

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH**

- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
- CLOSING DATE** : 24 February 2017
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINTS, THERE WILL BE NO PAYMENT OF S&T CLAIMS.

OTHER POSTS

- POST 06/124** : **MEDICAL SPECIALIST REF NO: MEDSPECPAED/1/2017**
Department: Paediatric Medical Dept
- SALARY** : Grade 1: Medical Specialist- R924 378 pa all inclusive salary package (excluding commuted overtime). Experience: No Experience required. Registrars who have completed Registrar training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as Medical Specialist (Paediatrics).
Grade 2: Medical Specialist- R1 056 915 pa all inclusive salary package (excluding commuted overtime). Experience :5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics).
Grade 3: Medical Specialist– R1 226 595 pa all inclusive salary package (excluding commuted overtime). EXPERIENCE: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics).
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: MB; ChB; Current registration with the HPCSA as a Specialist in Paediatrics. The incumbent must have a strong interest in Paediatric haematology and oncology. Advantage: Experience in Haematology and or Oncology will be an advantage
KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED: Broad knowledge of working in general Paediatrics and Ethics. Good communication and supervisory skills.. Appropriate specialist assessment, diagnosis and management of patients. .Familiarity with procedures and management protocols. Working with multi-disciplinary teams. .Supervision and teaching of Undergraduates and post-graduates, Behavioral attributes: Stress tolerance. Ability to work within a team. Self-confidence. Capacity to build and maintain relationships.
- DUTIES** : The core function of this post is to assist in the delivery of Paediatric Oncology services for the province. This includes outpatient consultation and management and the commissioning of in-patient beds at IALCH for the subspecialty. The duties will include training of registrars, undergraduate and postgraduate students. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided. The incumbent is expected to work closely with other cancer units in the country and to utilize national protocols where appropriate. Duties also include participating in the Outreach programme and appropriate research. The incumbent will assist with Paediatric services as determined by the Clinical HOD Paediatric Medical. The incumbent is expected to perform after hours calls and relief duties and be part of multi-disciplinary team when deems necessary
- ENQUIRIES** : Dr R Thejpal (Clin HOD Paediatric Medical) at (031) 2401536.

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 24 February 2017
NOTE : Applications must be submitted on form Z83 and should be accompanied by a CV and original certified copies of all educational qualifications, Identity document and A valid driver's license required by the post advertised. Applications must be forwarded to relevant address. Applicants must indicate the reference number of the post applied and the centre on Form Z83. Application forms Z83 (Application for Employment) should be fully completed and signed by the applicant. Under no circumstances will faxed or e-mailed applications be accepted. The Department is an Equal Opportunity Affirmative Action employer. Applicants who will promote the achievement of employment equity targets and who meet minimum appointment requirements will be given preference. The employment is subject to signing of the employment contract and annual performance agreement. The candidates will be required to undergo security clearance, competency based assessment and to disclose financial interests in accordance with relevant prescripts. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his/ her application was not successful.

MANAGEMENT ECHELON

POST 06/125 : **DEPUTY DIRECTOR-GENERAL: SOCIAL SERVICES REF NO: DSD1/01/2017HO**

SALARY : R1 299 501 per annum, Level 15 (all inclusive remuneration package)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Qualifications: Honours Degree in Social Sciences (NQF level 8); 8-10 years of experience at a senior managerial level. A valid driver's license Knowledge: Constitution of the Republic of South Africa; Policy analysis; Public Sector; Public Service Act and Regulations; Labour Relations Act; Social Welfare Laws; Community Development; Administrative Law; Research Methodology; PFMA and Treasury Regulations; Provincial Growth and Development Plan; Organizational behavior analysis; Development systems. Skills/Core competencies: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and development; computer literacy; communication, presentation and negotiation.

DUTIES : Manage the provision of social services; Manage the provision of development and research; Integrate, coordinate and manage service delivery at district offices; Provide quality assurance services; Manage the provision of office management and support and special project services; Manage resources of the branch.

ENQUIRIES : Ms NG Khanyile Tel no: 033 264 5400/06
APPLICATIONS : Direct your application to: The Head of Department: Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200. Or Physical Address: 174 Mayors Walk Road, Pietermaritzburg 3200

FOR ATTENTION : Dr ML Ngcongco

POST 06/126 : **CHIEF DIRECTOR: FINANCIAL SERVICES REF NO: DSD3/01/2017 HO**
Re-advertisement

SALARY : R1 068 564 per annum, Level14 (all inclusive remuneration package)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Qualifications: Bachelors Degree in Financial Management/ Accounting (NQF level 7); 5 years experience at a senior managerial level and in Financial Management field; A valid Driver's license. Knowledge: Constitution of the Republic of South Africa , Public Sector; Policy analysis and development; Public Service Act and Regulations; PFMA and Treasury Regulations; Labour Relations Act; Interpretation of Statutes; Administrative Law; Research Methodology; Procurement Legislation. Skills/Core competencies: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and development; computer literacy; communication, presentation and negotiation.

DUTIES : Ensure effective rendering of accounting services; Ensure the provision of budget control services; Ensure the provision of effective supply chain management services; Ensure the effective and efficient provision of infrastructure and management services; Manage the provision of strategic direction and ensure the formulation of policies in relation to financial management; Ensure sound management of resources within the component. Candidates who applied previously are encouraged to apply.

ENQUIRIES APPLICATIONS : Ms NG Khanyile Tel no: (033) 264 5400/06
: Direct your application to: The Head of Department: Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200. Or Physical Address: 174 Mayors Walk Road, Pietermaritzburg 3200

FOR ATTENTION : Dr ML Ngcongo

POST 06/127 : **DIRECTOR: ACCOUNTING SERVICES REF NO: DSD4/01/2017 HO**
Re-advertisement

SALARY CENTRE REQUIREMENTS : R898 743 per annum, Level 13 (all inclusive remuneration package)
: Head Office: Pietermaritzburg
: Qualifications: Bachelors Degree in Financial Management/ Accounting (NQF level 7); 5 years experience at a middle managerial level; A valid Driver's license. Knowledge: Constitution of the Republic of South Africa, Public Sector; PFMA and Treasury Regulations, Financial Handbook, Public Service Act and Regulations, Procurement Legislation. Skills/Core competencies: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and development; computer literacy; communication, presentation and negotiation.

DUTIES : Ensure the rendering of expenditure control services; Facilitate the implementation of a comprehensive financial management system and provide BAS systems support for the Department; Ensure the rendering of banking services; Ensure the rendering of salaries administration services; Ensure effective management of suspense accounts; Manage and co-ordinate resources for the Directorate. Candidates who applied previously are encouraged to apply

ENQUIRIES APPLICATIONS : Mr TE Mposula Tel no: (033) 264 5412
: Direct your application to: The Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg 3200. Or Physical Address: 174 Mayors Walk Road, Pietermaritzburg 3200

FOR ATTENTION : Dr ML Ngcongo.

POST 06/128 : **DIRECTOR: AMAJUBA DISTRICT REF NO: DSD5/01/2017 AMAJ**

SALARY CENTRE REQUIREMENTS : R898 743 per annum, Level 13 (all inclusive remuneration package)
: Amajuba District
: Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a social worker; 5 years experience at a middle managerial level; A valid Driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; PFMA and Treasury Regulations; Fraud Prevention Strategies; Social Welfare Laws; Labour Relations Act; Non-Profit Organizations Act; Basic Conditions of Employment Act; Procurement Legislation; Public Participation; Community Outreach; Service Delivery Framework; Provincial Growth and Development Plan. Skills/Core competencies: strategic capability and leadership; people management and empowerment; Programme and Project Management; Financial management; change management; Knowledge Management; Service Delivery Innovation; problem solving and analysis; Client Orientation and Customer Focus; Communication; Computer; Facilitation; Presentation.

DUTIES : Ensure the rendering of effective and efficient social welfare services; Ensure the rendering of effective and efficient community development services; Undertake service delivery quality assurance; Ensure the rendering of financial management services; Ensure the rendering of effective and efficient corporate support services; Manage and co-ordinate resources of the District.

ENQUIRIES APPLICATIONS : Mrs PM Mhlongo Tel no: (036) 634 6600
: Direct your application to: The District Director: Department of Social Development, Private Bag X6680, Newcastle 2940. Or Physical Address: 113 Panorama Drive, Lenoxton, Newcastle 2940. For Attention: Mr TM Nguse.

