

**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** : Head Office and Mavambe Secure Care Centre should be addressed to: Head of Department, Private Bag X9710, Polokwane, 0700 or submitted at 21 Biccard Street, Olympic Towers Building, Ground Floor Office 030 whereas Polokwane Secure Care centre should be addressed to Head of the Institution: Polokwane Welfare Complex, Private Bag X 9513, Polokwane, 0700 or hand delivered at Plot 303, Sterkloop, Polokwane. Applications should be submitted on the Z83 form obtainable from any Government Institution and must be accompanied by a comprehensive CV and certified copies of required qualifications and ID document.
- CLOSING DATE** : 30 December 2020@16h00
- NOTE** : Correspondence will be entered into with the shortlisted candidates only and if you do not receive any response from us within three (03) 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. 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). Please note that this is a re-advertisement, those who applied before may re-apply.

**OTHER POSTS**

- POST 28/221** : **TRAINING INSTRUCTOR: FURNITURE MAKING REF NO: DSD/2020/09**
- SALARY CENTRE** : R208 584 per annum (Level 06)  
: Polokwane Secure Care Centre (X1 Post)  
: Mavambe Secure Care Centre (X1 Post)
- REQUIREMENTS** : An appropriate N3 certificate in carpentry plus trade test or N6 certificate in carpentry or equivalent with upholstery or furniture or woodwork as a subject. Facilitator and/or assessor certificate will be an added advantage. Knowledge And Skills: Knowledge of Public Service Act, Public Service Regulation and other related legislations. Knowledge of principles and methods of curriculum and vocational design, teaching and instruction. Good communication skills, analytical skills, facilitation and presentation skills, teaching skills. Excellent planning and organizing skills.
- DUTIES** : Provide training in Furniture making. Conduct orientation for learners in and around the protective workshop. Prepare and submit lesson plans. Prepare materials for classroom activities. Facilitate lessons. Assess learners and provide feedback. Identify and report hazard in and around the protective workshop. Instruct and monitor learners in the proper and efficient usage of equipment and materials. Establish and enforce rules for behaviour and procedures for maintaining order amongst the learners. Complete and maintain daily attendance register of learners. Develop and maintain each learner portfolio of evidence. Attend and participate in the stakeholder meeting.
- 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 4315/4375/4426

