ANNEXURE AA

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF PUBLIC, WORKS, ROADS AND TRANSPORT

APPLICATIONS	:	Applications must be submitted online through the link: erecruitment.mpg.gov.za
CLOSING DATE	:	15 December 2026 at 24h00
NOTE	:	A recent comprehensive CV, and contactable references (telephone numbers and email addresses must be indicated). (Only shortlisted candidates will be required to submit certified documents; all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Correspondence will be limited to shortlisted candidates only. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial disclosure interests' declaration form within one month of appointment and annually thereafter. Faxed or emailed applications will not be considered. Failure to comply with the above instructions will result in your application being disqualified. The Department is committed to provide equal opportunities and practice affirmative action employment. It is our intention to promote representability in terms of race, gender, and disability when filling the vacant positions. Women and people with disabilities are encouraged to apply. The Department reserves the right to fill or not to fill any advertised posts. Career opportunities, combined with experience and knowledge to build a future together: Suitable qualified candidates are invited to apply for the under mentioned posts. The appointment will be made in terms of the Public Service Act. The Department is committed to providing equal opportunities and adheres to the affirmative action policy in line with Employment Equity Act, the SMS Handbook and all relevant legislation applicable in the Public Service.

MANAGEMENT ECHELON

POST 43/304	:	**DEPUTY DIRECTOR GENERAL: PUBLIC INFRASTRUCTURE REF NO: DDG/PI/01**
SALARY	:	R1 885 710 per annum (Level 15), (all-inclusive package)
CENTRE	:	Head Office
REQUIREMENTS	:	A Grade 12 certificate and an NQF Level 8 qualification in the Built Environment, or an equivalent qualification in a related field as recognised by SAQA. Extensive relevant experience in the built environment is required, of which at least eight (8) years must be at a Senior Management Service (SMS) level. Extensive demonstrable experience in leading or managing the planning and design of public infrastructure will be an added advantage. Appointment is subject to the signing of a performance agreement and financial disclosure. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore have proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry. Knowledge, Skills and Competencies: Knowledge in Programme and Project Management. The candidate should have ability to interact at both strategic and operational level. Good interpersonal relationships and negotiation skills are imperative. The candidate should have an understanding and functional knowledge of the following legislative policies Property Management and Construction, as well as relevant prescripts such as the Giama.

DUTIES : Provide strategic leadership and oversight for the planning, development, maintenance, and management of building infrastructure within the Province, including the delivery of facilities for the Education and Health sectors. Provide strategic direction for the planning, implementation, maintenance, and management of road infrastructure across the Province to support service delivery and economic development. Oversee and manage the implementation of the Expanded Public Works Programme (EPWP) and ensure the effective management, utilisation, maintenance, and compliance of the Provincial Immovable Asset Management portfolio. Ensure the effective governance, financial management, policy implementation, and performance management of all programmes within the Branch: Public Infrastructure to achieve departmental strategic objectives.

ENQUIRIES : Ms PN Mokhotla Tel No: (013) 766 6780
e-Recruitment Mpumalanga

OTHER POSTS

POST 43/305 : **ADMINISTRATIVE SUPPORT AND COORDINATION (OFFICE OF THE MEC) REF NO: ADS&C/02**

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a 3-year A recognized B Degree / B-tech Degree, (NQF Level 7) in Public Administration/ /Public Management or Business Management (NQF LEVEL 7 as recognised by SAQA).plus relevant working experience of which (03) three years should be at a junior management level. A valid driver's licence. Knowledge, Skills and Competencies: Competency in Microsoft Office Suite (advanced Excel, Word, Powerpoint). Report writing and presentation skills, sound analytical and problem solving skills. Excellent interpersonal skills and customer relations. A valid driver's licence. Knowledge of the PFMA, MFMA, Treasury regulations, Public sector Risk Management Framework, COSO Framework and King III on governance. Ability to apply technical and professional knowledge and skills in immediate work area and wider environment. Ability to work under pressure. Ability to plan effectively and efficiently.

DUTIES : The incumbent of the post will be responsible for the following duties: Ensure co-ordination of programmes between the Member and the Department, Provide administrative support and receptionist services, Provide registry support services in the office of the Executive Authority, Provide messenger and driver services in the Office of the Executive Authority, Provide logistical support for the meetings, Manage human resources/staff.

ENQUIRIES : Ms PN Mokhotla Tel No (013) 766 6780
e-Recruitment Mpumalanga

POST 43/306 : **ASSISTANT DIRECTOR REF NO: AD/HO/ 03**
Office of the Head of Department

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a 3-year Bachelor`Degree/National Diploma in Public Management / Business Administration. (NQF level 6 Degree as recognized by SAQA) plus 3- years' relevant experience in administrative support to Executive Senior Management Offices and valid driver's license. Knowledge, skills and Competencies: A proven track record and good understanding of the Executive Senior Management Offices, innovative thinking, problem solving, interpersonal relations and understanding of legislations that govern government. Ability to understand documents process flow and an electronic diary system. The candidate should have excellent verbal and written communication skills, organizing and planning skills, computer literacy (MS Office package) and Good Telephone etiquette. Good communication skills, high sense of responsibility, Computer literacy, strong knowledge of Legislative prescripts governing. Public Service, Proven Management & Administrative skills, analytical skills. Report writing.

DUTIES : Management of the HoD's diary, attend to day to day correspondences in the office of the HoD, proof read incoming and outgoing of documents before dispatched to relevant persons/ sub-branches. Safe keeping of official sensitive documents. Facilitate the compiling and submission of reports to relevant

offices. Coordinate HoD's meeting with all relevant stakeholders. Attending to the HoD's personal chores, management of staff. Facilitate the submission of MINMEC reports and Cabinet reports to Exco.

