

**PROVINCIAL ADMINISTRATION: LIMPOPO
PUBLIC WORKS, ROADS AND INFRASTRUCTURE**

*Department of Public Works, Roads and Infrastructure is an equal opportunity and affirmative action employer.
Women and people living with disabilities are encouraged to apply.*

- APPLICATIONS** : Head Office applications should be submitted to the Head of Department of Public Works, Roads and Infrastructure Private Bag X9490 Polokwane 0700 or hand delivered at Works Tower Building, No. 43 Church Street, Polokwane, 0699. **District posts should be posted to the following addresses:** For Capricorn District Department of Public Works Roads & Infrastructure, Private Bag 9378, Polokwane, 0700 or hand deliver @ Landros Mare Street next to Correctional Services.
For Sekhukhune District: Private Bag X02, Chuenespoort, 0745 or hand deliver to Lebowakgomo Zone A next to Traffic Department.
For Mopani District: Private Bag X9576, Giyani 0826 or hand deliver at former Parliamentary Buildings next to LIMDEV offices.
For Waterberg District: Private Bag X1028, Modimolle, 0510 or hand deliver at Cnr. Thabo Mbeki & Elias Motosoaledi Streets.
- CLOSING DATE** : 29 December 2017 at 10:00AM.
- NOTE** : Applications must be submitted on form Z83 obtainable from any public service department or can be downloaded from www.dpsa.gov.za. Applications must be completed in full, accompanied by certified copies of identity documents, valid driver's license (where applicable), educational qualifications and a comprehensive Curriculum Vitae or resumé. Applications without attachments will not be considered. A specific reference number for the post applied for must be quoted in the space provided on form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must attach certified copies of certificates of evaluation by SAQA. Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose his or her financial interests in accordance with the prescribed regulations. Shortlisted candidates for the posts of SMS may 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 and competency-based assessment. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. The recommended candidate for appointment will be subjected to Personnel Suitability Check for security reasons. Late applications, emailed or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Communication will only be with shortlisted candidates and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful.

MANAGEMENT ECHELON

- POST 50/315** : **CHIEF DIRECTOR: CORPORATE SERVICE (REF. S4/1/17/2017/01)**
Directorate: Corporate Services
- SALARY CENTRE REQUIREMENTS** : R1 127 334.per annum (all-inclusive package), Level: 14
: Head Office
: An undergraduate NQF level 7 in Public Management, Public Administration. 10 years' experience in Human Resource Management or Public Administration with five years at Senior Management level. A valid drivers' license. Competencies: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Negotiation skills.
- DUTIES** : Strategic Management: Develop strategic priorities of the Chief Directorate; Develop operational plans for the Chief Directorate and work plans for each Director in the Directorate; Manage written contributions to departmental

quarterly progress reports, Annual reports, portfolio Committees, Budget speeches, Annual Performance Plans, etc. Financial Management: Manage funds and obtain unqualified audit report for all financial transactions; Limit underspending or overspending in terms of the departmental budget allocations. People Management: Manage human resources in the Chief Directorate and maintain discipline; Manage training and development of personnel according to agreed interventions; Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions; Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance; Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Provide and manage human resource services: Develop and monitor Human Resource Service policies and procedures and ensure adherence to mandates and directives; Develop, monitor and implement all Human Resource Plans; Manage organizational development; Manage employment relations; Manage HR Planning and practices; Manage HR conditions of service. Provide and manage human resource development services: Develop and monitor Human Resource Development policies and procedures and ensure adherence to mandates and directives; Develop, monitor and implement all Human Resource Development Plans; Facilitate performance management and development; Coordinate skills development and career management; Facilitate knowledge sharing and innovation. Provide and manage employee health and wellness services: Develop and monitor Employee Health and Wellness policies and procedures and ensure adherence to mandates and directives; Develop, monitor and implement all Employee Health and Wellness Plans; Coordinate and implement the departmental employee assistance programme; Manage HIV/AIDS prevention services; Render occupational health and safety services. Provide and manage auxiliary and records management services: Develop and monitor Auxiliary and Records Management policies and procedures and ensure adherence to mandates and directives; Develop, monitor and implement all Auxiliary and Records Management Plans; Provide fleet management services; Manage office services; Manage records management services

ENQUIRIES : Ms. Magdeline Mokonyane at 015 284 7353 or Ms. Paulina Shai at 015 284 7311 or 064 850 8964

POST 50/316 : **DIRECTOR: HUMAN RESOURCE SERVICE (REF. S4/1/17/2017/02)**
Directorate: Corporate Services

SALARY : R948 174. (all-inclusive), Level: 13
CENTRE : Head Office
REQUIREMENTS : An undergraduate NQF level 7 qualification in Human Resources Management. Five (5) years' of experience at middle/Senior management level in human resources environment. A valid Driver's licence (Attach a copy) Competencies: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership, Problem solving and analysis, Decision making, Team leadership, Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising, Conflict management, Negotiation skills

DUTIES : Provide leadership strategic direction in the directorate. Manage and facilitate the provision of organizational development and design services. Manage and facilitate the provision of labour relations services. Manage and facilitate the provision of Human Resource Transversal services. Manage and facilitate the provision of Personnel Administration services. Manage and utilize resources (human, financial, physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms. Magdeline Mokonyane at 015 284 7353 or Ms. Paulina Shai at 015 284 7311 or 064 850 8964

POST 50/317 : **DIRECTOR: EMPLOYEE HEALTH AND WELLNESS (REF. S4/1/17/2017/03)**
 Directorate: Corporate Services

SALARY : R948 174. Per annum (All inclusive), Level 13
CENTRE : Head Office
REQUIREMENTS : An undergraduate NQF level 7 qualification in Psychology, Professional Nurse, Social Work, or Environmental Health Services registered with the relevant Professional bodies. Certificate in Senior Management Leadership Programme. Five (05) years' experience at middle management level in employee health and wellness/ EAP environment management level. A valid Driver's licence (Attach a copy) Competencies: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership, Problem solving and analysis, Decision making, Team leadership, Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising, Conflict management, Negotiation skills.

DUTIES : Provide leadership strategic direction in the directorate. Manage and facilitate the provision of occupational health and safety. Manage and facilitate the provision of employee assistance programme. Manage and facilitate the implementation of HIV/ AIDS and TB Programme. Manage and facilitate the provision of transformation and special programmes. Manage and utilize resources (human, financial, physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms. Magdeline Mokonyane at 015 284 7353 or Ms. Paulina Shai at 015 284 7311 or 064 850 8964

OTHER POSTS

POST 50/318 : **DEPUTY DIRECTOR: OFFICE SERVICES: (REF. S4/1/17/2017/04)**
 Directorate: Corporate Services

SALARY : R657 558. (All Inclusive) per annum, Level 11
CENTRE : Head Office, Polokwane
REQUIREMENTS : An undergraduate NQF level 6 qualification in Public Administration. 3-5 years' experience in Office Services administration environment with a minimum of 3 years at middle management level. A valid Driver's license (Attach a copy). Competencies: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation: Strategic capability and leadership, Problem solving and analysis, Decision making, Team leadership, Creativity. Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising, Conflict management, Negotiation skills.

