

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

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

- 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. Applications should be addressed to various institution as per the applicant's need.
- Head Office, Seshego Treatment Centre, Mavambe Secure Care Centre :** Applications should be directed to Head of Department, Private Bag X 9710, 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 X 9709, POLOKWANE, 0700 or hand delivered at 78 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 X 9689, GIYANI, 0826 or should be hand delivered at Department of Social Development Unigaza Road GIYANI Section A, 0826.
- 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 but Faxed applications will not be considered
- CLOSING DATE** : 12 June 2026
- NOTE** : 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. Shortlisted candidates for Senior Management Services (SMS) will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency Assessment tool. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be a successful completion of the Senior Management pre-entry certificate/programme as endorsed by the National School of Governance (NSG) with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link for the completion of the SMS pre-entry certificate is as follows: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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 Limpopo Department of Social Development is an equal opportunity and Affirmative Action Employer. Designated 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. 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

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| <u>POST 18/150</u> | : | <u>CHIEF DIRECTOR: SERVICE DELIVERY COORDINATION REF DSD/2026/121 (1 POST)</u> (Re-Advert) |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R1 494 900.per annum (All-Inclusive Package), (Level 14) Head Office An appropriate qualification at NQF level 7 or equivalent qualification in Social Sciences, Public Administration, Management, Social Work as recognised by SAQA. A minimum of five (05) years of proven experience at senior Management 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 Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Leadership & Management skills. Communications. Conflict management. Policy analyzing |

and interpretation skill. Report writing skills. Project Management. Problem analysis and analytical thinking.

DUTIES : Key Performance Areas: Provide leadership and high-level strategic direction and policy in the branch. Manage the provision of district management services. Manage the provision of NPO governance and compliance service. Manage the provision of institutional capacity building and support. Establish partnerships with various stakeholders. 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 at 015 230 4422 / 4315 / 4375 / 4434.

POST 18/151 : **DIRECTOR : HOD SUPPORT REF:DSD/2026/122 (1 POST)**

SALARY : R1 266 714.per annum (All-Inclusive Package),(Level 13)

CENTRE : Head Office

REQUIREMENTS : An appropriate qualification at NQF 7 as recognised by SAQA. A minimum of five (05) years of proven experience at Middle / senior Management 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 frame- work 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.

DUTIES : Key Performance Areas: Provide guidance and leadership towards the realization of the strategic goals and objectives of the office of the HoD. Provide leadership and high-level coordination of the workflow in the office of the HoD. Ensure and maintain good relation within the Department and relevant stakeholders. Formulate and manage the Executive and senior management fora. Coordinate social cluster activities, EXCO decisions, Resolutions and follow up with relevant line functions. Consolidate reports. Manage and utilize human resource in accordance with relevant directives and legislation. Formulate and manage the component 's budget against its strategic objectives.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake at 015 230 4422 / 4315 / 4375 / 4434.

OTHER POSTS

POST 18/152 : **SENIOR ADMIN OFFICER :HOD SUPPORT REF: DSD/2026/123 (1 POST)**

SALARY : R413 001 per annum, (Level 08)

CENTRE : Head Office

REQUIREMENTS : An appropriate NQF 6 or equivalent relevant qualification in Management Assistance /Secretarial/ Office Management /Public Administration/Management as recognised by SAQA. A minimum of 2-3 years' experience in rendering support to senior management. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge And Skills: Sound and in-depth knowledge of relevant legislation/policies/prescripts and procedures governing the public service. Excellent written and verbal skills. Good telephone etiquette. Computer literacy. Sound organisational skills. Interpersonal relations. High level of reliability. Ability to act with tact and discretion.

DUTIES : Key Performance Areas: Assist the HoD with tracking and monitoring task. Effectively manage the HoD's diary. Prepare documents, briefing and reports for the HoD. Develop and maintain appropriate filing system for the HoD. Provide a secretarial/receptionist support service to the HoD. Render administrative support service. Provide support to HoD regarding meetings. Support the HoD with the administration of the budget. Obtain inputs and compile reports. Respond to enquiries received from internal and external