ENQUIRIES : Mr SI Mazibuko Tel No: (013) 766 6961
e-Recruitment Mpumalanga

POST 43/307 : **ADMINISTRATIVE OFFICER / PERSONNEL ASSISTANT TO THE OFFICE OF THE HOD REF NO: AO/PA/HO/104**

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office, Mbombela
REQUIREMENTS : Grade 12 plus National Diploma in Public Management/Administration (NQF Level 6), plus a minimum of three years working experience in Secretarial Administration relevant experience.in Secretarial Administration and extensive relevant experience. Knowledge, Skills and Competencies: Knowledge of legislative prescripts governing public service, computer literacy. Planning, organizing and solving skills. Good interpersonal relations. Computer skills (Ms Word, Ms Excel, Ms PowerPoint, Ms Outlook), Verbal and written communication skills, good telephone etiquette, sound organizational skills, good interpersonal skills and people management skills. Proven ability to be innovative, working under pressure and meeting deadline will be required. Knowledge of LOGIS will be an added advantage. Shortlisted candidates will be subjected to a typing test.
DUTIES : Serve as an entrance in the office of the HOD. Manage the office and personnel in the HOD's office. Effectively manage the budget of the HOD's office. Attend, monitor, distribute and coordinate the flow of correspondence. Coordinate and render secretarial services to meetings chaired by the HOD. Ensure that all reports, returns, notices and other required information are submitted to the relevant stakeholders. Consolidate reports. Remind programs about submission of reports. Keep records in the Office of the HOD.
ENQUIRIES : Ms PI Komanisi Tel No: (013) 766 6828
e-Recruitment Mpumalanga

DEPARTMENT OF SOCIAL DEVELOPMENT

The Department of Social Development is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Youth, Woman and Persons with Disabilities

APPLICATIONS : Applications must be submitted online through the link: erecruitment.mpg.gov.za
CLOSING DATE : 11 December 2026
NOTE : Applicants are advised to apply as early as possible to avoid disappointments. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment and saved with surname and initials. JPEG (picture/snapshot) applications will not be accepted. Applicants must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All Health/Social/ Engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post reference number on your application. Applicants must ensure that they fully complete and sign form Z83, even if they are attaching a CV. Applications submitted in any other way other than the published link or hand delivery will be treated as invalid. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to indicate "refer to CV" or "see attached". However, the question related to conditions that prevent re appointment under Part "F" must be answered and the declaration signed. Incomplete and/or unsigned applications will not be considered. The Department of Social Development will not be

responsible for server delays. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. Suitable candidate/s will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used for the sole purpose of this application and will not be shared with third parties without prior consent unless required by law. The successful candidate will be required to enter into an employment contract and a performance agreement. All costs associated with an application will be borne by the applicant. If no response is received from Mpumalanga Department of Social Development within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the correct references when applying and where possible the station / centre where the post is. Please Note the Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities (PWD's) are also encouraged to apply and indicate such in their applications). The appointment will be made according to the Public Service Act of 1994, as amended. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS positions will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three SMS candidates will undergo a competency assessment, as per the 2026 Department of Public Service and Administration Directive on the Implementation of Competency Based Assessments, Training and Development for Members of the Senior Management Services (SMS) in the Public Service.

MANAGEMENT ECHELON

POST 43/308	:	**DIRECTOR: INFORMATION AND COMMUNICATIONS TECHNOLOGY REF NO: DSD/NOV/PRO/ICT/26/01**
SALARY	:	R1 317 384 per annum, (all-inclusive SMS remuneration package)
CENTRE	:	Provincial Office (Mbombela Square)
REQUIREMENTS	:	Senior Certificate / Grade 12 as recognised by SAQA. An undergraduate qualification in Computer Science / Information Systems / Informatics / Information Technology or related technology field (NQF level 7) as recognised by SAQA. Industry certification like COBIT, ITIL, CISSP, CISM or TOGAF are highly recommended advantage. A minimum of 5-8 in an ICT environment. At least 5 years' experience must be at Middle Management services. Extensive knowledge of Enterprise Architecture, COBIT, ITIL, ISO 27001 and Agile/Project Management Frameworks. Knowledge of Public Service Act, Public Service Regulations, PFMA, SITA Act, Electronic Communications and Transactions (ECT) Act and POPIA. A valid driver's licence. Skills and Competencies: Strategic Planning, contract management, leadership and people management, negotiation skills, policy interpretation, report writing, communication skills, project management, analytical thinking, problem solving, stakeholder management, presentation skills, computer literacy and the ability to work independently and as part of a team. Frameworks: COBIT, ITIL, ISO standards and SITA processes.
DUTIES	:	Oversee the use of ICT as a strategic resource to align with the Department overall objectives. Implement and manage enterprise ICT governance frameworks, policies and standard operating procedures. Direct the design, maintenance and security of network architecture (LAN, WAN, VPN, cloud services) hardware, software and transversal systems. Manage Service Level Agreements (SLA's)Business Agreements with SITA and vendor contracts. Manage the Directorate budget in line with the PFMA, oversee procurement/tender processes and lead staff.
ENQUIRIES	:	Ms. Pretty Sibinde Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

