

**PROVINCIAL ADMINISTRATION: LIMPOPO
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications, quoting relevant reference and name of Department, should be forwarded as follows: Director: HRM Coordination, Office of the Premier, Private Bag X9483, Polokwane, 0600 or Hand delivered to the Office of the Premier, No. 40 Hans Van Rensburg Street, Mowaneng Building, Office No. A013, General Records (Registry), Ground Floor. Applicants should apply through the following website <https://erecruitment.limpopo.gov.za>. The application on eRecruitment system should be accompanied by recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates). Failure to attach updated CV will result in the application not being considered/disqualification.
- FOR ATTENTION** : Mr. Junior Maboya / Ms. Moipone Mathole / Ms. Maria Mashitola
- CLOSING DATE** : 29 May 2026
- NOTE** : Applications must be submitted on new Z83 form, (updated version that come into effect on 1 January 2021), obtainable from any Public Service Department or on the internet at www.labour.gov.za / www.gov.za/documents and must only be accompanied by a detailed Curriculum Vitae (CV), applicants are requested to complete the Z83 form properly and in full. Only shortlisted candidates will be required to submit certified copies of qualification(s) and other related documents on, or before the day of the interview following an invitation from The Office to attend an interview, such as qualification(s) and other related document(s) should be in line with the requirements of the advertisement. For advertised Senior Management Services (SMS) posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela programme (SMS Pre-Entry Programme) offered by the National School of Governance (NSG) which can be accessed via following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Qualification certificates MUST not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted, or hand delivered timeously. Candidates who possess foreign qualifications and/or short course certificate must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates will be appointed on a probation period of 12 months. The successful candidate will be subjected to a security clearance. The successful candidate must be willing to sign an oath of secrecy with the Department. The successful candidate will be expected to enter into a performance agreement with the Director General. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts. The Office reserves the right not to make appointment on the advertised post. Applicants who previously applied for the re-advertised post they are encouraged to re-apply if still interested.

MANAGEMENT ECHELON

- POST 15/102** : **DEPUTY DIRECTOR GENERAL: CORPORATE MANAGEMENT REF NO: OTP/26/26/01**
Re-advert
- SALARY** : R1 813 182 per annum (Level 15)
- CENTRE** : Polokwane: Head Office
- REQUIREMENTS** : A National Senior Certificate / Grafe 12 Certificate (NQF level 4) plus NQF level 8 in Public Management / Business Management or equivalent qualification as recognised by South African Qualification Authority (SAQA). Eight (8) years of experience at a senior management level. Valid driver's licence (with the exemption of applicants with disabilities); Core and Process Competencies-

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Skills & Knowledge: Sound an in-depth knowledge of relevant prescripts, application of Human Resources as well as an understanding of the Legislative Framework governing the Public Service such as; the Public Service Amendment Act, Public Service Regulation, Public Service Administration Act, Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations, various Bargaining Council Resolutions, Skills Levy Act, Occupational Health & Safety Act, Human Resource Development Strategy, Public Finance Management Act and its regulations, Treasury Regulations, PSCBC resolutions. Negotiation Skills, Planning and Organizing, Time Management, Policy Analysis and Development, Good Communication Skills, Group Dynamics, Diversity Management, Facilitation Skills, Coordinating Skills, Computer literacy.

DUTIES

: The successful candidate will be responsible for:- Ensure effective administration support by providing Human Resource Management (HRM), Human Resource Development (HRD), Performance Management Development System (PMDS), and Employee Health and Wellness Programmes (EHW); Manage Records and Facilities; Provide Departmental Information and Communication Technology Services; Manage and coordinate the implementation of Strategic Management support; Oversee the development of management effectiveness and leadership strategy; Manage and facilitate the provision of organisational risk, security and integrity management services; Oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance in line with legislation services; Manage Protocol, Events, Premier and DG Support Service by ensuring events are well managed, oversee the management of the Official Order of Procedure; Oversee the management of Corporate Gifts and Flag Bank; Manage and facilitate the provision of Labour Relations Services and ensure that the implementation of grievance rules, Disciplinary Code and Procedure, Dispute Resolution Procedure Council and Chambers Resolutions in the office are coordinated and evaluated; Ensure that grievance, misconduct cases, dispute resolution and capacity building in the office of the premier are handled and facilitated; Monitor the coordination of public service industrial action and oversee the provision of departmental training on all labour relation matters; Ensure effective Financial Management Services.

ENQUIRIES

: Ms. Moipone Mathole Tel No: (015) 287 6360 or Mr. Junior Maboya Tel No: (015) 287 6290

DEPARTMENT OF SOCIAL DEVELOPMENT

Limpopo Department of Social Development is an equal opportunity and Affirmative Action Employer. Designed race groups, females and People with disabilities remain our target and are encouraged to apply.



