

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF SOCIAL DEVELOPMENT**

- APPLICATIONS** : The Department of Social Development, Private Bag x 20616, Bloemfontein 9300. or place applications in an application box at Standard Bank Building, Ground Floor, Charlotte Maxeke Street, Bloemfontein
- FOR ATTENTION** : Ms. MV. Mophethe: Human Resource Planning and Advisory Services
- CLOSING DATE** : 23 February 2018
- NOTE** : Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. All short-listed candidates 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. The competency assessment will be testing generic, managerial competencies using DPSA SMS competency assessment tools. All short listed candidates will be subjected to screening and security vetting to determine their suitability for employment, as well as qualification verification. Successful candidate will be expected to enter into a performance agreement.

**MANAGEMENT ECHELON**

- POST 06/82** : **CHIEF DIRECTOR: SOCIAL WELFARE SERVICES REF NO: SWS 01/18**
- SALARY** : An all-inclusive package R1 127 334 per annum (Level 14), structured in terms of the applicable remuneration rules.
- CENTRE** : Bloemfontein: Provincial Office
- REQUIREMENT** : An appropriate Bachelor's Degree in Social Work. Current Registration with the SACSSP as a social worker. A minimum of 10 years appropriate experience in Social Work of which 5 years must be Senior Management experience. Valid Driver's License. Sound understanding of the Public Service. Proven knowledge of the White Paper for Social Welfare, the Integrated Service Delivery Model and the Reviewed Social Welfare Services Framework. Competencies: Strategic capabilities and leadership skills. Change management. Problem solving and conflict management. People management and empowerment skills. Knowledge management. Networking and presentation skills. Excellent in depth knowledge of and insight into all applicable policy framework governing the public sector and the social development environment.
- DUTIES** : Provide strategic direction and support in the execution of: Children Services, Family Services, Special Needs and Social Relief. Manage and coordinate sector department funding. Manage the provision of Early Childhood Development Programmes. Manage the provision of Foster Care Services, alternative care and adoption services. Manage and facilitate the provision of Social Welfare Services and Community Based Care and support to families. Oversee the development and implementation of the Department's strategic plan. Oversee the development and mainstreaming of gender policies. Develop and drive long-term strategies and initiatives together with stakeholders and partners throughout the Department. Ensure efficient and

		optimal organizational performance and use of resources. Develop and maintain a risk management strategy.
<b><u>ENQUIRIES</u></b>	:	Mr. A.J. Venter (051) 405 4926
<b><u>POST 06/83</u></b>	:	<b><u>DIRECTOR: DISTRICT SERVICES REF NO: DC 17/01/17</u></b>
<b><u>SALARY</u></b>	:	An all-inclusive package R948 174 per annum (Level 13), structured in terms of the applicable remuneration rules.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mangaung Metro District Office (Thaba Nchu)
	:	Bachelor's Degree in Social Work. Current Registration with the SACSSP as a Social Worker. A Minimum of 5 years appropriate experience as a Social Work Manager or Community Development Manager. A valid driver's license (Motor Vehicle)
<b><u>DUTIES</u></b>	:	Strategically guide and direct the District in respect of the delivery of Community Development, Social Welfare Services and Institutions. Manage and implement Poverty Alleviation Programmes to ensure relief to the needy and promote self-sufficiency. Manage, coordinate and implement professional social work services to communities to ensure a safe and enabling environment to people. Management of Administrative Support Services to officials of District Mangaung Metro to ensure proper execution of all line functions. Liaise with all stakeholders i.e. governmental, NGO's, CBO's, FRO's, TLC's and communities to enhance accessible and coordinated social services. Participate in the development of and strategically guide the successful implementation of the Department's 5-Year Strategic Plan and Annual Business Plan towards achieving the objectives of the FSGDS and report monthly, quarterly and annually thereon. Represent the Department in various committees and fora and attend such meetings towards contributing towards improved service delivery. Plan, manage and co-ordinate all resources (e.g. finances, equipment, human resources, etc.)
<b><u>ENQUIRIES</u></b>	:	Ms. M.I.W. Khoabane (051) 4090565
<b><u>POST 06/84</u></b>	:	<b><u>DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: CS 01/18</u></b>
<b><u>SALARY</u></b>	:	An all-inclusive package R948 174 per annum (Level 13), structured in terms of the applicable remuneration rules.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein (Provincial Office)
	:	An appropriate Bachelor's degree/ National Diploma in Human Resource Management/Public Management or equivalent qualifications. A Minimum of 5 years working experience as a Deputy Director in Human Resource Management. Good communication and interpersonal skills, good planning, organizing and coordinating skill. Knowledge of relevant legislations and regulations. Computer literacy and a valid driver's license. (Motor Vehicle)
<b><u>DUTIES</u></b>	:	Manage the human resource provisioning in the Department (Recruitment and Selection).Administer conditions of service in the Department. Ensure proper monitoring and compliance with Human Resource policies. Provide support services, including HR Registry in the department. Manage Labour Relations and Employee Health and Wellness for the department. Management of resources of the directorate, i.e. human, assets and financial resources.
<b><u>ENQUIRIES</u></b>	:	Advocate T.J. Phahlo (082 044 0057)
<b><u>POST 06/85</u></b>	:	<b><u>DIRECTOR: YOUTH DEVELOPMENT REF NO: DSS 01/18</u></b>
<b><u>SALARY</u></b>	:	An all-inclusive package R948 174 per annum (Level 13), structured in terms of the applicable remuneration rules.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein (Provincial Office)
	:	Appropriate Bachelor's Degree in Community Development / Social Sciences or equivalent qualification. A minimum of 5 years recognizable experience in Community Development as a Deputy Director. Knowledge of policies and protocol that guide issues of youth development. Knowledge of PFMA, Public Service Act, Treasury Regulation and Public Service Regulations. Knowledge of funding policy of the Department of Social Development. Computer literacy. Valid driver's license (Motor Vehicle)
<b><u>DUTIES</u></b>	:	Manage the budget of Youth Development sub-directorate. Provide support to the districts on Youth Development programmes. Manage personnel within the sub-directorate. Facilitate the process of funding, monitoring and evaluation of youth development income generating projects. Provide reports to the Senior