OTHER POSTS

POST 43/309 : **SOCIAL WORK MANAGER: OSD GRADE 1 (X4 POSTS)**

SALARY : R1 009 512 per annum, (all-inclusive MMS remuneration package)
CENTRE : Nkangala District (Emalahleni Sub-District) Ref No: DSD/NOV/NKA/EMA/26/02
Nkangala District Office Ref No: DSD/NOV/NKA/EML/26/03
Nkangala District (Emakhazeni Sub District) Ref No: DSD/NOV/NKA/EMK/26/04
Nkangala District (Thembisile Hani Sub District) Ref No: DSD/NOV/NKA/THE/26/05
REQUIREMENTS : National Senior certificate (NQF level 4) plus an appropriate Degree in Social Work (NQF level7) as recognized by SAQA. Registration with South African Council for Social Services Professions as Social Worker. A minimum of 10 years' appropriate experience in social work after registration as Social Worker with the SACSSP of which 5 years must be in social work policy development. Ability to compile complex reports. A valid driver's license. Competencies: Planning and organizing skills. Analytical and project management skills. Research monitoring and evaluation skills. Financial Management skills. Communication (written and verbal) skills. Presentation skills. Leadership and Negotiating skills. Professional and Counselling skills.
DUTIES : Manage provision of social welfare services to children and youth. Manage provision of health care services to children and youth. Manage provision of institutional care and development programmes. Manage provision of administrative and support services. Manage efficient and effective utilization of Human and Financial resources. Ensure implementation of Acts, Policies and procedures.
ENQUIRIES : Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/310 : **DEPUTY DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: DSD/NOV/PRO/ICT/26/06**

SALARY : R921 323 per annum, (all-inclusive MMS remuneration package)
CENTRE : Provincial Office (Mbombela Square)
REQUIREMENTS : Grade 12 (Senior Certificate), National Diploma/bachelor's degree (NQF 6) in Information Technology / Computer Science / Information Systems / Informatics / Information Management/ICT Management / Software Development / Network Engineering or an equivalent ICT-related qualification recognised by SAQA. Certifications in ITIL and/or COBIT will serve as an advantage. A minimum of 3-5 years' experience in an ICT environment. 5 years' experience at Assistant Director level or equivalent supervisory/junior management level. Experience managing ICT projects, supervising ICT personnel, managing ICT service providers and contracts, and administering ICT infrastructure and information systems. Experience in Public Service ICT environment, SITA-related processes, PUBLIC cybersecurity management, Microsoft 365 administration, ICT governance and compliance, and digital transformation initiatives will be advantageous. Skills and Competencies: contract management, leadership and people management, negotiation skills, policy interpretation, report writing, communication skills, project management, analytical thinking, problem solving, stakeholder management, presentation skills, computer literacy and the ability to work independently and as part of a team. Knowledge of the Public Finance Management Act (PFMA) and State Information Technology Agency (SITA) Act.
DUTIES : The successful candidate will be responsible for managing and maintaining the Information and Communication Technology (ICT) environment of JICS through the implementation of ICT policies, systems, infrastructure, cybersecurity controls, user support services and digital solutions in support of the organisational mandate. Manage ICT governance, operational planning, ICT risk and compliance reporting; oversee network, server, end-user and Microsoft 365 administration; coordinate ICT procurement, asset management, service provider performance and contract management; manage user support and helpdesk services; implement cybersecurity awareness, backup, business continuity and access-control measures; coordinate ICT projects and digital transformation initiatives; ensure compliance with SITA processes, government

ICT prescripts and information security requirements. Supervise ICT staff, monitor performance and compile management reports for decision-making.

ENQUIRIES : Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/311 : **DEPUTY DIRECTOR: COMMUNICATIONS REF NO: DSD/NOV/PRO/COM/26/07**

SALARY : R932 292 per annum, (all-inclusive MMS remuneration package)
CENTRE : Provincial Office (Mbombela Square)
REQUIREMENTS : A minimum three-year National Diploma/bachelor's degree (NQF level 6/7) in Communications/Public Relations/Marketing/Media Studies/Journalism. Five (5) years' relevant experience as Assistant Director in strategic communications, government communications and a public relations environment. Creative writing, editing, reporting skills and innovation and other journalistic skills. Competencies: Leadership abilities and strong people skills. Ability to work under pressure and meet deadlines. Managerial and organisational experience. An understanding of commitment to government objectives, policies and programmes. Knowledge of GCIS guidelines for internal communication and website. Knowledge and understanding of South African media landscape and operations.

DUTIES : Development and implementation of communication strategies and plans. Advise on communication implications and opportunities arising from key policies and programmes. Strengthening of Department's communication system through facilitating sectional communication forum, communication cluster and other mechanisms to improve coordination, integration and delivery on Departmental communication priorities. Facilitate communication induction and capacity building Programmes. Assist and advise on Departmental communication strategies. Building effective proactive and reactive media relations by developing and implementing media strategies, plans and media relations programme. Ongoing development of communication programme and events diary. Development and implementation of communication campaigns and projects. Research and information gathering for communication purposes. Write and edit, media and news releases, speeches, opinion pieces for the media and Departmental and Provincial publications. Assist with human resources management, procurement, financial management, reporting and implementation of other internal policies. Managing all aspects of marketing, branding, advertising, events and media liaison. Facilitate delivery of the internal communication functions.