DUTIES : Manage the provision of office goods and services. Manage telecommunication services. Manage the provision of labour saving devices. Facilitate and oversee the development of operational/ business plan to give strategic guidelines. Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms. Magdeline Mokonyane at 015 284 7353 or Mr. Mathume Mabilo at 015 284 7607 or Mr Billy Seleka at 015 284 7663 or alternatively contact Ms. Paulina Shai at 015 284 7311 or 064 850 8964

POST 50/319 : **DEPUTY DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY (REF. S4/1/17/2017/05)**
 Directorate: Corporate Services

SALARY : R657 558. Per annum (All inclusive), Salary level 11
CENTRE : Head Office
REQUIREMENTS : An undergraduate NQF level 6 qualification in Occupational Health and Safety. SAMTREC will be an added advantage. 3 – 5 years' experience in OHS environment with a minimum of three (3) years at middle management level. A valid Driver's license (Attach a copy). Competencies: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership, Problem solving and analysis, Decision making,

		Team leadership, Creativity, Financial management Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising, Conflict management.
<u>DUTIES</u>	:	Manage Occupational Health and Safety Manage the implementation of compensation of on duty Coordinate and integrate a disaster management contingency plan for the department and its facilities. Facilitate and oversee the development of operational /business plan to give strategic guidelines. Manage and utilize resources (human, financial, physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms. Magdeline Mokonyane at 015 284 7353 or Mr. Mathume Mabilo at 015 284 7607 or Mr Billy Seleka at 015 284 7663 or alternatively contact Ms. Paulina Shai at 015 284 7311 or 064 850 8964
<u>POST 50/320</u>	:	<u>CONTROL WORKS INSPECTOR (REF. S4/1/17/2017/06)</u> Directorate: Infrastructure Development
<u>SALARY</u>	:	R417 552. Per annum, Level 10
<u>CENTRE</u>	:	Sekhukhune District
<u>REQUIREMENTS</u>	:	An undergraduate NQF level 6 qualification in Building environment and registration as an Engineering Technician and / or N3 and appropriate Trade Test Certificate. A valid Driver`s license (Attach a copy) Competencies; Project Management, Technical design and analysis, Computer aided technical applications, Legal compliance, technical report writing, Technical consulting, Production, process knowledge and skills. Problem solving and analysis, Decision making, Team work, Analytical skills, Customer focus and responsiveness, Computer skills, planning and organizing.
<u>DUTIES</u>	:	Manage inspectorate Facilitate, co-ordinate and control the implementation of new work, repair and renovation and maintenance. Ensure that relevant project documentation for new and existing structures is compiled. Manage the activities of contractors and consultants. Provide Extended Public Works Programme Supervise the performance and conduct of works inspectors.
<u>ENQUIRIES</u>	:	Ms. Constance Makalela/ Mr. Malema Mathabatha at 015 632 8300
<u>POST 50/321</u>	:	<u>CHIEF ARTISAN: MECHANICAL WORKSHOP (REF. S4/1/17/2017/07)</u> Directorate: Road Maintenance Programme
<u>SALARY</u>	:	R343 329-392 547. Per annum (as per OSD), Grade A
<u>CENTRE</u>	:	Capricorn District- Senwabarwana Cost Centre
<u>REQUIREMENTS</u>	:	NQF level 3 or AET level 3 (or ABET level 3) Appropriate Trade Test Certificate Ten years post qualification experience required as an Artisan/Artisan Foreman A valid driver`s licence - (Attach a copy) Competencies: Project Management, Technical design and analysis, Computer aided technical applications, Legal compliance, technical report writing, Technical consulting, Production, process knowledge and skills. Problem solving and analysis, Decision making, Team work, Creativity, Change Management, Financial Management
<u>DUTIES</u>	:	Manage technical Services Manage administrative and related functions Financial Management People management Maintain and advance expertise
<u>ENQUIRIES</u>	:	Ms Lettie Pienaar/ Solomon Netshia at 015 287 5600
<u>POST 50/322</u>	:	<u>CHIEF WORKS INSPECTOR (REF. S4/1/17/2017/08)</u> Directorate: Building Maintenance Programme Centre
<u>SALARY</u>	:	R281 418. Per annum
<u>CENTRE</u>	:	Mopani District
<u>REQUIREMENTS</u>	:	An undergraduate NQF level 6 qualification in Building environment and registration as an Engineering Technician and / or N3 and appropriate Trade Test Certificate. A valid Driver`s license (Attach a copy) Competencies: Project Management, Technical design and analysis, Computer aided technical applications, Legal compliance, technical report writing, Technical consulting, Production, process knowledge and skills. Problem solving and analysis, Decision making, Team work, Analytical skills, Customer focus and responsiveness, Computer skills, Planning and organizing
<u>DUTIES</u>	:	Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services Render an inspection of work done on new projects and existing structures. Analyze and compile relevant project documentation for new and existing structures. Manage the

		activities of contractors on project sites. Provide Extended Public Works Programme Supervise the performance and conduct of works inspectors Ms. Sibongile Mabunda/ Mr. Rackson Makondo at 015 812 1972
<u>ENQUIRIES</u>	:	
<u>POST 50/323</u>	:	<u>ADMIN OFFICER: OFFICE SERVICES (REF. S4/1/17/2017/09)</u> Directorate: Corporate Services
<u>SALARY</u>	:	R281 418. Per annum, level 8
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An undergraduate NQF level 6 qualification in Public Administration. 3- 5 years' experience in relevant environment. Competencies: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge of building materials and tools. Strategic capability and leadership, Problem solving and analysis, Decision making, Team leadership, Creativity, Financial management. Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising, Conflict management
<u>DUTIES</u>	:	Provide Telecommunications services. Provide and do distribution of Labour Saving Device. Provide office services. Provide resources (human, Financial & physical)
<u>ENQUIRIES</u>	:	Ms. Magdeline Mokonyane at 015 284 7353 or Mr. Mathume Mabilo at 015 284 7607 or Mr Billy Seleka at 015 284 7663 or alternatively contact Ms. Paulina Shai at 015 284 7311 or 064 850 8964
<u>POST 50/324</u>	:	<u>ARTISAN FOREMAN: CARPENTRY (REF. S4/1/17/2017/10)</u> Directorate: Construction and Maintenance Management
<u>SALARY</u>	:	R267 756. – R306 156. Per annum (as per OSD), Grade A
<u>CENTRE</u>	:	Vhembe District: Mutale Cost Centre
<u>REQUIREMENTS</u>	:	NQF level 3 or AET level 3 (/ or ABET level 3) Appropriate Trade Test Certificate 5 years post qualification experience required as an Artisan A valid driver's licence - (Attach a copy) Competencies: Team leadership, Technical analysis, Computer aided technical applications, Legal compliance, Technical report writing, Production, process knowledge and skills. Problem solving and analysis, Decision making, Team work, Analytical skills, Creativity, Self-Management, Customer focus and responsiveness, Communication, Computer skills, planning and organizing, and Conflict Management.
<u>DUTIES</u>	:	Design Production Maintenance Perform administrative and related functions. Human and capital resource management. Maintain expertise.
<u>ENQUIRIES</u>	:	Mr. Frank Mavhungu / Ms. Elizabeth Murovhi at 015 963 3790
<u>POST 50/325</u>	:	<u>ARTISAN FOREMAN: PLUMBING SERVICES (REF. S4/1/17/2017/11)</u> Directorate: Construction and Maintenance Management
<u>SALARY</u>	:	R267 756. – R 306 156. Per annum (as per OSD), Grade A
<u>CENTRE</u>	:	Mopani District: Tzaneen Cost Centre
<u>REQUIREMENTS</u>	:	NQF level 3 or AET level 3 (or ABET level 3). Appropriate Trade Test Certificate 5 years post qualification experience required as an Artisan. A valid driver's license (Attach a copy) Competencies: Team leadership, Technical analysis, Computer aided technical applications, Legal compliance, Technical report writing, Production, process knowledge and skills. Problem solving and analysis, Decision making, Team work, Analytical skills, Creativity, Self-Management, Customer focus and responsiveness, Communication, Computer skills, planning and Organizing, and Conflict Management.
<u>DUTIES</u>	:	Design Production Maintenance Perform administrative and related functions. Human and capital resource management. Maintain expertise.
<u>ENQUIRIES</u>	:	Ms. Sibongile Mabunda / Mr. Rackson Makondo at 015 812 1972
<u>POST 50/326</u>	:	<u>ARTISAN FOREMAN: MECHANICAL WORKSHOP (REF. S4/1/17/2017/12)</u> Directorate: Roads Maintenance
<u>SALARY</u>	:	R267 756. – R 306 156. Per annum (as per OSD), Grade A
<u>CENTRE</u>	:	Capricorn District: Polokwane Mechanical Workshop
<u>REQUIREMENTS</u>	:	NQF level 3 or AET level 3 (or ABET level 3). Appropriate Trade Test Certificate 5 years post qualification experience required as an Artisan. A valid driver's license (Attach a copy) Competencies: Team leadership, Technical

