Knowledge of the procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre). Knowledge of the prescripts for the correct utilisation of the motor vehicle and the requirements for the storage of the vehicle. Knowledge of the procedures to ensure that the motor vehicle is maintained properly. Knowledge to operate a Breakdown.
- DUTIES** : Transport Officials to various places. Monitor performance and conditions of government vehicles. Do routine maintenance on the allocated vehicle and report defects timely. Attending to breakdown of vehicles and towing vehicles to merchants for repair. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Render a clerical support / messenger service in the Provincial Office. Collect and deliver documentation and related items in the department.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 41/123** : **FOOD SERVICE AID REF NO: DSD/2024/95**
- SALARY** : R131 265 per annum (Level 02)

<u>CENTRE REQUIREMENTS</u>	:	Head Office (MEC Support)
	:	Junior Certificate or STD 08/Grade 10/ AET / ABET or equivalent qualification. Ability to read and write. Knowledge And Skills: Knowledge to provide services relating to food preparation. Good communication skills. Interpersonal skills.
<u>DUTIES</u>	:	Clean kitchen utensils, equipment and provide catering support services within the office of the MEC. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snack and beverages (water, tea, coffee, milk, sugar and cold drinks). Setup and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Responsible for food supplies and report waste and losses.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
<u>POST 41/124</u>	:	<u>HOUSEHOLD AID REF NO: DSD/2024/96 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R131 265 per annum (Level 02)
	:	Vhembe District: Thohoyandou Child & Youth Care Centre
	:	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.
<u>DUTIES</u>	:	Provide housekeeping & cleaning services. Provide safeguarding & maintenance services.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
<u>POST 41/125</u>	:	<u>LAUNDRY AID REF NO: DSD/2024/97 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R131 265.per annum (Level 02)
	:	Polokwane Welfare Complex
	:	Junior Certificate or STD 08/Grade 10/ AET / ABET or equivalent qualification. Ability to read and write. Knowledge and Skills: Communication Skills. Interpersonal Skills.
<u>DUTIES</u>	:	Clean laundry area and operate various machines in the laundry (i.e. washing, dryer and pressers. Iron, fold count and pack laundered items and seal linen/clothes bags. Collect and deliver linen/clothes to clients. Sort, count and record dirty linen/clothes. Report any machine defaults to the supervisor.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
<u>POST 41/126</u>	:	<u>GROUNDSMAN/WOMAN (X4 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R131 265 per annum (Level 02)
	:	Mopani District: Greater Giyani Ref No: DSD/2024/98 (X1 Post)
	:	Vhembe District: Thulamela Ref No: DSD/2024/99 (X1 Post)
	:	Sekhukhune District: Tubatse Ref No: DSD/2024/100 (X1 Post)
	:	Capricorn District: Seshego One Stop Centre Ref No: DSD/2024/101 (X1 Post)
	:	Junior Certificate or STD 08/Grade 10/ AET / ABET or equivalent qualification. Ability to read and write. Knowledge and Skills: Knowledge of Batho Pele Principles. Infection control. Garden materials. Occupational health and safety act. White paper on transformation in the public services. Good communication skills. Interpersonal skills.
<u>DUTIES</u>	:	Maintain premises and surrounding: Clean premises and surrounding. Empty dirty bins. Maintain the garden: Watering the garden; Prune and trim flowers and trees; Mow the grass; Remove weeds and garden refuse; Apply insecticides; Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools: Detect and report malfunctioning of gardening equipment's and tools; Repair minor defects of gardening equipment and tools Keep gardening materials and equipment: Cleaning or machines and equipment's after use; Request gardening materials.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.

POST 41/127 : **GENERAL ASSISTANT: STORES REF NO: DSD/2024/102 (X1 POST)**

SALARY : R131 265 per annum (Level 02)

CENTRE : Head Office

REQUIREMENTS : Junior Certificate or STD 08/Grade 10/ AET / ABET or equivalent qualification. Ability to read and write. Knowledge and Skills: Knowledge of Batho Pele Principles. Occupational health and safety act. White paper on transformation in the public services. Good communication skills. Interpersonal skills.

DUTIES : Load and off load stationary, equipment's and any other goods to relevant destination. Delivery of stationary to various sections. Packing of stationary/Goods in storeroom.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.