ENQUIRIES : Ms. Pretty Sibinde: Telephone No: (013) 766 3320/ Ms. Raylene Morris: Telephone No: (013) 766 3048/ Ms. Bessy Shongwe Telephone No:[013] 766 3146

POST 43/312 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DSD/NOV/EHL/COR/26/08**

SALARY : R932 292 per annum, (all-inclusive MMS remuneration package)
CENTRE : Ehlanzeni District Office (Riverside)
REQUIREMENTS : A three-year tertiary qualification (NQF level 6) in Public Administration/Public Management /Human Resource Management as recognised by SAQA. A minimum of 5 years' experience as an Assistant Director at junior and supervisory levels. Knowledge and understanding of the Public Service Act, Public Service Regulations, PFMA, Basic Conditions of Employment Act, EE Act and Labour Relations Act. Computer literacy with proficiency in using MS Packages. Knowledge of PERSAL system. Conflict management skills. A valid driver's licence. Competencies: Planning and organising skills. Analytical and project management skills. Research, monitoring and evaluation skills. Financial management skills. Communication (written and verbal) skills. Leadership and negotiating skills.

DUTIES : Manage and coordinate the provision of Human Resource and Development services. Coordinate and render Office Support services. Coordinate and render security management services. Coordinate and render Information communications and Technology services. Coordinate and facilitate the employee support and wellness programmes. Manage and facilitate the provision of Labour relations services.

ENQUIRIES : Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/313	:	**DEPUTY DIRECTOR: OFFICE OF THE HEAD OF DEPARTMENT REF NO: DSD/NOV/PRO/HOD/26/09**
SALARY	:	R932 292 per annum, (all-inclusive MMS remuneration package)
CENTRE	:	Provincial Office (Indwe Building)
REQUIREMENTS	:	An appropriate Degree (NQF Level 7) as recognised by SAQA. Five years' relevant experience at Assistant Director level Junior Management level. Knowledge of Public Service legislation, regulations, and governance frameworks (e.g. PFMA and Treasury Regulations). Excellent communication skills (written and verbal). Planning and Organizational skills. Strong leadership and management capabilities. Advanced report writing and presentation skills. The ability to maintain confidentiality and always retain professional image. Good public relations. Excellent interpersonal skills for liaising with internal and external stakeholders. Ability to work in a team. Ability to work under pressure and manage competing or multiple priorities. Computer literacy (MS Word, Excel, PowerPoint).
DUTIES	:	Provide executive support to HOD. Ensure effective and efficient management of the office of the HOD. Represent the HOD in specific circumstances as may be assigned to HOD. Report on and monitor output. Manage, direct, assess written and verbal communication to and from the office of the HOD daily Monitor feedback weekly and manage system to obtain feedback and keep track of what needs to be followed up Facilitate, develop and coordinate the implementation of plans and monitor monthly and quarterly achievements based on the departmental objectives and procedures. Manage expenditure daily in terms of the approved budget of the HOD and monitor budget monthly. Attend to the preparation, compilation, editing and coordination of monthly, quarterly and annual reports as required by the MEC, HOD and Senior Management. Administer and provide support to the HOD in daily routine, including arranging appointments, travel arrangements and general logistics. Arrange meetings on behalf of the HOD both internally and externally.
ENQUIRIES	:	Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146
POST 43/314	:	**DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: DSD/NOV/PRO/HOD/26/10**
SALARY	:	R932 292 per annum, (all-inclusive MMS remuneration package)
CENTRE	:	Provincial Office (Mbombela Square)
REQUIREMENTS	:	A minimum qualification of a bachelor's degree plus four years' appropriate work experience. Knowledge of strategy monitoring, evaluation and reporting. 5 years' experience at Assistant Director level or equivalent supervisory/junior management level. Computer literacy and understanding of the public services laws and procedures would be an added advantage. Sound knowledge of government processes and regulations. A good track record of managing strategic programme and projects. Strategic thinker who is able to work with individuals and teams at both management and operational level. Skills and Competencies: Strong verbal and written communication as well as presentation skills. Proven leadership, strategic management, financial management and project management skills.
DUTIES	:	Monitor the implementation of the annual performance plan and the detail implementation plan. Collect and consolidate the non-financial data, monthly, quarterly, midterm, 9-month and 12-month reports. Analyse progress reports on the implementation of the annual performance plan and prepare an analysis report for submission to the HOD and other relevant stakeholders on a monthly basis. Conduct impact analyses of strategies and service delivery programmes (Social Welfare services and Community Development) in the province. Monitor and evaluate NPOs funded by the Department. Develop tools and guidelines aimed at improving best practices in the programme's operations. Compile monitoring and evaluation reports for key stakeholders and assist in the compilation of the annual report. Present monitoring and evaluation reports to a variety of audiences, including policy makers, senior and middle-level managers (National and Provincial). Attend to Parliamentary queries related to the performance of the department.
ENQUIRIES	:	Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/315	:	**DEPUTY DIRECTOR: TRANSFORMATION AND TRANSVERSAL PROGRAMMES REF NO: DSD/NOV/PRO/T&T/26/11**
SALARY	:	R932 292 per annum, (all-inclusive MMS remuneration package)
CENTRE	:	Provincial Office (Mbombela Square)
REQUIREMENTS	:	A national Diploma/ Degree in Development Studies/Public Administration/Public Management/Social Sciences (NQF level 6 and 7) as recognised by SAQA. A minimum of 3 – 5 years relevant experience in a transformation environment, policy coordination or public sector project management. 5 years' experience at Assistant Director level or equivalent supervisory/junior management level. Knowledge of the Public Service Act, Public Service Regulations, PFMA and Employment Equity policies. A valid driver's license Competencies: Strategic capability and leadership skills. Planning and organising skills. Strong analytical and problem-solving. Innovative, research, monitoring and evaluation skills. Dispute resolution, facilitation and negotiation skills. Financial management and budget planning. Communication (written and verbal). Advanced public report writing and presentation skills
DUTIES	:	Manage, coordinate and monitor provincial and national transversal strategies targeting designated groups. Oversee the department's compliance with the White Paper on the Transformation of the Public Service and Employment Equity plans. Provide direction for organisational development, modern work system design, and business improvements to optimise public service capacity. Build strategic partnerships across municipal, provincial and national departments to align transversal programs with overarching government priorities. Develop internal tracking indicators to compile compliance reports for the Public Service Commission, Auditor-General, and executive committees. Ensure strict adherence to the Public Finance Management Act and Treasury Regulations in executing the directorate budget. Manage and develop reporting staff.
ENQUIRIES	:	Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146
POST 43/316	:	**ASSISTANT DIRECTOR: INFORMATION & COMMUNICATION TECHNOLOGY REF NO: DSD/NOV/PRO/SSS/26/13** (Server Support & Maintenance)
SALARY	:	R605 742 per annum (Level 10), plus service benefits
CENTRE	:	Provincial Office (Mbombela Square)
REQUIREMENTS	:	Senior certificate/Grade 12 and a three-year tertiary qualification in Information Technology/Computer Science/Information Systems (NQF level 6) as recognised by SAQA. 3-5 years' experience of technical IT experience, with core focus on implementing and maintaining server infrastructure, storage technologies and enterprise systems. At least 1-3 years of experience operating in supervisory or management capacity. Advantageous technical certifications include Microsoft Certified IT Professional/Solutions Expert (MCITP/MCSE), MCTS, CompTIA A, VMware, Hyper-V and ITIL foundation. Hands on experience with Active Directory (Installation, configuration and domain maintenance) Understanding of server-based systems, cloud architectures, Microsoft 565 administration, license management and enterprise security patching. Knowledge of SharePoint 2019 or SharePoint online will be an added advantage. Microsoft Development frameworks, ASP. Net, JavaScript, C#.NET, VB Net/Visual Studio, HTML/HTML5, CSS, XML and Drupal will be an added advantage. A valid driver's license. Competence: Sound knowledge in IT frameworks, IT Policies, IT system acquisition, Procurement process and deployment services. Coordinate Database management and risk assessment. Strong planning, organisational skills, problem solving, analytical, report writing, stakeholder communication and project management. Knowledge of Public Service Act, Public Finance Management Act (PFMA), National Treasury regulations and IT governance frameworks (COBIT, ITIL)
DUTIES	:	Provide server support to the Department i.e. Active directory, exchange SharePoint, Antivirus and SCCM.LAN infrastructure implementation and maintaining software deployment strategy. Provide desktop and LAN advisory services in all environments. Provide support to enterprise local IT hardware and available application to staff, install, configure, and maintain software to desktops, servers, printers, and routers. Develop standard configuration for

