

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

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



- APPLICATIONS** : **Applications for Mavambe Secure Care Centre:** 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.
Polokwane Welfare Complex or Polokwane Secure Care Centre: should be directed to: Head of Institution: Private Bag X9513, Polokwane, 0700 or hand delivered at Plot 303, Sterkloop, Polokwane. Workplace Experience posts for TVET graduates should be addressed to various institution as per the applicant's need, however it is advisable to applicant to apply to institution close to their place of residents to avoid expenses on travelling and/or accommodation.
In addition to the Head office and Polokwane welfare Complex addresses as indicated, other addresses are as follows:
Capricorn: The District Director, Private Bag X 9709, Polokwane, 0700
Sekhukhune: The District Director, Private Bag X80, Lebowakgomo, 0737
Vhembe: The District Director, Private Bag X5040, Thohoyandou, 0950
Waterberg: The District Director, Private Bag X1051, Modimolle, 0510
Mopani: The District Director, Private Bag X9689, Giyani, 0826
- CLOSING DATE** : 03 January 2020 @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. A confirmation letter from the TVET College indicating that the learner is in need of workplace experience is required for TVE: All the recommended candidates will be subjected to personnel suitability checks on criminal records, citizenship and educational qualifications. It is the responsibility of the candidate to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). 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. Please note: Travelling expenses associated with interviews will be incurred by the applicant.

OTHER POSTS

- POST 45/120** : **SOCIAL WORK MANAGER GRADE 1 REF NO: DSD/2019/49**
- SALARY** : Grade 1: R794 889 per annum (All-Inclusive Remuneration Package)
- CENTRE** : Polokwane Welfare Complex (Secure Care Centre)
- REQUIREMENTS** : A Bachelor's Degree in Social Work as recognized by SAQA. A minimum of ten (10) years' appropriate experience in social work after registration as a social worker with the South African Council for Social Service Professions. Current registration with the South African Council for Social Service Professions (SACSSP). A valid driver's licence (with the exception of persons with disabilities). Knowledge And Skills: Ability to compile complex reports. Knowledge of relevant programmes in Social Work. Knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Good communication skills. Problem solving skills. Financial Management skills. White paper for social welfare services. Experience in secure care environment will be an added advantage.

- DUTIES** : Provide leadership and management at the centre. Provide Social Work service of the highest, most advanced and specialised nature within the secure care centre with regard to the care, support, protection and development of children and youth in conflict with the law through the relevant programmes in partnership with the relevant stake holders. Provide comprehensive children services according to Children’s Act and Child Justice Act. Facilitate the development and planning of programmes and intervention to render a social work service through the efficient, economical and effective utilisation of financial resources. Develop business plan in line with the strategic objectives of the department. Overall management of administration at the Institution. Management of child and youth care information management system (CYCA).
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr Mogotlane Q.L.M/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 /4315/4375/4426
- POST 45/121** : **HEAD OF INSTITUTION REF NO: DSD/2019/50 (X1 POST)**
- SALARY** : R733 257 per annum (Level 11) (All-Inclusive Remuneration Package)
- CENTRE** : Mavambe Secure Care Centre
- REQUIREMENTS** : An Appropriate Bachelor’s degree or equivalent qualification at NQF level 06. Minimum experience of three (03) years’ experience in Management. A valid driver’s licence (with the exception of persons with disabilities). Core and Process Competencies: Strategic capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Computer Literacy, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and customer Focus, Communication. Knowledge And Skills: Knowledge of legislative framework governing the public service. Sufficient knowledge of programmes offered in the secure care centres. Public Service Knowledge, Negotiation, policy formulation and Analytic thinking. Experience in secure care environment will be an added advantage.
- DUTIES** : Develop business plan in line with the strategic objectives of the department. Provide leadership and management at the centre. Provide comprehensive children services according to Children’s Act and Child Justice Act. Manage provision of social, emotional and psychological care services. Provide human resource management and development. Manage health care services. Manage resources [human, physical and financial]. Overall management of administration at the Institution. Promote inter-sectoral and interdepartmental partnerships. Promote linkages between the facility, community and private sector. Monitor the implementation of secure care programmes for children and youth admitted in the centre. Ensure that statutory process in terms of admission and discharge of children are adhered to. Management of child and youth care information management system (CYCA).
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.
- POST 45/122** : **PSYCHOLOGIST (CLINICAL): GRADE 1 REF NO: DSD/2019/51**
- SALARY** : R713 361 per annum
- CENTRE** : Polokwane Welfare Complex
- REQUIREMENTS** : Qualifications and competencies: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist in Clinical Psychology. A valid driver’s licence (with the exception of persons with disabilities).The successful candidate will also serve other institutions in case assessment. Knowledge and Skills: Knowledge of the Public Service, Health and Social Assistance Legislation. Knowledge of Medical Practices and Guidelines. Experience in secure care environment will be an added advantage.
- DUTIES** : Perform medical case assessment. Coordinate and facilitate the referral process for obtaining medical opinions. Assist in monitoring and supporting the medical adjudication process. Prepare reports. Liaise with medical and health professionals. Assist in rendering management functions including Human Resource, Financial and Risk Management functions. After hours clinical participation in the call roster. Management of child and youth care information management system (CYCA).

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.

POST 45/123 : **SOCIAL WORK SUPERVISOR: GRADE 1 REF NO: DSD/2019/52**

SALARY : R384 288 per annum
CENTRE : Polokwane Secure Care Centre (X1 Post)
Mavambe Secure Care Centre (X1 Post)

REQUIREMENTS : Qualifications and competencies: Recognized Bachelor's degree in Social Work. A minimum experience of seven (07) years in social work after registration as a social worker with the South African Council for Social Service Professions. Registration with the South African Council for Social Service Professions (SACSSP). A valid driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment. Experience in secure care environment will be an added advantage.

DUTIES : Ensure that social work services with regard to the care, support, protection and development of children and youth in the centre are provided. Ensure service compliance to norms and standards governing secure care centres. Supervise and advise social workers and social auxiliary workers. Coordinate and manage all relevant programmes in the centre. Monitor the implementation of secure care programmes for children and youth admitted in the centre. Rendering administration support. Management of child and youth care information management system (CYCA).

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.

POST 45/124 : **CLINICAL NURSE PRACTITIONER REF NO: DSD/2019/53 (X1 POST)**

SALARY : Grade 1: R383 9226 per annum
CENTRE : Polokwane Welfare Complex
REQUIREMENTS : Basic R425 qualification i.e. Diploma/Degree in Nursing or equivalent qualification. Current registration with the South African Nursing Council as a professional nurse. A valid driver's licence (with the exception of persons with disabilities). Knowledge And Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, OHSA, Patient Right Charter etc. Good communication skills. Report writing skills. Facilitation skills. Liaison and networking skills. Information management. Computer literacy. Experience in secure care environment will be an added advantage.

DUTIES : Provide nursing and occupational therapy services to children and youth in the centre, Provide direction and supervision of nursing services in the centre for the implementation of the Nursing plan (Clinical practice and quality patient care) Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to the nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Patient transfer to other health facilities. Management of child and youth care information management system (CYCA).

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.

POST 45/125 : **ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: DSD/2019/54**

SALARY : R376 596 per annum, (Level 09)
CENTRE : Polokwane Welfare Complex
REQUIREMENTS : Qualifications and Competencies: An appropriate Bachelor's degree or equivalent qualification. A valid driver's licence (with the exception of persons with disabilities). A minimum of 3-5 experience in one or more of the following field: Human Resource Management, Fleet Management, Human Resource

- Development and Planning and Labour Relations: Knowledge And Skills: Sound and in-depth knowledge of relevant prescripts, and application of human resources, Human Resource Development, Labour Relations as well as understanding of the legislative framework governing the Public Service such as Basic Condition of Employment Act, Promotion of Access to information Act, Public Service Regulation, Public Service Act, Labour Relations Act etc. Leadership skills. Time management. Co-ordination skills. Change and knowledge management. Facilitation skills. Good communication skills. Problem solving skills. People management skills. Policy analysis and development.
- DUTIES** : Develop the business plan in line with the strategic objectives of the complex corporate services. Manage and co-ordinate Human Resource Management processes. Manage and co-ordinate the Human Resource Development and Planning processes. Manage and co-ordinate labour relations. Manage and ensure effective and efficient logistical services. Ensure effective and efficient management of fleet.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.
- POST 45/126** : **OCCUPATIONAL THERAPIST: GRADE 1 REF NO: DSD/2019/55**
- SALARY** : R317 976 per annum
CENTRE : Polokwane Welfare Complex (X1 Post)
Mavambe Secure Care Centre (X1 Post)
- REQUIREMENTS** : Qualifications and competencies: An Appropriate Bachelor's degree in Occupational Therapy. Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience in Psychiatry will be an added advantage. Experience in secure care environment will be an added advantage. A valid driver's licence. Knowledge And Skills: Knowledge of legal framework governing the Public Service. Interpretation of policies. Computer literacy. Good verbal and written communication. Experience in secure care environment will be an added advantage.
- DUTIES** : Render occupational therapy services in allocated areas of work that comply with the norms and standards as indicated by health policies. Assessment and treatment of patients in allocated work. Management of child and youth care information management system (CYCA).
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.
- POST 45/127** : **SENIOR ADMIN OFFICER: SUPPORT SERVICES REF NO: DSD/2019/56 (X1 POST)**
- SALARY** : R316 791 per annum (Level 08)
CENTRE : Mavambe Secure Care Centre
- REQUIREMENTS** : Qualifications and competencies: An Appropriate Bachelor's degree or equivalent qualification at NQF level 06. Minimum experience of two (02) years' experience in administration. Knowledge And Skills: Interpersonal relations. Good understanding of office administration. Computer Skills. Good communication skills. Financial management skills. Experience in secure care environment will be an added advantage.
- DUTIES** : provide administrative support, provide Human Resource Practice and administration, Co-ordinate catering services. Coordinate laundry services. Coordinate record management support. Render auxiliary services.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.
- POST 45/128** : **SOCIAL WORKER REF NO: DSD/2019/58**
- SALARY** : Grade 1: R257 592 per annum
CENTRE : Polokwane Secure Care Centre (X4 Posts)
Mavambe Secure Care Centre (X3 Posts)
- REQUIREMENTS** : An appropriate Bachelor's Degree in Social Work or equivalent qualification as recognized by SAQA. Current registration with the South African Council for Social Service Professions [SACSSP]. A valid driver's licence (with the

- exception of persons with disabilities). Knowledge and skills: Knowledge and understanding of human behaviour, social systems and skills to intervene at a point where people interact with their environment in order to promote their well-being. Knowledge of programme and project management skills. Information and knowledge management skills. People management and empowerment skills. Communication and coordination skills. Computer literacy. Experience in secure care environment will be an added advantage.
- DUTIES** : Render an advanced and specialized social work services with regard to care, protection and development of children and youth in the centre. Provide pre and post court counselling. Facilitate group work. Provide individual and group counselling. Conduct advanced and specialized assessment aimed at identifying condition and justify relevant intervention. Implement the recommendations on the appropriate intervention required to address the needs and provide continuous support. Produce and maintain records of social work interventions, processes and outcomes. Undertake social work research and development, contribute to and assist with the development of policies. Perform all the administrative functions required of the job. Management of child and youth care information management system (CYCA).
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.
- POST 45/129** : **PROFESSIONAL NURSE REF NO: DSD/2019/57 (X1 POST)**
- SALARY** : Grade 1: R256 905 per annum
CENTRE : Mavambe Secure Care Centre
REQUIREMENTS : Basic R425 qualification i.e. Diploma/Degree in Nursing or equivalent qualification. Current registration with the South African Nursing Council as a professional nurse. Knowledge And Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, OHSA, Patient Right Charter etc. Good communication skills. Report writing skills. Facilitation skills. Liaison and networking skills. Information management. Computer literacy. Experience in secure care environment will be an added advantage.
- DUTIES** : Provide nursing and occupational therapy services to children and youth in the centre, Provide direction and supervision of nursing services in the centre for the implementation of the Nursing plan [Clinical practice and quality patient care]. Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to the nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Patient transfer to other health facilities. Management of child and youth care information management system (CYCA).
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.
- POST 45/130** : **CHILD AND YOUTH CARE SUPERVISOR REF NO: DSD/2019/59**
- SALARY** : Grade1: R199 188 per annum
CENTRE : Polokwane Secure Care Centre (X1 Post)
Mavambe Secure Care Centre (X1 Post)
REQUIREMENTS : Qualifications and competencies: An appropriate recognised NQF level 4 (Grade 12) or relevant qualification and Basic qualification in Child Care. A minimum of 10 years appropriate experience in child and youth care work after obtaining the required qualification. Knowledge And Skills: Knowledge and understanding of the legislative framework (Children’s act, Child Care Act, Child Justice Act) governing the Secure Care Centres. Good communication and listening skills, Ability to intervene and resolve conflict, Good time keeping, Ability to maintain confidentiality. Ability to work with children in conflict with the law. Knowledge of the rules and procedures of the secure care centre. Experience in secure care environment will be an added advantage.
- DUTIES** : Facilitate and supervise (Secure), the caring for and life space interventions of children and youth. Participate in the multi-disciplinary team. Supervise staff to ensure an effective care services. Perform clerical/administration functions,

- keep up to date with new developments in the child and youth care field.
Management of child and youth care information management system (CYCA).
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.
- POST 45/131** : **ARTISAN: GENERAL MAINTENANCE GRADE A REF NO: DSD/2019/60**
- SALARY** : R190 653 per annum
CENTRE : Mavambe Secure Care Centre (X1 Post)
REQUIREMENTS : Qualifications and competencies: An appropriate Trade Test Certificate. A valid driver's licence. Experience in planning, design and construction Knowledge and Skills: Knowledge and understanding of the legislative framework governing the public service. Proven ability and exposure to working with multidisciplinary teams. Computer literacy. Report writing skills. Knowledge of building regulations.
- DUTIES** : Provide planning and coordination of facility development and maintenance. Manage and coordinate the implementation of contracts. Quality control and statutory inspections. Monitor the performance of the multidisciplinary teams at various capital projects and post construction maintenance on physical facilities. Development, advice and monitor the implementation of maintenance policies. Provide technical progress report on projects.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.
- POST 45/132** : **HRM CLERK REF NO: DSD/63 (X1 POST)**
- SALARY** : R173 703 per annum (Level 05)
CENTRE : Mavambe Secure Care Centre
REQUIREMENTS : Qualifications and competencies: Grade 12 or equivalent qualification. Bachelor's degree or equivalent qualification in Human Resource Management will be an added advantage. Knowledge and Skills: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.
- DUTIES** : Render recruitment and selection services. Render conditions of service and benefits. Implement the Performance Management and Development System. Assist and give support to line functions on human resource management issues.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.
- POST 45/133** : **ADMIN CLERK REF NO: DSD/2019/64 (X1 POST)**
- SALARY** : R173 703 per annum, (Level 05)
CENTRE : Mavambe Secure Care Centre
REQUIREMENTS : Qualifications and competencies: Grade 12 or equivalent qualification. Knowledge and Skills: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.
- DUTIES** : Rendering a variety of administrative duties. Admission and discharge of children. Assist in collecting statistics. Intake client information. Filing of records. Updating client register. Management of child and youth care information management system (CYCA).
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.
- POST 45/134** : **ACCOUNTING CLERK REF NO: DSD/2019/65 (X2 POSTS)**
- SALARY** : R173 703 per annum (Level 05)
CENTRE : Mavambe Secure Care Centre
REQUIREMENTS : Qualifications and competencies: Grade 12 or equivalent qualification. Knowledge and Skills: Understanding of PFMA. Stores administration, Procurement procedures. Controlling of stock, Computer skills, Knowledge of Logis and BAS.

- DUTIES** : Safe keeping stores of goods. Conducting stock taking. Monitoring access control stores, Conduct asset verification. Procurement of goods.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.
- POST 45/135** : **STAFF NURSE REF NO: DSD/2019/61**
- SALARY CENTRE** : Grade 1: R171 381 per annum
: Polokwane Secure Care Centre (X1 Post)
: Mavambe Secure Care Centre (X2 Posts)
- REQUIREMENTS** : Qualification that allows registration with the South African Nursing Council (SANC). Certificate for enrolled nurse. Knowledge and Skills: Computer Literacy. Report writing skills. Basic nursing skills. Knowledge of legal framework governing the public service. Knowledge of laws governing the profession. Experience in secure care environment will be an added advantage.
- DUTIES** : Implement nursing care with the scope of practice for enrolled nurses. Report writing and updating client register. Filing of records.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.
- POST 45/136** : **CHILD AND YOUTH CARE TEAM LEADER REF NO: DSD/2019/62**
- SALARY CENTRE** : Grade 1: R157 245 per annum
: Polokwane Welfare Complex (X9 Posts)
: Mavambe Secure Care Centre (X3 Posts)
- REQUIREMENTS** : Qualifications and competencies: An appropriate recognised NQF level 4 (Grade 12) or relevant qualification and Basic qualification in Child Care. A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification. Knowledge And Skills: Knowledge and understanding of the legislative framework (Children's act, Child Care Act, Child Justice Act) governing the Secure Care Centres. Good communication and listening skills, Ability to intervene and resolve conflict, Good time keeping, Ability to maintain confidentiality. Experience in secure care environment will be an added advantage.
- DUTIES** : Implementation of planned activities, developmental and therapeutic programmes. Accompany and follow-up on planned and developmental therapeutic programmes. Serve as a team leader for child and youth care workers during shift. Undertake inspections during a shift and report on incidents and problems identified. Perform administrative work relevant to the job.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.
- POST 45/137** : **SOCIAL AUXILIARY WORKER REF NO: DSD/2019/66 (X2 POSTS)**
- SALARY CENTRE** : Grade 1: R148 215 per annum
: Mavambe Secure Care Centre
- REQUIREMENTS** : Registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker Knowledge and Skills: Demonstrate basic understanding of the South African Social Welfare context, the policy and practice of developmental social welfare services and the role of social auxiliary worker within this context. Reflect values and principles contained in the Bill of Rights and the social work profession's Code of Ethics. Basic understanding of the South African judicial system and the legislation governing and impacting on social auxiliary work and social work. Knowledge and understanding of human behaviour, relationship system and social issues. Good record keeping. Communication and coordination skills. Computer literacy. Experience in secure care environment will be an added advantage.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of children and youth in the centre. Keep abreast with new developments in the social work and social services field. Perform administrative support functions in support of social workers as required of the job.

- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.
- POST 45/138** : **FOOD SERVICE SUPERVISOR REF NO: DSD/2019/67 (X1 POST)**
- SALARY** : R145 281 per annum (Level 04)
CENTRE : Mavambe Secure Care Centre
REQUIREMENTS : Qualifications and competencies: Grade 12 or equivalent qualification. Experience in food service. Knowledge And Skills: Computer literacy. Good communication skills. Interpersonal skills.
- DUTIES** : Provide high quality nutritious food to clients. Maintain good hygiene and safety practices. Assist in the management of funds allocated to the section. Manage resources [Physical and Human].
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.
- POST 45/139** : **TELECOM OPERATOR REF NO: DSD/2019/68**
- SALARY** : R145 281 per annum (Level 04)
CENTRE : Polokwane Welfare Complex (X1 Post)
Mavambe Secure Care Centre (X1 Post)
REQUIREMENTS : Qualifications and competencies: Grade 12 or equivalent qualification. Knowledge And Skills: Computer literacy. Good communication skills. Interpersonal skills.
- DUTIES** : Receiving incoming and outgoing calls. Administer requisition forms and respond to queries. Transfer calls to relevant extensions. Take message and refer to the relevant person.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.
- POST 45/140** : **DATA CAPTURE REF NO: DSD/2019/69 (X1 POST)**
- SALARY** : R145 281 per annum (Level 04)
CENTRE : Polokwane Welfare Complex
REQUIREMENTS : Qualifications and competencies: Grade 12 or equivalent qualification. Knowledge and Skills: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.
- DUTIES** : Assist with the capturing of data in the Departmental online reporting system. Gather and conduct data quality checks. Maintain and compile weekly, monthly, quarterly and annual statistics reports. Management of child and youth care information management system (CYCA).
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.
- POST 45/141** : **CHILD AND YOUTH CARE WORKER REF NO: DSD/2019/70**
- SALARY** : Grade1: R140 958 per annum
CENTRE : Polokwane Welfare Complex (X62 posts)
Mavambe Secure Care Centre (X36 Posts)
REQUIREMENTS : Qualifications and competencies: An appropriate recognised NQF level 4 (Grade 12) or relevant qualification and Basic qualification in Child Care. Knowledge And Skills: Knowledge and understanding of the legislative framework (Children's act, Child Care Act, Child Justice Act) governing the Secure Care Centres. Good communication skills, Good interpersonal relationships, Ability to handle pressure. Honesty and confidentiality, customer care skills. Experience in secure care environment will be an added advantage.
- DUTIES** : Receive children and youth to the care facility after admission. Provide orientation of the child to the centre. Provide care and development of children and youth where their needs are protected. Ensure that children/ youth receive medical services. Facilitate the independent living and recreational programmes. Organise family visits and contacts. Escort children to external

		services. Assist with implementation of developmental and therapy programmes. Perform administration duties.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.
<u>POST 45/142</u>	:	<u>DRIVER REF NO: DSD/2019/71</u>
<u>SALARY CENTRE</u>	:	R122 595 per annum (Level 03)
	:	Mavambe Secure Care Centre (X1 Post)
	:	Polokwane Welfare Complex Care Centre (X2 Posts)
<u>REQUIREMENTS</u>	:	Qualifications and competencies: Junior Certificate or Std 08. A valid driver's licence. Public Driver's Permit (PDP). Knowledge And Skills: Good communication skills. Interpersonal skills.
<u>DUTIES</u>	:	Transport clients to various destinations. Collect post and documents in and out of the Institution. Responsible to take vehicles to and from merchants. Ensure cleanliness of state vehicles.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426
<u>POST 45/143</u>	:	<u>GROUNDSMAN REF NO: DSD/2019/72 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R102 534 per annum (Level 02)
	:	Mavambe Secure Care Centre
<u>REQUIREMENTS</u>	:	Qualifications and competencies: Junior Certificate or STD 08 or equivalent qualification. Ability to read and write. Knowledge And Skills: Good communication skills. Interpersonal skills.
<u>DUTIES</u>	:	Render gardening services. Use and keep all the gardening material properly. Requisition of gardening materials.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.
<u>POST 45/144</u>	:	<u>CLEANER REF NO: DSD/2019/73 (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R102 534 per annum (Level 02)
	:	Mavambe Secure Care Centre
<u>REQUIREMENTS</u>	:	Qualifications and competencies: Junior Certificate or Std 08. Knowledge and Skills: Writing skills.
<u>DUTIES</u>	:	Render cleaning services. Use and keep all cleaning goods and materials properly. Requisition of cleaning materials. Ensure infection control.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.
<u>POST 45/145</u>	:	<u>FOOD SERVICE AID REF NO: DSD/2019/74 (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R102 534 per annum (Level 02)
	:	Mavambe Secure Care Centre
<u>REQUIREMENTS</u>	:	Qualifications and competencies: junior Certificate or STD 08 or equivalent qualification. Ability to read and write. Knowledge And Skills: Good communication skills. Interpersonal skills.
<u>DUTIES</u>	:	Prepare and serve meals to children and youth. Cleaning and purification of the kitchen, canteen and equipment.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.
<u>POST 45/146</u>	:	<u>LAUNDRY AID REF NO: DSD/2019/75 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R102 534 per annum (Level 02)
	:	Mavambe Secure Care Centre
<u>REQUIREMENTS</u>	:	Qualifications and competencies: Junior Certificate or STD 08 or equivalent qualification. Ability to read and write. Knowledge And Skills: Good communication skills. Interpersonal skills.
<u>DUTIES</u>	:	Cleaning of linen clothing and textiles for the Institution.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.

