

**PROVINCIAL ADMINISTRATION KWAZULU NATAL
DEPARTMENT OF HEALTH**

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of s&t claims.

MANAGEMENT ECHELON

POST 07/126 : **MEDICAL SPECIALIST: NEUROSURGERY REF NO.:**
MEDSPECNEUROSURG/1/2018
Department: Neurosurgery

SALARY : Medical Specialist: **Grade 1** R991 857 per annum. (All-inclusive Salary package) excluding commuted overtime. The appointment to Grade I requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in a normal speciality (Neurosurgery). Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa.
The appointment to **Grade 2** R1 134 069 p.a. (all-inclusive salary package) excluding commuted overtime Requires appropriate qualification, registration certificate plus 5 years experience after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal speciality (Neurosurgery)
The appointment to **Grade 3** R 1 316 136 per annum (all-inclusive salary package) excluding commuted overtime requires appropriate qualification, registration certificate plus 10 years experience after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal speciality (Neurosurgery)

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital
: MBCHB or equivalent qualification and Current registration as a Specialist Neurosurgeon with the Health Professions Council of South Africa with prior surgical experience. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Knowledge, Skills Training and Competence: Ability to teach and supervise junior staff. Middle Management Skills. Research principles. Good administrative, decision making and communication skills. Computer literacy

DUTIES : Performing complex Neurosurgical procedures and simultaneously training more junior doctors in the field of Neurosurgery . Overseeing patient management in the Intensive Care Unit, Wards, and Out-patient Clinics while conducting teaching simultaneously. Decision making with regard to patient management. Develop patient management protocols and in-put on clinical governance. Participate in staff recruitment, attend management and other meetings of affiliated disciplines, liaise and conduct interactive meetings with allied and supportive disciplines.

Conduct research within the Neurosurgical Department; supervise research with a view to improving quality of the patient care. Draw up academic program for the department. Participate in all academic meetings within the department with a view to training Neurosurgeons. Attend multi-disciplinary academic meetings with a view to improving overall patient care. Participate in outreach programs. Participate in both academic and clinical administrative activities. The appointee will be required to perform Neurosurgical operations expected of a specialist, attend to administration matters, outpatient duty and "on call" duties when he/she will field urgent referrals and be required to take the appropriate action regarding these. Do ward rounds and teaching of undergraduate and postgraduate Medical Students. Be part of a multi-disciplinary team when deemed necessary.

ENQUIRIES : Dr BC Enicker 031 – 240 1134/240 1133.

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058

CLOSING DATE : 09 March 2018

POST 07/127 : **MEDICAL SPECIALIST UROLOGY GRADE 1, 2, 3 (REF NO: M/S 01/2018)**

SALARY : R991 857. - R1 645 464. All-inclusive package plus Commuted Overtime.

CENTRE : ST Aidans Regional Hospital

REQUIREMENTS : **GRADE 1:** Appropriate qualification in Health Science-MBChB Registration with HPCSA as a Medical Specialist in Urology. Foreign candidate require 1 year relevant experience after registration with recognized Foreign Health Professional Council, of whom is not required to perform Community Service, as required in South Africa.

GRADE 2: Appropriate qualification in Health Science-MBChB Registration with HPCSA as a Medical Specialist with 5 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Specialist .(Certificate of service must be attached) Foreign candidates requires 6 years relevant experience after registration as a Medical Specialist with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa.

GRADE 3: appropriate qualifications in Health Science-MBChB with 10 years' experience as a Medical Specialist after registration with HPCSA as a Medical Specialist. (Certificate of service must be attached). Foreign candidates requires 11 years appropriate relevant experience after registration as a Medical Specialist with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Recommendation: At least 3 years experience as a specialist in urology will be an advantage Knowledge, Skills, Training and Competencies Required Good clinical knowledge, competence and skills in Urology. Good communication skills, leadership and decision making qualities. Ability to diagnose and manage common urological problems. Ability to work in a team and highly pressured environment. Rational use of resources. Sound knowledge of medical ethics. Knowledge of current health and Public service legislation, regulations and Policies.

DUTIES : Render a comprehensive quality clinical service and care to patients. Provide support to the clinical HOD in urology in the management of the department, including human resources and financial resources. Perform and interpret urological procedures and studies. Maintain clinical, professional and ethical standards related to urological services rendered. Participate in quality improvement programmes of the department. Actively participate in academic under and post graduate urological programmes and research (including clinical teaching). Perform outreach services when required. Perform overtime as required by the department.

ENQUIRIES : Dr D. Batuule Tel No: (031)314 2200/3142353 (Acting Head Clinical Unit)

APPLICATIONS : All applications should be forwarded to: The Acting Chief Executive Officer St Aidans Regional Hospital, P/Bag X01, Overport, Durban, 4067

FOR ATTENTION : Human Resource Department

NOTE : Applications must be submitted on the prescribed application for employment form (Z83) which must be originally signed and dated. The application form (Z83) must

be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driver's License (not copies of previous certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applications. Faxed and e-mailed applications will not be accepted. Persons with Disabilities should feel free to apply for the post. The appointments are subject to Positive outcomes obtained from the State Security Agency (SSA), to the following Checks (security clearance (vetting), criminal clearance, credit records, and citizenship), Verification of Educational Qualifications by SAQA, verification of previous experience From Employers and verification from the Company Intellectual Property Commission (CIPC). Applications are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applications in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA citizens/Permanent Residents/ Work Permit Holders must submit documentary proof together with their applications. All employees in the public Service that are presently on the same salary level but on a Notch/package above of the advertised post are free to apply.

CLOSING DATE :

02 March 2018

OTHER POSTS

POST 07/128 :

MEDICAL OFFICER REF: MOPAEDMED/1/2018

Department: Paediatric Medicine

SALARY :

Grade 1: Medical Officer – R736 425 per annum (All Inclusive Salary Package) excluding Commuted Overtime. No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

Grade 2: Medical Officer – R842 028 per annum (All-inclusive Salary Package) excluding Commuted overtime. Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

Grade 3: Medical Officer R977 199 per annum (All-inclusive Salary Package) excluding commuted Overtime. Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

CENTRE REQUIREMENTS :

Inkosi Albert Luthuli Central Hospital

Current registration with Health Professions Council as a Medical Practitioner. Completion of Community Service. Experience in Paediatrics will be an advantage. Knowledge Skills And Experience Required: Knowledge and skills in Paediatrics including emergencies. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.

DUTIES :

The candidate will be expected to work in the Paediatric Medical service which includes neonatal and paediatric Intensive care, high care and the Paediatric subspecialty services. After-hours clinical participation in the call roster. Assist with the provision and development of Paediatric services as determined by the Clinical HOD at Inkosi Albert Luthuli Central Hospital. Active participation in the clinical activities in the allocated domain (in-patient,out-patient and after-hours). Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes and research. To assist in outreach and teaching when required

ENQUIRIES :

Dr R Thejpal – 031 240 1607

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058

CLOSING DATE : 09 March 2018

POST 07/129 : **MEDICAL OFFICER REF NO: MOANAES/1/2018**
Department: Anaesthetics

SALARY : **Grade1:** Medical Officer R736 425 per annum all-inclusive salary package excluding Commuted overtime. No experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.
Grade 2: Medical Officer R842 028 per annum all-inclusive salary package excluding commuted overtime. Five (5) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. Six (6) Years relevant experience after registration as Medical Practitioner with the recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.
Grade 3: Medical Officer R977 199 per annum all-inclusive salary package excluding commuted overtime. Ten (10) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. Eleven (11) Years relevant experience after registration as Medical Practitioner with the recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

CENTRE : Ialch

REQUIREMENTS : MBCHB Degree, Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Recommendation: DA (SA) or equivalent. Four (4) years or more experience in Anaesthetics in a hospital approved by the Colleges of Medicine for specialist Anaesthetic training will be considered an advantage. Preference will be given to candidates who have passed the FCA (SA) Primary examinations. Knowledge, Skills and Competencies Required: Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Knowledge and skills in Clinical Anaesthesia, Emergency Medical / Surgical Care. Demonstrate ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team.

DUTIES : Assist with the provision of anaesthetic services as determined by the Head of Anaesthesia at IALCH. Provide peri-operative anaesthetic care of patients including the provision of patient preoperative assessments, anaesthesia, epidural analgesia and ICU care. Assist with evaluation and management of acute and chronic pain service patients at IALCH Assist in co-ordination and implementation of training programmes pertaining to the speciality of Anaesthesia and allied disciplines. Ensure that the scientific principles of Anaesthesia are maintained. Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes as and when requested.

ENQUIRIES : Dr Eric Hodgson 031-2401802

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

CLOSING DATE : 09 March 2018

POST 07/130 : **MEDICAL OFFICER FAMILY MEDICINE GRADE 1/2/3 X1: REF: NDH 06/2018**
Cluster: Family Medicine Unit

SALARY : R736 425. - R977 199. All-inclusive package, consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime and its group is subject to the needs of the Department, in which case the incumbent will have to sign a Commuted Overtime Contract form.

CENTRE : Northdale Hospital, Pietermaritzburg

REQUIREMENTS

: Matric certificate / grade 12, MBCHB degree or equivalent qualification plus, Registration Certificate with Health Professions Council of SA as an Independent Medical Practitioner Plus, Current Registration with the Health Professions Council of South Africa as a Medical Practitioner. Recommendations: Prior experience at District level / Family Medicine services post Community Service (will be an added advantage).

GRADE 1: Experience: Registration with the HPCSA as a Medical Practitioner. Foreign candidates require 1 year relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service.

GRADE 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service.

GRADE 3: Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Knowledge, Skills, Training And Competencies Required:- Clinical knowledge, competency and skills as a generalist at District Hospital level, Experience in General Medicine, Medical Outpatients, Antiretroviral therapy and Emergency Medicine is preferred. Post graduate Diploma in HIV Medicine, ACLS/ATLS or any other South African recognized post graduate qualification would be an advantage. Good communication skills, leadership and decision making qualities. Management and organizational skills. Ability to diagnose and manage common medical problems including emergencies in all disciplines at District Hospital level.

DUTIES

: Key Performance Areas: - To report to the Principal Specialist in Family Medicine as supervisor of the post. Manage patients presenting to district level OPD, In-patients services and Emergency Medicine Unit. Ensure that Clinical audits, Standard Treatment Guidelines and quality assurance initiatives are implemented. Maintain clinical, professional and ethical standards related to these services. Perform daily comprehensive ward rounds, duties in the Antiretroviral Clinic, duties in the Emergency Medicine unit and in other area of Family Medicine responsibility as delegated to by your supervisor. Ability to work in more than one area on a daily basis based on the needs of the Department. Participate in training and supervision of junior staff including Interns and Medical Students. Prepare for and present in Departmental Academic programmes including Morbidity and Mortality reviews. Performance of after hour hours clinical duties as delegated per roster is mandatory and these may include Casualty Officer calls in the Emergency Unit. Perform duties as delegated by supervisor in all areas of Family Medicine responsibility including support to Primary Health Care Services.