network equipment, desktops, server's updates and anti-virus security services and documentation thereof. Installation and commissioning of the servers and other hardware equipment. Provide guidance on cloud computing and risk management issues. Supervise ICT infrastructure, conduct tests on potential hacks, suspicious movements on the IT systems. Provide ICT security services and conduct training. Defining and monitoring SLA for maintenance of the network. Supervise hardware and software ICT Audit process and reports, provide end to end service management including helpdesk operations, cybersecurity, business continuity and user support. Develop technical specifications, manage service contracts, software licenses, hardware warranties and ICT procurement. Monitor the implementation of ICT policies, ICT standards and compliance with the DPSA ICT Governance Determinations and SITA regulations including POPIA and PAIA policies. Provide ICT reports to ICT steering committee management and supervision of resources, ICT technicians and ICT assets.

ENQUIRIES : Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/317 : **ASSISTANT DIRECTOR: OFFICE OF THE HEAD OF DEPARTMENT REF NO: DSD/APR/PRO/HOD/26/12**

SALARY : R487 197 per annum (Level 09), plus benefits
CENTRE : Provincial Office (Indwe Building)
REQUIREMENTS : Grade 12 certificate plus 3-year National Diploma in Administration/Public Management/Public Administration (NQF level 6 as recognized by SAQA). A minimum of 3-5 years' relevant working experience. Advanced computer literacy and project management will be an added advantage. Ability to work independently and under pressure. Willingness to work long hours. Skills and competence: Extensive knowledge and comprehension of the Public Service. Knowledge of the Public Service Act, Public Service Regulations, Labour Relations Act, PFMA, Promotion of Access to Information Act, Protecting of Personal Information Act and other applicable prescripts. Problem solving, planning and organizing. Decision making, mobilization of stakeholders, communication and presentation, report writing, conflict management, teamwork and coordination.
DUTIES : Manage the diary of the HOD. Ensure effective and efficient management of the Office of the HOD. Ensure proper management of confidential documents and maintain filing system in the Office of the HOD. Manage the correspondence and document flow. Manage official trips and accommodation requirements of the HOD. Attend and take minutes during HOD's meeting/workshops and record proceedings. Arrange logistics for meetings of the HOD. Regularly updating the HOD with the events or meetings ahead of time. Complete administrative tasks such as filing and updating records. Oversee the office budget including processing of invoices for the office. Assist other employees by ensuring they have the necessary resources. Manage performance of staff within the Office of the HOD. Manage resources (human, financial, assets/equipment) in the Office of the HOD.
ENQUIRIES : Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/318 : **COMMUNICATIONS OFFICER: MEDIA LIAISON AND MONITORING REF NO: DSD/NOV/PRO/COM/26/14**

SALARY : R413 001 per annum (Level 08), plus service benefits
CENTRE : Provincial Office (Mbombela Square)
REQUIREMENTS : National Diploma/degree in Media Studies/Marketing / Public Relations/Communications/Journalism or related qualification (NQF6/7) as recognized by SAQA. 3-5 years' experience in media relations or public communications. Solid understanding of government communications infrastructure, public protocol and relevant legislative frameworks. Proficiency with professional media tracking platforms. High level of integrity, capacity to remain objective under scrutiny. Willingness to travel and work irregular hours. A valid driver's license Skills and competencies: Exceptional writing, editing and proof-reading skills. Proficiency in MS Office Packages and digital content tools. Editorial judgement and media interviewing. Content management systems and social listening/monitoring tools. Planning and organizing, multi-tasking skills and working under strict deadlines. Knowledge of the Public

Service Act and Public Service Regulations, Promotion of Access to Information Act, Government communications policy and GCIS guidelines. Batho-Pele principles.