APPLICATIONS

: Applicants are hereby invited to apply for the funded vacant posts as advertised. Applicants who previously applied for the re-advertised posts they are encouraged to re-apply if still interested. Applicants are encouraged to register and submit their applications through the e-Recruitment website at <https://erecruitment.limpopo.gov.za>, however, hand delivery applications are acceptable Applications should be addressed to various institution as per the applicant's need.

Head Office, Seshego Treatment Centre, Mavambe Secure Care Centre and Polokwane Welfare Complex: Applications should be directed to Head of Department, Private Bag X9710, Polokwane, 0700 or submitted at: 21 Biccard Street, Olympic Towers Building, Ground Floor, Office no 30.

Capricorn District/Sekutupu Old Age Home: The District Director, Private Bag X9709, Polokwane, 0700 or hand delivered at 34 Hans Van Rensburg Polowane.

Sekhukhune District: The District Director, Private Bag X80, Lebowakgomo, 0737 or hand delivered at Old Parliament Building Lebowakgomo.

Vhembe District: The District Director, Private Bag X5040, Thohoyandou, 0950 or hand delivered at Thohoyandou Child and Youth Care Centre, Thohoyandou Block F Punda Maria Road, Thohoyandou.

Waterberg District: The District Director, Private Bag X1051, Modimolle, 0510 or hand delivered at Cnr Elias Motswaledi & Thabo Mbeki Street, Modimolle.

Mopani District: The District Director, Private Bag X9689, Giyani, 0826 or should be hand delivered at Department of Social Development Unigaza Road Giyani Section A, 0826.

CLOSING DATE
NOTE

: 22 May 2026
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Applications must be submitted on the new Z83 application form obtained from all Government Departments or can be downloaded from www.gov.za / www.dpsa.gov.za / www.labour.gov.za. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded “No” to the question “Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? Then it is acceptable for an applicant to indicate not applicable or leave blank to the question. If yes (provide detail), “In the event that you are employed in the Public Service, will you immediately relinquish such business interest?”. Applicants may leave the following question blank if they are not in possession of such: “If your profession or occupation requires official registration, provide date and particulars of registration”. Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Applicants are not required to submit certified copies of educational qualifications, academic records, current registration with the relevant statutory body, Identity documents and a valid motor vehicle driver’s license (where required) but must submit a duly completed Z83 application for employment form, and a detailed CV. Shortlisted candidates will be required to come for an interview, at which time, certified copies of all relevant qualifications, current registration with the relevant statutory body, copy of ID and a valid motor vehicle driver’s license (where required) must be submitted. All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise and the other shall be an Integrity [Ethical Conduct], an Assessment as per Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. The successful candidate will be subjected to security clearance [Vetting] as per the Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. NB: Applicants are encouraged to comply with Practice note on the Z83 application for employment DPSA Circular 19 of 2022, Clarification regarding the completion of Z83 application DPSA circular 3 of 2025 and other related matters. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall among other determination be informed by the Employment Equity Plan of the Department. The closing date for applications is 22 May 2026. The Limpopo Department of Social Development is an equal opportunity and Affirmative Action Employer. Designed race groups, females and People with disabilities remain our target and are encouraged to apply. Correspondence will be entered into with short-listed candidates only due to a large number of applications we envisage to receive, if you have not heard from the Department within ninety (90) day from the closing date, consider your application unsuccessful. However, Faxed applications will not be considered. Recognition of experience on appointment will be considered for Social Service Professions in line with Occupational Dispensation prescripts. 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, Provincial Departments website and social media. Please note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