ENQUIRIES

: Dr. S Sirkar Tel: 033-387 9088

APPLICATIONS

: All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200

FOR ATTENTION

: Dr Mag Molla

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will **NOT** be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the

South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.

- CLOSING DATE** : 02 March 2018
- POST 07/131** : **OPERATIONAL MANAGER NURSING SPECIALITY NURSING STREAM PN-B3 (LABOUR WARD). REF: OPMAN (SPEC NURS) (LABOUR WARD) /1/2018**
- SALARY** : R499 953 per annum plus 13th cheque, Housing Allowance: Employee must meet prescribed requirements. Medical Aid: optional
- CENTRE** : Inkosi Albert Luthuli Central Hospital (Ialch)
- REQUIREMENTS** : Degree/Diploma in General Nursing (R425 qualification or equivalent) plus 1 year post basic qualification –Midwifery and Neonatology Nursing (R212) as required above. Current registration with SANC as General Nurse and Midwife and in required field as indicated above. A minimum of 9 years appropriate recognisable experience in nursing after registration as a Professional Nurse with the SANC in General nursing is required. At least 5 years of this period must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post- basic qualification in the Midwifery and Neonatology (R212) speciality. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations; displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs and expectations. Demonstrate ability to provide support and guidance within the unit. Basic understanding of HR and Financial policies and practices. Demonstrate working knowledge of the hospital information system to enhance quality in the service delivery Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.
- DUTIES** : Provide leadership and guidance to staff allocated in labour ward. Work as part of a multi disciplinary team to ensure good nursing care. Ensure cost -effective, equitable and efficient high quality patient care. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined legislative framework and National Core Standards. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by Office of Health Standards Compliance and IALCH. Ensure that all programs to promote maternal and neonatal health are implemented in the unit. Perform duties within the ambits of legal framework as required. Ensure compliance to professional and ethical practice. Work effectively and amicably at supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Perform duties as delegated by the supervisor and relief duties of the assistant nurse manager's office as requested.
- ENQUIRIES** : Miss NO Mkhize (031) 240 1063
- CLOSING DATE** : 09 March 2018

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Direct or hand deliver applications to the addresses as indicated below:
For Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg 3200 For Attention: Ms PN Mkhize.
For EThekweni North, EThekweni South and iLembe Districts) The District Director Department of Social Development, Private Bag X1503 Durban: 4000 or hand

deliver to: 214 Dr Pixley KaSeme Street, 8th Floor Durban 4000. Attention: Ms TN Ndlovu.

For UMGungundlovu, UGU and Harry Gwala Districts) The District Director: Department of Social Development, Private Bag X1724 Pietermaritzburg: 3200 or hand deliver to 158 Langalibalele Street, Pietermaritzburg 3201. For Attention: Mr MN Mhlongo.

For Zululand and UMkhanyakude Districts: The District Director Department of Social Development, Private Bag X13 ULUNDI, 3838 or hand deliver to King Dinuzulu Highway, Administration Building, 2nd Floor, Zone 3, Ulundi, 3838. Attention: Ms FN Ntombela.

For King Cetshwayo District: The District Director: Department of Social Development, Private Bag X02 Empangeni Rail, 3910 or hand deliver to 10 Bronze Street, Empangeni Rail, 3910. Attention: Ms NS Mbokazi.

For Amajuba District: The District Director: Department of Social Development, Private Bag X6680, Newcastle, 2940, or hand deliver to 113 Panorama Drive, Lennoxton, Newcastle, 2940. Attention: Mr TM Nguse.

For Uthukela District: The District Director: Department of Social Development, Private Bag X9917 Ladysmith, 3370 or hand deliver to 108 Rholihlahla Street, Peters, Ladysmith, 3370. Attention: Mr PM Mpanza.

For Umzinyathi District: The District Director: Department of Social Development, Private Bag X2057, Dundee, 3000 or hand deliver to 50 Grey Street, Dundee, 3000. Attention: Mr VN Nyathikazi.

CLOSING DATE

: 02 March 2018

NOTE

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

MANAGEMENT ECHELON

POST 07/132

: **DEPUTY DIRECTOR GENERAL: SOCIAL SERVICES- RE-ADVERTISEMENT
REF NO: - DSD01/02/2018 HO**

SALARY

: R1 370 973 per annum Level 15 (all-inclusive remuneration package)

CENTRE

: Head Office:

REQUIREMENTS

: Qualifications: Honours Degree (NQF level 8) in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with the South African Council for Social Services Profession as a Social Worker. 8-10 years of experience at a Senior Managerial level. A valid driver's license. Knowledge: Constitution of the Republic of South Africa; Knowledge of Policy analysis; Public Service Regulations; Labour Relations Act and relevant Regulations; Public Service Act; Social Welfare Laws; Community Development; Administrative Law; Research Methodology; PFMA and Treasury Regulations; Provincial Growth and Development Plan; Organizational behavior analysis; Employee Performance Management and Development Systems. Skills: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and development; computer literacy; communication, presentation and negotiation.

<u>DUTIES</u>	:	Manage the provision of social services; Manage the provision of development and research; Integrate, coordinate and manage service delivery at District Offices (South, EThekweni, Midlands and North); Provide quality assurance services; Provide professional development services; Manage the provision of office management and support and special project services; Manage resources of the branch.
<u>ENQUIRIES</u>	:	Ms NG Khanyile (033) 264 5400/02
<u>POST 07/133</u>	:	<u>CHIEF DIRECTOR: DEVELOPMENTAL WELFARE SERVICES REF NO: DSD02/02/2018HO</u>
<u>SALARY</u>	:	R1127 334 per.annum. Level 14 (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree in Social Work (NQF level 7); Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker. 5 Years of experience at Senior Managerial level in the Social Work environment; A valid driver's license. Knowledge: Working knowledge of the Public Service; Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; Social Welfare Laws and Regulations; Policy analysis and development; PFMA and Treasury Regulations; Employment Equity Act; Research methodology; National Development Plan; Youth Development Policy; Community Outreach; Services delivery frameworks; Employee Performance Management and Development System Skills/Core competencies: Strategic capability and leadership; People management and empowerment; Financial management; Change management; Programme and Project management; Knowledge management; Service delivery innovation; Problem solving and analysis; client orientation and customer focus; communication skills; research; presentation; facilitations; language; Policy analysis, Computer literacy; Numeracy.
<u>DUTIES</u>	:	Ensure the rendering of effective social welfare services in respect of children and families. Ensure the rendering of effective social welfare services in respect of special needs (older persons, disability, gender and youth). Ensure the rendering of effective restorative services pertaining of substance abuse and social crime prevention (rehabilitation and probation). Ensure the rendering of effective services to those affected/infected by HIV/AIDS. Manage the resources of the Chief Directorate.
<u>ENQUIRIES</u>	:	Ms NG Khanyile (033) 264 5400/02
<u>POST 07/134</u>	:	<u>CHIEF DIRECTOR: ETHEKWINI CLUSTER REF NO: DSD03/02/2018ETHEK</u>
<u>SALARY</u>	:	R1 127 334 per.annum. Level 14 (all-inclusive remuneration package)
<u>CENTRE</u>	:	EThekweni Cluster
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree in Social Work (NQF level 7); Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker. 5 Years of experience at Senior Managerial level in the Social Work environment; A valid driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; Social Welfare Laws; Community Development Laws; PFMA and Treasury Regulations; Employment Equity Act; Research methodology; National Development Plan; Youth Development Policy; Community Outreach; Service delivery frameworks; Employee Performance Management and Development System. Skills/Core competencies: Strategic capability and leadership; People management and empowerment; Financial management; change management; Programme and Project management; knowledge management; service delivery innovation; Problem solving and analysis; client orientation and customer focus; communications skills; research; presentation; facilitation; language; Policy analysis, Computer literacy; Numeracy.
<u>DUTIES</u>	:	Provide strategic direction and facilitate the delivery of social services; Provide strategic direction and facilitate the delivery of community development; Provide

- support services to enable delivery by the District Offices; ensure the development and implementation of policies; manage the resources of the Chief Directorate.
- ENQUIRIES** : Ms NG Khanyile (033) 264 5400/02
- POST 07/135** : **DIRECTOR (3 POSTS)**
 UMgungundlovu Ref No: DSD04/02/2018 UMGU,
 Harry Gwala District Ref No: DSD05/02/2018 HARRY
 EThekwini South District Ref No: DSD06/02/2018ETHSD
- SALARY** : R948 174 per.annum. Level 13 (all-inclusive remuneration package)
CENTRE : UMgungundlovu, Harry Gwala; EThekwini South Districts
REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work (NQF level 7); Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker. A minimum of 5 years' experience at a middle/senior managerial level; A valid Driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; PFMA and Treasury Regulations; Fraud Prevention Strategies; Social Welfare Laws; Labour Relations Act; Non-Profit Organizations Act; Basic Conditions of Employment Act; Procurement Legislation; Public Participation; Employee Performance Management and Development System; Community Outreach; Service Delivery Framework; Provincial Growth and Development Plan. Skills/Core competencies: strategic capability and leadership; people management and empowerment; Programme and Project Management; Financial management; change management; Knowledge Management; Service Delivery Innovation; problem solving and analysis; Client Orientation and Customer Focus; Communication; Computer; Facilitation; Presentation.
- DUTIES** : Ensure the rendering of effective and efficient social welfare services; Ensure the rendering of effective and efficient community development services; Undertake service delivery quality assurance; Ensure the rendering of financial management services; Ensure the rendering of effective and efficient corporate support services; Manage resources of the District.
- ENQUIRIES** : Ms PN Sithole (UMgungundlovu & Harry Gwala Districts) (033)395 9701, Mrs TK Ndaba (EThekwini South District) (031)3368704
- POST 07/136** : **DIRECTOR: MONITORING AND EVALUATION REF: NO. DSD123/02/2018HO-RE ADVERTISEMENT**
- SALARY** : R948 174 per.annum. Level 13 (all-inclusive remuneration package)
CENTRE : Head Office
REQUIREMENTS : Qualifications: Bachelor's Degree/ National Diploma in Social Science/ Public Administration/Management/Monitoring and Evaluation as recognized by SAQA, A valid driver's license, A minimum of 5 years' experience at a middle/senior managerial level. Knowledge: Working knowledge of the Public Service; Policy Analysis and development; Labour Relations Act and Relevant Regulations; Public Service Act and Regulations; Interpretation of Statute; Administrative Law; Research Methodology; PFMA and Treasury Regulations; Organizational behavior analysis; Strategic business management; Ministerial Handbook; Social Dynamics of KwaZulu-Natal Communities; Basic Conditions of Employment Act; Promotion of Equality and Prevention of Unfair Discrimination Act and other relevant Acts/Legislative Mandates. Skills/ Core competencies: Strategic capability and leadership program and project management, financial management, change management, services delivery innovation, problem solving, people management and empowerment, client orientation and customer focus. Computer, communication; presentation; interpersonal relations; Analytical; Time management; conflict management; research; organizational; report writing; decision making, relationship management.
- DUTIES** : Monitor and report performance on the delivery of social development; Develop monitoring and reporting systems aligned to the planning, budgeting and reporting cycles; Evaluate the implementation of departmental policies; programmes and projects. Manage the development and implementation of policies; Manage the resources of the directorate.

ENQUIRIES : Ms B Sophazi (033) 264 5437

OTHER POSTS

POST 07/137 : **SERVICE OFFICE MANAGER (3 POSTS) REF NO: NDWEDWE SERVICE OFFICE**

DSD07/02/2018NDWE (Ilembe District); Bergville Service Office
DSD08/02/2018BERG (UThukela District); Kranskop Service Office
DSD09/02/2018KRANS (Umzinyathi District)

SALARY CENTRE : R779 295 per. annum, Level 12 (all-inclusive remuneration package)
: Ndwedwe Service Office
: Bergville Service Office
: Kranskop Service Office

REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker. 3-5 years' junior managerial experience. A valid driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; PFMA and Treasury Regulations; Labour Relations Act, Service Delivery Frameworks; Human Resource Management; Public participation; Community outreach; extensive understanding of Social Welfare Services, Development and research as well as relevant legislation and policies. Skills: Communication (written & verbal), Report writing; Time management; Project Management; Leadership; Diversity Management; Decision Making; Presentation and facilitation; Problem solving; Conflict management; Interpersonal Relations, Interviewing.

DUTIES : Provide strategic direction and leadership to the Service Office. Provide Social Welfare Services; Provide Community Development Services; Ensure the provision of Corporate Support Services; Implement service delivery improvement programme; Manage the resources of the Service office.

ENQUIRIES : Mrs SM Sikhakhane (Ilembe District) (031) 3368819
: Ms N Murugan- (Uthukela District) (036) 634 6600
: Ms NPD Hlatshwayo (Umzinyathi District) (034) 2123972

POST 07/138 : **FACILITY MANAGER: PRINCESS MKABAYI CYCC REF NO. D10/02/2018PRINCESS**

SALARY CENTRE : R779 295 (all-inclusive remuneration package)
: Princess Mkabayi CYCC

REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker. 3-5 years junior managerial experience. A valid driver's license. Knowledge: Republic of South African Constitution; Public Service Act; Public Service Regulations; Public Finance Management Act; Treasury Regulations; Labour Relations Act; Employee Performance Management and Development System; Knowledge and understanding of line functions of the Department Fundamentals of Child and Youth Care; Service Delivery frameworks; Child legislation. Skills: Communication; report writing; Financial Management; Time Management; Project Management; Leadership skills; Counselling; Facilitation; Presentation; Problem solving; Conflict Resolution; Interviewing; Interpersonal Relations; Networking; Analytical and Change Management.

DUTIES : Coordinate the delivery of social welfare service for child and youth care; Provide care and support services pertaining to child and youth care; Provide paramedical and support services; Ensure effective and efficient provision of corporate support services; Implement service delivery improvement programme; Develop policies and strategies aimed at improving service delivery; Manage resources of the Facility.

ENQUIRIES : Ms NPD Hlatshwayo (034) 2123972

POST 07/139 : **MANAGER: SOCIAL WORK POLICY: SUBSTANCE ABUSE PREVENTION AND REHABILITATION REF NO. DSD11/02/2018HO**

SALARY CENTRE : R712 827 – R802 305 per. annum, Grade 1-2 (all-inclusive remuneration package)
: Head Office

REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker; plus a minimum of ten (10) years appropriate experience in social work after registration as Social Worker with SACSSP of which (5) years must be appropriate experience in social work policy development environment. A valid driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; Public Finance Management Act; Treasury Regulations; Professional Counseling; Research Methodology; Service Delivery Frameworks; Policy Development and Analysis; Ability to compile complex reports; Fraud Prevention Strategies; Welfare Laws and Policies; Non-Profit organizations Act; Basic Conditions of Employment Act; Procurement Act. Skills: Change management; counselling; problem solving and analysis; report writing; policy development; planning and organizing; Communication (written & verbal); financial management, research; networking; presentation; facilitation; monitoring and evaluation; people management; programme and project management; language; computer literacy and numeracy.

DUTIES : Coordinate and monitor substance abuse prevention and rehabilitation services; Plan and ensure that substance abuse prevention and rehabilitation policy research and development are undertaken; Develop policies and strategies relevant to substance abuse prevention and rehabilitation; Keep up to date with new developments in the substance abuse prevention and rehabilitation field Manage resources of the sub-directorate.

ENQUIRIES : Mr RS Byroo (033) 264 2011

POST 07/140 : **MANAGER: COMMUNITY DEVELOPMENT RE-ADVERTISEMENT GRADE 1 (6 POSTS)**

SALARY CENTRE : R664 332 per annum (all-inclusive remuneration package)
: (Umgungundlovu District) Ref: DSD124/02/2018UMG,
: (Ethekwini South District) Ref: DSD125/02/2018ETHSD,
: (Amajuba District) Ref: DSD126/02/2018AMAJ,
: (Ilembe District) Ref: DSD127/02/2018ILEMB,
: (Harry Gwala District) Ref: DSD128/02/2018HARRY,
: (Ugu District) Ref: DSD129/02/2018UGU.

REQUIREMENTS : Qualifications: Bachelor's Degree/ National Diploma in Development Studies/ Community Development/ Social Sciences, plus a minimum of 10 years recognizable experience in Community Development field/arena. A valid driver's license. Knowledge: Constitution of the Republic of South Africa , Non-Profit Organizations Act; Extensive knowledge on theories and systems, skills, attitudes and values in Community Development, understanding of individual and group behavior, its interrelations within community structures, dynamics of community and current legislation to enable interventions, the ability and competence to manage community development and structures, ability to influence individual and groups to participate in their own self-empowerment ventures, PFMA and Treasury Regulations. Skills: Communication, Presentation, Problem solving, Complex research, Financial Management, Project management, Computer literacy, Policy formulation and implementation, Complex report writing.

DUTIES : Manage the identification; facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders through efficient; Effective and economical utilization of resources by the unit/sub directorate; Monitor, interpret and review legislation and policies to determine whether the legislation and policies are still relevant and comply with current requirements; Develop proposals to amend/ maintain the relevant acts and policies where required; Manage a community development unit/ sub-directorate to ensure that efficient and effective community development service is delivered through the Proper utilization of human, financial and physical resources; Keep up

to date with new development in the community development and management field to enhance service delivery; Plan and ensure that research on community development undertaken; Manage the resources of the component.

ENQUIRIES : Mrs CD Zondi (033) 395 9748 (Umgungundlovu District)
Mr ST Mphuthi (039) 682 7506 (Ugu District)
Ms NJ Mzizi (039) 834 1176 (Harry Gwala District)
Mrs RM Ntombela (Ethekeini South District) (031) 336 8787
Mrs SM Sikhakhane (Ilembe District) (031) 336 8818
Mr DBB Msimango (Amajuba District) (034) 317 2529

POST 07/141 : **DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: DSD12/02/2018HO**

SALARY : R657 558. per. annum, Level 11 (all-inclusive remuneration package)
CENTRE : Head Office
REQUIREMENTS : Qualifications: Bachelor's Degree or 3 – year National Diploma in Security Management/ Public Management/ Administration, plus 3-5 management experience in security management environment, A valid driver's license. Knowledge; Public Service Act, Public Service Regulations; Occupational Health and Safety Act; Control of Access to Public Premises and Vehicle Act; RSA Constitution of 1996; MISS document; PSCBC and PHSDSBC resolutions; Basic Conditions of Employment Act; Labour Relations Act; Public Finance Management Act; Promotion of Administration Justice Act; Employment Equity Act. Skills: Communication (written & verbal), writing, computer, leadership, project management, problem solving, interpersonal relations and networking, time management, inspection and analytical thinking, organizing and planning.

DUTIES : Monitor the implementation of security measures, develop policies and strategies aimed at improving service delivery; Manage investigation relating to security breaches and advise management on security threats; Liaise with SAPS, SSA and other agencies on security matters; Monitor the implementation and compliance with Occupational Health and Safety Act; Manage the vetting process; and Manage resources of the component.

ENQUIRIES : Mr SP Sishi (033) 341 9637

POST 07/142 : **DEPUTY DIRECTOR: RECRUITMENT AND SELECTION REF NO: DSD13/02/2018HO**

SALARY : R657 558 per annum, Level 11 (all-inclusive remuneration package)
CENTRE : Head Office
REQUIREMENTS : Qualifications: Bachelor's Degree or 3–year National Diploma in Human Resources Management/Public /Management/Administration plus 3-5 years' management experience in Human Resources environment. A valid driver's license. Knowledge; In-depth knowledge of the Public Service Act; Policies; Regulations; Human Resources; PFMA; Treasury Regulations; Republic of South African Constitution; Labour Relations Act; Basic Conditions of Employment Act; Promotion of Equality and Prevention of Unfair Discrimination; Employee Performance Management and Development System; Promotion of Access to Information Act, Skills Development Act, Human Resources Development Strategy of South Africa. Skills: Strategic and leadership, Analytical and innovative thinker, Research, Project management, Financial management, Time management, People management, problem solving, Communication (written & verbal) and interpersonal relations, facilitation and presentation.

DUTIES : Manage the provision of recruitment and selection process; Administer appointments; Administer movement of staff matters; Develop policies and strategies aimed at improving service delivery; Manage the resources of the sub-Directorate.

ENQUIRIES : Mr MT Mazibuko (033) 264 2076

POST 07/143 : **DEPUTY DIRECTOR: INFORMATION TECHNOLOGY REF NO: DSD 14/02/2018HO**

SALARY : R657 558 per annum, Level 11 (all-inclusive remuneration package)
CENTRE : Head Office

<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree or 3-year National Diploma in Information Technology/Computer Science, plus 3 to 5 years' experience in Information and Communication Technology. A valid driver's license. Knowledge: Knowledge of the Public Service Sector; Public Service Regulations; In-dept knowledge of computer hardware and software; In – depth knowledge of computer operating systems and network equipment; Departmental objectives; Service delivery; Departmental business processes. Skills: Communication (written & verbal); conflict management; project management; problem solving; decision making; planning; organizing; interpersonal relationship; facilitation and research.
<u>DUTIES</u>	:	Establish Information Technology Plan in line with departmental strategies; Develop and manage Information Technology Infrastructure; Manage department's relationship with service providers; Manage network support services, Ensure the provisioning of a Helpdesk service; Develop policies and strategies aimed at improving at improving service delivery; Manage resources of the sub-directorate.
<u>ENQUIRIES</u>	:	Mr MJ Siziba (033) 264 2295
<u>POST 07/144</u>	:	<u>DEPUTY DIRECTOR: EVALUATION REF NO: DSD15/02/2018HO</u>
<u>SALARY</u>	:	R657 558 per annum, Level 11 (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree or 3 year National Diploma in Monitoring and Evaluation/Public Administration/Management, plus 3-5 years' experience in Junior management. A valid driver's license. Knowledge; Working knowledge of the Public Service; Public Service Regulation; Public Finance Management Act; Treasury Regulations; Impact Assessment; Knowledge of Government-Wide Monitoring and Evaluation System; Knowledge of policy analysis and development; Organization behavior analysis; Strategic business management. Skills: Communication; Computer literacy; Change Management; Strategic planning; Analytical thinking Interpersonal relations; Facilitation and presentation skills; Policy analysis and development; Financial management; Project management & Conflict management.
<u>DUTIES</u>	:	Manage and coordinate Department evaluation; Facilitate the Departmental Reviews; Coordinate the assessments on the quality of governance and management practices; Develop policies and strategies aimed at improving service delivery; Manage resource of the Sub-directorate
<u>ENQUIRIES</u>	:	Ms B Sophazi (033) 264 5437
<u>POST 07/145</u>	:	<u>DEPUTY DIRECTOR: OFFICE MANAGER (OFFICE OF THE DEPUTY DIRECTOR GENERAL) REF NO: DSD16/02/2018HO</u>
<u>SALARY</u>	:	R657 558 per annum, Level 11 (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree or 3-year National Diploma in Office Administration/Public Management/Administration plus 3-5 years' junior management experience. A valid Driver's license Knowledge; Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; Research Methodology; Knowledge management; Knowledge of Basic Conditions of Employment Act; National and Provincial Practice Notes; Service Delivery frameworks; KZN Citizen's Charter. Skills: Communication; Interpersonal relations; Client orientation and customer focus; Planning and organizing; Programme and Project solving management; Problem solving and analysis; Research; Policy analysis; Language; Computer literacy; Numeracy; Analytical thinking; interpersonal relations; Time management; Report writing skills & Decision Making.
<u>DUTIES</u>	:	Provide executive administrative support services to the Deputy Director General; Manage general support services in the office of the Deputy Director General; Coordinate the collection and analyze the strategic information required by Deputy Director General; Develop polices and strategies aimed at improving service delivery & Manage the resource of the component.
<u>ENQUIRIES</u>	:	Mr MT Mazibuko (033) 264 2074

- POST 07/146** : **ASSISTANT MANAGER: COMMUNITY DEVELOPMENT SUSTAINABLE LIVELIHOOD (7 POSTS)**
- SALARY CENTRE** : R432 384 – R581 085 per annum. Grade 1-2
 : King Cetshwayo Ref: DSD17/02/2018KING;
 : Umkhanyakude District Ref: DSD18/02/2018UMKH
 (Ethekwini North District)- Re-advertisement Ref: DSD104/01/17ETHEND
 (Ethekwini South District) Re-advertisement- Ref: DSD105/01/17ETHESD
 (Uthukela District) Re-advertisement- Ref: DSD106/01/17UTHUK
 (Harry Gwala District)- Re-advertisement- Ref: DSD107/01/17HARRY
 (Ugu District)- Re-advertisement Ref: DSD108/01/17UGU
- REQUIREMENTS** : Qualifications: Bachelor's Degree or 3-year National Diploma in Community development/ Development Studies/ Social Sciences; plus a minimum of 8 years' experience in community development field/ arena; A valid driver's license. Knowledge; Knowledge and understanding individual and group behavior, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions; Ability and competence to manage community development structures and projects; The ability to influence individuals and groups to participate in their own self- empowerment ventures; Knowledge of the Public Service Management Frameworks; Skills: Problem solving; Conflict resolution; Computer literacy; Communication (written & verbal); Complex research; Financial management; Presentation; Project management; Policy formulation and implementation.
- DUTIES** : Coordinate the identification, facilitation and implementation of integrated development interventions in partnership with other relevant stakeholders through the efficient, effective and economical utilization of resources by the service delivery area(s); Coordinate and manage a sustainable livelihood service delivery area(s) 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 sustainable livelihood and management fields to enhance service delivery; Plan and ensure that research on sustainable livelihoods is undertaken.
- ENQUIRIES** : Mr ND Mchunu (UThungulu District) (035) 797 1600;
 Ms B Mchunu (Umkhanyakude District) (035) 595 1156;
 Mrs NC Mhlongo (031) 336 8872 (eThekweni North District)
 Mrs RM Ntombela 031 336 8787 (eThekweni South District)
 Mrs ET Majola (036) 634 6600 (Uthukela District)
 Mrs NJ Mzizi (039) 834 1176 (Harry Gwala District)
 Mr ST Mphuthi (039) 682 7506 (Ugu District)
- POST 07/147** : **SOCIAL WORK SUPERVISOR: (14 POSTS) REF NO: CAMPERDOWN SERVICE OFFICE**
 REF NO: DSD35/02/2018CAMP (Umgungundlovu District); KwaMashu Service Office
 REF NO: DSD36/02/2018KWAMASH (Ethekwini North District); Pinetown Service Office
 REF NO: DSD37/02/2018PINE (Ethekwini North District) Bhamshela Service Office
 REF NO: DSD38/02/2018BHAM (Ilembe District); Lower Umfolozi Service Office (2)
 REF NO: DSD39/02/2018LOWER (King Cetshwayo District); Melmoth Service Office
 REF NO: DSD40/02/2018MEL (King Cetshwayo District); Dukuza Service Office
 REF NO: DSD41/02/2018DUK (uThukela District); Madadeni Service Office
 REF NO: DSD42/02/2018MADAD Amajuba District); Newcastle Service Office
 REF NO: DSD43/02/2018NEWCA (Amajuba District); Chatsworth Service office
 REF NO: DSD44/02/2018CHATS (Ethekwini South District); Glencoe Service Office
 REF NO: DSD45/02/2018Glen (UMzinyathi District); Msinga Service Office
 REF NO: DSD46/02/2018MSING (UMzinyathi District); Paulpietersburg Service Office
 REF NO: DSD47/02/2018PAUL (Zululand District)

<u>SALARY CENTRE</u>	:	R341 322 – R634 974 per annum, Grade 1- 2 Camperdown Service Office; KwaMashu Service Office; Pinetown Service Office Bhamshela Service Office; Lower; Umfolozi Service Office; Melmoth Service Office; Dukuza Service Office; Madadeni Service Office; Newcastle Service Office; Chatsworth Service office; Glencoe Service Office; Msinga Service Office; Paulpietersburg Service Office.
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker; plus a minimum of 7 years’ recognizable experience in social work after registration as Social Worker with SACSSP. A valid driver’s license Knowledge: Knowledge and understanding of human behavior and social system, The ability and competency to ensure that supervisees assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem solving capabilities, prevent and alleviate distress and use resources efficiently and effectively, Understanding and ability to ensure that supervisees provide social services towards protecting people who are vulnerable, at risk and effectively, Ability to compile complex report. Skills: Presentation, Problem solving, Computer, Interpersonal relationship, Communication (written and verbal); Research, report writing, Financial management, Supervisory, welfare counseling, analytical, organizing, conflict Management.
<u>DUTIES</u>	:	Ensure that a social work service with regard to care, support, Protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all administrative functions required in the unit and undertake the higher level administrative functions.
<u>ENQUIRIES</u>	:	Ms FN Xulu (Camperdown Service office) 031 785 1193 Ms MN Myeni (KwaMashu Service Office) 031 530 3110 Ms T Blose (Pinetown Service Office) 031 716 2600 Ms LY Thusi (Bhamshela Service Office) 032 294 9014 Ms MN Memela (Lower Umfolozi Service Office) 035 787 6340 Mrs S Ngcobo (Melmoth Service Office) 035 450 8700 Ms N Hadebe (Dukuza Service Office) 0364386179 Mrs UG Singh (Madadeni Service Office) 034 314 3085 Mrs SM Mhlongo (Newcastle Service Office) 034 312 1319 Ms NB Hoosen(Chatsworth Service office) 031 402 8001 Ms AJ Madlabane (Glencoe Service Office) 034 393 3190 Ms PB Dlamini (Umsinga Service Office) 033 493 0059 Ms PL Manyanga (Paul Pietersburg Service Office) 034 996 7000
<u>POST 07/148</u>	:	<u>PROFESSIONAL NURSE: PRINCESS MKABAYI CYCC REF NO: DSD111/02/2018PRINCESS (UMZINYATHI DISTRICT)</u>
<u>SALARY CENTRE</u>	:	R340 431 per. annum, Grade 3
<u>REQUIREMENTS</u>	:	Qualifications: R425 qualification that allows registration with SANC as a Professional Nurse; Proof of current registration with SANC. Knowledge; Nursing care processes and procedures; nursing statutes and other relevant legal frame work; Occupational Health and Safety Act; and Customer Care. Skills: Communication, teamwork, interpersonal Relations; Facilitation; clinical nursing competences; policy formulation; analytical thinking; decision making.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices; perform clinical nursing practices in accordance with the scope of practice and nursing standards as determined by relevant facility, promote quality of Nursing Care as directed by the Professional Standards; coordinate; implement evaluate nursing care programmes; coordinate nursing care and prescribe care plans for residents; ensure that a therapeutic environment is

created and maintained conduct health promotion talk for residents; promote and implement Batho Pele principle and the rights of the elderly; ensure compliance with Occupational Health and Safety Standards as well as infection control Principles.

ENQUIRIES : Mrs PN Ndlandla (034) 314 3085

POST 07/149 : **ASSISTANT DIRECTOR: BURSARIES REF NO: DSD 49/02/2018HO**

SALARY : R334 545. per annum, Level 9

CENTRE : Head Office

REQUIREMENT : Qualifications: Bachelor's Degree or 3-year National Diploma in Human Resource Development/ Human Resource Management/ Public Management/ Administration/ Management of Training plus 3 to 5 years' administrative experience in Human Resource Development environment. A valid driver's license. Knowledge: Republic of South African Constitution; Public Service Act; Public Finance Management Act; National Human Resource Development Strategy; Sector Skills Plan; All training legislation; Career Management Policy & EPMSD. Skills: Communication (written & verbal); Leadership; Project management; Organizing; Computer Literacy; Interpersonal relations; Problem solving & Financial management.

DUTIES : Coordinate the development of Talent and Career Management Plan; Coordinate the fostering of HEI & FET strategic partnerships; Coordinate and implement an integrated AET framework; Administer Internal bursaries and Social Work Scholarship; Provide advice and guidance and input to policies; Manage the resources of the division.

ENQUIRIES : Mr VW Gumede (033) 264 2078

POST 07/150 : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: DSD 50/02/2018UMGU**

SALARY : R334 545 per annum, Level 9

CENTRE : Umgungundlovu District

REQUIREMENTS : Qualifications: Bachelor's Degree or 3-year National Diploma in Human Resources Management/Public Administration/Management plus 3-5 experience in Human Resources Management. A valid driver's license. Knowledge: Public Service Act; Public Service Regulations; Labour Relations Act; Skills Development Act; Basic Conditions of Employment Act; Public Finance Management Act and Treasury Regulations; Employment Equity Act; Employee Performance Management and Development System; White Paper in Transformation; Service Delivery Frameworks and Occupational Health and Safety Act. Skills: Communication (written & verbal), Language, Listening, Organizing, Report; Computer literacy; Interpersonal relations; Problem Solving; Time Management; Project management, Presentation, Negotiating, Financial Management.

DUTIES : Provide human resource administration services; Administer the provisioning of human resource development; Provide labour relations services; Provide employee health and wellness programmes; Provide PERSAL support services; Provide advice, guidance and inputs to policies; Manage the resources of the component.

ENQUIRIES : Mr MN Mhlongo (033) 395 9600

POST 07/151 : **ASSISTANT DIRECTOR: MONITORING & PERFORMANCE REPORTING REF NO: DSD 51/02/2018HO**

SALARY : R334 545 per annum, Level 9

CENTRE : Head Office

REQUIREMENTS : Qualifications: Bachelor's Degree or 3-year National Diploma in Public Administration/ management/Monitoring and Evaluation plus 3-5 years' administrative experience in monitoring and evaluation; A valid Driver's license. Knowledge; Working knowledge of the Public Service; Public Service Act; Public Service Regulation; Public Finance Management Act and Treasury Regulations; Employee Performance Management and Development System; Monitoring and Evaluation Framework; Framework for Managing Programme Performance

Information. Skills: Language; Analytical thinking, Computer; Problem Solving; Decision Making; Report writing; Interpersonal Relations; Presentation Skills & Project Management.

DUTIES : Analyse and manage data for institutional and programme performance to produce quarterly and annual reports; Review and update the monitoring Framework for measuring institutional performance; Facilitate the implementation and maintenance of electronic institutional monitoring system; Co-ordinate monitoring functions between the department and its social partners. Provide advice, guidance and input to policies. Manage resources of the Division.

ENQUIRIES : Mr RM Madlala (033) 264 5419

POST 07/152 : **ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT REF NO: DSD52/02/2018 HO**

SALARY : R334 545 per.annum. Level 9
CENTRE : Head Office
REQUIREMENTS : Qualifications: Bachelor's Degree or 3-year National Diploma in Supply Chain Management/Public Management/Administration plus 3-5 years' administrative experience in Supply Chain Management. A valid driver's license. Knowledge: Financial Handbook; Public Finance Management Act; KZN Supply Chain Management Policy Framework; Public Service Act; Procurement Act, 2001; Treasury Regulation; Supply Chain Management Delegations; Promotion of Access to Information Act; BBBEE Act, Preferential Procurement Policy Framework. Skills: Communication (written & verbal); Computer Literacy; Interpersonal relation and networking; Analytical; Innovative; Problem Solving; Financial management; Time Management; Project Planning; Planning and Organizing.

DUTIES : Co-ordinate the rendering of effective bookings for flights, accommodation and hired vehicles; Ensure the issuing of orders to selected suppliers; Administer departmental accounts with service providers and ensure timeous payment; Provide advice and guidance and input to policies and Manage the resources of the Division

ENQUIRIES : Mr DE Dlamini (033) 341 9902

POST 07/153 : **ASSISTANT DIRECTOR: OFFICE MANAGEMENT & SUPPORT REF NO: DSD53/02/2018HO**

SALARY : R334 545 per.annum. Level 9
CENTRE : Head Office
REQUIREMENTS : Qualifications: Bachelor's Degree or 3-year National Diploma in Public Management/ Administration/ Office Management; 3-5 years' office management experience; A Driver's license. Knowledge: Working knowledge of public service; Public Service Act; Public Service Regulations; PFMA and Treasury Regulations; Employee Performance Management and Development System. Skills: Communication (written & verbal), listening; Problem solving; Analytical thinking; Interpersonal relations; Presentation; Conflict management; Organizing and financial management.

DUTIES : Manage and prepare draft submissions to the Cabinet on behalf of the HoD; Coordinate and monitor the HoD's specific projects; Monitor administrative services for the HoD; Provide advice, guidance and input to policy; Manage resources of the sub- directorate.

ENQUIRIES : Mr E Ntuli (033) 264 5406

POST 07/154 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DSD54/02/2018HO**

SALARY : R334 545 per annum, Level 9
CENTRE : Head Office
REQUIREMENTS : Qualification: Bachelor's Degree or 3-year National Diploma in Human Resources Management/Public Administration/ Industrial Relations, Labour Law; 3-5 years' administrative experience in Labour Relations. A valid Driver's license. Knowledge: Public service Act; Public service Regulations; Employment Equity Act; Public Administration and Justice Act; Public Finance Management Act and

Treasury Regulations; Basic Conditions of Employment Act; PSCBC/PHSDSBC resolutions; Occupational Health and Safety Act; Republic of South Africa Constitution; Labour Relations Act. Skills: understanding of labour relations models; planning organization; well- developed analytical and research skills; interpersonal skills; report writing communications and presentation skills; Project management; computer literacy; driving skills.

DUTIES : Handle disciplinary cases; Investigate and preside in misconduct proceedings; collect and keep statistics on misconduct and disputes; Maintain an electronic database of disciplinary cases; Provide advice and guidance and input to policies manage resources of the Division.

ENQUIRIES : Mr SB Xulu (033) 264 2015

POST 07/155 : **ASSISTANT DIRECTOR: CONTROL NETWORK CONTROLLER REF NO: DSD55/02/2018HO**

SALARY : R334 545 per annum, Level 9
CENTRE : Head Office
REQUIREMENTS : Qualifications: Bachelor's Degree or 3-year National Diploma in Information Technology plus 6-10 years' experience or MCSE or CNE plus 4 years' experience. A valid driver's license. Knowledge; In- depth knowledge of computer hardware and software; In-depth knowledge of operating systems and related topics; In- depth knowledge of network connectivity devices; Knowledge of fault logging system; Departmental objectives; Service delivery and service level; Departmental business processes; Policy analysis and development. Skills: Operating skills; Communication; Conflict management; Project management; Problem Solving; Decision making; Planning and organizing; Interpersonal relationship; Facilitation; Research/Investigation; Innovative; Administration and Coordination.

DUTIES : Ensure network management; Provide IT advisory services; Administer contracts and policies; Undertakes and manage research of server hardware and software; Ensure end user support (including fault resolution); Manage component resources.

ENQUIRIES : Mr MJ Siziba (033) 264 2295

POST 07/156 : **REPAIR AND MAINTENANCE COORDINATOR – RE-ADVERTISEMENT REF NO: DSD56/02/2018HO**

SALARY : R334 545 per .annum. Level 9
CENTRE : Head Office
REQUIREMENTS : Qualifications: Bachelor's Degree or 3-year National Diploma in Built Environment (Quantity Surveying/Construction Management); 3-5 years' experience in building and maintenance of facilities. A valid driver's license. Knowledge: Extensive knowledge of PFMA; Knowledge of planning and management of construction of Physical Facilities; Working knowledge of national building regulations; knowledge of policies with regards to physical facilities; Working Knowledge of land regulation and SA Development Trust; Working knowledge of national building regulations; Act 1996 (i.e. constitution of South Africa) Labour Relations and relevant regulation; Knowledge of policies with regards to physical facilities. Skills: Computer literacy; Specification writing; Good communication; Decision making; Time Management; Financial management; Project management; Interpersonal relations; Networking; Analytical and innovative thinking; Problem solving; Planning and Organising.

DUTIES : Ensure the provision of effective multi –year planning and technical advice in relation to maintenance; Administer the compilation of needs assessment and specifications pertaining to maintenance requirement; Supervise maintenance work done by contractors; Report on building; maintenance planning and construction; Provide budgetary allocations and expenditure in respect of maintenance; Provide Assets and Human Resource Management and input to policies.

ENQUIRIES : Mr HB Ngwane (033) 341 7907

POST 07/157 : **CHIEF WORK-STUDY ANALYST REF NO: DSD48/02/2018 HO**

SALARY : R334 545 per annum. Level 09
CENTRE : Head Office
REQUIREMENTS : Qualifications: Bachelor's Degree or 3-year National Diploma in Management Services/Operations Management/ Organizational Design/Production Management (Public Management/Administration plus a Certificate in Management Services/ Organizational Design). A Job Evaluation Certificate issued by DPSA/SAMD/PALAMA. Three (3) years' experience in Workstudy and Job Evaluation. A valid driver's license. Knowledge: Republic of South African Constitution; Public Service Act of 1994; Public Service Regulations; Public Finance Management Act; Integrated Service Delivery Model; Batho- Pele Principles; Organizational Design; Job Evaluation Analysis; Labour Relations Act & EPMDs. Skills: Communication (written & verbal); Computer literacy; Interpersonal relations and networking; Time management; Interviewing; Research; Presentation; Project planning; Influencing; analytical; Innovative and creative thinking; Organizing; Financial management; Facilitating & Report writing.

DUTIES : Conduct investigation on Organizational structures and post establishment and make recommendations. Conduct job evaluation. Provide technical advice on the development of job descriptions; Conduct Business Processes Management; Provide advice, guidance and input to policies; Manage resources of the component.

ENQUIRIES : Mr NM Zulu (033) 341 7910

POST 07/158 : **LEGAL ADMINISTRATIVE OFFICER REF NO: DSD57/02/2018HO**

SALARY : R331 692 - R446 736 per annum, Grade MR5
CENTRE : Head Office
REQUIREMENTS : Qualifications: Bachelor of Laws (LLB); A minimum of 8 years appropriate post qualification experience in legal services field/ arena. A valid driver's license Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; PFMA and Treasury Regulations; Criminal Procedure Act; National and Provincial Practice notes; Constitutional Law, Administration Law, Family Law, Law of a persons, Law of contracts; Laws applicable in the Public Service generally, Interpretation of Laws(Constitutional and Statutory), Legal drafting and interpretation; Legislative drafting; Litigation management, including alternative dispute resolution; Legal research methods and mechanisms. Skills: Communication (written & verbal); Report writing; Dispute resolution; Presentation; Computer literacy; Interpersonal relations; Research; Networking; Problem solving; Financial management; Project management; Time management; Negotiation.

DUTIES : Provide contract drafting, editing and vetting services; Provide legal compliance management services; Provide general legal advisory and support services; Provide legislative drafting and review services; Provide litigation management services.

ENQUIRIES : Adv. NW Hlabisa (033) 341 7905/6

POST 07/159 : **SOCIAL WORK POLICY DEVELOPER GRADE 1: HIV & AIDS (2 POSTS) REF NO: DSD 58/02/2018HO**

SALARY : R323 178- R 516 279 per annum, Grade 1-2
CENTRE : Head Office
REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker plus a minimum of 8 years' appropriate experience in social work after registration as Social Worker with SACSSP. A valid driver's license. Knowledge: Working knowledge of public Services, Policy Analysis and development, Public service regulations and relevant act, Labour Relations Act, Public Service Acts, Interpretation of Statutes, Administrative Law, Research Methodology, Treasury Regulations, and PFMA, Organisation behaviour analysis, Strategic business management Skills: Planning and organising ,Networking, communication (written

and verbal), Co- Ordination ,Professional counselling, Analytical, Monitoring and Evaluation, Problem solving, Report writing, Financial Management, project management, Team Building ,Policy analysis and development , Presentation ,People management, Ability to compile complex report skills.

DUTIES : Develop, implement and maintain HIV/AIDS Prevention Services, policies, Guidelines and relevant frameworks, Keep up to date with the new developments in the HIV&AIDS Prevention Services. Research, developments, monitoring and evaluation and perform the administrative functions required in the unit.

ENQUIRIES : Ms PF Luthuli (033) 2642175

POST 07/160 : **SOCIAL WORK POLICY DEVELOPER GRADE 1- 2: SUBSTANCE ABUSE PREVENTION AND REHABILITATION REF NO: DSD 59/02/2018HO**

SALARY CENTRE REQUIREMENTS : R323 178- R 516 279 per .annum, Grade 1-2
: Head Office
: Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker; plus a minimum of 8 years' appropriate experience in social work after registration as Social Worker with SACSSP. A valid driver's license. Knowledge: Constitution of the Republic of South Africa, Public Service Act; Public Service Regulations; Public Finance Management Act; Treasury Regulations; Professional Counselling; Social Welfare Acts and Policies; Research Methodology; Service delivery frameworks; Policy development and analysis; Ability to compile complex reports Skills: Counselling; problem solving and analysis; report writing; policy development; planning and organizing; Communication (written & verbal); financial management, research; networking; presentation; facilitation; monitoring and evaluation; programme and project management; language; computer literacy and numeracy.

DUTIES : Conduct research and development; Develop, implement and maintain substance abuse prevention and rehabilitation policies; Keep up to date with the new developments in the substance abuse prevention and rehabilitation services Perform all the administrative functions required in the unit.

ENQUIRIES : Mr RS Byroo (033) 264 2011

POST 07/161 : **SOCIAL WORK POLICY DEVELOPER: CHILDREN & FAMILIES REF NO: DSD60/02/2018HO**

SALARY CENTRE REQUIREMENTS : R323 178- R 516 279 per annum, Grade 1-2
: Head Office
: Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a social worker, Proof of current registration with South African Council for Social Services Profession; plus a minimum of 8 years' appropriate experience in social work after registration as Social Worker with SACSSP. A valid driver's license. Knowledge: Constitution of the Republic of South Africa, Public Service Act; Public Service Regulations; Public Finance Management Act; Treasury Regulations; Professional Counselling; Social Welfare Acts and Policies; Research Methodology; Service delivery frameworks; Policy development and analysis; Ability to compile complex reports Skills: Counselling; problem solving and analysis; report writing; policy development; planning and organizing; Communication (written & verbal); financial management, research; networking; presentation; facilitation; monitoring and evaluation; programme and project management; language; computer literacy and numeracy.

DUTIES : Conduct research and development; Develop, implement and maintain children and families' policies'; Keep up to date with the new developments in the children and families; Perform the administrative functions required in the unit.

ENQUIRIES : Dr ZE Mfusi (033) 264 2012

<u>POST 07/162</u>	:	<u>COMMUNITY DEVELOPMENT SUPERVISOR: GRADE 1 (2 POSTS) HARDING SERVICE OFFICE DSD61/02/2018HARD (UGU DISTRICT); IMPENDLE SERVICE OFFICE DSD63/02/2018IMPE (UMGUNGUNDOVU DISTRICT)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R323 178 -R458 712 per .annum, Grade 1-2 Harding Service Office; Impendle Service Office Qualifications: Bachelor's Degree or 3- year National Diploma in Development Studies/ Community Development/ Social Sciences plus a minimum of 7 years' experience in community development field/ arena. A valid driver's license. Knowledge; Non-Profit Organizations Act; PFMA and Treasury Regulations; Public Service Act and Regulations; Labour Relations; Community development; inter-sectoral collaboration and partnerships; inter-governmental relations; Knowledge and understanding of individual and group behavior. Skills: Project management; Planning and organizing; Problem solving, Conflict resolution; Computer literacy, Communication (written & verbal), Complex research; Presentation; Policy formulation and implementation.
<u>DUTIES</u>	:	To supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Assist employees engaged in the function by solving problems; Supervise and support community development practitioners to ensure that there is communication and coordination with all relevant role players. Ensure sustainability of development activities within the communities; Perform administrative support activities; keep up to date with new developments in the community development to ensure an efficient and effective service.
<u>ENQUIRIES</u>	:	Mrs NG Tshalatha (Harding Service Office) (039) 433 1010 Mrs ML Hlalukane (Impendle Service Office) (033) 996 0414 Ms B Mchunu (Umkhanyakude District) (035) 595 1156
<u>POST 07/163</u>	:	<u>CORPORATE SUPPORT OFFICER (5 POSTS) REF NOS:</u> Impendle Service Office DSD65/02/2018IMPE (Umgungundlovu District); Mpumalanga Service Office DSD66/02/2018MPUM (Ethekewini South District); Ingwavuma Service Office DSD67/02/2018NGWAVU (Umkhanyakude District); Pinetown Service Office DSD68/02/2018PINE (EThekewini North District); Princess Mkabayi CYCC DSD69/02/2018PRINCESS (Umzinyathi District)
<u>SALARY CENTRE</u>	:	R281 418 per annum, Level 8 Impendle Service Office; Mpumalanga Service Office; Ingwavuma Service Office; Pinetown Service Office; Princess Mkabayi CYCC.
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree or 3-year National Diploma in Public Management /Administration/Business /Management/Administration plus 3-5 years' Administrative experience. A valid driver's license. Knowledge: Public Service Act and Regulations; PFMA and Treasury Regulations; Basic Conditions of Employment Act; Supply Chain Management Practices and procedures; Service Delivery Framework; Occupational Health and Safety Act; Labour Relations Act; Batho Pele principles; Road Traffic Act; Archives. Skills: Interpersonal, Networking, Problem solving, Time management, communication (written and verbal) Project Management, Computer Literacy, Financial Management, Decision Making, Report writing.
<u>DUTIES</u>	:	Provide human resource management; Monitor budget of the Service Office, Provide Auxiliary Services, Manage Supply Chain Management Services, Monitor Information Technology Services, Provide supervision of personnel.
<u>ENQUIRIES</u>	:	Mrs ML Hlalukane- Impendle Service Office (033) 996 0414; Mrs LA Dlomo Mpumalanga Service Office (031) 771 1341 Mrs DN Mbonambi Ingwavuma Service Office (035) 591 0160/1 Ms T Blose Pinetown Service Office (031) 716 2600 Ms PN Ndlandla Princess Mkabayi CYCC (034) 271 0031

<u>POST 07/164</u>	:	<u>WORK STUDY ANALYST REF NO: DSD64/02/2018HO</u>
<u>SALARY</u>	:	R281 418 per annum, Level 8
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree or 3 – year National Diploma in Production /Operations Management/ Management Services/ Organizational Design, plus Year experience in Organizational Design. A valid driver's license. Knowledge: knowledge on Public Service Act; Public Service Regulations; Service Delivery; Constitution, Batho Pele principles; Code of Conduct; Human Resource Practices; Job evaluation Analysis, Labour Relations Act and relevant Regulations. Skills: Communication (written & verbal), Language, Listening, Organizing, Report; Computer literacy; Interpersonal relations; Problem Solving; Time Management; Project management, Presentation, Negotiating, Financial Management.
<u>DUTIES</u>	:	Conduct investigation on organizational structures and Post establishment and make recommendations; Conduct job evaluation; Conduct Business Processes Management; Provide technical advice on development of job descriptions; Keep records of generic job description, job descriptions for evaluated jobs and update database.
<u>ENQUIRIES</u>	:	Mr NM Zulu (033) 341 7910
<u>POST 07/165</u>	:	<u>COMMUNITY DEVELOPMENT POLICY DEVELOPER: INSTITUTIONAL CAPACITY BUILDING REF NO: DSD71/02/2018HO</u>
<u>SALARY</u>	:	R270 666 – 516 279 Grade 1-3
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree in Community Development/Development Studies/ Social Sciences plus a minimum of 8 years recognisable experience in Community Development arena/field. A valid driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; PFMA; Treasury regulations; Research Methodology; Service delivery frameworks; National Development Plan; Provincial Growth and Development Plan; Community Development; Project management principles and Ability to compile complex reports. Skills: Interpersonal; Project Management; Organizational; Report writing; Analytical; Communication (written and verbal) Monitoring and evaluation; Policy analysis and development; Financial management; Presentation; Facilitation; Research; Language; Computer literacy and Numeracy.
<u>DUTIES</u>	:	Keep up to date with new developments in the Institutional capacity building; Conduct research and development; Develop, implement and maintain institutional capacity building policies; Perform the administrative functions required in the unit.
<u>ENQUIRIES</u>	:	Mrs GH Sikhakhane (033) 264 2001
<u>POST 07/166</u>	:	<u>COMMUNITY DEVELOPMENT POLICY DEVELOPER: YOUTH & WOMEN DEVELOPMENT (4 POSTS) REF NO: DSD70/02/2018HO</u>
<u>SALARY</u>	:	R270 666 – 516 279 Grade 1-3
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree in Community Development/Development Studies/ Social Sciences plus a minimum of 8 years recognisable experience in Community Development arena/field. A valid driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act; Public service regulations; PFMA; Treasury Regulations; Research Methodology; Service delivery frameworks; Youth Development Policy; National Youth Development Agency Act; National Development Plan; Provincial Growth and Development Plan; Public Participation; Community development; Project management principles. Skills: Interpersonal; Project Management; Organizational; Report Writing; Analytic; Communication (written and verbal) Policy analysis and development; Financial Management; Presentation; Facilitation; Research; Language; Computer literacy and Numeracy.
<u>DUTIES</u>	:	Keep up to date with new developments in the youth development field; Conduct research and development; Develop, implement and maintain youth development policies; Perform the administrative functions required in the unit.

<u>ENQUIRIES</u>	:	Mr NP Mavuso (033) 264 2170
<u>POST 07/167</u>	:	<u>SOCIAL WORKER GRADE 1-4: HIV/AIDS (3 POSTS) REF NO: ETHEKWINI NORTH</u> District DSD 19/02/2018ETHND; Ilembe District DSD DSD20/02/2018ILEMB; King Cetshwayo District DSD21/02/2018KING
<u>SALARY CENTRE</u>	:	R226 686 – R516 279 per.annum. Grade 1- 4 Ethekwini North District; Ilembe District; King Cetshwayo District
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker; plus, a minimum of 7 years’ appropriate experience in social work after registration as Social Worker with SACSSP; A Valid driver’s license. Knowledge: Working knowledge and understanding of human behaviour and social systems; the ability and competence, develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; the ability to promote, restore, maintain, advocate for, and enhance the functioning of individuals, families, groups, and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports. Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the points where people interact with their environments in order to promote social wellbeing.
<u>DUTIES</u>	:	Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Support lower level employees; Keep up to date with developments in the social welfare fields; Perform all the administration functions required of job.
<u>ENQUIRIES</u>	:	Mrs NC Mhlongo (Ethekwini North District) (031) 3368872. Mrs SM Sikhakhane- (Ilembe District) (031) 336 8819/35. Mr ND Mchunu – (King Cetshwayo District) (035) 797 1600
<u>POST 07/168</u>	:	<u>SOCIAL WORKER GRADE 1-4: OLDER PERSONS (3 POSTS)</u> Harry Gwala District Ref: DSD22/02/18HARRY; Zululand District Ref: DSD23/02/2018ZUL EThekwini North District Ref: DSD24/01/2018ETHND
<u>SALARY CENTRE</u>	:	R226 686 – R516 279 per. annum, Grade 1- 4 Harry Gwala District; Zululand District & eThekwini North District
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor’s Degree in Social Work Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker; plus a minimum of 7 years appropriate experience in social work after registration as Social Worker with SACSSP. A Valid driver’s license. Knowledge: Working knowledge and understanding of human behaviour and social systems; the ability and competence, develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; the ability to promote, restore, maintain, advocate for, and enhance the functioning of individuals, families, groups, and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports. Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the points where people interact with their environments in order to promote social wellbeing.
<u>DUTIES</u>	:	Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through

		the relevant programmes; Support lower level employees Keep up to date with developments in the social welfare fields This would, inter alia, entail the following; Perform all the administration functions required of job.
<u>ENQUIRIES</u>	:	Mrs NJ Mzizi (Harry Gwala District) (039) 834 1176 Mr BM Gumede (Zululand District) (035) 874 8502 Mrs NC Mhlongo (Ethekwini North District) (031) 3368872
<u>POST 07/169</u>	:	<u>SOCIAL WORKER GRADE 1-4: CARE AND FAMILIES (2 POSTS) REF NO: HARRY GWALA DISTRICT DSD25/02/2018HARRY, UGU DISTRICTS DSD26/02/2018UGU</u>
<u>SALARY</u>	:	R226 686 – R516 279 per annum. Grade 1-4
<u>CENTRE</u>	:	Harry Gwala District, UGU Districts
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a social worker. Proof of current registration with SACSSP plus a minimum of 7 years appropriate experience in social work after registration as Social Worker with SACSSP. A Valid driver's license. Knowledge: Working knowledge and understanding of human behaviour and social systems; the ability and competence, develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; the ability to promote, restore, maintain, advocate for, and enhance the functioning of individuals, families, groups, and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports. Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the points where people interact with their environments in order to promote social wellbeing.
<u>DUTIES</u>	:	Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Support lower level employees; Keep up to date with developments in the social welfare fields; Perform all the administration functions required of job.
<u>ENQUIRIES</u>	:	Mrs NJ Mzizi (Harry Gwala District) (039) 834 1176; Mr ST Mphuthi (UGu District) (039) 682 4486
<u>POST 07/170</u>	:	<u>SOCIAL WORKER GRADE 1-4: ECD AND PARTIAL CARE REF NO: DSD27/02/2018ZUL</u>
<u>SALARY</u>	:	R226 686 – R516 279 per. annum. Grade 1-4
<u>CENTRE</u>	:	Zululand District
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker plus a minimum of 7 years appropriate experience in social work after registration as a social worker with SASCCP. A valid driver's license. Knowledge: Working knowledge and understanding of human behaviour and social systems; the ability and competence to develop, advocate for, and empower individuals, families and groups, organisations and communities to enhance their functioning and their problem solving capabilities; the ability to promote restore, maintain advocate for; and enhance the functioning of individual, families, groups, and communities by enabling them to accomplish tasks prevent and alleviate distress and use resources effectively: the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports. Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the point where people interact with their environments order to promote social well-being.
<u>DUTIES</u>	:	Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Support lower level employees; Keep up to date with developments in the social welfare fields; Perform all the administration functions required of job.

ENQUIRIES

Mr BM Gumede (035) 874 8502

POST 07/171

: **SOCIAL WORKER GRADE 1-4: CHILD PROTECTION SERVICES REF NO: DSD28/02/2018UTHUK**

**SALARY
CENTRE
REQUIREMENTS**

: R226 686 – R516 279 per annum, Grade 1-4
: UThukela District
: Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker; plus a minimum of 7 years appropriate experience in social work after registration as Social Worker with SACSSP. A Valid driver's license. Knowledge: Working knowledge and understanding of human behaviour and social systems; the ability and competence, develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; the ability to promote, restore, maintain, advocate for, and enhance the functioning of individuals, families, groups, and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports. Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the points where people interact with their environments in order to promote social wellbeing.

DUTIES

: Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Support lower level employees; Keep up to date with developments in the social welfare fields; Perform all the administration functions required of job.

ENQUIRIES

: Mrs N Murugan (036) 634 6686/14

POST 07/172

: **SOCIAL WORKER GRADE 1-4: SOCIAL RELIEF (2 POSTS) REF NO: ETHEKWINI NORTH DSD29/02/2018ETHND & UGU DISTRICTS DSD30/02/2018UGU**

**SALARY
CENTRE
REQUIREMENTS**

: R226 686 – R516 279 per annum, Grade 1-4
: EThekwini North & UGu Districts
: Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker; plus a minimum of 7 years appropriate experience in social work after registration as Social Worker with SACSSP. A valid driver's license. Knowledge: Working knowledge and understanding of human behaviour and social systems; the ability and competence, develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; the ability to promote, restore, maintain, advocate for, and enhance the functioning of individuals, families, groups, and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports. Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the points where people interact with their environments in order to promote social wellbeing.

DUTIES

: Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Support lower level employees; Keep up to date with developments in the social welfare fields; Perform all the administration functions required of job.

ENQUIRIES

: Mrs NC Mhlongo (Ethekwini North District) (031) 3368872
Mr ST Mphuthi (UGu District) (039) 682 4486

POST 07/173 : **SOCIAL WORKER GRADE 1-4: CRIME PREVENTION & SUPPORT (3 POSTS)**
REF NO: UMKHANYAKUDE DISTRICT DSD31/02/2018UMKH; HARRY
GWALA DISTRICT DSD32/02/2018HARRY & UGU DISTRICT
DSD33/02/2018UGU

SALARY : R226 686 – R516 279 per annum, Grade 1-4
CENTRE : Umkhanyakude; Harry Gwala & UGu District
REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker; plus a minimum of 7 years appropriate experience in social work after registration as Social Worker with SACSSP. A valid driver's license. Knowledge: Working knowledge and understanding of human behaviour and social systems; the ability and competence, develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; the ability to promote, restore, maintain, advocate for, and enhance the functioning of individuals, families, groups, and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports. Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the points where people interact with their environments in order to promote social wellbeing.

DUTIES : Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Support lower level employees; Keep up to date with developments in the social welfare fields; Perform all the administrative functions required of job.

ENQUIRIES : Ms B Mchunu (Umkhanyakude District) (035) 5951156
Mrs NJ Mzizi (Harry Gwala District) (039) 834 1176
Mr ST Mphuthi (UGu District) (039) 682 4486

POST 07/174 : **SOCIAL WORKER GRADE 1-4: SUBSTANCE ABUSE, PREVENTION &**
REHABILITATION REF NO: DSD34/02/2018UTHUK

SALARY : R226 686 – R516 279 per annum, Grade 1-4
CENTRE : UThukela District
REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker; plus a minimum of 7 years appropriate experience in social work after registration as Social Worker with SACSSP. A valid driver's license. Knowledge: Working knowledge and understanding of human behaviour and social systems; the ability and competence, develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; the ability to promote, restore, maintain, advocate for, and enhance the functioning of individuals, families, groups, and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports. Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the points where people interact with their environments in order to promote social wellbeing.

DUTIES : Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Support lower level employees; Keep up to date with developments in the social welfare fields; Perform all the administrative functions required of job.

ENQUIRIES : Mrs N Murugan (036) 634 6686/14

<u>POST 07/175</u>	:	<u>PERSONAL ASSISTANT: (7 POSTS) REF NO:</u> Office Management & Support DSD101/02/2018EXEC; Development & Research DSD102/02/2018D&R; Organizational Development & Efficiency DSD103/02/2018DODE; DDG's Office DSD104/02/2018DDG; Financial Services DSD105/02/2018CFO; Chief Directorate EThekwini Cluster DSD106/02/2018ETHC Corporate Support Services EThekwini North District DSD107/02/2018ETHND
<u>SALARY</u>	:	R226 611 per annum, Level 7
<u>CENTRE</u>	:	Head Office; EThekwini Cluster, EThekwini North District
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree or 3-year National Diploma in Secretarial Studies plus 3-5 years' experience in rendering support services to senior management. Knowledge: Relevant legislation/ policies/ prescripts and procedures; Basic knowledge of financial administration. Skills: Communication (written & verbal); Telephone etiquette, Computer literacy; planning and organizing; interpersonal relations; presentation.
<u>DUTIES</u>	:	Provide secretarial/receptionist support service to the Manager; Render administrative support services; Provide support services to the Manager; Support the Manager with regard to administration of budget; Receive record and distribute all incoming and outgoing documents, develop and maintain a record tracking system; Manage the diary, correspondence and workflow; Drafting, typing of correspondence/documents which includes presentations and spread sheets; Assist with the procurement of goods and services for the office and manage the inventory.
<u>ENQUIRIES</u>	:	Mr E Ntuli (033) 264 5406 (Office Management & Support) Mr FMD Xaba (033) 264 2172 (Development & Research) Mr NM Zulu (033) 264 7910 Organizational Development & Efficiency) Mr MT Mazibuko (033) 264 2074 (DDGs Office) Mr JD Mngomezulu (033) 264 5412 (Financial Services) Ms TK Ndaba (031) 336 8700 (Chief Directorate and EThekwini) Ethekwini North District)
<u>POST 07/176</u>	:	<u>MONITORING OFFICER REF NO: DSD108/02/2018HO</u>
<u>SALARY</u>	:	R226 611 per .annum. Level 7
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree or 3- year National Diploma in Public Management/Administration/ Strategic Management and Monitoring and Evaluation. A minimum of one-year experience in monitoring and evaluation/qualification/quality assurance/ performance monitoring. Knowledge; PFMA and Treasury Regulations. Working knowledge of the Public Sector; Human Resource Management; Knowledge of Social Development; Knowledge of the filling system; Priorities of Monitoring and Evaluation National Provincial Department framework. Skills: Computer literacy, Driving, Report Writing, Problem solving, Analytical thinking, Communication skills, Time management, Financial Management.
<u>DUTIES</u>	:	Implement a monitoring and evaluation framework with regard to monitoring in the department and NPO's. Disseminate information on M&E outcomes, techniques, processes and tools. Provide technical advice and support on the M&E framework to all relevant stakeholders. Produce and disseminate reports to relevant stakeholders.
<u>ENQUIRIES</u>	:	Mr RM Madlala (033) 264 5419
<u>POST 07/177</u>	:	<u>ADMINISTRATIVE OFFICER: OFFICE MANAGEMENT &SUPPORT REF NO: DSD109/02/2018</u>
<u>SALARY</u>	:	R226 611 per.annum. level 7
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree or 3- year National Diploma in Public Management/ Administration. 2-3 years Clerical experience. A valid driver's license Knowledge: Working knowledge of public service; Public Service

		Regulations; Public Service Act and understanding of Batho- Pele Principles. Skills: Language; Listening; Analytical; Interpersonal relations; Computer; Problem solving; Organizing and Minute writing skills.
<u>DUTIES</u>	:	Provide administrative support services; Provide a secretariat function, and establish, implement and maintain an efficient and effective filing system; procure goods and services; Promote sound working relationships between the office of the HoD and other stakeholders.
<u>ENQUIRIES</u>	:	Mr E Ntuli (033) 264 5406
<u>POST 07/178</u>	:	<u>STATE ACCOUNTANT: ORGANIZATIONAL RISK MANAGEMENT SERVICES</u> <u>REF NO: DSD 110/02/2018HO</u>
<u>SALARY</u>	:	R226 611 per. annum, Level 7
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree or 3-year National Diploma in Internal Auditing/Public Finance plus 1-3 years' experience in the internal audit or risk management environment. Knowledge; Working knowledge of Public Service Act; Constitution of Republic of South Africa. Public Service Regulations; Commission of Sponsored Organisations; PFMA and Treasury Regulations; International Standards for the Professional Practice of Internal Auditing; Batho-Pele principles; Prevention and Protection of Criminal Activities Act; Criminal Procedures Act; Preferential Procurement policy framework. Skills: Communication; Interpersonal relations; Change Management; Analytical Thinking; Research; Presentation; Facilitation; Time management; Problem solving and analysis; Policy analysis; Financial management; Language; Numeracy; Computer Literacy.
<u>DUTIES</u>	:	Provide support before and during risk assessment sessions and keep working papers used during the process of risk assessment; Compile and update risk register; Co-ordinate and follow-up on responses to action plans as indicated on the risk register; Co-ordinate risk and fraud awareness campaigns.
<u>ENQUIRIES</u>	:	Mrs CS Mlambo (033) 264 2006
<u>POST 07/179</u>	:	<u>SOCIAL WORKER (15 POSTS) REF NO:</u> Ndwedwe Service Office DSD81/02/2018NDWE (Ilembe District); Richards Bay Service Office DSD84/02/2018RICH (King Cetshwayo District); Ezakheni Service Office DSD88/02/2018EZAKH (Uthukela District); Sinethemba CYCC DSD91/02/2018NEWCYCC (Amajuba District); Dundee Service Office DSD92/02/2018DUND (Umzinyathi District); Newlands Rehabilitation Centre DSD93/02/2018NEWLAN (EThekweni North District); Durban Service Office DSD94/02/2018DBN (EThekweni North District); Chatsworth Service Office (3) DSD95/02/2018CHATS (EThekweni South District); KwaDukuza Service Office DSD96/02/2018KWADUK (Ilembe District); Osizweni Service Office DSD97/02/2018OSIZ (Amajuba District); Hlanganani Service Office DSD98/02/2018HLANG (UMgungundlovu District); Mahlabathini Service Office DSD99/02/2018MAHLA (Zululand District); Ongoye Service Office DSD100/02/2018ONGOYE (King Cetshwayo District);
<u>SALARY</u>	:	R211 263 to R391 224 per annum, Grade 1-4
<u>CENTRE</u>	:	Ndwedwe Service Office Richards Bay Service Office Ezakheni Service Office Sinethemba CYCC Dundee Service Office Newlands Rehabilitation Centre Durban Service Office Chatsworth Service Office KwaDukuza Service Office Osizweni Service Office Hlanganani Service Office Mahlabathini Service Office Ongoye Service Office.

- REQUIREMENTS** : Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker. A valid driver's license; Knowledge: Knowledge and understanding of human behavior and social systems; The ability and competence to assist , develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; The understanding and ability to provide social services towards protecting people who are vulnerable, at risk and unable to protect themselves; Skills: communication, listening; interpersonal; computer; research; problem solving; report writing; conflict management; time management; welfare counselling.
- DUTIES** : Provide a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Support Social Auxiliary Workers and volunteers; Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.
- ENQUIRIES** : Ms DZ Nkosi (Ndwedwe Service Office) 032 533 5021
Mrs T Anamally (Richards bay Service Office) 035 797 1600
Mrs ZP Nkosi (Ezakheni Service Office) 036 634 6600
Mrs AT Mtambo (Sinethemba CYCC) 034 317 1254
Ms AJ Madlabane (Dundee Service Office) 034 218 1336
Ms ZF Makhawula (Newlands Park CYCC) 031 578 3992
Mrs P Moodley (Durban Service Office) 031 3605444
Ms Hoosen (Chatsworth Service Office) 031 4028 001
Ms NS Hlaluka (KwaDukuza Service Office) 032 552 5246
Mrs RZ Lushaba (Osizweni Service Office) 034 366 2611
Ms NMM Mlambo (Hlanganani Service Office) 039 832 9265
Mrs BT Mbuyazi (Mahlabathini Service Office) 035 873 8200
Mrs GN Gumede (Ongoye Service Office) 035 796 6672
- POST 07/180** : **COMMUNITY DEVELOPMENT PRACTITIONER: (7 POSTS)**
Vulindlela Service Office DSD112/02/2018VULI (UMgungundlovu District)
Pietermaritzburg Service Office (2) DSD113/02/2018PMB (UMgungundlovu District);
Durban Service Office DSD114/02/2017DBN (Ethekwini North District);
Paulpietersburg Service Office DSD115/02/2018PAUL (Zululand District);
Impendle Service Office DSD116/02/2018IMPENDL (UMgungundlovu District);
UMzimkhulu Service Office DSD117/02/2018UMZI (Harry Gwala District)
- SALARY CENTRE** : R191 544- R222 054 per annum, Grade 1
Vulindlela Service Office; Pietermaritzburg Service Office;
Durban Service Office;
Paulpietersburg Service Office;
Impendle Service Office;
UMzimkhulu Service Office.
- REQUIREMENTS** : Qualifications: Bachelor's Degree or 3-year National Diploma in Community Development/Development Studies. A valid driver's license. Knowledge: Knowledge and understanding of human behaviors and social system and legislation to assist with intervention at the point where people interact with their environment in order to promote self-empowerment, Community development work, skills, attitude and values of communities; Ability and competence to co-ordinate community development structures, and ability to manage projects; Ability to influence individuals and groups to participate in their own self-empowerment. Knowledge and understanding of human behavior and Social systems, legislation; understanding of social dynamics of communities; Skills: Planning and organizing, presentation and facilitation; computer literacy, communications (verbal and written), Interpersonal; Monitoring and evaluation research, Project management, Problem solving, report writing; financial management.

- DUTIES** : Identify and facilitate the implementation of integrated Community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all role players (internal and external); to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.
- ENQUIRIES** : Mrs CSN Nondabula (Vulindlela Service Office) 033 505 0087;
Mrs N Mdluli (Pietermaritzburg Service Office) 033 392 8600/53
Mrs P Moodley (Durban Service Office) 031 360 5444
Mrs PL Manyanga (Paulpietersburg Service Office) 034 996 700
Mrs ML Hlalukane (Impendle Service Office) 033 996 0414
Mr MN Njomi (Umzimkhulu Service Office) (079 494 8856
- POST 07/181** : **CHILD & YOUTH CARE TEAM LEADER REF NO: DSD119/02/2018ZAKHE**
- SALARY** : R138 378 p.a. Grade 1
CENTRE : Zakhe CYCC
REQUIREMENTS : Qualifications: National Diploma in Child and Youth Care plus minimum of 7 year's appropriate experience in Child and Youth Care worker after obtaining the required qualification. Registration with the South African Council for Social Services Profession as a Child and Youth Care Worker. Proof of current registration with South African Council for Social Services Profession as a Child and Youth Care Worker. Knowledge; The Children's Act; Child Care Act; Children rights principles; Standard operation procedure on routine programmes; Developmental approach to therapeutic work; Understanding the basic needs of children and youth; development assessment procedures; Lifespan development theories for application in Child and Youth Care work; Clerical/Administration procedures; Knowledge of the rules and procedures of the Child and Youth Care Centre. Skills: Communication; Listening; Language; Problem-solving; Interpersonal relations; Planning and organizing.
- DUTIES** : Serve as a team leader for Child and Youth Care Workers during a shift; Undertake inspections during a shift and report on incidents and problems identified. Provide care to children as the need arises; oversee the engagement in basic life space work to promote the development and care of children and youth. Perform administrative work relevant to the job.
- ENQUIRIES** : Ms EN Phakathi (031) 711 9950
- POST 07/182** : **CHILD AND YOUTH CARE WORKER, GRADE 1 (2 POSTS) NEWCASTLE SCHOOL OF INDUSTRIES DSD121/02/2018NSOI; UMLAZI CYCC DSD122/01/2018UMLAZ (ETHEKWINI SOUTH)**
- SALARY** : R124 047 – R165 231 per annum, Grade 1-2
CENTRE : Newcastle School of Industries and Umlazi CYCC
REQUIREMENTS : Qualifications: Grade 12 Certificate plus a basic Child & Youth Care qualification as recognized by HWSETA/3-year National Diploma in Child and Youth Care Development. Registration with the South African Council for Social Services Profession as a Child and Youth Care Worker. Proof of current registration with South African Council for Social Services Profession as a Child and Youth Care Worker. Experience in residential care (is an added advantage); Life skills Training. Knowledge: Development programmes; Clerical/Administrative procedures; Knowledge of the rules and procedures of centre. Skills: Communication (written & verbal); Ability to intervene and resolve conflict; Problem-solving; Planning and organizing.
- DUTIES** : Receive children and youth to the care facility after admission; Ensure that children/ youth receive medical services; Assist with the implementation of planned activities, development and therapeutic programmes; Engage in basic life space work to promote the development and care of children and youth; Perform administrative work relevant to the job.
- ENQUIRIES** : Ms AT Mntambo: Newcastle School of Industries (034) 217 1254. Ms KG Sindane: Umlazi CYCC (031) 907 5129