DUTIES : Act as the official operational point of contact for local, district and national journalist. Managing media queries in strict accordance with the Department's communication policy. Draft high-quality government statements, press releases, media advisories, and speaking notes for political principals and executive management. Coordinate press briefings, post Cabinet statement disseminations and department launches ensuring proper accreditation of media houses. Package comprehensive briefing files for Q&A documents for Departmental spokesperson. Conduct daily tracking of print, broadcast, digital and social media coverage. Ensure all public communications align strictly with government protocols, legislative frameworks and broader GCIS guidelines. Liaise with communication teams in other departments and state-owned entities to ensure message alignment on transversal state projects. Compile daily media briefings and monthly analysis reports. Perform administrative duties related to media procurement in compliance with SCM and PFMA prescripts.

ENQUIRIES : Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/319 : **ASSISTANT MANAGER COMMUNITY DEVELOPMENT OSD GRADE 1 REF NO: DSD/NOV/NKA/EMA/26/15**

SALARY : R626 454 per annum, plus service benefits
CENTRE : Nkangala District Office
REQUIREMENTS : An appropriate three-year tertiary qualification. A minimum of 8 years' recognizable experience in Community Development after obtaining the required qualification. Knowledge and understanding of individual and group behaviour, its interrelations within community structures, dynamic of the community and current legislation to enable interventions. Good written and verbal communication skills. The ability and competence to manage community development structures and projects. A valid driver's license is an essential requirement.

DUTIES : Coordinate the identification, facilitation, and implementation of integrated development interventions in partnership with other relevant stakeholders through the efficient, effective and economical utilization of resources by the service delivery areas. Coordinate and manage community development service delivery areas to ensure that an efficient and effective community development service is delivered through the proper utilization of human, financial and physical resources. Keep up to date with new developments in the community development and management fields to enhance service delivery. Plan and ensure that research on community development is undertaken. Undertake/ facilitate complex community development research.

ENQUIRIES : Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/320 : **COMMUNITY DEVELOPMENT SUPERVISOR OSD GRADE 1 (X4 POSTS)**

SALARY : R471 330 per annum, plus service benefits
CENTRE : Ehlanzeni District Office (Nkomazi: Shongwe) Ref No: DSD/NOV/EHL/SHO/26/16
Gert Sibande District (Volksrust) Ref No: DSD/NOV/GER/VOL/26/17
Gert Sibande Office (Elukwatini) Ref No: DSD/NOV/GER/ELU/26/18
Nkangala District (Mdutjana Office) Ref No: DSD/NOV/NKA/MDU/26/19
Nkangala District (Mbibane Office) Ref No: DSD/NOV/NKA/MBI/26/20
REQUIREMENTS : Appropriate three-year qualification. A minimum of 7 years' recognizable experience in Community Development after obtaining the required qualification. Knowledge and understanding of human behaviour, social systems and legislation to assist with interventions at the points where people interact with their environment in order to promote self-empowerment. Must have the ability and competence to co-ordinate community development structures and ability to manage projects. Community development knowledge, skills, attributes and values to engage in the social development of communities. Good Management and mentoring skills. Good verbal and written communication skills. Knowledge and understanding of the PFMA, Treasury

Regulations, etc. and Financial Management. Valid driver's license. Computer literacy. Prepared to work under pressure.

DUTIES : Supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and assist employees engaged in this function by resolving problems. Supervise and support community development practitioners to ensure that there is communication and co-ordination with all relevant role players both internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organizations) to facilitate collaboration and establish partnerships to ensure the sustainability of development actions within the community. Supervise and guide community development practitioners to enhance their performance on community development and offer administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery. Supervise and advise Community Development Practitioners to ensure an efficient and effective service.

ENQUIRIES : Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/321 : **SOCIAL WORK SUPERVISOR: OSD GRADE 1 REF NO: DSD/NOV/EHL/UMJ/26/21**

SALARY : R496 668 per annum, plus service benefits
CENTRE : Ehlanzeni: Umjindi District Office
REQUIREMENTS : An appropriate bachelor's degree in social work (NQF level 7) as recognized by SAQA. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 7 years' appropriate experience in Social Work after registration as Social Worker with the SACSSP and a valid driver's license.

DUTIES : Ensure that social work services regarding care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes are rendered. Attend to any other matters that could result in, or stem from social instability in any form. Supervise employees engaged in these functions. Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field. Supervise all administrative functions required in the unit and undertake the higher-level administrative functions.