OTHER POSTS

- POST 06/129** : **DEPUTY DIRECTOR: CORPORATE SUPPORT SERVICES 5 POSTS REF: DSD18/01/2017ILEMB (UTHUKELA DISTRICT) REF: DSD19/01/2017UTHUK, (UMZINYATHI DISTRICT) REF: DSD20/01/2017UMZ REF: DSD17/01/2017ETHND**
- SALARY CENTRE** : R726 276 per annum, Level 12 (all inclusive remuneration package)
: (Ugu District) REF: DSD16/01/2017UGU, (Ethekwini North District), (Ilembe District)
- REQUIREMENTS** : Qualification: Bachelor's Degree/ 3 year National Diploma in Financial Management/ accounting/ Human Resource Management/ Public Administration/ Management/ Business Administration; 3 - 5 years Junior management experience; A valid driver's license Knowledge: Constitution of the Republic of South Africa ; Working knowledge of the Public Sector; Public Service Act and Regulations; PFMA and Treasury Regulations; Supply Chain Management Practices and Procedures; Labour Relations Act; Basic Condition of Employment Act; Service Delivery Frameworks; PERSAL; Code of Conduct. Skills: Communication; Listening; decision making; Leadership; management; Planning and organizing; Interpersonal relations and networking; Coordinating; problem solving; Project Management; Presentation; Time management; Financial and human resource management; Computer literacy; Analytical Thinking.
- DUTIES** : Manage and Facilitate the provisioning of Human Resource Management Services; Provide Financial Management and Accounting Services; Provide auxiliary Services; Provide Supply Chain Management services; Manage the provision of Information Communication and Technology Services; Ensure the implementation and coordination of corporate service policies in the district; Manage resources of the component.
- ENQUIRIES** : Mr ST Mphuthi Tel no: (039) 682 7506 (Ugu District); Ms NPD Hlatshwayo (Umzinyathi District) (034) 212 3972; Mrs NC Mhlongo (Ethekwini North District) (031) 336 8872; Mrs SM Sikhakhane (Ilembe District) (031) 336 8818; Ms N Murugan (036) 634 6600 (Uthukela District)
- APPLICATIONS** : Direct your application to: For Ugu District please use this address: The Chief Director, Department of Social Development, Private Bag X1724, Pietermaritzburg, 3200. Or Physical Address: 158 Langalibalele Street, Karl Eggers Building, Pietermaritzburg, 3200. For Attention: Mr MN Mhlongo.
For eThekweni North and Ilembe District: The Chief Director, Department of Social Development, Private Bag X1503, Durban: 4000. Or Physical Address: 214 Dr Pixley KaSeme Street, Liberty Towers 8th Floor, Durban, 4000. For Attention: Mrs ZM Nzimande.
For Uthukela District: District Director, Department of Social Development, Private Bag X9917, Ladysmith, 3370. Or Physical Address: 108 Rholihlahla Street, Peters, Ladysmith, 3370. For Attention: Mr PM Mpanza.
For Umzinyathi District: District Director, Department of Social Development, Private Bag X2057, Dundee, 3000. Or Physical Address: 50 Grey Street, Dundee, 3000. For Attention: Mr VN Nyathikazi.
- POST 06/130** : **SERVICE OFFICE MANAGER 5 POSTS**
- SALARY CENTRE** : R726 276 per annum, Level 12 (all inclusive remuneration package)
: Hlabisa Service Office DSD21/01/2017HLA (Umkhanyakude District); Umzumbe Service Office DSD22/01/2017UMZ (Ugu District); Dukuza Service Office DSD23/01/2017DUK (Uthukela District); KwaDukuza Service Office DSD24/01/2017KWADUK (Ilembe District); Maphumulo Service Office DSD25/01/2017MAPH (Ilembe District)
- REQUIREMENTS** : Qualifications: Bachelor's Degree in Social Work; registration as a Social Worker with South African Council for Social Services Profession (SACSSP). 7 years' experience as a Social Worker plus 3-5 years junior managerial experience. A valid driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; PFMA and Treasury Regulations; Labour Relations, Service Delivery Frameworks; Human Resource Management; Public participation; Community outreach; extensive understanding of Social Welfare Services, Development and research as well as relevant legislation and policies. Skills: Communication, Report writing; Time management; Project Management; Leadership; Diversity Management; Decision Making; Presentation and facilitation; Problem solving; Conflict management; Interpersonal Relations, Interviewing.

- DUTIES** : Provide strategic direction and leadership to the Service Office. Provide Social Welfare Services; Provide Community Development Services; Ensure the provision of Corporate Support Services; Implement service delivery improvement programme; Manage the resources of the Service Office.
- ENQUIRIES** : Ms B Mchunu (035) 395 9637 (Umkhanyakude District)
Mr ST Mphuthi (039) 682 7506 (Ugu District);
Ms N Murugan- Uthukela District) (036) 634 6600;
Mrs SM Sikhakhane (Ilembe District) (031) 336 8818
- APPLICATIONS** : Direct your application to: For Umkhanyakude District please use this address: The Chief Director, Department of Social Development, Private Bag X33, Ulundi, 3838. Or Physical Address: King Dinuzulu Highway, Administration Building, 2nd floor zone 3, Ulundi, 3838. For Attention: Mrs FN Ntombela.
For Ugu District: The Chief Director, Department of Social Development, Private Bag X1724, Pietermaritzburg, 3200. Or Physical Address: 158 Langalibalele Street, Karl Eggers Building, Pietermaritzburg, 3200. For Attention: Mr MN Mhlongo.
For Uthukela District: District Director, Department of Social Development, Private Bag X9917, Ladysmith, 3370. Or Physical Address: 108 Rholihlahla Street, Peters, Ladysmith, 3370. For Attention: Mr PM Mpanza.
For Ilembe District: The Chief Director, Department of Social Development, Private Bag X1503, Durban: 4000. Or Physical Address: 214 Dr Pixley KaSeme Street, Liberty Towers 8th Floor, Durban, 4000. For Attention: Mrs ZM Nzimande.
- POST 06/131** : **MANAGER: COMMUNITY DEVELOPMENT GRADE 1 6 POSTS**
- SALARY CENTRE** : R664 332 per annum (all inclusive remuneration package)
Umgungundlovu District REF: DSD6/01/2017UMG, Ethekwini South District REF: DSD7/01/2017ETHSD, Amajuba District) REF: DSD8/01/2017AMAJ, Ilembe District REF: DSD9/01/2017ILEMB, (Harry Gwala District) REF: DSD10/01/2017HARRY, Ugu District REF: DSD11/01/2017UGU
- REQUIREMENTS** : Qualifications: Bachelor's Degree/ National Diploma in Development Studies/ Community Development, plus a minimum of 10 years recognizable experience in Community Development field/arena. A valid driver's license. Knowledge: Constitution of the Republic of South Africa; Non-Profit Organizations Act; Extensive knowledge on theories and systems, skills, attitudes and values in Community Development; understanding of individual and group behavior, its interrelations within community structures, dynamics of community and current legislation to enable interventions; the ability and competence to manage community development and structures; ability to influence individual and groups to participate in their own self-empowerment ventures; PFMA and Treasury Regulations. Skills: Communication; Presentation; Problem solving; Complex research; Financial Management; Project management; Computer literacy; Policy formulation and implementation; Complex report writing.
- DUTIES** : Manage the identification; facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders through efficient; Effective and economical utilization of resources by the unit/sub directorate; Monitor, interpret and review legislation and policies to determine whether the legislation and policies are still relevant and comply with current requirements; Develop proposals to amend/ maintain the relevant acts and policies where required; Manage a community development unit/ sub-directorate to ensure that efficient and effective community development service is delivered through the Proper utilization of human, financial and physical resources; Keep up to date with new development in the community development and management field to enhance service delivery; Plan and ensure that research on community development is undertaken; Manage the resources of the component.
- ENQUIRIES** : Mrs CD Zondi (033) 395 9748 (Umgungundlovu District); Mr ST Mphuthi (039) 682 7506 (Ugu District); Ms NJ Mzizi (039) 834 1176 (Harry Gwala District); Mr TI Mzolisa (Ethekwini South District) (031) 336 8700; Mrs SM Sikhakhane (Ilembe District) (031) 336 8818; Mr DBB Msimango (Amajuba District) (034) 317 2529
- APPLICATIONS** : Direct your application to: For Umgungundlovu, Harry Gwala and Ugu District please use this address: The Chief Director, Department of Social Development, Private Bag X1724, Pietermaritzburg, 3200. Or Physical Address: 158 Langalibalele Street, Karl Eggers Building, Pietermaritzburg, 3200. For Attention: Mr MN Mhlongo.
For eThekwini South and Ilembe District: The Chief Director, Department of Social Development, Private Bag X1503, Durban: 4000. Or Physical Address: 214 Dr

Pixley KaSeme Street, Liberty Towers 8th Floor, Durban, 4000. For Attention: Mrs ZM Nzimande.

For Amajuba District: District Director, Department of Social Development, Private Bag X6680, Newcastle, 2940. Or Physical Address: 113 Panorama drive, Lenoxton, Newcastle, 2940. For Attention: Mr TM Nguse.

POST 06/132 : **SOCIAL WORK MANAGER GRADE 1 2 POSTS REF NO: DSD12/01/2017ETHSD, REF NO: DSD13/01/2017AMAJ**

SALARY : R 664 332 per annum (all inclusive remuneration package)
CENTRE : (Ethekwini South District) (Amajuba District)
REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work, Registration with the South African Council for Social Services Profession as a social worker, plus a minimum of 10 years' experience in Social Work after registration as Social Worker with SACSSP. A valid driver's license. Knowledge: Constitution of the Republic of South Africa; KZN Provincial Growth and Development Strategy; Millennium Development goals; White Paper on Social Welfare Services; Social Service Professions Act as amended; Framework for Social Welfare Services; Professional Compliance Framework for Social Welfare Services; Integrated Social Development Strategy; Generic Business Processes for Social Welfare; Supervision Framework in Social Welfare Services; Human Rights in the delivery of Social Welfare Services; The Constitution of Republic of South Africa; Non-Profit Organizations Act; Policy on Financial Awards 2005; Promotion of Equality and Prevention of Unfair Discrimination Act (PEPUDA). Skills: Communication, Listening, Interpersonal, Computer, Research, Problem solving, Advance report writing, Conflict management, Time management, Advanced welfare counseling, Presentation, Financial Management, Leadership.