Management of the department. Represent the Department in various forums. Initiate establishment of both provincial and district youth development forums. Advise the department on Youth Development programmes that must be undertaken in the districts

**ENQUIRIES** : Ms. M.I.W. Khoabane (051) 4090565

#### **OTHER POSTS**

**POST 06/86** : **SOCIAL WORK MANAGER GRADE 1 (12 POSTS)**

**SALARY CENTRE** : R712 827 – R802 305 per annum (Level 10)  
: DC: 18/02/18 Lejweleputswa District X2  
: DC: 20/01/18 Fezile Dabi District X1  
: DC: 16/02/18 Xhariep District X2  
: DC: 19/03/18 Thabo Mofutsanyana (Qwa Qwa Regional Office X3)  
: DC: 19/12/18 Thabo Mofutsanyana (Bethlehem Office X2)  
: SWS 04/18 (Substance Abuse X1) Bloemfontein (Provincial Office)  
: SWS 05/18 (Older Persons X1) Bloemfontein (Provincial Office)

**REQUIREMENTS** : Appropriate Bachelor's Degree in Social Work. Current Registration with the SACSSP as a Social Worker. A Minimum of 10 years appropriate experience in Social Work

**DUTIES** : Provide a social work service of the highest, most advanced and specialized nature within (a) defined area(s) or 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 from, 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 a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilization of human resources. Keep up to date with the new developments in the social work and management fields. Plan and ensure that social work research and development are undertaken. Undertake complex social work research. Perform and/or ensure that all the administrative functions required in the unit are performed

**ENQUIRIES** : Ms. F.F. Nondabula (053) 205 9868 Xhariep,  
Mr M. Tyobeka 051 410 6910/11 Mangaung Metro,  
Mr. M.J. Maikgosho (057) 916 8740 Lejweleputswa,  
Ms. Martins (056) Fezile Dabi,  
Ms. M.M. Mohaleroe (058) 718 7029/083 444 0275 Thabo Mofutsanyana/  
Bethlehem Office,  
Ms. C. Senatle (051) 409 0629 (Substance Abuse)  
Ms M. Motsemme 083 274 5610 (Older Persons) Provincial Office.