ENQUIRIES : Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/322 : **SOCIAL WORKER: OSD GRADE 1 (X12 POSTS)**

SALARY : R338 208 per annum plus service benefits (Level 07)
CENTRE : Ehlanzeni District (Phola/Nsikazi Office) Ref No: DSD/NOV/EHL/PHO/26/22
Ehlanzeni District (Umjindi Sub District Office) Ref No: DSD/NOV/EHL/UMJ/26/23
Ehlanzeni District (Shongwe Office) Ref No: DSD/NOV/EHL/SHO/26/24
Nkangala District (Delmas) Ref No: DSD/NOV/NKA/DEL/26/25
Nkangala District (Middleburg) Ref No: DSD/NOV/NKA/MID/26/26
Nkangala District (Mkobola) Ref No: DSD/NOV/NKA/MKO/26/27
Nkangala District (Marapyane) Ref No: DSD/NOV/NKA/MAR/26/28
Gert Sibande District (Leandra) Ref No: DSD/NOV/GER/LEA/26/29
Gert Sibande District (Amsterdam) Ref No: DSD/NOV/GER/AMS/26/30
Gert Sibande District (Evander) Ref No: DSD/NOV/GER/EVA/26/31
Gert Sibande District (Carolina) Ref No: DSD/NOV/GER/CAR/26/32
Gert Sibande District (Lothair) Ref No: DSD/NOV/GER/LOT/26/33

REQUIREMENTS : B. Degree in Social Work (NQF level 7) as recognized by SAQA. Registration with the SACSSP as a Social Worker. Basic computer literacy and a valid driver's license will be added advantages.

DUTIES : Must be able to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Must have knowledge and understanding of human behaviour and social systems. Must be able to intervene at the points where people interact with their environment in order to promote social well-being. Must be able to assist and empower individuals, families, groups, organizations and communities to enhance their social functioning and their

problem-solving capabilities. Must be able to promote, restore, maintain and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Must understand and be able to provide social work services for protecting people who are vulnerable, at risk and unable to protect themselves. Must demonstrate an understanding of social work policies, legislation and related legal and ethical social work practices.

ENQUIRIES : Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/323 : **COMMUNITY DEVELOPMENT PRACTITIONER: OSD GRADE 1 (X7 POSTS)**

SALARY : R289 296per annum, plus service benefits
CENTRE : Ehlanzeni District (Marite Office): Ref No: DSD/NOV/EHL/MAR/26/34
Ehlanzeni District (X2 Mbombela): Ref No: DSD/NOV/EHL/MBO/26/35
Gert Sibande District (Elukwatini): Ref No: DSD/NOV/GER/ELU/26/36
Gert Sibande District (Carolina Office): Ref No: DSD/NOV/GER/CAR/26/37
Nkangala District: (Middleburg Office): Ref No: DSD/NOV/NKA/MID/26/38
Nkangala District (Kwamhlanga Office): Ref No: DSD/NOV/NKA/KWA/26/39
REQUIREMENTS : A National Senior certificate/Grade 12 (NQF level4). An appropriate three-year tertiary qualification. Knowledge and understanding of human behaviour, social system and legislation to assist with interventions as the points where people interact with the environment. Communication, facilitation and research skills.
DUTIES : Must have knowledge of human behaviour and social systems. Knowledge of legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment. Provide basic counselling services and empower communities. Identify and facilitate the implementation of integrated development interventions in partnership with the community other relevant stakeholders. Liaise and interact with various community development structures to facilitate collaboration and to establish partnership to ensure sustainability of development action within the community. (E.g. in Department, Provinces, NGO'S). Ability to work extended hour and under pressure. Support communities and perform administrative support on community development and related activities. Keep up to date with new developments within the community development field to enhance service delivery.
ENQUIRIES : Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/324 : **PROFESSIONAL NURSE: (PN-A2) (GENERAL NURSING) REF NO: DSD/NOV/GER/GEO/26/40**

SALARY : R337 359 per annum, (plus service benefits & uniform allowance)
CENTRE : Gert Sibande District: (George Hofmeyer CYCC)
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. (Experience is also considered within this post level for a better salary notch) Please attach your Certificate of Service if any.
DUTIES : Provide direction and supervision for the junior personnel and implementation of nursing plan (clinical practice/quality care). Implement standards, practices, criteria and indication for quality nursing (quality of practice). Practice nursing and health care in accordance with laws and regulation relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human material and physical resources efficiently and effectively. Provide comprehensive nursing treatment and care to patients in a cost effective, efficient and equitable manner. Act as shift leader in Unit (where necessary)
ENQUIRIES : Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/325 : **ADMINISTRATION CLERKS (X10 POSTS)**

SALARY : R237 453 per annum (Level 05), plus service benefits
Provincial Office (Older Persons): Ref No: DSD/NOV/PRO/OLD/26/41
Ehlanzeni District: Ref No: DSD/NOV/EHL/ADM/26/42 (X4 Posts)

Ehlanzeni District (Npo Unit): Ref No: DSD/NOV/EHL/NPO/26/43
Nkangala District (Belfast): Ref No: DSD/NOV/NKA/BEL/26/44
Nkangala District (Middleburg): Ref No: DSD/NOV/NKA/MID/26/45
Nkangala District (Moloto): Ref No: DSD/NOV/NKA/MOL/26/46
Nkangala District (Witbank): Ref No: DSD/NOV/NKA/WIT/26/47

REQUIREMENTS : Grade 12/Matric or equivalent qualification. Computer literacy certificate of 120 credits and above. Good communication skills (written and verbal). Logical and innovative thinking abilities. Ability to work in a team and under pressure. Maintain confidentiality. Experience in office administrative work will be an added advantage

DUTIES : Provide administrative support services within the component/unit. Assist with coordination of information, reports and administrative logistics. Receive and distribute incoming and outgoing mail and packages. Open files and keep database of files and clients as well as information management. File documents and maintain good record keeping system. Photocopy, scan, bind and file official correspondence and forms. Monitor office supplies and stationery. Provide secretariat support during meetings/ as and when requested. Adhere to the public sector policies