DUTIES : Provide a Social Work service of the highest, most advanced and specialized nature within a defined area/s of specialization with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders; Attend to any other matters that could result in, or stem, social instability in any form; Facilitate the development and planning of programmes and interventions to render a Social Work service through the efficient, economical and effective utilization of financial resources; Manage Social Work unit to ensure that efficient and effective Social Work service is delivered through the efficient utilization of human resources; Keep up to date with new developments in the community development field to enhance service delivery; Plan and ensure that Social Work research and development are undertaken; Manage the resources of the component.

ENQUIRIES : Mr TI Mzolisa- Ethekwini South (031) 336 8700; Mr DBB Msimang (034) 317 2529
APPLICATIONS : Direct your application to: For eThekweni South District please use this address: The Chief Director, Department of Social Development, Private Bag X1503, Durban: 4000. Or Physical Address: 214 Dr Pixley KaSeme Street, Liberty Towers 8th Floor, Durban, 4000. For Attention: Mrs ZM Nzimande.
For Amajuba District: District Director, Department of Social Development, Private Bag X6680, Newcastle, 2940. Or Physical Address: 113 Panorama drive, Lenoxton, Newcastle, 2940. For Attention: Mr TM Nguse.

POST 06/133 : **SOCIAL WORK MANAGER GRADE 1-QUALITY ASSURANCE REF NO: DSD14/01/2017ETHSD**

SALARY : R 664 332 per annum (all inclusive remuneration package)
CENTRE : Ethekwini South District
REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work, Registration with the South African Council for Social Services Profession as a social worker, plus a minimum of 10 years experience in Social Work after registration as Social Worker with SACSSP. A valid driver's license. Knowledge: Constitution of the Republic of South Africa; KZN Provincial Growth and Development Strategy; Millennium Development goals; White Paper on Social Welfare Services; Social Service Professions Act as amended; Framework for Social Welfare Services; Professional Compliance Framework for Social Welfare Services; Integrated Social Development Strategy; Generic Business Processes for Social Welfare; Supervision Framework in Social Welfare Services; Human Rights in the delivery of Social Welfare Services; The Constitution of Republic of South Africa; Non-Profit Organizations Act; Policy on Financial Awards 2005; Promotion of Equality and Prevention of Unfair Discrimination Act (PEPUDA). Skills Communication,

Listening, Interpersonal, Computer, Research, Problem solving, Advance report writing, Conflict management, Time management, Advanced welfare counseling, Presentation, Financial Management, Leadership.

DUTIES : Ensure that professional quality assurance service is provided at highest level within a defined area of specialization with regard to care, support, protection of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders; Facilitate the development and planning of programmes and interventions to render a Social Work service through efficient, economical and effective utilization of financial resources; Implement professional quality assurance programmes in the District; Keep up to date with new developments in the community development field to enhance service delivery; Plan and ensure that Social Work research and development are undertaken.

ENQUIRIES APPLICATIONS : Mr TI Mzolisa (Ethekwini South District) (031) 336 8700.
: Direct your application to: The Chief Director, Department of Social Development, Private Bag X1503, Durban: 4000. Or Physical Address: 214 Dr Pixley KaSeme Street, Liberty Towers 8th Floor, Durban, 4000

FOR ATTENTION : Mrs ZM Nzimande

POST 06/134 : **DEPUTY DIRECTOR: SKILLS DEVELOPMENT STRATEGIES REF NO: DSD15/01/2017 HO**

SALARY : R 612 822 per annum (all inclusive remuneration package), Level 11
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Qualifications: Degree/ National Diploma in Human Resource Management/ Public Administration/ Management. 3-5 years' junior managerial experience in Human Resource Management. A valid driver's license Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations, PFMA and Treasury Regulations, Sector Skills Plan; All training legislation. Skills: Communication; organizing; leadership, interpersonal relations; report writing; problem solving; project management; analytical thinking.

DUTIES : Develop and maintain a work place skills plan; Advise and guide the line function on training; Monitor and evaluate skills development programme; Facilitate performance management; develop policies and strategies aimed at improving service delivery; manage resources of the sub directorate.

ENQUIRIES APPLICATIONS : Mr VW Gumede (033) 264 2208/2078
: Direct your application to: The Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200. Or Physical Address: 174 Mayors Walk Road, Pietermaritzburg, 3200

FOR ATTENTION : Dr ML Ngcongco

POST 06/135 : **ASSISTANT DIRECTOR: SUSTAINABLE LIVELIHOODS 5 POSTS**

SALARY : R402 966- R453 540, per annum, Grade 1
CENTRE : Ethekwini North District REF: DSD104/01/17ETHEND
Ethekwini South District REF: DSD105/01/17ETHESD
Uthukela District REF: DSD106/01/17UTHUK
Harry Gwala District) REF: DSD107/01/17HARRY
Ugu District) REF: DSD108/01/17UGU

REQUIREMENTS : Qualification: Bachelor's Degree/ National Diploma in Development Studies/ Community Development plus a minimum of 8 years' experience in community development field/arena. A valid driver's license. Knowledge: Non-Profit Organizations Act; PFMA and Treasury Regulations; Public Service Act and Regulations; Labour Relations; Community development; inter-sectoral collaboration and partnerships; inter-governmental relations; Knowledge and understanding of individual and group behavior. Skills: Project management; Planning and organizing; Problem solving, Conflict resolution; Computer literacy, communication, Complex research; Presentation; Policy formulation and implementation.

DUTIES : Implement and maintain sustainable livelihood policies; Keep up to date with new developments in the sustainable livelihoods field; Conduct research and development; Implement poverty alleviation and community mobilization programmes. Manage resources.

ENQUIRIES : Mrs NC Mhlongo (031) 336 8872 eThekweni North District
Mr TI Mzolisa (031) 336 8787 Ethekwini South District
Mrs ET Majola (036) 634 6600 Uthukela District
Mrs NJ Mzizi (039) 834 1176 (Harry Gwala District

<u>APPLICATIONS</u>	: Mr ST Mphuthi (039) 682 7506 Ugu District Direct your application to: For Ethekewini North and eThekewini South District; please use this address: The Chief Director, Department of Social Development, Private Bag X1503, Durban: 4000. Or Physical Address: 214 Dr Pixley KaSeme Street, Liberty Towers 8 th Floor, Durban, 4000. For Attention: Mrs ZM Nzimande. For uThukela District: District Director, Department of Social Development, Private Bag X9917, Ladysmith, 3370. Or Physical Address: 108 Rholihlahla Street, Peters, Ladysmith, 3370. For Attention: Mr PM Mpanza. For Harry Gwala and Ugu District: The Chief Director, Department of Social Development, Private Bag X1724, Pietermaritzburg, 3200. Or Physical Address: 158 Langalibalele Street, Karl Eggers Building, Pietermaritzburg, 3200. For Attention: Mr MN Mhlongo.
<u>POST 06/136</u>	: <u>SOCIAL WORK SUPERVISOR 12 POSTS</u>
<u>SALARY CENTRE</u>	: R 318 102 - R368 766 per annum, Grade 1- 4 Umbumbulu Service Office (2) DSD31/01/2017UMBU (Ethekewini South District); Ensimbini Service Office DSD32/01/2017ENSI (Ethekewini South District); KwaDukuza Service Office DSD33/01/2017KWADUK (Ilembe District) Engoje Service, Office DSD34/01/2017ENGO (Zululand District); Nqutu Service Office DSD35/01/2017NQU (Umzinyathi District); Kokstad Service, Office (2) DSD36/01/2017KOK (Harry Gwala District); Phoenix Service Office DSD37/01/2017PHOEN (Ethekewini North District); Dundee Service Office DSD38/01/2017DUND (Umzinyathi District); Harding Service Office DSD39/01/2017HARD (Ugu District); Maphumulo Service Office DSD40/01/2017MAPH (Ilembe District)
<u>REQUIREMENTS</u>	: Qualifications: Bachelor's degree in Social Work; Registration with the South African Council for Social Services Professions as Social Worker; Proof of current registration; plus a minimum of 7 years recognizable experience in social work after registration as Social Worker with SACSSP. A valid driver's license Knowledge: Knowledge and understanding of human behavior and social system, The ability and competency to ensure that supervisees assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem solving capabilities, prevent and alleviate distress and use resources efficiently and effectively, Understanding and ability to ensure that supervisees provide social services towards protecting people who are vulnerable, at risk and effectively, Ability to compile complex report. Skills: Presentation, Problem solving, Computer, Interpersonal relationship, Communication; Research, report writing, Financial management, Supervisory, welfare counseling, analytical, organizing, conflict management.
<u>DUTIES</u>	: Ensure that a social work service with regard to care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all administrative functions required in the unit and undertake the higher level administrative functions.
<u>ENQUIRIES</u>	: Mrs NG Zungu (031) 915 0011(Umbumbulu and Ensimbini Service Office) Mrs SM Sikhakhane (031) 336 8819/35 (KwaDukuza and Maphumulo Service Office) Mrs T Msane (034) 907 5083 (Engoje Service Office) Ms Z Nkomentaba (034) 271 1921 (Nquthu Service Office) Mr TS Mokwena (039) 727 3556 (Kokstad Service Office) Mrs SS Mazibuko (034) 212 1319 (Dundee Service Office) Mrs S Moodley (031) 507 8827 (Phoenix Service Office) Mrs NG Tshalata (039) 433 1010 (Harding Service Office)
<u>APPLICATIONS</u>	: Direct your application to: For eThekewini South, eThekewini North and Ilembe District: The Chief Director, Department of Social Development, Private Bag X1503, Durban: 4000. Or Physical Address: 214 Dr Pixley KaSeme Street, Liberty Towers 8 th Floor, Durban, 4000. For Attention: Mrs ZM Nzimande. For Zululand District: Chief Director, Department of Social Development, Private Bag X 33, Ulundi, 3838. Or Physical Address: King Dinuzulu Highway, Administration Building, 2 nd floor zone 3, Ulundi, 3838. For Attention: Mrs FN Ntombela. For Umzinyathi District: District Director, Department of Social Development, Private Bag X2057, Dundee, 3000. Or Physical Address: 50 Grey Street, Dundee, 3000. For Attention: Mr VN Nyathikazi.

