

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SOCIAL DEVELOPMENT**

The Department of Social Development is an equal opportunity and Affirmative Action Employer. People with disabilities are encouraged to apply.

- APPLICATIONS** : Applications should be addressed to: The Head of Department, Private Bag X 9710, POLOKWANE, 0700 or submitted at: 21 Biccard Street, Olympic Towers, Ground floor Office 030, Polokwane Applications should be submitted on the Z83 form obtainable from any Government Institution and must be accompanied by a comprehensive CV and originally certified copies of required qualifications.
- CLOSING DATE** : 15 June 2017
- NOTE** : Correspondence will be entered into with short listed candidates only. Faxed or E-mailed applications will not be considered. Applicants must clearly indicate the reference number on the Z83.

MANAGEMENT ECHELON

- POST 21/107** : **CHIEF DIRECTOR: SOCIAL WELFARE SERVICES, REF NO: DSD/22**
Re-Advert
- SALARY** : Commencing Salary Package: R1 068 564.00 Per Annum, Salary Level 14
CENTRE : Head Office - Polokwane
REQUIREMENTS : Qualifications and competencies: A Bachelor's Degree in Social Sciences or equivalent qualification at NQF Level 7. Five (05) years of relevant experience at Senior Management level. Experience in Social Development Sector. Current registration with South African Council for Social Service Professions (SACSSP). A valid driver's license. KNOWLEDGE AND SKILLS: Knowledge of legislative framework governing the Public Service and all Social Services Acts and Regulations. Strategic Capabilities and Leadership. Service Delivery Innovation. Policy analysis and development. Problem Solving, Communication, Leadership and Decision Making. Change Management, Knowledge management, Conflict Management, People Management, Financial Management, Project Management and Human Resource Management. Computer Literacy.
- DUTIES** : Key Performance Areas: Provide leadership and high level strategic direction and policy in the Branch. Manage and coordinate transformational programmes and ensure quality assurance of social service programmes. Implement and monitor provision of developmental Social Welfare Services. Develop, facilitate and monitor capacity building on child, youth and family care to ensure proper management and implementation of the programmes. Develop and ensure the implementation of policies, strategic plan, norms and standards for elderly, disability and substance abuse. Manage and utilize resources in accordance with relevant directives and legislations. Overall management, monitoring and evaluation of the provision of Social Development services. Manage and coordinate the provision of Social Relief and Transversal Social Services. NOTE: All candidates short-listed for SMS posts 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 competency using the mandated DPSA SMS competency assessment tools.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela or Mr PM Phala at 015 230 4407/4426
- POST 21/108** : **CHIEF FINANCIAL OFFICER REF NO: DSD/23**
- SALARY** : Commencing salary package: R1 068 564.00 Per Annum, Salary Level: 14
CENTRE : Head Office- Polokwane
REQUIREMENTS : Qualifications and competencies: An Appropriate Bachelor's degree in Financial Management or equivalent qualification at NQF Level 7. Five (05) years of relevant experience at a senior management level. A valid driver's license. KNOWLEDGE AND SKILLS: Sound and in depth knowledge of relevant prescripts and application, as well as understanding of the legislative framework

governing the public Service. Strategic capability and planning skills. Computer literacy. Good communication skills. Financial management skills. Problem solving and negotiation skills. Report writing skills. Policy analysis and development.

DUTIES : Key Performance Areas: Provide leadership and high level strategic direction and policy in the Department. Coordinate and manage financial regulatory compliance and reporting. Coordinate and manage financial planning and monitoring services in the Department. Provide supply chain management services. Provide physical maintenance services in the department. Manage resources (Physical, Human and Financial).

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela or Mr PM Phala at 015 230 4407/4426

NOTE : All candidates short-listed for SMS posts 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 competency using the mandated DPSA SMS competency assessment tools.

POST 21/109 : **DIRECTOR: DISTRICT MANAGEMENT REF NO: DSD/24**
Re-Advert

SALARY : Commencing salary package: R898 743.00 Per Annum, Salary Level: 13
CENTRE : Capricorn District
REQUIREMENTS : Qualifications and competencies: An appropriate Bachelor's degree or equivalent qualification at NQF Level 7. Five (05) years of experience at middle/ Senior management level. A valid driver's license. **KNOWLEDGE AND SKILLS:** Strategic capabilities and leadership. Service delivery innovation. Knowledge of legislative framework governing the Public Service. Problem solving, communication, leadership and decision making. Change Management, Conflict Management, People Management, Financial Management, Project Management and Human Resource Management. Computer Literacy.