**POST 06/87** : **MANAGER: COMMUNITY DEVELOPMENT GRADE 1 (5 POSTS)**

**SALARY CENTRE** : R712 827 – R802 305 per annum (Level 11)  
: DC 16/04/18 Xhariep X1  
: DC 18/04/18 Lejweleputswa X1  
: DC 19/11/18 Thabo Mofutsanyana X2  
: DC 20/04/18 Fezile Dabi X1

**REQUIREMENTS** : Appropriate Bachelor's Degree in Community Development / Social Sciences or equivalent qualification. A minimum of 10 years recognizable experience in Community Development. Knowledge of PFMA, Public Service Act, Treasury Regulation and Public Service Regulations. Knowledge of funding policy of the Department of Social Development. Computer literacy. Valid driver's license

**DUTIES** : Manage the identification, facilitation and implementation of integrated 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 legislation and policies are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts and policies, and develop new policies where required Manage community development unit/sub directorate to ensure that an efficient and

		effective community development service is delivered through the proper utilization of human, financial and physical resources. Keep up to date with new developments in the community development and management fields to enhance service delivery. Plan and ensure that research on community development is undertaken. Undertake/facilitate complex community development research
<b><u>ENQUIRIES</u></b>	:	Ms. F.F. Nondabula (053) 205 9868 Xhariep, Maikgosho (057) 916 8740 Lejweleputswa, Ms. Martins (056) Fezile Dabi, Ms. M.M. Mohaleroe (058) 718 7029/083 444 0275 Thabo Mofutsanyana
<b><u>POST 06/88</u></b>	:	<b><u>DEPUTY DIRECTOR: NON-PROFIT ORGANISATION REF NO: CD 03/18</u></b>
<b><u>SALARY</u></b>	:	An all-inclusive package R657 558 per annum (Level 11), structured in terms of the applicable remuneration rules.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein (Provincial Office)
	:	An appropriate Degree / National Diploma. A minimum of 3 years' working experience in the management of nonprofit organizations (NPO). Interpersonal, communication, planning, presentation and facilitation skills. A valid driver's license (Motor Vehicle)
<b><u>DUTIES</u></b>	:	Manage capacity building and empowerment programmes for emerging CBOs, CSOs and NPOs Facilitate registration of NPOs with the National office. Establish and facilitate NPO forums at provincial, district and local level. Monitor compliance of NPOs with the Act. Create an enabling environment to operate. Ensure the review, revision and implementation of guidelines, prescripts and relevant legislation. Liaise with the districts, NPOs and other stakeholders on issues affecting the sector. Manage appeals with regard to refusal to register, deregistration/cancellation. Management and development of staff
<b><u>ENQUIRIES</u></b>	:	Mr. S.R. Letsoko - 0832543141
<b><u>POST 06/89</u></b>	:	<b><u>DEPUTY DIRECTOR: MONITORING AND EVALUATION AND PROJECT MANAGEMENT REF NO: CD 04/18</u></b>
<b><u>SALARY</u></b>	:	An all-inclusive package R657 558 per annum (Level 11), structured in terms of the applicable remuneration rules.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein (Provincial Office)
	:	An appropriate Degree / National Diploma. A course in Monitoring and Evaluation / Project Management will serve as an advantage. A minimum of 3 years' working experience in the management of non-profit organizations (NPO). Interpersonal, communication, planning, presentation and facilitation skills. A valid driver's license (Motor Vehicle)
<b><u>DUTIES</u></b>	:	Develop and manage project management strategies, guidelines and tools. Provide project management capacity building to funded organizations. Develop and manage a database of funded projects. Manage the implementation of Service Level Agreements and Memoranda of Agreements signed with NPOs, Cooperatives, Institutions and Social Corporate Investment partners. Assess the quality of service delivery by NPOs, which received financial awards from the department. Manage appeals with regard to non-compliance and Manage and develop staff
<b><u>ENQUIRIES</u></b>	:	Mr. S.R. Letsoko – 0832543141
<b><u>POST 06/90</u></b>	:	<b><u>DEPUTY DIRECTOR: ICT MANAGEMENT REF NO: CS 08/18</u></b>
<b><u>SALARY</u></b>	:	An all-inclusive package R657 558 per annum (Level 11), structured in terms of the applicable remuneration rules.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein (Provincial Office)
	:	Bachelor's Degree or National Diploma in information Technology or Computer Science. Minimum 3 years of proven experience of managing ICT operations, including systems and server environment, and preparing detailed reports. Practical demonstration of knowledge and skills relating to managing an end-to-end ICT infrastructure environment. Valid driver's license
<b><u>DUTIES</u></b>	:	Responsible for the administration, optimisation and efficient operations of the IT systems, including monitoring of usage and performance, as well as the identification of enhancement opportunities and system failures. Ensure that network diagrams are developed and maintained properly. Develop