For Harry Gwala and Ugu District: The Chief Director, Department of Social Development, Private BagX1724, Pietermaritzburg, 3200. Or Physical Address: 158 Langalibalele Street, Karl Eggers Building, Pietermaritzburg, 3200. For Attention: Mr MN Mhlongo

- POST 06/137** : **SOCIAL WORKER: RESTORATIVE SERVICES 2 POSTS**
- SALARY** : R318 102 - R368 766 per annum, Grade 1- 4
- CENTRE** : Zululand District REF: DSD41/01/17ZUL
Ilembe District REF: DSD42/01/17ILEMB
- REQUIREMENTS** : Qualifications: Bachelor's Degree in Social Work; plus a minimum of 7 years appropriate experience in social work after registration as Social Worker with SACSSP. A valid driver's license. Knowledge: Working knowledge and understanding of human behaviour and social systems; the ability and competence, develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; the ability to promote, restore, maintain, advocate for, and enhance the functioning of individuals, families, groups, and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports . Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the points where people interact with their environments in order to promote social wellbeing.
- DUTIES** : Render an advanced and specialized Social Crime Prevention (VEP) services with regard to the care, support, protection and developmental of vulnerable individuals, groups, families and communities through the relevant programs. Attend to any other matters that could result in or stem from, social instability in any form; Keep up to date with new developments in Social crime prevention services; Perform all the administrative functions required of the job.
- ENQUIRIES** : Mr BM Gumede (035) 874 8502 (Zululand District); Mrs SM Sikhakhane (Ilembe District) (031) 336 8818
- APPLICATIONS** : Direct your application to: For Zululand District please use this Address: Chief Director, Department of Social Development, Private Bag X 33, Ulundi, 3838. Or Physical Address: King Dinuzulu Highway, Administration Building, 2nd floor zone 3, Ulundi, 3838. For Attention: Mrs FN Ntombela.
For Ilembe District: The Chief Director, Department of Social Development, Private Bag X1503, Durban: 4000. Or Physical Address: 214 Dr Pixley KaSeme Street, Liberty Towers 8th Floor, Durban, 4000. For Attention: Mrs ZM Nzimande.
- POST 06/138** : **SOCIAL WORKER- HIV/AIDS REF NO: DSD43/01/17ILEMB**
- SALARY** : R318 102 - R368 766 per annum, Grade 1- 4
- CENTRE** : Ilembe District
- REQUIREMENTS** : Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Service Professions as Social Worker; plus a minimum of 7 years appropriate experience in social work after registration as Social Worker with SACSSP. Valid driver's license. Knowledge: Working knowledge and understanding of human behaviour and social systems; the ability and competence, develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; the ability to promote, restore, maintain, advocate for, and enhance the functioning of individuals, families, groups, and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports. Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the points where people interact with their environments in order to promote social wellbeing.
- DUTIES** : Render an advanced HIV/AIDS services, protection and development of vulnerable individuals, groups, families and communities through the relevant programs. Attend to any other matters that could result in or stem from, social instability in any form; Keep up to date with new developments in the HIV/AIDS; Perform all the administrative functions required of the job.
- ENQUIRIES** : Mrs SM Sikhakhane - Ilembe District Tel no: (031) 336 8818

APPLICATIONS : Direct your application to: The Chief Director: Department of Social Development, Private Bag X1503, Durban, 4000. Or Physical Address: 214 Dr Pixley KaSeme Street, Liberty Towers 8th Floor, Durban, 4000

FOR ATTENTION : Mrs ZM Nzimande

POST 06/139 : **SOCIAL WORKER: OLDER PERSONS AND PEOPLE WITH DISABILITIES REF NO: DSD103/01/17UTHUK**

SALARY : R318 102 - R368 766 per annum, Grade 1- 4

CENTRE : UThukela District

REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Service Professions as Social Worker; plus a minimum of 7 years appropriate experience in social work after registration as Social Worker with SACSSP. A Valid driver's license. Knowledge: Working knowledge and understanding of human behaviour and social systems; the ability and competence, develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; the ability to promote, restore, maintain, advocate for, and enhance the functioning of individuals, families, groups, and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports. Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the points where people interact with their environments in order to promote social wellbeing.

DUTIES : Render an advanced and specialized services to Older Persons and People with Disabilities with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programs. Attend to any other matters that could result in, or stem from, social instability in any form. Keep up to date with new developments in respect of Older Persons and People with Disabilities. Perform all the administrative functions required of the job.

ENQUIRIES : Mrs N Murugan Tel no: (036) 634 6600 (Uthukela District)

APPLICATIONS : Direct your application to: The District Director: Department of Social Development; Private Bag X9917, Ladysmith, 3370. Or Physical Address: 108 Rholihlahla Street, Peters, Ladysmith, 3370

FOR ATTENTION : Mr PM Mpanza

POST 06/140 : **REPAIR AND MAINTENANCE COORDINATOR REF NO: DSD28/01/2017 HO**

SALARY : R 311 784 per annum, Level 09

CENTRE : Head Office: Pietermaritzburg

REQUIREMENTS : Qualifications: Bachelor's Degree/ National Diploma in Civil Engineering/ Architecture; 3-5 years' experience in physical facilities environment. A valid driver's license. Knowledge: PFMA and Treasury Regulations; Planning and management of construction; National building regulations; Constitution of the Republic of South Africa; Policies with regard to physical facilities. Skills: Computer literacy; Specification writing; communication; Decision making; Time management; Project management; interpersonal relations; Networking; Analytical and innovative thinking; Problem solving; Planning and Organizing.

DUTIES : Ensure the provision of effective multi-year planning and technical advice in relation to maintenance; Administer the compilation of needs assessment and specifications pertaining to maintenance requirements; Inspect maintenance work done by contractors; Report on maintenance planning and construction; Give advice on the budgetary allocations and expenditure in respect of maintenance; Provide advice; guidance and input to policies regarding the maintenance of physical facilities.

ENQUIRIES : Mr HB Ngwane Tel no: (033) 341 7908

APPLICATIONS : Direct your application to: Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg 3200. Or Physical Address: 174 Mayors Walk Road, Pietermaritzburg, 3200,

FOR ATTENTION : Dr ML Ngcongco.

POST 06/141 : **OCCUPATIONAL HEALTH AND SAFETY SPECIALIST REF NO: DSD29/01/2017HO**

SALARY : R 311 784 per annum, Level 09
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Qualifications: Bachelor's Degree or National Diploma in Safety Management/ Occupational Health and Safety. 3-5 years' experience in Occupational Health and Safety. A valid driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Occupational Health and Safety Act; PSCBC and PHSDSBC Resolutions; Basic Conditions of Employment Act; Labour Relations Act, PFMA and Treasury Regulations; Public Administration Justice Act, Employment Equity Act. Skills: Communication; Organizing; Leadership; Interpersonal relations; Problem solving; Conflict Management; Project Management; Inspection; Analytical thinking.

DUTIES : Implement and maintain Occupational Health and Safety Systems; Assist management in ensuring full compliance with OHS Act and Regulations; Coordinate OHS; Conduct OHS awareness training sessions to all employees; Monitor the functioning of OHS committees;

ENQUIRIES : Mr SP Sishi Tel no: (033) 341 9637
APPLICATIONS : Direct your application to: Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg 3200. Or Physical Address: 174 Mayors Walk Road, Pietermaritzburg, 3200,

FOR ATTENTION : Dr ML Ngcongco.

POST 06/142 : **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: DSD30/01/2017PMB**

SALARY : R 311 784 per annum, Level 09
CENTRE : UMGungundlovu District
REQUIREMENTS : Qualifications: Bachelor's Degree or National Diploma in Information Technology/ Certified Novell Engineer/ Microsoft Certified System Engineer. 3 years' experience in network, hardware and software support services environment. A valid driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Network support hardware and software support; Public Service Act and Regulations; PFMA and Treasury Regulations; Access to information Act; SITA Act; Labour Relations Act. Skills: Communication; Interpersonal relations, Networking, Problem Solving, Time management, Project Management, Specialist computer literacy.

DUTIES : Render network support services; Maintain the various IT operational systems; Install and maintain software and hardware; Facilitate access to management information system; Manage IT help Desk; Manage the resources of the division.

ENQUIRIES : Mr MN Mhlongo Tel no: (033) 395 9637
APPLICATIONS : Direct your application to: The Chief Director, Department of Social Development, Private Bag X1724, Pietermaritzburg, 3200. Or Physical Address: 158 Langalibalele Street, Karl Eggers Building, Pietermaritzburg, 3200.

FOR ATTENTION : Mr MN Mhlongo.

POST 06/143 : **SOCIAL WORK POLICY DEVELOPER: OLDER PERSONS AND PEOPLE WITH DISABILITIES (GRADE 1-2) REF NO: DSD27/01/2017 HO**

SALARY : R 301 191 to R337 470 per annum
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Qualifications: A Bachelor's Degree in Social Work; Registration with the South African Council for Social Service Professions as a Social Work.; minimum of 8 years appropriate experience after registration as a Social Worker with South African Council for Social Services Profession(SACSSP). A valid driver's license Knowledge: Knowledge and understanding of human behavior and social systems; The ability and competence to assist , develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; The understanding and ability to provide social services towards protecting people who are vulnerable, at risk and unable to protect themselves; The ability to mentor and coach Social Workers. Skills:

<u>DUTIES</u>	:	Communication; listening; interpersonal; computer; research; problem solving; report writing; conflict management; time management; welfare counselling. Develop, implement and maintain older persons and people with disabilities policies; Keep up to date with new developments about the older persons and people with disabilities services; Conduct research and development; Perform all the administrative functions required in older persons and people with disabilities services.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms PP Ncwane Tel no: (033) 264 2064/08
<u>FOR ATTENTION</u>	:	Direct your application to: Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg 3200. Or Physical Address: 174 Mayors Walk Road, Pietermaritzburg, 3200
<u>POST 06/144</u>	:	Dr ML Ngcongco.
<u>SALARY CENTRE</u>	:	<u>CORPORATE SUPPORT ADMINISTRATOR 7 POSTS</u>
<u>REQUIREMENTS</u>	:	R262 272 per annum, Level 8 Weenen Service Office DSD44/01/17WEEN Uthukela District; Newlands Park Rehabilitation Centre DSD45/01/17NPRC Ethekwini North District; Umlazi CYCC DSD46/01/17UMLAZ Ethekwini South District; Inkanyezi Service Office DSD47/01/17INKA King Cetshwayo District Mahlabathini Service Office DSD48/01/17MAHL Zululand District; Melmoth Service Office DSD49/01/17MELM King Cetshwayo District; Msinga Service Office DSD50/01/17MSING Umzinyathi District Qualifications: Bachelor's Degree/National Diploma in Public Administration/ Management Business Administration plus 3-5 years experience Administrative experience. A valid driver's license. Knowledge: Public Service Act and Regulations; PFMA and Treasury Regulations; Basic Conditions of Employment Act; Supply Chain Management Practices and procedures; Service Delivery Framework; Occupational Health and Safety Act; Labour Relations Act; Batho Pele principles; Road Traffic Act; Archives Act. Skills: Interpersonal, Networking, Problem solving, Driving, Time management, communication (written and verbal) Project Management, Computer Literacy, Financial Management, Decision Making, Report writing.
<u>DUTIES</u>	:	Provide human resource management; Monitor finances of the Service Office, Provide records and Auxiliary services, Manage Supply Chain Management services, Monitor Information Technology Services, Provide supervision of personnel.
<u>ENQUIRIES</u>	:	Ms ZB Ndlovu (036) 354 1149 (Weenen Service Office) Ms FZ Makhawula (031) 578 3992 (Newlands Park Rehabilitation Centre) Ms KG Sindane (031) 907 5129 (Umlazi CYCC) Ms DEN Mkhwanazi (035) 474 1150 (Inkanyezi Service Office) Ms BT Mbuyazi (035) 873 8200 (Mahlabathini Service Office) Mrs S Ngcobo (035) 450 8700 (Melmoth Service Office) Mr VN Nyathikazi (034) 212 3951 (Msinga Service Office)
<u>APPLICATIONS</u>	:	Direct your application to: For uThukela District: District Director, Department of Social Development, Private Bag X9917, Ladysmith, 3370. Or Physical Address: 108 Rholihlahla Street, Peters, Ladysmith, 3370. For Attention: Mr PM Mpanza. For eThekwini North and eThekwini South District: The Chief Director, Department of Social Development, Private Bag X1503, Durban: 4000. Or Physical Address: 214 Dr Pixley KaSeme Street, Liberty Towers 8 th Floor, Durban, 4000. For Attention: Mrs ZM Nzimande. For King Cetshwayo and Zululand District: The Chief Director: Department of Social Development, Private Bag X 33, Ulundi: 3838. Or Physical Address: King Dinuzulu Highway, Administration Building 2 nd Floor zone 3, Ulundi, 3838 For Attention: Mrs FN Ntombela. For uMzinyathi District: District Director, Department of Social Development, Private Bag X2057, Dundee, 3000. Or Physical Address: 50 Grey Street, Dundee, 3000. For Attention: Mr VN Nyathikazi.
<u>POST 06/145</u>	:	<u>SOCIAL WORKER 37 POSTS</u>
<u>SALARY CENTRE</u>	:	R 211 263 to R391 224 per annum, Grade 1-4 Pietermaritzburg Service Office (2) DSD57/01/17PMB (Umgungundlovu District); Richmond Service Office DSD58/01/17RICH (Umgungundlovu District); Camperdown Service Office (2) DSD59/01/17CAMP (Umgungundlovu District); Harding Service Office (2) DSD60/01/17HARD (Ugu District); Vulamehlo Service Office (2) DSD61/01/17VUL (Ugu District); Inanda Service Office

DSD62/01/17INAND (Ethekewini North District); Mpumalanga Service Office (2)
 DSD63/01/17MPUM (Ethekewini South District); KwaMashu Service Office (3)
 DSD64/01/17KWAMASH (Ethekewini North District); Newlands Park Rehabilitation
 Centre DSD65/01/17NPC (Ethekewini North District); Durban Service Office
 DSD66/01/17DBN (Ethekewini North District); Paulpietersburg Service Office (2)
 DSD67/01/17PAULP (Zululand District); Mahlabathini Service Office
 DSD68/01/17MAHL (Zululand District); Melmoth Service Office DSD69/01/17MEL
 (King Cetshwayo District); Inkanyezi Service Office DSD70/01/17INK (King
 Cetshwayo District); Ongoye Service Office (2) DSD71/01/17ONG (King
 Cetshwayo District); Kwamsane Service Office (4) DSD72/01/17KWAMS
 Umkhanyakude District; Ngwavuma Service Office DSD73/01/17NGW
 (Umkhanyakude District); Lower uMfolozi Service Office DSD74/01/17LOW (King
 Cetshwayo District); Hlabisa Service Office DSD75/01/17HLAB (Umkhanyakude
 District); Ezakheni Service Office DSD76/01/17EZAKH (Uthukela District); Dundee
 Service Office DSD77/01/17DUND (Umzinyathi District); Dukuza Service Office
 DSD78/01/17DUK (Uthukela District); Msinga Service Office DSD79/01/17MSING
 (Umzinyathi District); Phungashe Service Office DSD80/01/17PHUNG (Ugu
 District); Kokstad Service Office DSD81/01/17KOK (Ugu District)

REQUIREMENTS

: Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a social worker. A valid driver's license; Knowledge: Knowledge and understanding of human behavior and social systems; The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; The understanding and ability to provide social services towards protecting people who are vulnerable, at risk and unable to protect themselves; Skills: communication, listening; interpersonal; computer; research; problem solving; report writing; conflict management; time management; welfare counselling.

DUTIES

: Provide a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Support Social Auxiliary Workers and volunteers; Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

ENQUIRIES

: Ms N Mdluli (033) 395 9749 (Pietermaritzburg Service Office)
 Ms NP Blose (033) 212 2266 (Richmond Service Office)
 Ms FN Xulu (031) 785 1193 (Camperdown Service Office)
 Mrs NG Tshalatha (039) 433 1010 (, Harding Service Office)
 Ms NJ Ngwane (039) 972 1434 (Vulamehlo Service Office)
 Mrs NSA Ngcemu (031) 510 1569 (Inanda Service Office)
 Mrs RF Ntombela (031) 771 1341 (Mpumalanga Service Office)
 Mrs NM Myeni (031) 530 3110 (Kwamashu Service Office)
 Ms ZF Makhawula (031) 578 3992 (Newlands Park Rehabilitation Centre)
 Mrs P Moodley (031) 360 5444 (Durban Service Office)
 Ms PL Manyanga (034) 996 7000 (Paulpietersburg Service Office)
 Ms BT Mbuyazi (035) 873 8200 (Mahlabathini Service Office)
 Mrs S Ngcobo (035) 450 8700 (Melmoth Service Office)
 Ms DEN Mkhwanazi (035) 474 1150 (Inkanyezi Service Office)
 GN Gumede (035) 796 6672 (Ongoye Service Office)
 Ms VR Xakata (035) 551 1850 (Kwamsane Service Office)
 Mrs DN Mbonambi (035) 591 0160/1 (Ngwavuma Service Office)
 Ms MN Memela (035) 787 6340 (Lower uMfolozi Service Office) Ms JB Mthiyane (035) 838 1180 (Hlabisa Service Office)
 Mrs ZP Nkosi (036) 634 6649 (Ezakheni Service Office)
 Mrs SS Mazibuko (034) 212 1319 (Dundee Service Office)

APPLICATIONS

: Direct your application to: For Umgungundlovu and Ugu District: The Chief Director, Department of Social Development, Private Bag X1724, Pietermaritzburg, 3200. Or Physical Address: 158 Langalibalele Street, Karl Eggers Building, Pietermaritzburg, 3200. For Attention: Mr MN Mhlongo.
 For eThekweni North and eThekweni South: The Chief Director, Department of Social Development, Private Bag X1503, Durban: 4000. Or Physical Address: 214 Dr Pixley KaSeme Street, Liberty Towers 8th Floor, Durban, 4000. For Attention: Mrs ZM Nzimande.
 For Zululand, King Cetshwayo and Umkhanyakude District: The Chief Director: Department of Social Development, Private Bag X 33, Ulundi: 3838. Or Physical

Address: King Dinuzulu Highway, Administration Building 2nd Floor zone 3, Ulundi, 3838 For Attention: Mrs FN Ntombela. For uThukela District: District Director, Department of Social Development, Private Bag X9917, Ladysmith, 3370. Or Physical Address: 108 Rholihlahla Street, Peters, Ladysmith, 3370. For Attention: Mr PM Mpanza.
 For Umzinyathi District: District Director, Department of Social Development, Private Bag X2057, Dundee, 3000. Or Physical Address: 50 Grey Street, Dundee, 3000. For Attention: Mr VN Nyathikazi.

POST 06/146 : **ETD PRACTITIONER: SKILLS PLANNING AND MONITORING REF NO: DSD82/01/2017HO**

SALARY : R 211 194 per annum, Level 7
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Qualifications: Grade 12 Certificate or National Certificate (Vocational). A Degree/ National Diploma in Human Resource Management/Public Administration/ Management. A valid driver's license. 3-5 years experience in Human Resource Management. Skills: Communication; Organizing and Planning; Interpersonal; Financial Management; Report writing; Problem solving and Analysis; Project management, analytical thinking.

DUTIES : Facilitate and co-ordinate the development of annual HRD Implementation Plan; Facilitate and co-ordinate the development of Workplace Skills Plan; Facilitate effective monitoring and evaluation of the implementation of HRD Strategies; Compile monthly, Quarterly and Annual Training Reports; Co-ordinate and facilitate the sittings of Skills Development Committee.

ENQUIRIES : Mr VW Gumede Tel no: (033) 264 2208
APPLICATIONS : Direct your application to: For Head Office: Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg 3200. Or Physical Address: 174 Mayors Walk Office Park, Pietermaritzburg 3200,

FOR ATTENTION : Dr ML Ngcongco.

POST 06/ : **SERVICE MONITOR: MONITORING AND PERFORMANCE REPORTING 2 POSTS REF NO: DSD83/01/2017HO**

SALARY : R 211 194 per annum, Level 7
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Qualifications: Bachelors Degree/ National Diploma in Business Administration/ Public Administration; a valid drivers license. Knowledge: PFMA and Treasury Regulations, Working Knowledge of the public sector; filling system; Priorities of Monitoring and evaluation National Provincial Departments Framework. Skills: Computer; report writing; problem solving; analytical thinking, communication, time management.

DUTIES : Implement a monitoring and evaluation framework; Disseminate information on M&E outcomes, techniques, processes and tools. Provide support on the M&E framework; Produce and disseminate reports to relevant stakeholders. Provide supervision to staff.

ENQUIRIES : Mr RM Madlala Tel no: (033) 264 5419
APPLICATIONS : Direct your application to: For Head Office: Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg 3200. Or Physical Address: 174 Mayors Walk Road, Pietermaritzburg 3200

FOR ATTENTION : Dr ML Ngcongco.

POST 06/147 : **SENIOR HUMAN RESOURCES OFFICER 2 POSTS**

SALARY : R 211 194 per annum, Level 7
CENTRE : uMgungundlovu District REF: DSD84/01/2017UMG; EThekweni North District REF: DSD85/01/2017ETHND

REQUIREMENTS : Qualifications: Bachelor's Degree/ National Diploma in Human Resources Management/ Public Administration/ Management. 3–5 years Human Resource Management experience; a valid driver's license. Knowledge: Public Service Employment Laws, human resources practices and procedures. Skills: Policy development and analysis; Problem solving; Presentation; Interpersonal; Analytical; Communication; Computer; Innovative; Research; time management; PERSAL.

DUTIES : Render human resources administration practices concerning service conditions/ human resource provisioning/ human resource development and

		Employer/employee relations; Prepare reports on personnel administration issues and statistics; Manage resources of the section.
<u>ENQUIRIES</u>	:	Mr MN Mhlongo Tel no: (033) 395 9600/37, Mrs ZM Nzimande Tel no: (031) 336 8700
<u>APPLICATIONS</u>	:	Direct your application to: For uMgungundlovu District: The Chief Director, Department of Social Development, Private Bag X1724, Pietermaritzburg 3200. Or Physical Address: 158 Langalibalele Street, Karl Eggers Building, Pietermaritzburg 3200, For Attention: Mr MN Mhlongo. For Ethekwini North District: The Chief Director, Department of Social Development, Private Bag X1503, Durban: 4000. Or Physical Address: 214 Dr Pixley KaSeme Street, Liberty Towers 8 th Floor, Durban, 4000. For Attention: Mrs ZM Nzimande.
<u>POST 06/148</u>	:	<u>PERSONAL ASSISTANT: INTERNAL CONTROL AND RISK MANAGEMENT REF: DSD86/01/2017HO</u>
<u>SALARY</u>	:	R 211 194 per annum, Level 7
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	Qualifications: Matric Certificate or National Certificate (Vocational) 3 year National Diploma/ Degree in Secretarial Studies. 3-5 years' experience in rendering a support services to senior management. Knowledge: Relevant legislation/ policies/ prescripts and procedures; Basic knowledge of financial administration. Skills: Communication; Telephone etiquette, Computer literacy; planning and organizing; interpersonal relations; presentation.
<u>DUTIES</u>	:	Provide secretarial/receptionist support service to the Manager; Render administrative support services; Provide support services to the Manager; Support the Manager with regard to administration of budget; Receive record and distribute all incoming and outgoing documents, develop and maintain a record tracking system; Manage the diary, correspondence and workflow; Drafting, typing of correspondence/documents which includes presentations and spread sheets; Assist with the procurement of goods and services for the office and manage the inventory.
<u>ENQUIRIES</u>	:	Mrs CS Mlambo Tel no: (033) 264 2005
<u>APPLICATIONS</u>	:	Direct your application to: For Head Office, Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg 3200. Or Physical Address: 174 Mayors Walk Road, Pietermaritzburg 3200
<u>FOR ATTENTION</u>	:	Dr ML Ngcongco
<u>POST 06/149</u>	:	<u>STATE ACCOUNTANT REF NO: DSD87/01/2017ILEMB</u>
<u>SALARY</u>	:	R 211 194 per annum, Level 07
<u>CENTRE</u>	:	ILembe District
<u>REQUIREMENTS</u>	:	Qualifications: Matric Certificate or National Certificate (Vocational). Bachelor's Degree / National Diploma in Financial Management/ Accounting. 3-5 years experience in financial management. Knowledge: PFMA and Treasury Regulations; BAS; PERSAL; MTEF; GAAP; Budget procedure; Working Knowledge of the public sector; Payroll control procedures . Skills: Computer literacy; Report writing; Problem solving; Analytical thinking; Planning and organizing; Communication; Budget procedures; Change management.
<u>DUTIES</u>	:	Administer budgetary and revenue control services; Administer suspense accounts, debt and loss services; Administer salaries, petty cash and payroll; Prepare support in risk management; Perform financial inspection and compliance audits. Monitor trends and provide monthly cash flow reports and explanations on status of the various programs of the District Budget; Collate, consolidate and provide inputs on Budget allocations in terms of the MTEF for District Office; Ensure that the allocated budget is captured correctly as per programmes on the BAS system; Maintain and monitor the commitment register for all programmes; Provide secretarial duties at District Budget meetings, Supervision of personnel.
<u>ENQUIRIES</u>	:	Mr SD Mntambo Tel no: (031) 336 8700
<u>APPLICATIONS</u>	:	Direct your application to: The Chief Director: Department of Social Development, Private Bag X1503, Durban, 4000. Or Physical Address: 214 Dr Pixley kaSeme Street, Liberty Towers 8 th Floor, Durban, 4000
<u>FOR ATTENTION</u>	:	Mrs ZM Nzimande.

POST 06/150 : **ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: DSD88/01/2017UMG**

SALARY : R 211 194 per annum, Level 7
CENTRE : uMgungundlovu District
REQUIREMENTS : Qualifications: Bachelor's Degree/ National Diploma in Supply Chain Management/ Financial management/ Business Administration. 3–5 years experience in Supply chain management; a valid driver's license. Knowledge: Public Service Regulations, PFMA, Treasury Regulations, Basic Accounting Systems (BAS), Working knowledge of Public Sector, Risk Management, Supply Chain Management Practices and Procedures. Skills: Communication, Interpersonal relations, Networking, Problem solving, conflict management, Planning and organizing, Analytical, Report writing.