WORKPLACE EXPERIENCE POSTS FOR UNEMPLOYED TECHNICAL VOCATIONAL EDUCATION AND TRAINING COLLEGE (TVET) GRADUATES

OTHER POSTS

POST 45/147 : **HUMAN RESOURCE MANAGEMENT REF NO: DSD/2019/76**

STIPEND : R2 500 per month
CENTRE : Head Office (X1 Post)
Capricorn (X1 Post)
Sekhukhune (X2 Posts)
Mopani (X1 Post)
Waterberg (X2 Posts)
Vhembe (X1 Post)
Polokwane Welfare Complex (X1 Post)

REQUIREMENTS : N6 Certificate.
ENQUIRIES : General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at 015 230 4375/4426/4315.

POST 45/148 : **MARKETING MANAGEMENT REF NO: DSD/2019/77**

STIPEND : R2 500.per month
CENTRE : Head Office (X1 Post)
REQUIREMENTS : N6 Certificate.
ENQUIRIES : General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4426/4315.

POST 45/149 : **FINANCIAL MANAGEMENT REF NO: DSD/2019/78**

STIPEND : R2 500 per month
CENTRE : Head Office (X3 Posts)
Capricorn (X2 Posts)
Sekhukhune (X1 Post)
Mopani (X1 Post)
Waterberg (X1 Post)
Vhembe (X1 Post)
Polokwane Welfare Complex (X1 Post)

REQUIREMENTS : N6 Certificate.
ENQUIRIES : General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4426/4315.

POST 45/150 : **MANAGEMENT ASSISTANT REF NO: DSD/2019/79**

STIPEND : R2 500.per month
CENTRE : Head Office (03 Posts)
Capricorn (01 Post)
Sekhukhune (01 Post)
Mopani (01 Post)
Waterberg (01 Post)
Vhembe (01 Post)
Polokwane Welfare Complex (X1 Post)

REQUIREMENTS : N6 Certificate
ENQUIRIES : General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4426/4315

POST 45/151 : **PUBLIC MANAGEMENT REF NO: DSD/2019/80**

STIPEND : R2 500 per month
CENTRE : Head Office (X1 Post)
Capricorn (X1 Post)

REQUIREMENTS
ENQUIRIES

- Sekhukhune (X1 Post)
- Mopani (X2 Posts)
- Waterberg (X1 Post)
- Vhembe (X2 Posts)
- Polokwane Welfare Complex (X1 Post)
- : N6 Certificate.
- : General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4426/4315.