information and technology systems infrastructure and conduct investigation in the maintenance of existing technologies, availability need and demonstrate new technologies. Ensure availability, capacity and security management within the network servers and desktop environment. Manage activities of the server administration and related support staff. Manage information systems to support business-related activities. Promote the optimal and efficient utilisation of computer technology as a key enabler in the delivery of information and related services, with a view to enhance departmental service delivery. Establish and implement IT operational plans, policies and strategies. Review IT risks and ensure mitigation plans are developed and executed. Ensure conformance of all IT products, systems and services to departmental needs. Management of resources (financial, assets etc.) and ensure supervision of personnel in the ICT Operations sub-directorate. Asset management of the ICT Management Sub-Directorate.

- ENQUIRIES** : Ms. N Ntombela 062 520 4745
- POST 06/91** : **DEPUTY DIRECTOR: ORGANISATION DESIGN REF NO: CS 02/18**
- SALARY** : An all-inclusive package R657 558 per annum (Level 11), structured in terms of the applicable remuneration rules.
- CENTRE** : Bloemfontein (Provincial Office)
- REQUIREMENTS** : Bachelor's degree/National Diploma in Management Services/Administration/ Organization and Work Study or equivalent qualification at NQF Level 6 as recognized by SAQA. Job evaluation certificate. Minimum 3 years' experience as an Assistant Director within the Organizational Design field, and a valid driver's license. (Motor Vehicle). Sound knowledge of: Public Service Act, Public Service Regulations 2016, Policy Prescripts and Collective Agreements underpinning organizational design and job evaluation. An in – depth understanding of job evaluation processes, organization design tools and processes, business processes mapping/ modelling and compiling job descriptions. Computer literacy with proven ability to utilize Orgplus and Visio. Communication skills both written and verbal, Presentation/ facilitation skills, Change management and ability to work under pressure.
- DUTIES** : Manage the development and review of the organizational structure and ensure it is aligned to the departmental mandates. Manage the job evaluation process. Facilitate the development of job descriptions in the department. Manage the human capital and financial resources in the component
- ENQUIRIES** : Ms. S.A. Mokhitli (083 395 3904)
- POST 06/92** : **ASSISTANT MANAGER: COMMUNITY DEVELOPMENT: (COMMUNITY MOBILISATION) REF NO: CD 01/18**
- SALARY** : R432 384 -581 085 per annum (Level 9)
- CENTRE** : Provincial Office Bloemfontein
- REQUIREMENTS** : Appropriate Bachelor's Degree / National Diploma in Development Studies, Community Development and other related studies. Computer literacy. Minimum of 8 years' recognizable experience in Community Development. Valid driver's license (Motor Vehicle)
- DUTIES** : Co-ordinate the identification, facilitation and implementation of integrated development interventions in partnership with other relevant stakeholders through the efficient, effective and economical utilisation of resources by the service delivery area(s). Co-ordinate and manage a community development service delivery area(s) to ensure that an efficient and effective community development service is delivered through the proper utilisation of human, financial and physical resources. Keep up-to-date with new developments in the community development and management fields to enhance service delivery. Plan and ensure that research on community development is undertaken including the facilitation of complex community development research.
- ENQUIRIES** : Ms. M.I.W. Khoabane (051) 4090565
- POST 06/93** : **ASSISTANT MANAGER: COMMUNITY DEVELOPMENT: SUSTAINABLE LIVELIHOOD (2 POSTS) REF NO: CD 02/18**
- SALARY** : R432 384 -581 085 per annum (Level 9)
- CENTRE** : Provincial Office Bloemfontein