DUTIES : Key Performance Areas: 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 NGO's to ensure effective implementation of the programmes. Provide financial support service in accordance with the relevant directive and legislation. Manage and utilize resources in accordance with relevant directives and legislations. Overall management of services and administration of the District. Coordination with the relevant stakeholders for provision of integrated services. **NOTE:** All candidates short-listed for SMS posts 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 competency using the mandated DPSA SMS competency assessment tools.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela/ Mr PM Phala at 015 230 4407/4426

OTHER POSTS

POST 21/110 : **DEPUTY DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: DSD/25**
[02 year contract]

SALARY : Commencing salary package: R657 558.00 Per Annum, Salary Level: 11
CENTRE : Head Office - Polwane
REQUIREMENTS : Qualifications and competencies: A Bachelor's Degree in Quantity Surveying and/ or relevant NQF level 7 Qualification. Registration with SACQSP as a Professional Quantity Surveyor will be an added advantage. Appropriate experience in Quantity Surveying and Facility Maintenance. A valid driver's licence. Knowledge and Skills: Computer Literacy. Data capturing skills. Report

<u>DUTIES</u>	:	writing skills. Presentation skills. Advanced skills in excel, word and power point. Microsoft Project skills will be an added advantage.
	:	key performance areas: Coordinate professional teams on all aspects regarding quantity surveying and facility maintenance. Ensure adherence to quantity determination standard. Provide quantity survey advice and technically supporting the evaluation of cost including maintenance cost. Provide solution on non-compliance on quantity determination and maintenance cost quotations. Ensure the adoption of technical and quality strategies. Review the cost determinations of projects, planned and unplanned maintenance and estimates accomplished by building designers and/ or sub-professional personnel. Administer performance management and development. Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Monitor and control expenditure. Optimise maintenance activities and cost. Report on expenditure and service delivery.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr MJ Sekgobela or Mr PM Phala at 015 230 4407/4426
<u>POST 21/111</u>	:	<u>ASSISTANT DIRECTOR: BUILT ENVIRONMENT AND FACILITY MAINTENANCE 02 POSTS REF: DSD/26</u> [02 Year Contract]
<u>SALARY CENTRE REQUIREMENTS</u>	:	Commencing salary notch: R334 545.00 Per Annum, Salary Level: 09
	:	Head Office - Polokwane
	:	Qualifications and competencies: A Bachelor's Degree in Technical/ Built environment and/ or relevant NQF level 7 Qualification. Appropriate experience in Construction and Maintenance Management. A valid driver's licence. Knowledge And Skills: Computer Literacy. Report writing skills. Data capturing skills. Presentation skills. Advanced skills in excel, word, power point and micro soft projects.
<u>DUTIES</u>	:	Key Performance Areas: Manage and coordinate all aspects of facility projects and facility maintenance. Be responsible for project and maintenance planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Do maintenance planning. Be responsible for project and maintenance accounting and financial management. Report project, planned and unplanned maintenance progress. Manage project and maintenance budget resources in consultation with the supervisor. Be responsible for office administration. Provide inputs to the supervisor with tender administration. Contribute to the human resource-related activities. Do maintenance trend analysis and facility cost research. Keep up with new technologies and procedures, research/ literature on project and maintenance management technologies.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr MJ Sekgobela or Mr PM Phala at 015 230 4407/4426
<u>POST 21/112</u>	:	<u>ADMIN AND DATA CAPTURING OFFICER REF NO: DSD/27</u> [02 year contract]
<u>SALARY CENTRE REQUIREMENTS</u>	:	commencing salary notch: R226 611.00 Per Annum, Salary Level: 07
	:	Head Office - Polokwane
	:	Qualifications and competencies: An appropriate Bachelor's Degree or equivalent qualification at NQF level 7. Appropriate experience in Construction/ Facility Maintenance or Project Management. Must be prepared to work under pressure. Advanced skills in excel, word and power point. Expected to learn new software systems. A valid driver's licence. KNOWLEDGE AND SKILLS: Comprehensive computer literacy. Report writing skills. Presentation skills. Good verbal and written communication. Good planning and organizing skills. Document tracking, storage and retrieval. Knowledge of maintenance and project management. Customer care. Ability to make informed decisions and innovative thinking.
<u>DUTIES</u>	:	Key Performance Areas: To render effective administrative and secretarial support for the effective administration of the department. Be responsible for office administration. Manage and administer the department's diary and travel arrangements. Organise meetings, projects, presentations and reports. Maintain

ENQUIRIES

relevant records, statistics and minutes of meetings. Do data capturing. Prepare reports and graphs
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