Applications should be addressed to, The Head of Department, Private Bag X 9710, Polokwane, 0700 or submitted at: 21 Biccard Street, Olympic Towers Building, Ground Floor, Office no 30.

Closing Date: 05 July 2019 at 16h00

NOTE: Applications should be submitted on the Z83 form obtainable from any Government Institution and must be accompanied by a comprehensive CV and originally certified copies of required qualifications. All the recommended candidates will be subjected to personnel suitability checks on criminal records, citizenship and educational qualifications. Shortlisted candidates will be required to provide their original IDs on the day of the interviews for verification purposes. Correspondence will be entered into with the shortlisted candidates only and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Faxed or E-mailed applications will not be considered. Applicants must clearly indicate the reference number on the Z83. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right to make an appointment in respect of the advertised post. The employment decision shall be informed by the Employment Equity Plan of the Department. The contents of this Circular will also be posted on the following websites www.dsd.limpopo.gov.za / www.limpopo.gov.za / www.dpsa.gov.za and www.vukuzenzele.gov.za.

OTHER POSTS

POST 21/169: SOCIAL WORK SUPERVISOR: GRADE 1 REF NO: DSD/86 (X1 POST)

Two (02) year contract

Salary: Grade 1: R384 228 per annum plus 37% in lieu of benefits

Centre: DSD Provincial Office: Early Childhood Development


Duties: Manage and facilitate the implementation of ECD policies, strategies, minimum technical norms and standards, including practice guidelines in respect of early childhood development conditional grant. Provide technical support to the ECD programme and ensure that all deliverables of the ECD conditional grant are met. Consolidate provincial reports in line with the ECD Conditional Framework. Manage and facilitate capacity building on the ECD conditional grant. Manage and monitor funded ECD Centres.

Enquiries: General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at (015) 230 4407/4315/4426

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**POST 21/170**  
ADMIN CLERK REF NO: DSD/87 (X1 POST)
Two (02) year contract

**SALARY**  
Commencing Salary Notch: R173 703 Plus 37% In Lieu Of Benefits, Salary Level: 05

**CENTRE REQUIREMENTS**  
DSD Provincial Office: Early Childhood Development

**CENTRE**  
Grade 12 or equivalent qualification. 1 – 2 years’ experience in administration. Knowledge: Skills and Competencies: Computer Literacy. Advanced skills in excel, word and power point. Data capturing skills. Good communication skills. Organisation skills. Team work. Flexibility. Knowledge of legal framework governing the public service. Knowledge of Social Development strategies and programmes pertaining to ECD will be an added advantage.

**DUTIES**  
Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the subsidy and infrastructure components and all other ECD databases. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the subsidy and infrastructure components. Book venue for meetings. Prepare agendas and attendance registers for various meetings.

**ENQUIRIES**  
General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at 015 230 4407/4315/4426