- stakeholders. Keep abreast with the procedures and processes applicable in the office of the HoD.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake at 015 230 4422 / 4315 / 4375 / 4434.
- POST 18/153** : **SOCIAL WORKER GRADE 1**
- SALARY CENTRE** : R338 208 per annum, (Level: SW-A4)
 : Capricorn District : Molemole : Dendron Clinic , Ref: DSD/2026/124, (1 Post)
 : Vhembe District: Manhezhe clinic, Ref: DSD/2026/125 (1 Post)
 : Dzumaulu Tribal Office, Ref: DSD/2026/126 (1 Post)
 : Tshaulu One Stop, Ref: DSD/2026/127 (1 Post)
 : Mopani District: Lulekani Ref: DSD/2026/128 (1 Post)
 : Sekhukhune District: Praktiseer, Ref: DSD/2026/129(1 Post)
 : Tubatse, Ref: DSD/2026/130 (1 Post)
 : Fetakgomo, Ref: DSD/2026/131(1 Post)
- REQUIREMENTS** : 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 licence (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.
- DUTIES** : Key Performance Areas: 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.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake at 015 230 4422 / 4315 / 4375 / 4434.
- POST 18/154** : **PERSONAL ASSISTANT TO CHIEF DIRECTOR : CORPORATE SERVICES REF: DSD/2026/132 (1 POST)**
- SALARY CENTRE** : R338 106.per annum, (Level 07)
 : Head Office
- REQUIREMENTS** : An appropriate NQF 6 in Management Assistance/ Secretarial/Office Management/Public Administration/Management or equivalent relevant qualification as recognised by SAQA. A minimum of 1-2 years' experience in rendering support to senior management. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge And Skills: Sound and in-depth knowledge of relevant legislation/policies/prescripts and procedures governing the public service. Basic knowledge on financial administration. Excellent written and verbal skills. Good telephone etiquette. Computer literacy. Sound organisational skills. Interpersonal relations. High level of reliability. Ability to act with tact and discretion. Ability to conduct research, document analysis and situations. Self-management and motivation. Presentation skills.
- DUTIES** : Key Performance Areas: Provide a secretarial/receptionist support service to the Chief Director. Render administrative support service. Provide support to Chief Director regarding meetings. Support the Chief Director with the administration of the budget. Obtain inputs and compile reports. Respond to enquiries received from internal and external stakeholders. Keep abreast with the procedures and processes applicable in the office.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake at 015 230 4422 / 4315 / 4375 / 4434.

POST 18/155 : **COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 REF: DSD/2026/133 (1 POST)**

SALARY : R289 296.per annum, (Level: CD- A4)
CENTRE : Sekhukhune District: Ephraim Mogale: Marulaneng Clinic ,
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 : Key Performance Areas: 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 at 015 230 4422 / 4315 / 4375 / 4434.

POST 18/156 : **ADMINISTRATION CLERK: ASSET MANAGEMENT REF: DSD/2026/134 (1 POST)**

SALARY : R237 453.per annum, (Level 05)
CENTRE : Sekutupu Old Age Home,
REQUIREMENTS : An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. A qualification in Public Management / Administration and/or Finance will be an added advantage. Knowledge And Skills: Computer literacy skills. Good verbal and written communication skills. Interpersonal relations. Planning and organising. Language skills. Teamwork. Aptitude of figures. Basic numeracy skills. Ability to perform routine tasks. Ability to operate office equipment and Accuracy. Basic knowledge of financial functions, practices as well as the ability to capture data. Allocate financial statistics. Basic knowledge and insight of the Public Service financial legislations. Procedures and treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc).

DUTIES : Key Performance Areas: Carry-out the barcoding of Assets in the District. Registering of Asset. Conduct Asset verification in the district.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake at 015 230 4422 / 4315 / 4375 / 4434.

POST 18/157 : **ADMINISTRATION CLERK REF: DSD/2026/135 (1 POST)**

SALARY : R237 453.per annum (Level 05)
CENTRE : Mavambe
REQUIREMENTS : An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. A qualification in Public Management / Administration and/or Finance will be an added advantage. Knowledge And Skills: Computer literacy skills. Good verbal and written communication skills. Interpersonal relations. Planning and organising. Teamwork. Knowledge of legal framework governing the Public Service. Interpersonal skills

DUTIES : Key Performance Areas: Render a variety of administrative duties. Admission and discharge of children. Assists in collecting statistics. Intake client information. Filing of records. Updating client register. Management of child and youth care information management system.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake at 015 230 4422 / 4315 / 4375 / 4434.

POST 18/158 : **CLEANER**

SALARY : R144 024 per annum, (Level 02)
CENTRE : Head Office, Ref: DSD/2026/136, (2 Posts)
 Capricorn District, Ref: DSD/2026/137 (2 Posts)
 Waterberg District: Mokopane, Ref: DSD/2026/138 (1 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 : Key Performance Areas: 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 at 015 230 4422 / 4315 / 4375 / 4434.