		analysis, Computer aided technical applications, Legal compliance, Technical report writing, Production, process knowledge and skills. Problem solving and analysis, Decision making, Team work, Analytical skills, Creativity, Self-Management, Customer focus and responsiveness, Communication, Computer skills, planning and Organizing, and Conflict Management.
<u>DUTIES</u>	:	Design Production Maintenance Perform administrative and related functions. Human and capital resource management. Maintain expertise.
<u>ENQUIRIES</u>	:	Ms Lettie Pienaar / Mr. Solomon Netshia at 015 287 5600
<u>POST 50/327</u>	:	<u>ROAD WORKS FOREMAN (REF. S4/1/17/2017/13)</u> Directorate: Roads Maintenance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611. Per annum Capricorn District NQF level 4 or AET (or ABET level 1 – 4) with a minimum of 3 – 5 years' experience in roads maintenance environment or NQF level 2 or AET (or ABET level 3) with a minimum of 5 years in roads environment. In roads environment. Valid code 10 (C1) with Public Drivers Permit. Competencies: Ability to read and write. Computer literacy, problem solving and analysis, client orientation and customer focus, communication, negotiation, capability and leadership.
<u>DUTIES</u>	:	Implement roads maintenance operations. Provide heavy roads construction and maintenance plant and equipment's. Perform administrative and related functions. Human and capital resource management.
<u>ENQUIRIES</u>	:	Ms Lettie Pienaar / Mr. Solomon Netshia at 015 287 5600
<u>POST 50/328</u>	:	<u>ARTISAN PRODUCTION: PAINTING (06 POSTS) (REF. S4/1/17/2017/14)</u> Directorate: Construction and Maintenance Management Maintenance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R167 778. – R186 207. Per annum (as per OSD), Grade A Mopani District: Tzaneen x1 Vhembe District: Thohoyandou Cost Centre x2 Dzanani Cost Centre x2 Waterberg District: Bakenberg x1 NQF level 3 or AET level 3 (or ABET level 3). Appropriate Trade Test Certificate in Painting A valid driver's licence - (Attach a copy) Competencies: Technical analysis, Computer aided technical applications, Knowledge of legal compliance, Technical report writing, Production, process knowledge and skills. Problem solving and analysis, Decision making, Team work, Analytical skills, Creativity, Self-Management, Customer focus and responsiveness, Communication, Computer skills planning and organizing.
<u>DUTIES</u>	:	Design. Production. Maintenance. Perform administrative and related functions.
<u>ENQUIRIES</u>	:	For Mopani District Ms. Sibongile Mabunda /Mr. Rackson Makondo at 015 812 1972; For Vhembe District: Mr. Frank Mavhungu /Ms Elizabeth Murovhi at 015 963 3790; For Waterberg District: Mr. Phineas Makomene /Ms Palesa Hlaole at 014 718 3000.
<u>POST 50/329</u>	:	<u>ARTISAN PRODUCTION: BRICKLAYING/ PLASTERING (04 POSTS) (REF. S4/1/17/2017/15)</u> Directorate: Construction and Maintenance Management Maintenance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R167 778. – R186 207. Per annum (as per OSD), Grade A Mopani District: Giyani Cost Centre x1 Vhembe District: Malamulele Cost Centre x1 Dzanani x1, Mutale x1 NQF level 3 or AET level 3 (or ABET level 3). Appropriate Trade Test Certificate in Bricklaying .A valid driver's licence - (Attach a copy) Competencies: Technical analysis, Computer aided technical applications, Knowledge of legal compliance, Technical report writing, Production, process knowledge and skills. Problem solving and analysis, Decision making, Team work, Analytical skills, Creativity, Self-Management, Customer focus and responsiveness, Communication, Computer skills planning and organizing
<u>DUTIES</u>	:	Design. Production. Maintenance. Perform administrative and related function

<u>ENQUIRIES</u>	:	For Mopani District: Ms. Sibongile Mabunda /Mr. Rackson Makondo at 015 812 1972; For Vhembe District: Mr. Frank Mavhungu /Ms. Elizabeth Murovhi at 015 963 3790
<u>POST 50/330</u>	:	<u>ARTISAN PRODUCTION: CARPENTRY SERVICES (REF. S4/1/17/2017/16)</u> Directorate: Construction and Maintenance Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R167 778. – R186 207. Per annum (as per OSD), Grade A Mopani District: Giyani Cost Centre NQF level 3 or AET level 3 (or ABET level 3). Appropriate Trade Test Certificate in carpentry .A valid driver's licence - (Attach a copy)
<u>DUTIES ENQUIRIES</u>	:	Design. Production. Maintenance. Perform administrative and related function Ms Sibongile Mabunda /Mr. Rackson Makondo at 015 812 1972
<u>POST 50/331</u>	:	<u>ARTISAN PRODUCTION: PLUMBING SERVICES (REF. S4/1/17/2017/17)</u> Directorate: Construction and Maintenance Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R167 778. – R186 207. Per annum (as per OSD), Grade A Mopani District: Tzaneen Cost Centre x1 NQF level 3 or AET level 3 (or ABET level 3). Appropriate Trade Test Certificate in Plumbing. A valid driver's licence - (Attach a copy) Competencies: Technical analysis, Computer aided technical applications, Knowledge of legal compliance, Technical report writing, Production, process knowledge and skills. Problem solving and analysis, Decision making, Team work, Analytical skills, Creativity, Self-Management, Customer focus and responsiveness, Communication, Computer skills planning and organizing
<u>DUTIES ENQUIRIES</u>	:	Design. Production. Maintenance. Perform administrative and related function Ms Sibongile Mabunda /Mr. Rackson Makondo at 015 812 1972
<u>POST 50/332</u>	:	<u>DRIVER OPERATOR (03 POSTS) (REF. S4/1/17/2017/18)</u> Directorate: Roads Maintenance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R152 862. Per annum Level 05 Waterberg District: Waterberg Graveling x1 George Masebe x1 Capricorn District: Capricorn Regravelling x1 NQF level 4 plus a Construction Plant Operator certificate. NQF level 4 or AET (or ABET level 4) with a minimum of 2 years' experience in roads maintenance. NQF level 1 - 3 or AET (or ABET level 3) with a minimum of 5 years' experience in roads maintenance. Valid code 10 (C1) with Public Drivers Permit Competencies: Ability to read and write. Basic Numeracy Flexible. Good communication skills. High standard of workmanship
<u>DUTIES ENQUIRES</u>	:	Operating heavy construction plant and equipment. Maintenance of heavy construction plant and equipment. Perform administration duty For Waterberg District: Mr. Phineas Makomene /Ms. Palesa Hlaole at 014 718 3000; For Capricorn District: Ms. Lettie Pienaar /Mr. Solomon Netshia at 015 287 5600.
<u>NOTE</u>	:	Employees who are on Grader Operator Skills Programme/ qualification are encouraged to apply.
<u>POST 50/333</u>	:	<u>DRIVER (04 POSTS) (REF. S4/1/17/2017/19)</u> Directorate: Maintenance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R152 862. Per annum, Level 05 Mopani District: Phalaborwa Roads Maintenance x2 Vhembe District: Makhado Mechanical Workshop x1 Sekhukhune District: Sekhukhune Drainage Structures x1 NQF level 4 plus a Construction Plant Operator certificate. NQF level 4 or AET (or ABET level 4) with a minimum of 2 years' experience in roads maintenance. NQF level 1 - 3 or AET (or ABET level 3) with a minimum of 5 years' experience in roads maintenance. Valid code 10 (C1) with Public Drivers Permit Competencies: Ability to read and write. Basic Numeracy Flexible. Good communication skills. High standard of workmanship
<u>DUTIES</u>	:	Operating heavy construction plant and equipment. Maintenance of heavy construction plant and equipment. Perform administration duty

<u>ENQUIRES</u>	:	For Mopani District: Ms. Sibongile Mabunda /Mr. Rackson Makondo at 015 812 1972; For Vhembe District: Mr. Frank Mavhungu /Ms Elizabeth Murovhi at 015 963 3790; For Sekhukhune District: Ms. Constance Makalela /Mr. Malema Mathabatha at 015 632 8300.
<u>NOTE</u>	:	Employees who are on Grader Operator Skills Programme/ qualification are encouraged to apply.
<u>POST 50/334</u>	:	<u>DRIVER (02 POSTS) (REF. S4/1/17/2017/20)</u> Directorate: Maintenance
<u>SALARY CENTRE</u>	:	R127 851. Per annum, Level 04 Mopani District: Construction and Maintenance x1, Vhembe District: Construction and maintenance x1
<u>REQUIREMENTS</u>	:	NQF level 3 qualification. 3 to 4 years driving experience. A valid driver's license - Code C1 (attach a copy) Competencies: Procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks, consumables and basic services. Prescripts for the correct utilisation of the motor vehicle. Procedure to ensure that the vehicle is maintained properly. Confidentiality, Flexible, Good communication, High standard of workmanship.
<u>DUTIES</u>	:	Operating heavy construction plant and equipment. Maintenance of heavy construction plant and equipment. Perform administration duty
<u>ENQUIRIES</u>	:	For Mopani District: Ms. Sibongile Mabunda /Mr. Rackson Makondo at 015 812 1972; Vhembe District: Mr. Frank Mavhungu /Ms Elizabeth Murovhi at 015 963 3790
<u>POST 50/335</u>	:	<u>TRADESMAN AID II: PLASTERING/ BRICKLAYING SERVICES (08 POSTS) (REF. S4/1/17/2017/21)</u> Directorate: Maintenance
<u>SALARY CENTRE</u>	:	R107 886. Per annum, Level 03 Sekhukhune District: Nebo Cost Centre x1 Mopani District: Giyani Cost Centre x2 Phalaborwa Cost Centre x1 Vhembe District: Makhado Cost Centre x1 Thohoyandou Cost Centre x3
<u>REQUIREMENTS</u>	:	AET or ABET level 1-3 (or NQF level 1-3). 0 -6 months experience Competencies: Ability to read and write. Computer literacy. Problem solving and analysis. Client orientation and customer focus. Communication, negotiation, capability and leadership.
<u>DUTIES</u>	:	Maintenance of Office Buildings. Maintenance of office equipment's and furniture. Safe keeping of machinery and equipment's
<u>ENQUIRIES</u>	:	For Sekhukhune District: Constance Makalela /Mr Malema Mathabatha at 015 632 8300; For Mopani District: Ms. Sibongile Mabunda /Mr. Rackson Makondo at 015 812 1972 Vhembe District: Mr. Frank Mavhungu /Ms Elizabeth Murovhi at 015 963 3790
<u>NOTE</u>	:	Employees who are on Artisan Development Programme training / qualification are encouraged to apply.
<u>POST 50/336</u>	:	<u>TRADESMAN AID II: PLUMBING SERVICES (03 POSTS) (REF. S4/1/17/2017/22)</u> Directorate: Maintenance
<u>SALARY CENTRE</u>	:	R107 886. Per annum, Level: 03 Mopani District: Giyani Cost Centre x1 Sekhukhune District: Nebo Cost Centre x1, Waterberg District: Mokopane Cost Centre x1
<u>REQUIREMENTS</u>	:	AET or ABET level 1-3 (or NQF level 1-3)
<u>DUTIES</u>	:	Maintenance of Office Buildings. Maintenance of office equipment's and furniture. Safe keeping of machinery and equipment's
<u>ENQUIRIES</u>	:	For Mopani District: Ms. Sibongile Mabunda /Mr. Rackson Makondo at 015 812 1972; For Sekhukhune District: Ms Constance Makalela /Mr. Malema Mathabatha at 015 632 8300;