ENQUIRIES : Ms. Pretty Sibinde: Telephone No: (013) 766 3320/ Ms. Raylene Morris: Telephone No: (013) 766 3048/ Ms. Bessy Shongwe Telephone No:[013] 766 3146

POST 43/326 : **SECRETARY: OFFICE OF THE DIRECTOR SCM (X4 POSTS)**

SALARY : R237 453 per annum Level 05), plus service benefits

CENTRE : Provincial Office (Office of The Director SCM): Ref No: DSD/NOV/PRO/SEC/SCM/26/48
Provincial Office (Office of The Chief Director: BSS): Ref No: DSD/NOV/PRO/BSS/26/49
Provincial Office (Director Management Accounting): Ref No: DSD/NOV/PRO/DMA/26/50
Ehlanzeni District (Office of The District Director): Ref No: DSD/NOV/EHL/ODD/26/51

REQUIREMENTS : National Senior Certificate/Grade 12/ ABET level 4 certificate. National Diploma in Office Management/Administration/Secretariat or equivalent qualification. Skills needed: Computer literacy. Good verbal and written communication skills. Typing skills. Creative and innovative thinking abilities. Excellent interpersonal skills. High level of reliability. Ability to act with tack and discretion. Preparedness to work long hours and under pressure.

DUTIES : Provide secretarial functions to the manager through organising the manager's affairs by maintaining and organising the diary, arrange meetings, confirm appointments and remind the senior manager of engagements. Prepare the senior manager's in-basket in respect of incoming communications, e-mails, telephone messages, photocopying, etc. Draft routine correspondence and reports for the senior manager. Receive telephone calls and refer the calls to the correct role players. Consolidate reports on request. Maintain a filing system for the office and Directorate. Serve as a Chief user for the office for procurement purposes. Provide clerical support service to the senior manager. Process travel and subsistence claims for the senior manager. Maintain office expenditure for the office. Maintain inventory register of all assets within the office. Keep a database of important contact numbers. Keep abreast with relevant Public Service and Departmental prescript/policies and other documents to ensure that the application thereof is understood properly.

ENQUIRIES : Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/327 : **REGISTRY CLERK REF NO: DSD/NOV/GER/STA/26/62**

SALARY : R237 453 per annum (Level 05), plus service benefits

CENTRE : Gert Sibande: Lekwa Sub-District (Standerton)

REQUIREMENTS : Matric/Grade 12 Certificate (NQF Level 4) as recognized by SAQA. Computer literacy. Additional certificates in records management will be an added advantage. Good communication [written and verbal] and interpersonal skills. Ability to maintain confidentiality. Good organizing and attention to detail skills.

DUTIES : Open, close, sort and store physical and electronic files for the office in line with the approved filling plan. Receive, record and dispatch incoming and outgoing mail, packages and internal memos. Make photocopies, scan, bind

and file official correspondence. Monitor and maintain registers or electronic systems for file movements between offices and departments. Retrieving of documents from files. Ensure that the filing plan is used effectively. Prepare and package documents due for archiving or safe disposal in compliance with the National Archives guideline

ENQUIRIES : Ms. Pretty Sibinde: Telephone No: (013) 766 3320/ Ms. Raylene Morris: Telephone No: (013) 766 3048/ Ms. Bessy Shongwe Telephone No:[013] 766 3146

POST 43/328 : **TELEKOM OPERATOR REF NO: DSD/NOV/NKA/KWA/26/63**

SALARY : R201 093 per annum (Level 04), plus service benefits
CENTRE : Nkangala District (Kwamhlanga Sub District)
REQUIREMENTS : Matric/Grade 12/ABET level 4 certificate (NQF level 4) as recognized by SAQA. Excellent interpersonal skills. Good communication skills (written and verbal). Ability to communicate fluently in English and at-least one local official language of the region. Computer literate. Outstanding telephone etiquette, listening skills, patience and emotional intelligence when handling difficult or distressed citizens.
DUTIES : Operate and take charge of the switchboard. Act as the first point of contact for the public ensuring professional and empathetic customer care. Provide generic departmental information to callers and screen out unsolicited/abusive calls. Receive, answer, screen and route incoming, outgoing and internal calls accurately. Handle emergency call promptly according to departmental policies. Welcome, register and direct visitors to the relevant offices. Record and dispatch incoming and outgoing mail. Update, verify and maintain internal telephone directories and staff contact lists. Assist with general administrative duties (sorting mail, photocopying, scanning) of documents. Report technical and system faults promptly with service providers. Track and report telephone abuse or unauthorized usage to management
ENQUIRIES : Ms. Pretty Sibinde: Telephone No: (013) 766 3320/ Ms. Raylene Morris: Telephone No: (013) 766 3048/ Ms. Bessy Shongwe Telephone No:[013] 766 3146

POST 43/329 : **SOCIAL AUXILIARY WORKER OSD GRADE1 (X7 POSTS)**

SALARY : R200 691 per annum, plus service benefits
CENTRE : Ehlanzeni District: Bushbucridge (Maviljan): Ref No: DSD/NOV/BBR/MAV/26/55
Ehlanzeni District: Bushbuckridge (Oakley): Ref No: DSD/NOV/BBR/OAK/26/56
Gert Sibande District (Elukwatini): Ref No: DSD/GER/ELU/26/57
Gert Sibande District (Balfour): Ref No: DSD/NOV/GER/BAL/26/58
Gert Sibande District (Pixley Kaseme Sub District): Ref No: DSD/NOV/GER/PIX/26/59
Nkangala District (Mmamethlake): Ref No: DSD/NOV/NKA/MMA/26/60
Nkangala District (Kwamhlanga): