

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF SOCIAL DEVELOPMENT



APPLICATIONS

: Applications should be addressed to various institution as per the applicant's need:

Mangaung Metro: Please forward your application quoting the relevant reference number, Department of Social Development, P.O. Box 695, Bloemfontein, 9300 or hand deliver to Department of Social Development, Shop No:46, Lemo Mall, Dr Belcher Road, Bloemfontein, 9301 or Email to Recruitment.mangaung@fssocdev.gov.za

Lejweleputswa: Please forward your application quoting the relevant reference number hand deliver to Department of Social Development Macholo Building, 05 Elizabeth Street, Welkom, 9460 or Email to Recruitment.lejweleputswa@fssocdev.gov.za

Thabo Mofutsanyana: Please forward your application quoting the relevant reference number, Department of Social Development, Corner of Moremoholo & Setai Street, Old FDC Building, Setsing, 9870 or Email to Recruitment.tmfutsanyana@fssocdev.gov.za

Fezile Dabi District: Please forward your application quoting the relevant reference number, P.O. Box1122, Kroonstad, 9595 or hand deliver to Department of Social Development, KGI Building, 20 Cross Street, Kroonstad or Email to Recruitment.Fdabi@fssocdev.gov.za

Xhariep District: Please forward your application quoting the relevant reference number, Department of Social Development, 15 Dawid Street Trompsburg 9913 or Email to Recruitment.Xhariep@fssocdev.gov.za

Thekolohelong Welfare Centre and Boiketlong Old Age Home: Please forward your application quoting the relevant reference number, The Department of Social Development, Private Bag x 20616, Bloemfontein 9300. Attention Ms. M.V. Mophethe – Human Resource Management (Recruitment Section) Old Standard Bank Building, or place applications in an application box at Cnr Charlotte Maxeke and West Burger Street, Old Standard Bank Building, Bloemfontein or Email to Recruitment@fssocdev.gov.za

CLOSING DATE

: 21 February 2025

NOTE

: Applications must be submitted on a duly complete New Z83 form (effective 01January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Please ensure that the specific reference number is quoted correctly. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply.

OTHER POSTS

- POST 05/79** : **ASSISTANT MANAGER NURSING REF NO: DSDFS 12/25 (X1 POST)**
- SALARY** : R656 964- R686 211 per annum
CENTRE : Thekolohelong Welfare Centre
REQUIREMENTS : Appropriate Bachelor's Degree / Diploma in Nursing or equivalent qualification, Community Development Certificate (NQF Level 5) Registration with SANC as Professional Nurse. A minimum of 8 appropriate / recognizable experience in nursing as Professional Nurse with the SANC in General Nursing. At least 3 years of that period referred to above must be appropriate recognizable experience at management level. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial policies and practices, Demonstrate a basic understanding of the legislative framework governing the public service.
- DUTIES** : Ensure that the clinical nursing practice by the nursing team (area/facility) is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility, Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility. Provide a holistic nursing care to service users. Ensure effective and efficient utilisation of resources. Advocacy and promotion of Nursing ethos and Professionalism.
- ENQUIRIES** : Ms B Jikeka: Acting Centre Manager at 066 485 9596
- POST 05/80** : **PROFESSIONAL NURSE GRADE 1-3 (GENERAL NURSING – PN-A1) REF NO: DSDFS 11/25 (X1 POST)**
- SALARY** : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum
CENTRE : Boiketlong Old Age Home
REQUIREMENTS : Appropriate National Diploma/Degree in Nursing. Current registration with the South African Nursing Council. Candidates are expected to have the recognizable applicable experience as determined by the OSD in terms of the different grades. Experience: **Grade 1:** No experience, **Grade 2:** A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. **Grade 3:** Experience: A minimum of 20 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. NB: Certificates of service from current and previous employers and signed by Human resource department will be required when shortlisted on or before the interview. Know nursing care processes and procedures, nursing statutes and other applicable legislations. The candidate must have good communication skills, both verbal and written and able to work in a team. Candidate must have good ethical practice and a caring attitude. Manage workplace discipline and have an in-depth knowledge and understanding of Batho-Pele principles.
- DUTIES** : Provision of supervision for the implementation of the nursing plan (clinical practice/quality patient care) Implement standards, practices, criteria and indicators for quality nursing (quality of practice), Practice nursing and health care in accordance with the laws and regulations relevant to nursing health care, Utilize human, material and physical resources efficiently and effectively, Material and Physical Resources.
- ENQUIRIES** : Boiketlong Old Age Home: Centre Manager: Mr. NS Tyobeka at 063 236 8558
- POST 05/81** : **SOCIAL AUXILIARY WORKER GRADE 1 (X34 POSTS)**
- SALARY** : R182 913 per annum, (plus benefits), (OSD salary package)
CENTRE : Mangaung District, Thaba Nchu Office, X1 Post (Ref No: DSDFS 06/25)
Lejweleputswa District, X8 Posts: Welkom Office X6 Posts, Boshof Office X2 Posts (Ref No: DSDFS 07/25)
Thabo Mofutsanyana District, X17 Posts: FDC Office X3 Posts, Bethlehem Office X4 Posts, Vrede Office X4 Posts, Ficksburg Office X6 Posts: (Ref No: DSDFS 08/25)
Fezile Dabi District, X4 Posts: Sasolburg Office X4 (Ref No: DSDFS 09/25)
Xhariep District, X4 Posts: Smithfield Office X2 Posts, Jagersfontein Office X1 Post, Koffiefontein Office X1 Post: Ref No: DSDFS 10/25