<b><u>POST 28/222</u></b>	:	<b><u>TRAINING INSTRUCTOR: SEWING REF NO: DSD/2020/10</u></b>
<b><u>SALARY CENTRE</u></b>	:	R208 584 per annum (Level 06) Polokwane Secure Care Centre (X1 Post) Mavambe Secure Care Centre (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	An appropriate N3 certificate in Clothing production plus trade test or N6 certificate in Clothing production or equivalent appropriate qualification. Facilitator and/or assessor certificate will be an added advantage. Knowledge And Skills: Knowledge of Public Service Act, Public Service Regulation and other related legislations. Knowledge of principles and methods of curriculum and vocational design, teaching and instruction. Good communication skills, analytical skills, facilitation and presentation skills, teaching skills. Excellent planning and organizing skills.
<b><u>DUTIES</u></b>	:	Provide training in Sewing. Conduct orientation for leaners in and around the protective workshop. Prepare and submit lesson plans. Prepare materials for classroom activities. Facilitate lessons. Assess leaners and provide feedback. Identify and report hazard in and around the protective workshop. Instruct and monitor leaners in the proper and efficient usage of equipment and materials. Establish and enforce rules for behaviour and procedures for maintaining order amongst the leaners. Complete and maintain daily attendance register of leaners. Develop and maintain each learner portfolio of evidence Attend and participate in the stakeholder meeting.
<b><u>ENQUIRIES</u></b>	:	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 4315/4375/4426
<b><u>POST 28/223</u></b>	:	<b><u>TRAINING INSTRUCTOR: WELDING REF NO: DSD/2020/11 (X1 POST)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R208 584 per annum (Level 06) Polokwane Secure Care Centre
<b><u>REQUIREMENTS</u></b>	:	An appropriate N3 Certificate in welding plus trade test or N6 certificate in welding or equivalent qualification. Facilitator and/or assessor certificate will be an added advantage. Knowledge And Skills: Knowledge of Public Service Act, Public Service Regulation and other related legislations. Knowledge of principles and methods of curriculum and vocational design, teaching and instruction. Good communication skills, analytical skills, facilitation and presentation skills, teaching skills. Excellent planning and organizing skills.
<b><u>DUTIES</u></b>	:	Provide training in welding. Conduct orientation for leaners in and around the protective workshop. Prepare and submit lesson plans. Prepare materials for classroom activities. Facilitate lessons. Assess leaners and provide feedback. Identify and report hazard in and around the protective workshop. Instruct and monitor leaners in the proper and efficient usage of equipment and materials. Establish and enforce rules for behaviour and procedures for maintaining order amongst the leaners. Complete and maintain daily attendance register of leaners. Develop and maintain each learner portfolio of evidence. Attend and participate in the stakeholder meeting.
<b><u>ENQUIRIES</u></b>	:	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 4315/4375/4426
<b><u>POST 28/224</u></b>	:	<b><u>TRAINING INSTRUCTOR: BRICKLAYING REF NO: DSD/2020/12 (X1 POST)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R208 584 per annum (Level 06) Mavambe Secure Care Centre
<b><u>REQUIREMENTS</u></b>	:	An appropriate N3 certificate in Building or Bricklaying plus trade test or N6 certificate in Building or Bricklaying or equivalent qualification. Facilitator and/or assessor certificate will be an added advantage. Knowledge And Skills: Knowledge of Public Service Act, Public Service Regulation and other related legislations. Knowledge of principles and methods of curriculum and vocational design, teaching and instruction. Good communication skills, analytical skills, facilitation and presentation skills, teaching skills. Excellent planning and organizing skills.

- DUTIES** : Provide training in Bricklaying. Conduct orientation for leaners in and around the protective workshop. Prepare and submit lesson plans. Prepare materials for classroom activities. Facilitate lessons. Assess leaners and provide feedback. Identify and report hazard in and around the protective workshop. Instruct and monitor leaners in the proper and efficient usage of equipment and materials. Establish and enforce rules for behaviour and procedures for maintaining order amongst the leaners. Complete and maintain daily attendance register of leaners. Develop and maintain each learner portfolio of evidence. Attend and participate in the stakeholder meeting.
- 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 4315/4375/4426
- POST 28/225** : **RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: DSD/2020/08**  
(3 Year Contract)
- SALARY** : Prescribed Rates by National Treasury remuneration on Non-official members (Commission & Committees of Enquiry and Audit Committees)
- CENTRE** : Head Office
- REQUIREMENTS** : A post graduate qualification in Risk Management/ Audit/ Finance. CIA/ CASA/ MBA/ MBL within the Risk environment will be an added advantage. 5 – 10 years' experience in Risk Management, Finance, Auditing, Legal environment. Knowledge and understanding of legislation (PFMA, COSO, PSRMF, GRAP, GAAP, Treasury Regulations and relevant legislation and practice notes). A valid driver's license. (Inclusive of those expired during Lockdown) Knowledge: Skills And Competencies: Proven track record in chairing high level meetings. An inquisitive personality within reasonable level of probing, analytical reasoning abilities. Candidate must not be a government employee.
- DUTIES** : The candidate will chair the Department's Risk Management Committee and discharge its responsibilities as set out in the Risk Management charter. Compile reports to the Accounting Officer. Review and monitor the implementation of risk management framework, policy, charter and strategy within the Department. Review the risk management action plans to be instituted and ensure compliance with such plans. Ensure integration of risk management into planning, monitoring and reporting processes. Provide advice/ guidance on setting risk appetite and review risk appetite and tolerance levels. Ensure compliance to statutory requirement and risk management best practices.
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