MANAGEMENT ECHELON

<u>POST 15/103</u>	:	<u>DISTRICT DIRECTOR (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R1 266 714 per annum (Level 13), (all-inclusive package) Waterberg District Ref No: DSD/2026/66 (X1 Post) Vhembe District Ref No: DSD/2026/67 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF 7 as recognised by SAQA. A minimum of five (05) years of proven experience at Middle / senior Managerial level. Proof of completion of SMS pre-entry programme must be submitted before appointment. Valid motor vehicle driver's license (with exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, Communication. Knowledge And Skills: Knowledge and understanding of the legislative framework governing the Public Service. Public Service Knowledge, Negotiation, Policy formulation and Analytic thinking. Report writing skills; Facilitation skills, Co-ordination skills, Liaison skills, Networking, Interpersonal skills, Leadership skills, Analytical skills.
<u>DUTIES</u>	:	Provide leadership and strategic direction in the district. Develop business plan in line with the strategic objective of the department. Develop and ensure the implementation of policies, norms and standards. Promote partnership for the delivery of primary social service. Manage Integrated Community Development Services in the District. Provide Population and Information Development Services at the District. Implement and monitor provision of Developmental Social Welfare Services at the District. Strengthen the technical capacity of the NGO's to ensure effective implementation of the programmes. Provide financial support services in accordance with the relevant directives and legislation. Manage and utilize resources in accordance with the relevant directives and legislation. Overall management of services and administration of the district. Coordination with the relevant stakeholders for provision of integrated services.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 15/104</u>	:	<u>DIRECTOR: NON-INSTITUTIONALISED HIV/AIDS AND SOCIAL RELIEF REF NO: DSD/2026/68 (X1 POST)</u>
<u>SALARY CENTRE</u>	:	R1 266 714 per annum (Level 13), (all-inclusive package)
<u>REQUIREMENTS</u>	:	Head Office Bachelor of Social Work at NQF level 7 as recognised by SAQA. Current registration with the South African Council for Social Service Professions [SACSSP]. A minimum experience of five (05) years of proven experience at Middle / Senior Managerial level. Proof of completion of SMS pre-entry programme must be submitted before appointment. Valid motor vehicle driver's license (with exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, communication. Knowledge and Skills: Experience in Social Welfare Services Programmes (HIV/AIDS, Services to Older Persons, Services to Persons with disabilities and SSP adherence to Service Standards and Norms). Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant prescripts in Social Work. In-depth knowledge of social work service delivery model. Excellent verbal and written communication skills. Knowledge of, and familiarity with various computer platforms for information, data and records management. Knowledge and understanding of Social Development mandates. Team building and strong interpersonal skills, planning, organising and people management skills and computer literacy.
<u>DUTIES</u>	:	Ensure the alignment of programmes to National and priorities policies. Monitor and ensure the implementation of the strategic plans. Set performance standards and benchmarks against which to measure achievement of programs. Align individual performance to the strategic business objectives as outlined in the Component's balance scorecard. Implement and report on strategic frameworks in the area of functional responsibility. Ensure adherence

to policies and procedures. Promote an intergraded service delivery and ensure that service delivery is in line with the strategic objectives of the Department. Oversee the development of operational plans and Standard Operating Procedures. Promote compliance to ethical social work practice and professionalism.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 15/105 : **DIRECTOR: FINANCIAL PLANNING, BUDGETING & REPORTING REF NO: DSD/2026/69 (X1 POST)**

SALARY : R1 266 714 per annum (Level 13), (all-inclusive package)

CENTRE : Head Office

REQUIREMENTS : An appropriate qualification at NQF level 7 or equivalent qualification in Financial Management / Financial Accounting / Commerce / Cost & Management Accounting/Internal Auditing or equivalent qualification as recognised by SAQA. A minimum of five (05) years of proven relevant experience at Middle/senior Managerial level. Proof of completion of SMS pre-entry programme must be submitted before appointment. Valid motor vehicle driver's license (with exception of persons with disabilities Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, Communication. Knowledge and Skills: Knowledge of PFMA & Treasury Regulations. Knowledge of public service acts and regulations. Knowledge of public sector budgeting processes and frameworks. Knowledge of public service financial management systems (BAS, PERSAL and Vulindlela). Knowledge of transfer payment regulations. Knowledge of GAAP and GRAP. Strategic financial planning. Financial reporting and analysis. Report writing. Risk management. Financial Management. Change Management.

DUTIES : Manage financial planning and budgeting processes. Manage the development and implementation of the departmental Medium-Term Expenditure Framework (MTEF) budget. Provide strategic directions on financial planning, budgeting, and reporting processes. Align financial plans with departmental strategic objectives and Annual Performance Plans (APP). Advise management on financial sustainability and fiscal risks. Manage and control budget implementation, expenditure monitoring and resource allocation. Manage the compilation of annual and adjustment budgets. Oversee the preparation of cash flow projections and revenue estimates. Coordinate budget hearings and engagements with Provincial Treasury and oversight bodies. Manage financial reporting and compliance services. Oversee the preparation of monthly, quarterly, and annual financial reports. Ensure accurate and timely submission of In-Year Monitoring (IYM) reports). Manage NGO financial support and transfer payments. Develop frameworks and guidelines for NGO financial support services. Oversee the evaluation and allocation of financial transfers to NGOs. Ensure compliance of NGOs with funding agreements and financial reporting requirements. Manage financial capacity-building initiatives for funded NGOs. Monitor revenue management and financial risk control systems. Oversee revenue management processes and reporting. Monitor revenue collection performance and implement improvement strategies. Identify and mitigate financial risks affecting the department.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

OTHER POSTS

POST 15/106 : **MANAGER: COMMUNITY DEVELOPMENT POLICY: NPO CAPACITY BUILDING & SUPPORT REF NO: DSD/2026/70 (X1 POST)**

SALARY : R1 009 512 per annum (Level: CD – B4), (all-inclusive package)