		For Waterberg District: Mr. Phineas Makomene /Ms Palesa Hlaole at 014 718 3000.
<u>NOTE</u>	:	Employees who are on Artisan Development Programme training / qualification are encouraged to apply.
<u>POST 50/337</u>	:	<u>TRADESMAN AID II: CARPENTRY SERVICES (04 POSTS) (REF. S4/1/17/2017/23)</u> Directorate: Maintenance
<u>SALARY CENTRE</u>	:	R107 886. Per annum, Salary level: 03 Mopani District: Giyani Cost Centre x1 Sekhukhune District: Tubatse Cost Centre x 1 Vhembe District: Dzanani Cost Centre x1 Thohoyandou Cost Centre x 1
<u>REQUIREMENTS DUTIES</u>	:	AET or ABET level 1-3 (or NQF level 1-3) Maintenance of Office Buildings. Maintenance of office equipment's and furniture. Safe keeping of machinery and equipment's
<u>ENQUIRIES</u>	:	For Mopani District: Ms. Sibongile Mabunda /Mr. Rackson Makondo at 015 812 1972; For Sekhukhune District: Ms Constance Makalela /Mr. Malema Mathabatha at 015 632 8300; Mr. Frank Mavhungu /Ms Elizabeth Murovhi at 015 963 3790
<u>NOTE</u>	:	Employees who are on Artisan Development Programme training / qualification are encouraged to apply.
<u>POST 50/338</u>	:	<u>TRADESMAN AID II: PAINTING SERVICES (07 POSTS) (REF. S4/1/17/2017/24)</u> Directorate: Maintenance
<u>SALARY CENTRE</u>	:	R107 886. Per annum, Level: 03 Mopani District: Giyani Cost Centre x2 Naphuno Cost Centre x1 Sekhukhune District: Tubatse Cost Centre x1 Vhembe District: Hlanganani Cost Centre x1 Malamulele Cost Centre x1 Thohoyandou Cost Centre x1
<u>REQUIREMENTS DUTIES</u>	:	AET or ABET level 1-3 (or NQF level 1-3) Maintenance of Office Buildings. Maintenance of office equipment's and furniture. Safe keeping of machinery and equipment's
<u>ENQUIRIES</u>	:	For Mopani District: Ms. Sibongile Mabunda /Mr. Rackson Makondo at 015 812 1972; For Sekhukhune District: Ms Constance Makalela /Mr. Malema Mathabatha at 015 632 8300; Mr. Frank Mavhungu /Ms Elizabeth Murovhi at 015 963 3790
<u>NOTE</u>	:	Employees who are on Artisan Development Programme training / qualification are encouraged to apply.
<u>POST 50/339</u>	:	<u>TRADESMAN AID II: ELECTRICAL SERVICES (REF. S4/1/17/2017/25)</u> Directorate: Maintenance
<u>SALARY CENTRE</u>	:	R107 886. Per annum, Level: 03 Vhembe District: Thohoyandou Cost Centre
<u>REQUIREMENTS</u>	:	AET or ABET level 1-3 (or NQF level 1-3)
<u>NOTE</u>	:	Employees who are on Artisan development Programme training/ qualification are encouraged to apply.
<u>DUTIES</u>	:	Maintenance of Office Buildings. Maintenance of office equipment's and furniture
<u>ENQUIRIES</u>	:	Mr. Frank Mavhungu /Ms Elizabeth Murovhi at 015 963 3790
<u>POST 50/340</u>	:	<u>FOREMAN: CLEANING SERVICES (REF. S4/1/17/2017/26)</u> Directorate: Property and Facilities
<u>SALARY CENTRE</u>	:	R107 886. Per annum Level: 03 Mopani District
<u>REQUIREMENTS</u>	:	AET or ABET level 1-3 (or NQF level 1-3)
<u>DUTIES</u>	:	Provision of cleaning services. Keep and maintain cleaning materials and equipment's.
<u>ENQUIRIES</u>	:	Ms. Sibongile Mabunda /Mr. Rackson Makondo at 015 812 1972

<u>POST 50/341</u>	:	<u>TRADESMAN AID II: DRAINAGE STRUCTURES (REF. S4/1/17/2017/27)</u> Directorate: Maintenance
<u>SALARY</u>	:	R107 886. Per annum Level: 03
<u>CENTRE</u>	:	Mopani District: Mopani Drainage Structures
<u>REQUIREMENTS</u>	:	AET or ABET level 1-3 (or NQF level 1-3)
<u>DUTIES</u>	:	Maintenance of Office Buildings. Maintenance of office equipment's and furniture. Safe keeping of machinery and equipment's.
<u>ENQUIRIES</u>	:	For Mopani District: Ms. Sibongile Mabunda /Mr. Rackson Makondo at 015 812 1972
<u>NOTE</u>	:	Employees who are on Artisan development Programme training/ qualification are encouraged to apply.
<u>POST 50/342</u>	:	<u>TRADESMAN AID II: MECHANICAL WORKSHOP (REF. S4/1/17/2017/28)</u> Directorate: Maintenance
<u>SALARY</u>	:	R107 886. Per annum Level: 03
<u>CENTRE</u>	:	Vhembe District: Makhado Mechanical Workshop.
<u>REQUIREMENTS</u>	:	AET or ABET level 1-3 (or NQF level 1-3)
<u>DUTIES</u>	:	Maintenance of Office Buildings. Maintenance of office equipment's and furniture. Safe keeping of machinery and equipment's.
<u>ENQUIRIES</u>	:	Mr. Frank Mavhungu or Ms Elizabeth Murovhi at 015 963 3790
<u>NOTE</u>	:	Employees who are on Artisan development Programme training/ qualification are encouraged to apply.
<u>POST 50/343</u>	:	<u>ROAD WORKER AID (31 POSTS) (REF. S4/1/17/2017/29)</u> Directorate: Roads Maintenance
<u>SALARY</u>	:	R107 886. Per annum, Level: 03
<u>CENTRE</u>	:	Capricorn District: Capricorn Drainage Structures x2, Mothapo x1, Lebowakgomo Roads x1, Sandrivier x1 Waterberg District: Mookgopong x 1, Roedtan x1, Hessie se Water x1 Mopani District: Giyani x2, Tzaneen x3, Letaba x1, and Phalaborwa x1 Sekhukhune District: Mecklenburg x1, Hoeraroep x1 Vhembe District: Hlanganani x1, Makhado x 4, Malamulele x 1, Mutale x 3, Musina x3, and Sibasa x2
<u>REQUIREMENTS</u>	:	AET or ABET level 1-3 (or NQF level 1-3) Competencies: Operating roads machinery, Health and safety measure, working procedures in respect of roads environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising skills.
<u>DUTIES</u>	:	Render road signage maintenance. Render black-top road surface patching. Render construction and maintenance of drainage structures. Maintain road reserves. Render support on construction and maintenance operations
<u>ENQUIRIES</u>	:	For Capricorn District: Ms Lettie Pienaar /Mr Solomon Netshia at 015 287 5600 For Waterberg District: Mr Phineas Makomene /Ms Palesa Hlaole at 014 718 3000 For Mopani District: Ms Sibongile Mabunda /Mr Rackson Makondo at 015 812 1972 For Sekhukhune District: Ms. Constance Makalela /Mr. Malema Mathabatha at 015 632 8300
<u>POST 50/344</u>	:	<u>CLEANER (04 POSTS) (REF. S4/1/17/2017/30)</u> Directorate: Property and Facilities
<u>SALARY</u>	:	R90 234. Per annum, Level: 02
<u>CENTRE</u>	:	Mopani District: Giyani Roads Maintenance x1, Giyani Mechanical Workshop x1; Vhembe District X2
<u>REQUIREMENTS</u>	:	AET or ABET level 1-3 (or NQF level 1-3)
<u>DUTIES</u>	:	Provision of cleaning services. Keep and maintain cleaning materials and equipment's
<u>ENQUIRIES</u>	:	For Mopani District: Ms Sibongile Mabunda /Mr. Rackson Makondo at 015 812 1972; For Vhembe District: Mr. Frank Mavhungu /Ms. Elizabeth Murovhi at 015 963 3790

- POST 50/345** : **GROUNDSMAN (04 POSTS) (REF. S4/1/17/2017/31)**
Directorate: Property and Facilities
- SALARY CENTRE** : R90 234. Per annum, Level: 02
: Capricorn District: Polokwane Cost Centre x1,
Mopani District x1
Vhembe Districts x2
- REQUIREMENTS DUTIES** : AET or ABET level 1-3 (or NQF level 1-3). No experience required.
: Maintain premises and surroundings. Maintain the garden. Maintain the gardening equipment's and tools
- ENQUIRIES** : For Capricorn District: Ms Lettie Pienaar /Mr. Solomon Netshia at 015 287 5600;
For Mopani District: Ms. Sibongile Mabunda /Mr. Rackson Makondo at 015 812 1972;
For Vhembe District: Mr. Frank Mavhungu /Ms. Elizabeth Murovhi at 015 963 3790
- POST 50/346** : **GENERAL WORKER II: STORES ASSISTANT (04 POSTS) (REF. S4/1/17/2017/32)**
Directorate: Finance (Asset Management)
- SALARY CENTRE** : R90 234. Per annum, Level: 02
: Vhembe District: Thohoyandou stores x1
Mopani District: Tzaneen Stores x1
Capricorn District: Capricorn Roads Infrastructure x1, Capricorn stores x1
- REQUIREMENTS** : AET or ABET level 1-3 (or NQF level 1-3). No experience required.
Competencies: Cleaning equipment. Safety. Health and safety measures. Working procedures in respect of working environment. Basic numeracy, basic interpersonal relationship, basic literacy. Organising.
- DUTIES** : Perform general assistant work
- ENQUIRIES** : For Vhembe District: Mr. Frank Mavhungu /Ms Elizabeth Murovhi at 015 963 3790
For Mopani District: Ms Sibongile /Mr. Rackson Makondo at 015 812 1972
For Capricorn District: Ms. Lettie Pienaar /Mr. Solomon Netshia at 015 287 5600