DUTIES : Administer effective Demand and Acquisition Services; Provide effective Stores Services; Monitor implementation of risk management practices; Render a proficient Contract Management Services; Ensure effective supervision of staff.

ENQUIRIES : Mr AA Peters Tel no: (033) 395 9600
APPLICATIONS : Direct your application to: The Chief Director: Department of Social Development, Private Bag X1724, Pietermaritzburg, 3200. Or Physical Address: 158 Langalibalele Street, Karl Eggers Building, Pietermaritzburg, 3200

FOR ATTENTION : Mr MN Mhlongo.

POST 06/151 : **RECORDS OFFICER REF NO: DSD89/01/2017ILEMB**

SALARY : R 211 194 per annum, Level 7
CENTRE : ILembe District
REQUIREMENTS : Qualifications: Grade 12 Certificate or National Certificate (Vocational). A valid drivers license plus 3 – 5 years' experience in records management environment. Knowledge: Public Service Act, Public Service Regulations, Service delivery frameworks, Archives Act, Promotion of Access to Information Act(PAIA). Skills: Communication, Computer literacy, Interpersonal, Writing, Presentation, Organizing, Problem solving.

DUTIES : Ensure safe custody, proper care and preservation of Departmental files, Maintain and update filing system; Supervise the administration of registry procedures; Supervise registry personnel.

ENQUIRIES : Ms R Singh Tel no: (031) 3368700
APPLICATIONS : Direct your application to: The Chief Director: Department of Social Development, Private Bag X1503, Durban, 4000. Or Physical Address: 214 Dr Pixley kaSeme Street, Liberty Towers 8th Floor, Durban, 4000

FOR ATTENTION : Mrs ZM Nzimande.

POST 06/152 : **PROFESSIONAL NURSE**

SALARY : R210 702 – R244 260 per annum, Grade 1
CENTRE : Newcastle School of Industries (Amajuba District)
REQUIREMENTS : Qualification: Bachelors Degree/ National Diploma in General Nursing. Current registration with South African Nursing Council (SANC). A valid driver's license Knowledge: Nursing care processes and procedures, nursing statutes ; Nursing Act; National Health Act; Occupational Health and Safety Act, Patience Rights Charter; Public Service Act and Regulations; Labour Relations Act; Skills: Communication, Report writing, Facilitation; Coordination; Liaison, Networking; Problem Solving; Information management; Planning and Organizing; Computer Literacy.

DUTIES : Provide direction and supervision for the implementation of the Nursing Plan Clinical/ 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 Nursing and Health Care; Maintain a constructive working relationship with Nursing and other stakeholders; Manage resources.

ENQUIRIES : Mrs AT Mntambo Tel no: 034 317 1254
APPLICATIONS : Direct your application to: The District Director: Department of Social Development, Private Bag X6680, Newcastle, 2940. Or Physical Address: 113 Panorama drive, Lenoxton, Newcastle, 2940.

FOR ATTENTION : Mr TM Nguse

<u>POST 06/153</u>	:	<u>COMMUNITY DEVELOPMENT PRACTITIONER: 6 POSTS</u>
<u>SALARY CENTRE</u>	:	R 178 512- R206 949 per annum, Grade 1 UMzimkhulu Service Office DSD51/01/17UMZIMK (Harry Gwala District) Phoenix Service Office DSD52/01/17PHOE (eThekweni North District); Mpumalanga Service Office DSD53/01/17MPUM (Ethekewini South District); Umbumbulu Service Office DSD54/01/17UMBU (EThekweni South District); Kokstad Service Office DSD55/01/17KO (Harry Gwala District); KwaMsane Service Office DSD56/01/17KWAMS (uMkhanyakude District)
<u>REQUIREMENTS</u>	:	Qualifications: Matric Certificate or National Certificate (Vocational). Bachelors Degree/ National Diploma in community development/ development studies. A valid driver's license. Knowledge: Knowledge and understanding of human behaviors and social system and legislation to assist with intervention at the point where people interact with their environment in order to promote self-empowerment, Community development work, skills, attitude and values of communities; Ability and competence to co-ordinate community development structures, and ability to manage projects; Ability to influence individuals and groups to participate in their own self-empowerment. knowledge and understanding of human behaviour and Social systems, legislation; understanding of social dynamics of communities; Skills: Planning and organizing, presentation and facilitation; computer literacy, communications(verbal and written), Interpersonal ; Monitoring and evaluation research, Project management, Problem solving, report writing; financial management.
<u>DUTIES</u>	:	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 role players (internal and external) eg in Departments/ Provinces, NGO's, Local community structures and faith based organization and stakeholders 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.
<u>ENQUIRIES</u>	:	Mr MN Njomi (079) 494 8856 (Umzimkhulu Service Office) Mrs S Moodley (031) 507 8827 (Phoenix Service Office) Mrs RF Ntombela (031) 771 1341 (Mpumalanga Service Office) Mrs NG Zungu (031) 915 0011 (Umbumbulu Service Office) Mr TS Mokwena (039) 727 3556 (Kokstad Service Office) Ms VR Xakata (035) 551 1850 (Kwamsane Service Office)
<u>APPLICATIONS</u>	:	Direct your application to: For Harry Gwala District: The Chief Director, Department of Social Development, Private Bag X1724, Pietermaritzburg, 3200. Or Physical Address: 158 Langalibalele Street, Karl Eggers Building, Pietermaritzburg, 3200. For Attention: Mr MN Mhlongo. For eThekweni North and eThekwin South District: The Chief Director, Department of Social Development, Private Bag X1503, Durban: 4000. Or Physical Address: 214 Dr Pixley KaSeme Street, Liberty Towers 8 th Floor, Durban, 4000. For Attention: Mrs ZM Nzimande. For uMkhanyakude District: Chief Director, Department of Social Development, Private Bag X 33, Ulundi, 3838. Or Physical Address: King Dinuzulu Highway, Administration Building, 2 nd floor zone 3, Ulundi, 3838. For Attention: Mrs FN Ntombela.
<u>POST 06/154</u>	:	<u>CHILD AND YOUTH CARE SUPERVISOR 2 POSTS</u>
<u>SALARY CENTRE</u>	:	R 163 365 per annum, Grade 1 Valley View CYCC DSD95/01/2017VVVCYCC (Ethekewini North District); Excelsior CYCC DSD94/01/2017ECYCC (Ethekewini North District).
<u>REQUIREMENTS</u>	:	Qualifications: Grade 12 Certificate or National Certificate (Vocational); A minimum of 10 years' appropriate experience in Child and Youth Care Work. Knowledge: Developmental and therapeutic programmes; Child and Youth Care Work Administrative procedures and formats; rules and procedures of the Child and Youth Care Centre; Children's Act, Child Justice Act; New development and methodologies in Child and Youth Care Work. Skills: communication, Conflict management; Problem solving; Ability to interpret policies and legislation; Planning and organizing; Computer; Basic research and analytical skills; Presentation and facilitation; Interpersonal relations.