CENTRE : Head Office

REQUIREMENTS : An appropriate qualification at NQF 6 or equivalent qualification in Development Studies / Diaconiology / Social Sciences / Community Development / Sociology / Anthropology / Population Studies / Demography as recognized by SAQA. A minimum of 10 years' recognizable experience in Community Development after obtaining the required qualification. Valid motor

vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Extensive knowledge of theories and systems, skills, attitudes and values in community development to guide employees on its application. Knowledge and understanding of individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions. NPO Act and related legislation. Knowledge of Public service regulations and policies. NPO governance and compliance requirements. Departmental programmes and policies. Data management systems. Presentation and facilitation skills. Communication. Report writing. Stakeholder coordination. Monitoring and evaluation. Problem solving skills. The ability to undertake complex research. Financial management. Project Management. Policy formulation and implementation. Integrity. Professionalism. Accountability. Initiative. Teamwork.

DUTIES : Develop annual capacity building plans aligned with departmental community development priorities. Identify training needs within communities and NPOs through assessments and stakeholder consultations. Monitor and evaluate the effectiveness of training programmes and recommend improvements. Facilitate internal departmental training on community development policies and NPO sector regulations. Provide mentorship and technical support to NPOs to improve service delivery. Evaluate training outcomes and implement improvements to training methodologies. Provide guidance and support to organizations applying for NPO registration. Conduct awareness campaigns on the requirements of the Nonprofit Organizations Act, 1997. Assist organizations with amendments, renewals, and regulatory compliance requirements. Mobilise community stakeholders and NPOs to participate in special programmes and campaigns. Monitor the progress and impact of special programmes within communities. Ensure implementation of departmental policies, procedures, and regulatory frameworks.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 15/107 : **MANAGER COMMUNITY DEVELOPMENT: DEVELOPMENT & RESEARCH REF NO: DSD/2026/71 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R1 009 512 per annum (Level: CD – A11), (all-inclusive package)
: Mopani District
: An appropriate qualification at NQF 6 or equivalent in Development Studies Development Studies / Diaconiology/ Social Sciences / Community Development / Sociology / Anthropology / Population Studies / Demography as recognized by SAQA. A minimum of ten (10) years' experience in community development after obtaining the required qualification. Valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Extensive knowledge on theories and systems, skills, attitudes and values in community development to guide employees on its application. Knowledge and understanding of individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions. The ability and competence to manage community development structures and projects. The ability to influence individuals and groups to participate in their own self-empowerment venture. Presentation skills. Problem solving skills. The ability to undertake complex research. Financial management. Project Management. Computer literacy. Written and verbal communication skills. Staff management. Policy formulation and implementation. Knowledge of the Public Service Management Framework. PFMA, Labour Relation Act, etc.

DUTIES : Develop the business plan in line with the strategic objectives of the department. Manage and coordinate activities of community development. Manage & Monitor activities of service providers. Manage sustainable livelihood information. Promote inter-sectoral collaboration to ensure integrated services. Formulate and manage the component's budget against its strategic objectives. Develop, implement and maintain community development policies. Design and implement integrated development programmes that facilitate empowerment of communities towards sustainable livelihood. Manage physical, financial and human resources.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

- POST 15/108** : **ASSISTANT COMMUNITY DEVELOPMENT MANAGER GRADE 1: YOUTH & WOMEN DEVELOPMENT REF NO: DSD/2026/72 (X1 POST)**
- SALARY** : R626 454 per annum (Level CD – A9)
CENTRE : Waterberg District
REQUIREMENTS : An appropriate qualification at NQF 6 or equivalent qualification in Development Studies / Diaconiology / Social Sciences / Community Development / Sociology / Anthropology / Population Studies / Demography as recognized by SAQA. A minimum of eight (08) years' appropriate experience in Community Development after obtaining the required qualification. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge and understanding of individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions. Knowledge of community development principles. The ability and competence to manage community development structures and projects. The ability to influence individuals and groups to participate in self-empowerment ventures. The ability to undertake complex research. Problem solving and conflict resolution skills. Computer literacy. Written and verbal communication skills. Financial management. Presentation skills. Project management. Human Resource Management. Policy formulation and implementation. Knowledge of the Public Service Management Framework, e.g. PFMA, Labour Relations Act, etc.
- DUTIES** : Coordinate and develop youth empowerment programs (NYS). Provide outreach programmes for youth. Management of youth and women NPO's. development policies and strategies for youth and women empowerment.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
- POST 15/109** : **ASSISTANT COMMUNITY DEVELOPMENT MANAGER GRADE 1: NPO CAPACITY BUILDING AND SUPPORT REF NO: DSD/2026/74 (X1 POST)**
- SALARY** : R626 454 per annum (Level CD – A9)
CENTRE : Mopani District
REQUIREMENTS : An appropriate qualification at NQF 6 or equivalent qualification in Development Studies / Diaconiology / Social Sciences / Community Development / Sociology / Anthropology / Population Studies / Demography as recognized by SAQA. A minimum of eight (08) years' appropriate experience in Community Development after obtaining the required qualification. Valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge and understanding of individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions. Knowledge of community development principles. The ability and competence to manage community development structures and projects. The ability to influence individuals and groups to participate in self-empowerment ventures. The ability to undertake complex research. Problem solving and conflict resolution skills. Computer literacy. Written and verbal communication skills. Financial management. Presentation skills. Project management. Human Resource Management. Policy formulation and implementation. Knowledge of the Public Service Management Framework, e.g. PFMA, Labour Relations Act, etc.
- DUTIES** : Conduct capacity building on NPO's and internal sector specific training programmes. Facilitate NPO's registrations in line with NPO's Act. Facilitate departmental special programmes. Monitor compliance with relevant prescripts. Monitor and update district database of NPO's.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
- POST 15/110** : **SOCIAL WORK SUPERVISOR GRADE 1: VICTIM EMPOWERMENT REF NO: DSD/2026/76 (X1 POST)**
- SALARY** : R496 668 per annum (Level: SW-A8)
CENTRE : Waterberg District
REQUIREMENTS : Bachelor of Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). A minimum experience of seven (07) years in social work after registration with the SACSSP. Valid motor vehicle driver's licence. (with exception of persons with disabilities). Knowledge and Skills: Competence in Computer programs like