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 for Seshego Treatment Centre 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
Mtsweteni Children's Home: The District Director, Private Bag X5040, Thohoyandou, 0950 or submitted at Old Parliament Building, Thohoyandou.
- CLOSING DATE** : 05 January 2018
- NOTE** : 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. 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. Where more than one post is applied, separate application forms must be completed stating the correct reference number.

OTHER POSTS

- POST 50/347** : **MEDICAL OFFICER: GRADE 1, REF NO: DSD/29**
- SALARY CENTRE** : inclusive salary package: R736 425. Per Annum
: Seshego Treatment Centre
- REQUIREMENTS** : Qualifications and competencies: An MBChB Degree plus five (05) years professional experience in the medical field. Registration as a medical practitioner with the Health Professions Council of South Africa (HPCSA). Knowledge and Skills: Knowledge of the Public Service, Health and Social Assistance Legislation. Knowledge of Medical Practices and Guidelines.
- DUTIES** : Perform medical case assessment. Coordinate and facilitate the referral process for obtaining medical opinions. Assist in monitoring and supporting

		the medical adjudication process. Render inputs regarding medical guidelines, standard operating procedure, norms and standards and training material. Prepare reports. Liaise with medical and health professionals. Assist in rendering management functions including Human Resource, Financial and Risk Management functions. Assist in outreach and teaching when required. After hours clinical participation the call roster.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr PM Phala or Ms ME Gafane at 015 230 4407/4315
<u>POST 50/348</u>	:	<u>DEPUTY DIRECTOR: HEAD OF INSTITUTION, REF: DSD/30</u>
<u>SALARY</u>	:	inclusive salary package: R657 558. Per Annum, Level: 11
<u>CENTRE</u>	:	Mtsweteni Children's Home/ Thohoyandou Children's Home
<u>REQUIREMENTS</u>	:	Qualifications and competencies: An Appropriate Bachelor's degree or equivalent qualification at NQF level 06. Minimum experience of three (03) years' experience in Management. A valid driver's licence. Knowledge And Skills: Knowledge of legislative framework governing the public service. Sufficient knowledge of programmes offered in the children's home. Computer literacy. Good communication and presentation skills. Project management skills. Problem solving skills. DUTIES: KEY PERFORMANCE AREAS: Provide comprehensive care services for children. Manage provision of nutrition, social, emotional and psychological care services. Ensure implementation of norms and standards, guidelines and provisions of Children's Act. Provide Human Resource Management and Development. Manage health care services. Manage resources [Financial, Physical and Human]. Overall management of administration in the Institution.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr PM Phala or Ms ME Gafane at 015 230 4407/4315
<u>POST 50/349</u>	:	<u>PSYCHOLOGIST (CLINICAL): GRADE 1, REF NO: DSD/31</u>
<u>SALARY</u>	:	R633 702. Per Annum
<u>CENTRE</u>	:	Seshego Treatment Centre
<u>REQUIREMENTS</u>	:	Qualifications and competencies: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist in Clinical Psychology. Knowledge and Skills: Knowledge of the Public Service, Health and Social Assistance Legislation. Knowledge of Medical Practices and Guidelines.
<u>DUTIES</u>	:	Perform medical case assessment. Coordinate and facilitate the referral process for obtaining medical opinions. Assist in monitoring and supporting the medical adjudication process. Prepare reports. Liaise with medical and health professionals. Assist in rendering management functions including Human Resource, Financial and Risk Management functions. After hours clinical participation the call roster.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr PM Phala or Ms ME Gafane at 015 230 4407/4315
<u>POST 50/350</u>	:	<u>SOCIAL WORK SUPERVISOR: GRADE 1 = [02 POSTS], REF: DSD/32</u>
<u>SALARY</u>	:	commencing salary notch: R341 322. Per Annum, Level: GRADE 1
<u>CENTRE</u>	:	Seshego Treatment Centre [01] Mtsweteni Children's Home [01]
<u>REQUIREMENTS</u>	:	Qualifications and competencies: Recognized Bachelor's degree in Social Work. Minimum experience of seven (07) years in Social Work. Registration with the South African Council for Social Service Professions [SACSSP]. A valid driver's licence. Knowledge and Skills: Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment.
<u>DUTIES</u>	:	Ensure that social work services with regard to the care, support, protection and development of vulnerable individual, groups, families and communities through the relevant programmes are rendered. Ensure service compliance to norms and standards. Ensure social worker's compliance with South African Council for Social Service Professions [SACSSP] projects. Supervise and advise social workers and social auxiliary workers. Coordinate and manage all programmes including transformation of social welfare services. Rendering

		support and mentoring social workers. Rendering counselling to clients. Monitoring and evaluation of non-profit organisations.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr PM Phala or Ms ME Gafane at 015 230 4407/4315
<u>POST 50/351</u>	:	<u>OCCUPATIONAL THERAPIST: GRADE 1 = 02 POSTS, REF: DSD/33</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	commencing salary notch: R316 722. Per Annum, Level: GRADE 1 Seshego Treatment Centre Qualifications and competencies: An Appropriate Bachelor's degree in Occupational Therapy. Registration with the Health Professions Council of South Africa [HPCSA] as an Occupational Therapist. Experience in Psychiatry will be an added advantage. A valid driver's licence. Knowledge and Skills: Knowledge of legal framework governing the Public Service. Interpretation of policies. Computer literacy. Good verbal and written communication.
<u>DUTIES</u>	:	Render occupational therapy services in allocated areas of work that comply with the norms and standards as indicated by health policies. Assessment and treatment of patients in allocated work. Supervision of the therapy assistants.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr PM Phala or Ms ME Gafane at 015 230 4407/4315
<u>POST 50/352</u>	:	<u>STATE ACCOUNTANT: BUDGETING AND REPORTING = 02 POSTS, REF: DSD/34</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	commencing salary notch: R226 611.00 Per Annum Level: 07 Seshego Treatment Centre [01] Mtsweteni Children's Home [01] Qualifications and competencies: An Appropriate Bachelor's degree in Public Finance/ Accounting/ Financial Management or equivalent qualification at NQF level 06. Minimum experience of two (02) years' experience in Financial Management. Knowledge and Skills: Knowledge of PFMA and Treasury Regulations. Knowledge of BAS and FINEST. Computer Skills. Good communication skills. Financial management skills.
<u>DUTIES</u>	:	Capturing and safekeeping of virement forms. Capture budget. Consolidate inputs from sections for in year monitoring. Assist in revenue management. Supervise staff. Provide support to line functions.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr PM Phala or Ms ME Gafane at 015 230 4407/4315
<u>POST 50/353</u>	:	<u>ADMIN OFFICER: SUPPORT SERVICES, REF: DSD/35</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	commencing salary notch: R281 418. Per Annum, Level: 07 Seshego Treatment Centre Qualifications and competencies: An Appropriate Bachelor's degree or equivalent qualification at NQF level 06. Minimum experience of two (02) years' experience in administration. Knowledge and Skills: Interpersonal relations. Good understanding of office administration. Computer Skills. Good communication skills. Financial management skills.
<u>DUTIES</u>	:	Coordinate catering services. Coordinate laundry services. Coordinate housekeeping/ household services. Coordinate maintenance services. Coordinate security management services. Render auxiliary services.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr PM Phala or Ms ME Gafane at 015 230 4407/4315
<u>POST 50/354</u>	:	<u>PROFESSIONAL NURSE = 07 POSTS, REF: DSD/36</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	commencing salary notch: R226 083. Per Annum, Level: GRADE 1 Seshego Treatment Centre [06], Mtsweteni Children's Home [01] Qualifications and competencies: Basic R425 qualification i.e Diploma/ Degree in Nursing or equivalent qualification. Current registration with the South African Nursing Council as a professional nurse. Knowledge and Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, OHSA, Patient Right Charter etc. Good communication skills. Report writing skills. Facilitation skills. Liaison and networking skills. Information management. Computer literacy.