- REQUIREMENTS** : Appropriate Bachelor's Degree / National Diploma in Development Studies, Community Development and other related studies. Computer literacy. Minimum of 8 years' recognizable experience in Community Development. Valid driver's license (Motor Vehicle)
- DUTIES** : Co-ordinate the identification, facilitation and implementation of integrated development interventions in partnership with other relevant stakeholders through the efficient, effective and economical utilisation of resources by the service delivery area(s). Co-ordinate and manage a community development service delivery area(s) to ensure that an efficient and effective community development service is delivered through the proper utilisation of human, financial and physical resources. Keep up-to-date with new developments in the community development and management fields to enhance service delivery. Plan and ensure that research on community development is undertaken including the facilitation of complex community development research.
- ENQUIRIES** : Ms. M.I.W. Khoabane (051) 4090565
- POST 06/94** : **ASSISTANT MANAGER: LABOUR RELATIONS: REF NO: CS 03/18**
- SALARY** : R334 545 per annum (Level 9)  
**CENTRE** : Bloemfontein (Provincial Office)  
**REQUIREMENTS** : Appropriate B Degree in Labour Law or equivalent qualification with Labour Law. Minimum of 3 years' working experience. A valid driver's license (Motor Vehicle)
- DUTIES** : Advise management on all Labour Relations matters. Assist in the development and implementation of Labour Relations guidelines/policies. Handle collective bargaining issues. Handle grievances and disciplinary cases. Represent the Department in Arbitration and Conciliation. Conduct research, train line functionaries and give advice on labour legislation and related matters. Promote sound labour practices and discipline within the Department. Overall supervision of the component
- ENQUIRIES** : Advocate T. Tsoeu 072 369 7248
- POST 06/95** : **MONITORING SPECIALIST REF NO: FS 03/18**
- SALARY** : R334 545 per annum (Level 9)  
**CENTRE** : Bloemfontein (Provincial Office)  
**REQUIREMENTS** : Appropriate Bachelor's Degree / National Diploma in Accounting/Economics or Business Management. Minimum of 3 years' experience in the field.
- DUTIES** : Develop the Department's Monitoring and Evaluation Policy and/or Implementation Strategy (in line with national and/or provincial frameworks). Develop the Department's Monitoring and Evaluation Reporting Format (inclusive of reporting time-frames) in line with the Department's Annual Performance Plan as well as the Annual Report Framework of the Department. Ensure that the capacity of the Department on matters related to monitoring and evaluation (of non-financial performance) is improved continuously. This includes the provision of information sessions and/or advice to manager and senior managers, inclusive of resource / verification documents as required by the Auditor-General. Monitor and report on the performance of the Department in relation to the following: Outcome Based Provincial Plan, Departmental Annual Performance Plan, SOPA and/or MEC Budget Injunctions, Government Programmes of Actions (national and provincial)
- ENQUIRIES** : Mr. T. Ntsane (051) 409 0626
- POST 06/96** : **SOCIAL WORK POLICY DEVELOPER GRADE 1 (SOCIAL CRIME PREVENTION) REF NO: DC: SWS 03/18**
- SALARY** : R323 178 - R362 106 (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)  
**CENTRE** : Provincial Office Bloemfontein  
**REQUIREMENTS** : Appropriate Bachelor's Degree in Social Work. Current Registration with the SACSSP. A minimum of 8 years' experience in Social Work
- DUTIES** : Develop, implement and maintain social work policies: monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements; Develop proposals to amend/maintain the relevant acts, policies

and procedures and develop new policies/procedures where required, including costing the policies; Develop programmes to implement the relevant policies. Keep up to date with new developments in the social work field, study professional journals and publications to ensure that cognizance is taken of new developments; Monitor and study the social services legal and policy framework continuously; Liaise/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognizance of the latest developments in the relevant fields; Engage in continuous professional development activities as prescribed; Research and development, Perform the administrative functions required in the unit.

**ENQUIRIES** :

Ms. D. Mafoyane (051) 409 0552

**POST 06/97** :

**SERVER ADMINISTRATOR: ICT MANAGEMENT REF NO: CS 05/18**

**SALARY** :  
**CENTRE** :  
**REQUIREMENTS** :

R281 418 per annum (Level 8)  
Bloemfontein (Provincial Office)  
Bachelor's Degree or National Diploma in Information Technology or Computer Science. A minimum of 2 years' experience in Microsoft Exchange environment, Microsoft Server support environment and Microsoft networking environment, knowledge of VM. MCSA 2012, MCP. A valid driver's license (Motor Vehicle)

**DUTIES** :

Be responsible for installation, configure, maintenance and troubleshooting of Microsoft Windows Servers, Group Policy Objects, DNS, DHCP and Active Directory Infrastructure. Securing Microsoft server Infrastructure e.g. MS Updates, patches, deployment of software, and antivirus. Administration, Maintenance and troubleshooting of Virtual Environment. Server capacity and availability administration. Test new IT technology and implementation new solutions. Write of scripts for automation. Air-conditioners, UPS and generator administration in the server rooms. Analyzing system logs and identify potential issues. Maintain inventory of computer/server rooms. Provide 3rd line technical support. Provide technical inputs on tenders / quotes of ICT goods and services to ensure value for money and relevant ICT server infrastructure solutions. Provide general and specialized advice on ICT server infrastructure to all levels of the organization and sometimes to stakeholders.