<u>DUTIES</u>	:	Facilitate and supervise the caring for and life space interventions of children and young people; Form part of multi-disciplinary team; Supervise employees to ensure an effective care service; Keep up to date with new developments in the child and youth care field; Supervise and perform the clerical/ administration functions.
<u>ENQUIRIES</u>	:	Ms V Singh (031) 207 2519 (Valley View CYCC)
<u>APPLICATIONS</u>	:	Ms PP Radebe-Sokhulu Tel no: (031) 702 5371 (Excelsior CYCC)
<u>FOR ATTENTION</u>	:	Direct your application to: The Chief Director: Department of Social Development, Private Bag X1503, Durban, 4000. Or Physical Address: 214 Dr Pixley kaSeme Street, Liberty Towers 8 th Floor, Durban, 4000
<u>POST 06/155</u>	:	Mrs ZM Nzimande
<u>POST 06/155</u>	:	<u>HUMAN RESOURCES OFFICER 3 POSTS</u>
<u>SALARY</u>	:	R142 461 per annum, Level 05
<u>CENTRE</u>	:	Head Office DSD90/01/2017HO; uThukela District DSD91/01/2017UTHUK 2 posts
<u>REQUIREMENTS</u>	:	Qualifications: Grade 12 Certificate or National Certificate (Vocational) Knowledge: Public Service Act, Public Service Regulations, Public Service Prescripts and Policies, Ability to interpret and execute relevant policies. Skills: Report Writing, Problem Solving, Computer literacy; Office Administration Skills.
<u>DUTIES</u>	:	Administer recruitment, selection and appointments. Administer probation of employees; Render human resources administration practices concerning service conditions/ human resource provisioning/ human resource development. Maintain establishment
<u>ENQUIRIES</u>	:	Mrs NB Mtshali-Mhlongo Tel no: (033) 264 2079 Head Office, Mr PM Mpanza Uthukela Tel no: (036) 634 6600
<u>APPLICATIONS</u>	:	Direct your application to: For Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200. Or Physical Address: 174 Mayors walk Road, Pietermaritzburg, 3200 For Attention: Dr ML Ngongo. For uThukela District: District Director, Department of Social Development, Private Bag X9917, Ladysmith, 3370. Or Physical Address: 108 Rholihlahla Street, Peters, Ladysmith, 3370. For Attention: Mr PM Mpanza.
<u>POST 06/156</u>	:	<u>GENERAL ADMINISTRATION CLERK 3 POSTS</u>
<u>SALARY</u>	:	R142 461 per annum, Level 05
<u>CENTRE</u>	:	Howick Service Office DSD92/01/2017HOW (Umgungundlovu District); Mpumalanga Service Office DSD93/01/2017MPU (Ethekewini South District); Osizweni Handicraft Centre DSD94/01/2017OSI (Amajuba District)
<u>REQUIREMENTS</u>	:	Qualifications: Grade 12 Certificate or National Certificate (Vocational) Knowledge: Public Service Act, Public Service Regulations, Public Service Prescripts and Policies, Working procedures in terms of working environment, Practices and ability to capture data. Skills: Computer literacy; Communication; Interpersonal relations, flexibility in terms of working hours, Team work, Planning and organization, Office Administration.
<u>DUTIES</u>	:	Render general support services, Provide supply chain clerical support services within the component, Provide personnel administration clerical support services within the component, Provide financial support services within the component.
<u>ENQUIRIES</u>	:	Ms P Manyathi (033) 330 4309 Howick Service Office, Mrs RF Ntombela Mpumalanga Service Office (031) 771 1341; Ms RZ Lushaba (034) 366 0036 Osizweni Handicraft Centre
<u>APPLICATIONS</u>	:	Direct your application to: For Umgungundlovu District: The Chief Director: Department of Social Development, Private Bag X1724, Pietermaritzburg, 3200.Or Physical Address: 138 Langalibalele Street ,Karl Eggers Building,Pietermaritzburg, 3200. For Attention: Mr MN Mhlongo. For eThekweni South District: The Chief Director: Department of Social Development, Private Bag X1503, Durban, 4000. Or Physical Address: 214 Dr Pixley KaSeme Street, Liberty Towers 8 th Floor, Durban, 4000. For Attention: Mrs ZM Nzimande. For Amajuba District: The District Director: Department of Social Development, Private Bag X6680, Newcastle, 2940. Or Physical Address: 113 Panorama drive, Lenoxton, Newcastle, 2940. For Attention: Mr TM Nguse.
<u>POST 06/157</u>	:	<u>REGISTRY CLERK 2 POSTS</u>
<u>SALARY</u>	:	R142 461 per annum, Level 05
<u>CENTRE</u>	:	Head Office: Pietermaritzburg REF: DSD109/01/17HO; Zululand District REF DSD110/01/17ZUL

<u>REQUIREMENTS</u>	:	Qualifications: Grade 12 Certificate or National Certificate (Vocational). Knowledge: Public Service Act, Public Service Regulations, Public Service Prescripts and Policies, Working procedures in terms of working environment, Practices and ability to capture data. Skills: Computer literacy; Communication Interpersonal relations, Team work, Planning and organization, Office Administration
<u>DUTIES</u>	:	Provide registry counter services; Handle incoming and outgoing correspondence; Render an effective filing and records management services; Operate office machine in relation to the registry function; Process documents for archiving and disposal.
<u>ENQUIRIES</u>	:	Mrs NZB Ngcaku Tel no: (033) 264 2032- Head Office; Mrs FN Ntombela (035)874 8504 Zululand District
<u>APPLICATIONS</u>	:	Direct your application to: For Head Office: The Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg 3200. Or Physical Address: 174 Mayors Walk Road, Pietermaritzburg 3200, For Attention: Dr ML Ngcango. For Zululand District: Chief Director, Department of Social Development, Private Bag X 33, Ulundi, 3838. Or Physical Address: King Dinuzulu Highway, Administration Building, 2 nd floor zone 3, Ulundi, 3838. For Attention: Mrs FN Ntombela.
<u>POST 06/158</u>	:	<u>DRIVER/ MESSENGER 2 POSTS</u>
<u>SALARY CENTRE</u>	:	R119 154 per annum, Level 04 Kwabadala Residential Care DSD100/01/2017KRC (King Cetshwayo District); eThekweni North District DSD101/01/2017ETHND
<u>REQUIREMENTS</u>	:	Qualifications: Grade 10, a valid driver's license, minimum of 7-12 months relevant experience. Knowledge: procedures to operate the motor vehicle, procedures to ensure proper maintenance of vehicles, Road Traffic Act, Transport Circular 4 of 2000, and Customer care
<u>DUTIES</u>	:	Drive light and medium motor vehicles to transport passengers and deliver and deliver other items (mail and documents); do routine maintenance on the allocated vehicle and report defects timely; complete all the required and prescribed records and log books with regards to the vehicle and the goods handled; render a clerical support/ messenger service in the relevant office
<u>ENQUIRIES</u>	:	Mrs PZ Mashazi Tel no: (035) 833 8011 (Kwabadala Residential Care) Mrs ZM Nzimande (031) 336 8700 (eThekweni North District)
<u>APPLICATIONS</u>	:	Direct your application to: For King Cetshwayo District please use this address: The Chief Director, Department of Social Development, Private Bag X 33, Ulundi,3838. Or Physical Address: King Dinuzulu Highway, Administration Building, 2 nd Floor zone3, Ulundi, 3838. For Attention Mrs FN Ntombela. For Ethekweni North District: The Chief Director: Department of Social Development, Private Bag X1503, Durban, 4000. Or Physical Address: 214 Dr Pixley KaSeme Street, Liberty Towers 8 th Floor, Durban, 4000. For Attention: Mrs ZM Nzimande.
<u>POST 06/159</u>	:	<u>CHILD AND YOUTH CARE WORKER, GRADE 1 8 POSTS</u>
<u>SALARY CENTRE</u>	:	R115 608 per annum, Grade 1 Valleyview CYCC 2 posts DSD95/01/2017VVCYCC (Ethekweni North District); Excelsior CYCC DSD96/01/2017ECYCC (Ethekweni North District); Umlazi CYCC DSD97/01/2017UMLCYCC (Ethekweni South District); Newcastle School of Industries 2posts DSD98/01/2017NSOI (Amajuba District); Madadeni Rehabilitation Centre DSD99/01/2017MRC (Amajuba District);Zakhe CYCC DSD111/01/2017ZAKHE (Ethekweni North District)
<u>REQUIREMENTS</u>	:	Qualifications: Grade 12 Certificate or National Certificate (Vocational); Knowledge: Developmental and therapeutic programmes; Child and Youth Care Work Administrative procedures and formats; Knowledge of the rules and procedures of the Child and Youth Care Centre. Skills: Communication; Ability to intervene and resolve conflict; Problem-solving; Planning and organizing
<u>DUTIES</u>	:	Receive children and youth to the care facility after admission; Ensure children/ youth receive medical services; Assist with implementation of planned activities, developmental and therapeutic programmes; Engage in basic life space work to promote the development and care of children and youth; Perform administrative work relevant to the job.
<u>ENQUIRIES</u>	:	Ms V Singh (031) 207 2519 (Valley View CYCC) Ms PP Radebe-Sokhulu (031) 702 5371 (Excelsior CYCC)

Ms KG Sindane (031) 907 5129 (Umlazi CYCC)
Ms AT Mntambo (034) 317 1254 (Newcastle School of Industries)
Mrs ZB Mdlalose (034) 329 2011 (Madadeni Rehabilitation Centre)
Direct your application to: For eThekweni North and eThekweni South District: The Chief Director: Department of Social Development, Private Bag X1503, Durban, 4000. Or Physical Address: 214 Dr Pixley KaSeme Street, Liberty Towers 8th Floor, Durban, 4000. For Attention: Mrs ZM Nzimande.
For Amajuba District: The District Director: Department of Social Development, Private Bag X6680, Newcastle, 2940. Or Physical Address: 113 Panorama drive, Lenoxton, Newcastle, 2940. For Attention: Mr TM Nguse.

APPLICATIONS

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POST 06/160

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CARE WORKER REF NO: DSD102/01/2017KRC

SALARY

:

R 115 608 per annum, Grade 1

CENTRE

:

Kwabadala Residential Care (King Cetshwayo District)

REQUIREMENTS

:

Qualifications: Grade 12 Certificate or National Certificate (Vocational) Knowledge: Developmental and therapeutic programmes; Care work Administrative procedure and formats; Knowledge of the rules and procedures of the Centre for the residential Care of older person. Skills: Communication; Ability to intervene and resolve conflict; Problem-solving; Planning and organizing.

DUTIES

:

Receive older persons to the care facility after admission; Ensure that older persons receive medical services; Assist with the implementation of planned activities, developmental and therapeutic programmes; Engage in basic life space work to promote the development and care of older person; Perform administrative work relevant to the job.

ENQUIRIES

:

Mrs PZ Mashazi Tel no: (035) 833 8011

APPLICATIONS

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Direct your application to: The Chief Director: Department of Social Development, Private Bag X 33, Ulundi: 3838. Or Physical Address: King Dinuzulu Highway, Administration Building 2nd Floor zone 3, Ulundi, 3838 For Attention: Mrs FN Ntombela.