- DUTIES** : Provide direction and supervision for the implementation of the Nursing plan [Clinical practice and quality patient care]. Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to the nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Working in partnership with a diverse range of clients with addiction problems, their families and to promote recovery and well-being. Patient transfer to other health facilities. Participate in the treatment program. Assessment and management of risk physical health screening for co-existing physical health problems including blood borne diseases and nursing interventions. Participate in comprehensive assessments, treatment planning, evidence-based interventions (inclusive of risk assessment and management) and discharge planning for clients with complex addiction problems. Conduct outreach.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr PM Phala or Ms ME Gafane at 015 230 4407/4315
- POST 50/355** : **RECEPTIONIST, REF: DSD/37**
- SALARY** : commencing salary notch: R183 558. Per Annum, Level: 06
CENTRE : Seshego Treatment Centre
REQUIREMENTS : Qualifications and competencies: A minimum of Grade 12 or equivalent qualification. Bachelor's degree will be an added advantage. Knowledge and Skills: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.
- DUTIES** : Serve as a point of entry in the Centre. Serve as secretary to the centre Manager. Facilitate meeting arrangements. Answer incoming calls and direct them to the relevant offices.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr PM Phala or Ms ME Gafane at 015 230 4407/4315
- POST 50/356** : **PERSONNEL OFFICER = 02 POSTS, REF: DSD/38**
- SALARY** : commencing salary notch: R152 862.00 Per Annum, Level: 05
CENTRE : Seshego Treatment Centre [01]
Mtsweteni Children's Home [01]
REQUIREMENTS : Qualifications and competencies: Grade 12 or equivalent qualification. Bachelor's degree or equivalent qualification in Human Resource Management will be an added advantage. Knowledge and Skills: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.
- DUTIES** : Render recruitment and selection services. Render conditions of service and benefits. Implement the Performance Management and Development System. Assist and give support to line functions on human resource management issues.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr PM Phala or Ms ME Gafane at 015 230 4407/4315
- POST 50/357** : **ADMIN CLERK = 02 POSTS, REF: DSD/39**
- SALARY** : commencing salary notch: R152 862. Per Annum, Level: 05
CENTRE : Seshego Treatment Centre [01]
Mtsweteni Children's Home [01]
REQUIREMENTS : Qualifications and competencies: Grade 12 or equivalent qualification. Knowledge and Skills: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.
- DUTIES** : Rendering a variety of administrative duties. Assist in collecting statistics. Intake client information. Filing of records. Updating client register.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr PM Phala or Ms ME Gafane at 015 230 4407/4315
- POST 50/358** : **REGISTRY CLERK = 01 POST, REF: DSD/40**
- SALARY** : commencing salary notch: R152 862. Per Annum, Level: 05
CENTRE : Mtsweteni Children's Home

<u>REQUIREMENTS</u>	:	Qualifications and competencies: Grade 12 or equivalent qualification. Knowledge and Skills: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.
<u>DUTIES</u>	:	Manage incoming and outgoing mail, correspondence and faxes. Manage office administration duties such as maintaining registers, filing and record keeping. Circulation of all documents and operate the photocopy machine.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr PM Phala or Ms ME Gafane at 015 230 4407/4315
<u>POST 50/359</u>	:	<u>STAFF NURSE: GRADE 1 = [07 POSTS], REF: DSD/41</u>
<u>SALARY CENTRE</u>	:	commencing salary notch: R150 819. Per Annum, Level: GRADE 1
	:	Seshego Treatment Centre [06], Mtsweteni Children's Home [1]
<u>REQUIREMENTS</u>	:	Qualifications and competencies: Qualification that allows registration with the South African Nursing Council [SANC]. Certificate for enrolled nurse. Knowledge and Skills: Computer Literacy. Report writing skills. Basic nursing skills. Knowledge of legal framework governing the public service. Knowledge of laws governing the profession.
<u>DUTIES</u>	:	Implement nursing care with the scope of practice for enrolled nurses. Report writing and updating client register. Filing of records.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr PM Phala or Ms ME Gafane at 015 230 4407/4315
<u>POST 50/360</u>	:	<u>OCCUPATIONAL THERAPY ASSISTANT: GRADE 1 = [02 POSTS], REF: DSD/42</u>
<u>SALARY CENTRE</u>	:	commencing salary notch: R150 447.00 Per Annum, Level: GRADE 1
	:	Seshego Treatment Centre
<u>REQUIREMENTS</u>	:	Qualifications and competencies: Grade 12. Health Professions Council of South Africa [HPCSA] approved Occupational Therapy Assistant qualification. Registration with HPCSA. Experience in Psychiatry will be an added advantage. Knowledge and Skills: Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills. Computer literacy. Report writing skills.
<u>DUTIES</u>	:	Render occupational therapy services in accordance with rules and regulations of HPCSA. Treatment of patients under direct supervision of the Occupational Therapist using protocols and procedures as designed by the department. Co-facilitate group therapeutic activity programmes and contribute in patient skills development and training. Organise patients' functions and health awareness calendar events, sports and recreational services in allocated units/ wards. Implement appropriate rehabilitation intervention under supervision of the Therapist. Execute necessary admin duties related to patient care. Participate in own and other professional development.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr PM Phala or MS ME Gafane at 015 230 4407/4315
<u>POST 50/361</u>	:	<u>CHILD AND YOUTH CARE TEAM LEADER: GRADE 1 = 03 POSTS, REF: DSD/43</u>
<u>SALARY CENTRE</u>	:	commencing salary notch: R138 378. Per Annum, Level: GRADE 1
	:	Seshego Treatment Centre [02] Mtsweteni Children's Home [01]
<u>REQUIREMENTS</u>	:	Qualifications and competencies: Grade 12 certificate. A minimum of seven (07) years appropriate experience in Child & Youth Care work after obtaining the required qualification. Knowledge and Skills: Knowledge of child care. Good communication skills. Interpersonal skills. Computer literacy. Coordination skills.
<u>DUTIES</u>	:	Provide care and protection to vulnerable children/ clients or service users at the centre. Perform administrative duties. Manage the behaviour of clients. Assist in coordination of excursions and leisure activities. Provide 24 hours care to service users in the centre. Monitor and supervise activities of service users in the centre. Writing of reports.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr PM Phala or Ms ME Gafane at 015 230 4407/4315

<u>POST 50/362</u>	:	<u>FOOD SERVICE SUPERVISOR, REF: DSD/44</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	commencing salary notch: R127 851. Per Annum, Level: 04 Seshego Treatment Centre Qualifications and competencies: Grade 12 or equivalent qualification. Experience in food service. Knowledge and Skills: Computer literacy. Good communication skills. Interpersonal skills.
<u>DUTIES</u>	:	Provide high quality nutritious food to clients. Maintain good hygiene and safety practices. Assist in the management of funds allocated to the section. Manage resources [Physical and Human]
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr PM Phala or Ms ME Gafane at 015 230 4407/4315
<u>POST 50/363</u>	:	<u>TELECOM OPERATOR = 01 POST, REF: DSD/45</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	commencing salary notch: R127 851. Per Annum, Level: 04 Mtsweteni Children's Home Qualifications and competencies: Grade 12 or equivalent qualification. Knowledge and Skills: Computer literacy. Good communication skills. Interpersonal skills.
<u>DUTIES</u>	:	Receiving incoming and outgoing calls. Administer requisition forms and respond to queries. Transfer calls to relevant extensions. Take message and refer to the relevant person.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr PM Phala or Ms ME Gafane at 015 230 4407/4315
<u>POST 50/364</u>	:	<u>DRIVER/ MESSENGER = 02 POSTS, REF: DSD/46</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	commencing salary notch: R127 851. Per Annum, Level: 04 Seshego Treatment Centre [01] Mtsweteni Children's Home [01] Qualifications and competencies: Junior Certificate or Std 08. A valid driver's licence. Public Driver's Permit [PDP]. Knowledge and Skills: Good communication skills. Interpersonal skills.
<u>DUTIES</u>	:	Transport staff members to various destinations. Collect post and documents in and out of the Institution. Responsible to take vehicles to and from merchants. Ensure cleanliness of state vehicles.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr PM Phala or Ms ME Gafane at 015 230 4407/4315
<u>POST 50/365</u>	:	<u>CHILD AND YOUTH CARE WORKER: GRADE 1 = 16 POSTS, REF: DSD/47</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	commencing salary notch: R124 047. Per Annum, Level: GRADE 1 Seshego Treatment Centre [06], Mtsweteni Children's Home [10] Qualifications and competencies: Grade 12 certificate and NQF level 4 certificate in Ancillary Health Care. Knowledge and Skills: Knowledge of child care. Good communication skills. Interpersonal skills. Computer literacy. Coordination skills.
<u>DUTIES</u>	:	Provide care and protection to vulnerable children/ clients or service users at the centre. Perform administrative duties. Manage the behaviour of clients. Assist in coordination of excursions and leisure activities. Provide 24 hours care to service users in the centre. Monitor and supervise activities of service users in the centre.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr PM Phala or Ms ME Gafane at 015 230 4407/4315
<u>POST 50/366</u>	:	<u>NURSING ASSISTANT GRADE 1 = [08 POSTS], REF: DSD/48</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	commencing salary notch: R116 625. Per Annum, Level: GRADE 1 Seshego Treatment Centre [06], Mtsweteni Children's Home [02] Qualifications and competencies: Qualification that allows registration with the South African Nursing Council [SANC]. Certificate for enrolled nurse. Knowledge and Skills: Computer Literacy. Report writing skills. Basic nursing

		skills. Knowledge of legal framework governing the public service. Knowledge of laws governing the profession.
<u>DUTIES</u>	:	Implement nursing care with the scope of practice for enrolled nurses. Report writing and updating client register. Filing of records. Transferring patients to other health facilities. Participate in the treatment program. Participating in comprehensive assessments, treatment planning, evidence-based interventions (inclusive of risk assessment and management) and discharge planning for clients with complex addiction problems. Conduct outreach.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr PM Phala or Ms ME Gafane at 015 230 4407/4315
<u>POST 50/367</u>	:	<u>FOOD SERVICE AID = 03 POSTS, REF: DSD/49</u>
<u>SALARY</u>	:	commencing salary notch: R90 234. Per Annum, Level: 02
<u>CENTRE</u>	:	Mtsweteni Children's Home
<u>REQUIREMENTS</u>	:	Qualifications and competencies: junior Certificate or STD 08 or equivalent qualification. Ability to read and write. Knowledge and Skills: Good communication skills. Interpersonal skills.
<u>DUTIES</u>	:	Prepare and serve and refreshments. Cleaning and purification of the kitchen, canteen and equipment.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr PM Phala or Ms ME Gafane at 015 230 4407/4315
<u>POST 50/368</u>	:	<u>LAUNDRY AID = 03 POSTS, REF: DSD/50</u>
<u>SALARY</u>	:	commencing salary notch: R90 234. Per Annum, Level: 02
<u>CENTRE</u>	:	Mtsweteni Children's Home
<u>REQUIREMENTS</u>	:	Qualifications and competencies: Junior Certificate or STD 08 or equivalent qualification. Ability to read and write. Knowledge and Skills: Good communication skills. Interpersonal skills.
<u>DUTIES</u>	:	Cleaning of linen clothing and textiles for the Institution.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr PM Phala or Ms ME Gafane at 015 230 4407/4315
<u>POST 50/369</u>	:	<u>SEAMSTRESS = 01 POST, REF: DSD/51</u>
<u>SALARY</u>	:	commencing salary notch: R90 234. Per Annum, Level: 02
<u>CENTRE</u>	:	Mtsweteni Children's Home
<u>REQUIREMENTS</u>	:	Qualifications and competencies: Junior Certificate or STD 08 or equivalent qualification. Ability to read and write. Knowledge and Skills: Good communication skills. Interpersonal skills.
<u>DUTIES</u>	:	Provide seamstress and sewing services. Cleaning of textiles.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr PM Phala or Ms ME Gafane at 015 230 4407/4315
<u>POST 50/370</u>	:	<u>GROUNDSMAN = 04 POSTS, REF: DSD/52</u>
<u>SALARY</u>	:	commencing salary notch: R90 234. Per Annum, Level: 02
<u>CENTRE</u>	:	Seshego Treatment Centre [02] Mtsweteni Children's Home [02]
<u>REQUIREMENTS</u>	:	Qualifications and competencies: Junior Certificate or STD 08 or equivalent qualification. Ability to read and write. Knowledge and Skills: Good communication skills. Interpersonal skills.
<u>DUTIES</u>	:	Render gardening services. Use and keep all the gardening material properly. Requisition of gardening materials.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr PM Phala or Ms ME Gafane at 015 230 4407/4315
<u>POST 50/371</u>	:	<u>CLEANER = 06 POSTS, REF: DSD/53</u>
<u>SALARY</u>	:	commencing salary notch: R90 234. Per Annum, Level: 02
<u>CENTRE</u>	:	Seshego Treatment Centre [02] Mtsweteni Children's Home [04]
<u>REQUIREMENTS</u>	:	Qualifications and competencies: Junior Certificate or Std 08. Knowledge and Skills: Writing skills.
<u>DUTIES</u>	:	Render cleaning services. Use and keep all cleaning goods and materials properly. Requisition of cleaning materials. Ensure infection control.

ENQUIRIES

: General enquiries about the advertised posts should be directed to Mr PM Phala or Ms ME Gafane at 015 230 4407/4315