- excel, PowerPoint, Microsoft Teams. Knowledge and competence in implementation of SORMA, DVA, TIP ACT, and National Strategy on GBV. 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. Knowledge of NPO Governance.
- DUTIES** : Coordinate victim empowerment program. Coordinate Social welfare professional compliance and quality control. Coordinate human trafficking programmes. Supervise and advise social workers and social auxiliary workers. Conduct capacity building and skills development and enhancement.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
- POST 15/111** : **SOCIAL WORK SUPERVISOR GRADE 1: NON-INSTITUTIONALISED HIV/AIDS & SOCIAL RELIEF (X2 POSTS)**
- SALARY CENTRE** : R496 668 per annum (Level: SW-A8)
: Capricorn District Ref No: DSD/2026/77 (X1 Post)
: Mopani District Ref No: DSD/2026/78 (X1 Post)
- REQUIREMENTS** : Bachelor of Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). A minimum experience of seven (07) years in social work after registration with the SACSSP. Valid motor vehicle driver's licence. (with exception of persons with disabilities). Knowledge And Skills: Competence in Computer programs like excel, PowerPoint, Microsoft Teams. 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. Knowledge of NPO Governance.
- DUTIES** : Facilitate community Home-Based care. Facilitate capacity building programmes for relevant stakeholders. Facilitate HIV/AIDS programmes. Facilitate social relief of distress. Conduct capacity building and skills development and enhancement for social workers.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
- POST 15/112** : **SOCIAL WORK SUPERVISOR GRADE 1: CARE & SUPPORT TO FAMILIES REF NO: DSD/2025/79 (X1 POST)**
Re-advert
- SALARY CENTRE** : R496 668 per annum (Level SW-A8)
: Waterberg District
- REQUIREMENTS** : Bachelor of Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). A minimum experience of seven (07) years in social work after registration with the SACSSP. Valid motor vehicle driver's licence. (with exception of persons with disabilities). Knowledge and Skills: Competence in Computer programs like excel, PowerPoint, Microsoft Teams. 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. Knowledge of NPO Governance.
- DUTIES** : Coordinate family preservation services. Monitor and evaluate services to families. Facilitate and assess dysfunctional families.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
- POST 15/113** : **SOCIAL WORK SUPERVISOR GRADE 1 (X3 POSTS)**
- SALARY CENTRE** : R496 668 per annum, (Level: SW-A4)
: **Mopani District:**
: Lebaka One Stop Centre Ref No: DSD/2026/80 (X1 Post)
: Namakgale Local Office Ref No: DSD/2026/81 (X1 Post)
: **Vhembe District:**
: Thohoyandou One Stop Centre Ref No: DSD/2026/82 (X1 Post)

- REQUIREMENTS** : Bachelor of Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). A minimum experience of seven (07) years in social work after registration with the SACSSP. Valid motor vehicle driver's licence. (with exception of persons with disabilities). Knowledge And Skills: Competence in Computer programs like excel, PowerPoint, Microsoft Teams. 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. Knowledge of NPO Governance.
- DUTIES** : Ensure that social work services are rendered with regard to the care, support, protection and development of vulnerable individual, groups, families and communities through the relevant programmes. Ensure service compliance to norms and standards. Ensure social worker's compliance with South African Council for Social Service Professions [SACSSP] projects. Supervise and advise social workers and social auxiliary workers. Coordinate and manage all programmes including transformation of social welfare services. Rendering support and mentoring social workers. Rendering counselling to clients. Monitoring and evaluation of non-profit organisations.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
- POST 15/114** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DSD/2026/75 (X1 POST)**
- SALARY** : R487 197 per annum (Level 09)
CENTRE : Mopani District
REQUIREMENTS : Qualifications and Competencies: An appropriate undergraduate qualification at NQF level 6 in Financial Management / Supply Chain Management or equivalent qualification as recognised by SAQA. 3 - 5 years relevant experience on lower management / Supervisory level in Supply Chain Management. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Knowledge of The White Paper on the Transformation of the Public Service of 1997. Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skill. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Logis literacy.
- DUTIES** : Develop the business plan in line with the strategic objectives of the department. Manage demand and acquisition. Ensure effective assets management. Provide purchasing and stores management. Provide transport management services within the institutions. Manage financial, administrative and related functions.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434
- POST 15/115** : **COMMUNITY DEVELOPMENT SUPERVISOR GRADE 1 (X4 POSTS)**
- SALARY** : R471 330 per annum (Level:CD-A7)
CENTRE : **Waterberg District:**
Mapela Ref No: DSD/2026/83 (X1 Post)
Sekhukhune District:
Tubatse-Praktiseer One Stop Centre Ref No: DSD/2026/84 (X1 Post)
Mopani District (Re-advert):
Lebaka One Stop Centre Ref No: DSD/2016/85 (X1 Post)
Dzumeri Office Ref No: DSD/2026/86 (X1 Post)
- REQUIREMENTS** : An appropriate qualification at NQF 6 or equivalent qualification in Development Studies / Diaconiology / Social Sciences / Community Development / Sociology / Anthropology / Population Studies / Demography as recognized by SAQA. A minimum of seven (07) years' appropriate experience in Community Development after obtaining the required qualification. Valid motor vehicle driver's licence (with the exception of persons with disabilities) Knowledge and Skills: Knowledge and understanding of individual and group behaviour, inter relations within community structures, dynamics of the

community and current legislation to enable interventions. The 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. Research and report writing skills. Problem solving and conflict resolution skills. Computer literacy. Financial management. Presentation skills. Project management. People Management. Knowledge of the Public Service Management Framework, e.g. PFMA, Labour Relations Act, etc.

DUTIES : Manage community development structures and projects. Supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Supervise and support community development practitioners to ensure that there are communication and coordination with all the relevant role players, internal and external. Perform administrative support on community development and related activities. Keep up to date with the new developments in the community development field to enhance service delivery.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 15/116 : **SENIOR PROVISIONING ADMINISTRATIVE OFFICER: DEMAND & ACQUISITION MANAGEMENT REF NO: DSD/2025/87 (X1 POST)**
Re-advert

SALARY : R413 001 per annum (Level 08)
CENTRE : Head Office
REQUIREMENTS : An appropriate qualification at NQF 6 or equivalent qualifications in Financial Management / SCM / Procurement Management as recognised by SAQA. 2–3 years relevant experience. Valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Government financial systems (e.g., BAS, LOGIS). Ability to handle pressure. Conflict management. Policy analysis and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Logis literacy.

DUTIES : Facilitate the requisition of quotations. Receive approved specifications/Terms of References (TORs) for advertisement of bids and invitation of quotations. Issue out requests for quotations. Closing of the bids and price quotations. Record bids & quotations in the receipt registers and compilation of the checklists. Facilitate bid specification and evaluation processes. Compile the appointment letters for bid evaluation and specification committee members. Serve as the secretariat of the bid evaluation and specification committees. Facilitate compliance with SCM prescripts. Facilitate departmental supplier database or CSD (Central Supplier Database) interface. Request quotations from suppliers. Receive, evaluate and adjudicate quotations. Supervise the subordinates.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 15/117 : **SOCIAL WORKER GRADE 1 (X11 POSTS)**

SALARY : R338 208 per annum (Level: SW-A4)
CENTRE : **Capricorn District (X2 Posts):**
Sekutupu Old Age Home Ref No: DSD/2026/88 (X1 Post)
Lepelle-Nkumpi: Slypsteen Clinic Ref No: DSD/2026/89 (X1 Post)
Waterberg District (X4 Posts):
Lephalale-Steenbokpan Ref No: DSD/2026/90 (X1 Post)
Alma Ref No: DSD/2026/91 (X1 Post)
Rooiberg Ref No: DSD/2026/92 (X1 Post)
Thabaleshoba Ref No: DSD/2026/93 (X1 Post)
Sekhukhune District (X2 Posts):
Tubatse-Praktiseer One Stop Centre Ref No: DSD/2026/94 (X1 Post)
Makhuduthamaga-Schoonoord Ref No: DSD/2026/95 (X1 Post)
Mopani District:
Giyani Local Office Ref No: DSD/2026/96 (X1 Post)
Vhembe District (X2 Posts):

		Tshaulu One Stop Centre Ref No: DSD/2026/97 (X1 Post) Mavambe Clinic Ref No: DSD/2026/98 (X1 Post)
<u>REQUIREMENTS</u>	:	Bachelor of Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). Valid motor vehicle driver's license (with exception of persons with disabilities). Knowledge: Skills And Competencies: Knowledge and understanding of human behaviour, social system and skills to intervene at a point where people interact with their environmental 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.
<u>DUTIES</u>	:	Render social work services with regard to care, protection and development of vulnerable individuals, group, families and communities. Provide individual and group counselling. Conduct advance 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.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 15/118</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER: PURCHASING & STORES MANAGEMENT REF NO: DSD/2026/99 (X1 POST)</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Mopani District
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 6 or equivalent qualification in Financial Management/SCM /Procurement Management as recognized by SAQA as recognised by SAQA. 1 - 2 years' relevant experience. Valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analysis and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Logis literacy.
<u>DUTIES</u>	:	Develop a purchasing plan or strategy. Purchase goods and services that meet user's requirements. Ensure that contractual obligations are met. Administer the flow of orders as well as ensuring that all orders are invoiced. Receive and process requisition. Ensure that the service level agreements are met. Monitor and make quality assurance of the incoming and outgoing requisition. Ensure that requisitions are in line with the BEE as well as the South African Vendor Market Perform purchasing management services. Provide stores management services. Maintain record keeping in issuing and receiving of stock. Monitor stock-taking. Identify needs and prepare request to purchase. Ensure that stocktaking and stock counting is done appropriately. Ensure the stock take report is signed by the district head / Institution Head and all committee members and thereafter submit the report to the provincial office. Receive stock from the suppliers. Issuing of stock to customers. Coordinate disposal of damaged stock. Ensure alignment of physical stock against LOGIS.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 15/119</u>	:	<u>CHIEF REGISTRY CLERK: PERSONNEL RECORD REF NO: DSD/2026/100 (X1 POST)</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Vhembe District
<u>REQUIREMENTS</u>	:	An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. Qualifications/Certificate in Records and Archives will be an added advantage. A minimum of 3-5 years' experience in Records/Registry. A valid motor vehicle driver's licence. (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the

- DUTIES** : Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and record management service. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing and process documents for archiving and/disposal. Supervise human resources/staff.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
- POST 15/120** : **COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 (X6 POSTS)**
- SALARY CENTRE** : R289 296 per annum (Level CD- A4)
: **Capricorn District:**
Ratshatsha Ref No: DSD/2026/101 (X2 Posts)
Waterberg District (X3 Posts):
Northam Ref No: DSD/2026/102 (X1 Post)
Bela-Bela Ref No: DSD/2026/103 (X1 Post)
Modimolle-Phagameng Ref No: DSD/2026/104 (X1 Post)
Mopani District:
Mavele Clinic Ref No: DSD/2026/105 (X1 Post)
Sekhukhune District:
ATOK (MPCC) Ref No: DSD/2026/106 (X1 Post)
- REQUIREMENTS** : An appropriate qualification at NQF 6 or equivalent qualification in Development Studies / Diaconiology / Social Sciences / Community Development / Sociology / Anthropology / Population Studies / Demography as recognized by SAQA. Valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of community development work, skills, attitudes and values of communities. Knowledge and understanding of human behaviour, social systems and relevant legislations. The ability and competence to co-ordinate community development structures. The ability to influence individuals and group to participate in self-empowerment ventures. Understanding of social dynamics of communities. Knowledge and understanding of basic financial management. Presentation skills. Computer literacy. Written and verbal communication skills. Facilitation skills. Research skills. Project management.
- DUTIES** : Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Collaborate and liaise with pertinent role players and stakeholders 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 abreast of new developments in the community development field to enhance service delivery.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
- POST 15/121** : **ARTISAN (PRODUCTION) REF NO: DSD/2026/107 (X1 POST)**
- SALARY CENTRE** : Grade A: R253 341 per annum
: Vhembe District
- REQUIREMENTS** : An appropriate recognized Trade Test Certificate as recognised by SAQA. A valid motor vehicle driver's license (with exception of people with disabilities). Knowledge And Skills: Knowledge of relevant Acts and regulations. Electrical maintenance Manual. Health and safety measures. Technical analysis. Computer aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity. Self-Management. Customer focus and responsiveness. Good Communication Skills. Computer skills. Planning and organizing.
- DUTIES** : Maintain and repair of electricals in the facility. Identification of minor electrical faults. Construction of all minor electrical projects. Attend to job cards. Perform electrical related duties. Do electrical faults finding.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

<u>POST 15/122</u>	:	<u>ACCOUNTING CLERK: EXPENDITURE & ACCOUNTS REF NO: DSD/2026/108 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Waterberg District An appropriate qualification at NQF level 4(Grade 12) or equivalent qualification as recognized by SAQA. Knowledge and Skills: Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analysis and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills.
<u>DUTIES</u>	:	Archiving of payment vouchers. Process and handle payment enquiries. Attend to client's queries on payments Assist in performing creditor's reconciliation. Receive goods on the system after they have been received manually. Maintain payment register. Update the register on daily basis.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 15/123</u>	:	<u>ADMINISTRATIVE CLERK: ADMIN SUPPORT (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05) Capricorn District: Lepelle-Nkumpi: Mafefe Ref No: DSD/2026/109 (X1 Post) Mopani District Office: Maphutha Local Office Ref No: DSD/2026/110 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. Valid motor vehicle drivers' licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Report writing skills. Honesty and confidentiality, customer care skills.
<u>DUTIES</u>	:	Render general clerical support services. Provide SCM clerical services. Provide financial admin support. Assist in collecting statistics. Intake client information. Filing of records. Distribute food parcels. Updating client register.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 15/124</u>	:	<u>HUMAN RESOURCE CLERK: HUMAN RESOURCE PRACTICE & ADMINISTRATION REF NO: DSD/2026/111 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Head Office An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Knowledge of PERSAL.
<u>DUTIES</u>	:	Facilitate Recruitment and Selection of Employees (Appointments, Security Background Checks, verification of qualifications, secretariat functions at interviews/shortlisting, probationary periods etc.). Administration of condition of service. Administration of Service Benefit. Facilitation of Transfers.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 15/125</u>	:	<u>REGISTRY CLERK (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05) Sekhukhune District Ref No: DSD/2026/112 (X1 Post) Mopani District Ref No: DSD/2026/113 (X1 Post)

- REQUIREMENTS** : An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. Knowledge and Skills: Knowledge of registry duties, practices as well as the ability to capture data. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures. Computer literacy skills. Planning and organisation skills. Good verbal and written communication skills.
- DUTIES** : Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and/ disposal.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
- POST 15/126** : **SOCIAL AUXILIARY WORKER GRADE 1 REF NO: DSD/2026/114 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R200 691 per annum (Level: SW – A1)
: Waterberg District: Elizabeth Kgosana One Stop Centre
: An appropriate recognized 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 practice of development social welfare services also the role of social auxiliary worker within this context. Define and demonstrate understanding of the purpose of social auxiliary work also with the role and functions of a social auxiliary worker in relation to a social worker within South African context. Consistently reflect the values and principles contained in the Bill of Rights, and 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, the legislations 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 system. 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 services to the social worker. Demonstrate basic knowledge of financial matters related to social auxiliary work. Demonstrate self-awareness regarding personal capacities, attitudes skills and willingness to develop them further under the supervision of a social worker.
- 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 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.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
- POST 15/127** : **CLEANER (X5 POSTS)**
- SALARY CENTRE** : R144 024 per annum (Level 02)
: **Capricorn District:**
Andrew Mehlahe One Stop Centre Ref No: DSD/2026/115 (X1 Post)
Seshego Treatment Centre Ref No: DSD/2026/116 (X1 Post)
Vhembe District (X3 Posts):
Tshaulu One Stop Centre Ref No: DSD/2026/117 (X1 Post)
Thohoyandou Children's home Ref No: DSD/2026/118 (X1 Post)
Makwarela Ref No: DSD/2026/119 (X1 Post)
- REQUIREMENTS** : Junior Certificate or STD 8/Grade 10/AET/ABET, or equivalent qualification. Knowledge and Skills: Knowledge of Batho Pele Principles. Knowledge of

- basic safety and hygiene practices. Knowledge of infection control and hazard monitoring. Interpersonal skills. Communication skills. Time management.
- DUTIES** : Provide cleaning services. Keep and maintain cleaning materials and equipment. Request and manage the supply of cleaning materials and equipment. Implement and maintain hygiene and infection prevention measures.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
- POST 15/128** : **GROUNDSMAN REF NO: DSD/2026/120 (X1 POST)**
- SALARY** : R144 024 per annum (Level 02)
- CENTRE** : Sekhukhune District: Tubatse-Leboeng
- REQUIREMENTS** : Junior Certificate or STD 08/Grade 10/ AET / ABET or equivalent qualification. Knowledge and Skills: Knowledge of Batho Pele Principles. Infection control. Garden materials. Occupational health and safety act. White paper on transformation in the public services. Good communication skills. Interpersonal skills. Ability to read and write.
- DUTIES** : Maintain premises and surrounding. Clean premises and surrounding. Empty dirty bins. Maintain the garden. Watering the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipments and tools. Repair minor defects of gardening equipment and tools.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.