**ENQUIRIES** :

Ms. N. Ntombela 062 520 4745

**POST 06/98** :

**SOCIAL WORK GRADE 1- 4 (29 POSTS)**

**SALARY** :

R226 686 - R516 279 (Level 7) (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)

**CENTRE** :

DC 17/02/18 Mangaung Metro District X2  
DC 16/02/18 Xhariep District X8  
DC 19/03/18 Thabo Mofutsanyana District X 9  
DC 20/02/18 Fezile Dabi District X 4  
DC 18/02/18 Lejweleputswa District X 6

**REQUIREMENTS** :

Bachelor's Degree in Social Work. Current Registration with the SACSSP

**DUTIES** :

Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from social instability in any form. 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. It will be expected from the Social Workers Grade 4 to mentor and coach the Social Workers Grade 1 to enable them to render an effective and efficient social work service

**ENQUIRIES** :

Ms. F.F. Nondabula (053) 205 9868 Xhariep  
Mr M. Tyobeka 051 410 6910/11 Mangaung Metro  
Mr. M.J. Maikgosho (057) 916 8740 Lejweleputswa  
Ms. Martins (056) Fezile Dabi  
Ms. M.M. Mohaleroe (058) 718 7029/083 444 0275 Thabo Mofutsanyana

**POST 06/99** :

**IT TECHNICIAN: REF NO: CS 04/18 (2 POSTS)**

**SALARY** :  
**CENTRE** :

R226 611 per annum (Level 7)  
Bloemfontein (Provincial Office)

- REQUIREMENTS** : National Diploma in Information Technology or relevant ICT technical certifications. A valid driver's license (Motor Vehicle) DUTIES: Maintain and support local area network infrastructure in all offices in the district according to IT plans and policies, Management of IT equipment in the district, Perform new software and hardware installation and configuration, Provide user support on existing hardware and software according to specified Departmental norms and standards, Troubleshoot and resolve system and network problems. Adherence to Operational Level Agreement requirements and ICT policies, Conduct research on latest ICT trends and advise on implementation, Supervise and mentor interns, Train users on the utilisation of computers and computer systems and applications
- ENQUIRIES** : Ms. N. Ntombela 062 520 4745
- POST 06/100** : **IT TECHNICIAN (5 POSTS)**
- SALARY CENTRE** : R226 611 per annum (Level 7)  
DC 16/05/18 Xhariep District X1  
DC 17/04/18 Mangaung Metro X1  
DC 18/05/18 Lejweleputswa X1  
DC 19/11/18 Thabo Mofutsanyana X1  
DC 20/07/18 Fezile Dabi X1
- REQUIREMENTS** : National Diploma in Information Technology or relevant ICT technical certifications. A valid driver's license (Motor Vehicle)
- DUTIES** : Maintain and support local area network infrastructure in all offices in the district according to IT plans and policies, Management of IT equipment in the district, Perform new software and hardware installation and configuration, Provide user support on existing hardware and software according to specified Departmental norms and standards, Troubleshoot and resolve system and network problems. Adherence to Operational Level Agreement requirements and ICT policies, Conduct research on latest ICT trends and advise on implementation, Supervise and mentor interns, Train users on the utilisation of computers and computer systems and applications
- ENQUIRIES** : Ms. F.F. Nondabula (053) 205 9868 Xhariep,  
Mr. M. Tyobeka 051 410 6910/11 Mangaung Metro  
Mr. M.J. Maikgosho (057) 916 8740 Lejweleputswa  
Ms. M.M. Mohaleroe (058) 718 7029/083 444 0275 Thabo Mofutsanyana  
Ms. Martins (056) Fezile Dabi
- POST 06/101** : **SENIOR SECURITY OFFICER (20 POSTS)**
- SALARY CENTRE** : R183 558 per annum (Level 6)  
DC 17/03/18 Mangaung Metro X2  
DC 17/04/18 Boiketlong Old Age Home X1  
DC 16/03/18 Xhariep District X3  
DC 18/08/18 Lejweleputswa X2  
DC 20/03/18 Fezile Dabi (Tweeling X1, Frankford X1)  
DC 19/04/18 Thabo Mofutsanyana (FDCX1)  
DC 19/05/18 Bethlehem X1  
DC 19/06/18 Senekal X1  
DC 19/07/18 Ficksburg X1  
DC 19/08/18 Lady Brand X2  
DC 20/05/18 Matete Matches Secure Care Centre X1  
DC 19/09/18 Leratong Children's Home X1  
DC 19/10/18 Thekolohelong Welfare Centre X2
- REQUIREMENTS** : Grade E C D up to Grade B and PSIRA registration. 2- 3 years relevant experience in Security Operations. Computer literate in MS Word, Excel, Power point. Ability to work under pressure. A valid driver's license. Permanent appointment subject to Security clearance Recommendation: Grade 12/National Certificate (Vocational) or equivalent qualification
- DUTIES** : Implementation of control of access to government premises and vehicle act 53 of 1985. Supervise shift workers. Conducting parades. Access staff on performance and development plans. Submit all claims, leave plans of staff and write weekly reports to Chief Security Officer.
- ENQUIRIES** : Mr. S. Mohoboko (051) 4000 315 or Mr. J. Esau (051) 407 0705



<b><u>POST 06/102</u></b>	:	<b><u>LEGAL ADMINISTRATION OFFICER (MR1-5) 2 POSTS</u></b>
<b><u>SALARY</u></b>	:	R174 606 – R474 165 per annum
<b><u>CENTRE</u></b>	:	Bloemfontein (Provincial Office) Ref No: CS 06/18
<b><u>REQUIREMENTS</u></b>	:	An LLB Degree. At least 0 - 8 years appropriate post qualification legal experience
<b><u>DUTIES</u></b>	:	Draft legal documents, provide legal opinions and advise to the Department. Draft, vet, and edit contracts, service level agreements, conduct litigation and liaise with the state attorney and state law adviser on litigation for and against the Department, represent the Department and various forums and committees, make presentations on legislation and case law that has a bearing on the department.
<b><u>ENQUIRIES</u></b>	:	Advocate D. Tsotetsi: 083 274 1206
<b><u>POST 06/103</u></b>	:	<b><u>SECRETARY HOD'S OFFICE REF NO: FS 01/18</u></b>
<b><u>SALARY</u></b>	:	R152 862 per annum (Level 5)
<b><u>CENTRE</u></b>	:	Bloemfontein (Provincial Office)
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ National Certificate (Vocational), relevant degree or National Diploma will be an added advantage. A high level of Computer literacy, (MS Word, MS Excel, PowerPoint Typing speed and accuracy of 45 words per minutes)
<b><u>DUTIES</u></b>	:	Receive all internal and external stakeholders who visit the office of the HOD and ensure that appointments are coordinated to ensure effective diary management, Render secretarial services to the HOD including typing documents, sending the facsimile message and making photocopies to ensure that the office runs smoothly, Ensure that all documents in the office of the HOD are filed and kept safely to ensure easy access to information, Ensure that guests to the office of the HOD are received in such a manner that the professional image of the office is enhanced, To obtain quotations for goods and services in compliance with policies and regulations.
<b><u>ENQUIRIES</u></b>	:	Ms. L. Mnguni (051) 409 0621
<b><u>POST 06/104</u></b>	:	<b><u>ADMINISTRATIVE CLERK HOD'S OFFICE REF NO: FS 02/18</u></b>
<b><u>SALARY</u></b>	:	R152 862 per annum (Level 5)
<b><u>CENTRE</u></b>	:	Bloemfontein (Provincial Office)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 /National Certificate (Vocational). Computer Certificate
<b><u>DUTIES</u></b>	:	Ensure efficient flow of information, documentation, including opening of files, filing and retrieval of files. Data capturing and retrieval. Render effective and efficient administrative and logistical support and ensure normal functioning of all daily operations of the office. Make logistical arrangements for the meetings. Procurement of furniture equipment and stationary.
<b><u>ENQUIRIES</u></b>	:	Ms. L. Mnguni (051) 409 0621