<u>REQUIREMENTS</u>	:	An appropriate recognised NQF level 4 (Grade 12) or equivalent qualification and Social Auxiliary Certificate. Current registration with the South African Council for Social Service Professions [SACSSP]. Knowledge and Skills: Demonstrate basic understanding of the South African social welfare context, the policy and Bethlehem Office practice of developmental social welfare services and the role of social auxiliary worker within this context. Define and demonstrate understanding of the purpose of social auxiliary work and the role and functions of a social auxiliary worker in relation to a social worker within the South African context. Consistently reflect the values and principles contained in the Bill of Rights and the social work profession's Code of Ethics in service delivery as a social auxiliary worker. Demonstrate a basic understanding of the South African judicial system and the legislation governing and impacting on social auxiliary work and social work. Demonstrate a basic understanding of human behaviour, relationship system and social issues. Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems. Use appropriate resources in service delivery to client systems. Work effectively with social workers and members of multi-sectoral teams in social service delivery. Work effectively as a social auxiliary worker to address the special needs and problems experienced by at least 3 of the priority focus groups in the social welfare. Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately. Provide an efficient research and administrative support service to the social worker. Demonstrate basic knowledge of financial matters related to social auxiliary work. Demonstrate self-awareness regarding personal capacities, attitudes and skills and a willingness to develop them further under the supervision of a social worker.
<u>DUTIES</u>	:	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 vulnerable individuals, groups, families and communities through the relevant departmental programmes. Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form. 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.
<u>ENQUIRIES</u>	:	Mangaung District: Ms M. Phori at 071 864 5734 Lejweleputswa District: Mr Maleme at 071 853 8481 Thabo Mofutsanyana District: Ms P Litabe at 066 486 6749 Fezile Dabi District: Ms M Martins: 083 443 8343 Xhariep District: Mr T Mjacu at 062 464 8445
<u>POST 05/82</u>	:	<u>ASSISTANT COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 (X65 POSTS)</u>
<u>SALARY CENTRE</u>	:	R174 711 per annum, (plus benefits), (OSD salary package) : Mangaung District , X21 Posts: Limo Office X8 Posts, Thaba Nchu Office X7 Posts, Botshabelo Office X6 Posts: (Ref No: DSDFS 01/25) Lejweleputswa District , X7 Posts: Welkom Office X5 Posts, Boshof X2 Posts: (Ref No: DSDFS 02/25) Thabo Mofutsanyana District , X13 Posts: Bethlehem Office X9 Posts, FDC Office X4 Posts: (Ref No: DSDFS 03/25) Fezile Dabi District , X19 Posts: Sasolburg Office X3 Posts, Frankford Office X7 Posts, Kroonstad Office X9 Posts: (Ref No: DSDFS 04/25) Xhariep District , X5 Posts: Smithfield Office X3 Posts, Jagersfontein Office X1 Post, Koffiefontein Office X1 Post: (Ref No: DSDFS 05/25)
<u>REQUIREMENTS</u>	:	Grade 12 qualification, Community Development Certificate (NQF Level 5). Basic knowledge of community development/work, attitudes, and values for the engagement in the social development of communities. The ability and competence to interact with community development structures. The understanding social dynamics of communities. Communication skills.
<u>DUTIES</u>	:	Assist in the identification and facilitation in the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. This would, inter alia, include the following: Establishment of social relationships: Delimit/scoping the community, gain their trust and get to know the current community services, service delivery blockages, resources, and the state of the community. Community and Households Profiling: Assess the community's structures, households need,

background information including historical, needs profile, resources, and strengths. Strengthen and build structures that can assist in this regard. Planning and prioritization: Facilitate the planning and prioritization of the activities required to develop the community by formulating goals and objectives, assessing the available resources, set time frames and compile budgets. Support communities and perform administrative support on community development and related activities. This would, inter alia, entail the following: Assist with the liaison, co-ordination and monitoring of projects and other community development ventures and report on the progress thereof. Assist with the application of the registration of emerging local structures such as Non-Profit Organisations (NPOs) with the Department of Social Development and other appropriate authorities. Assist to monitor NPOs to ensure that they are in compliance with the NPO and PFMA Acts. Provide assistance to facilitate, coordinate and participate in various awareness campaigns, and public aimed at educating communities and other stakeholders on self-empowerment.

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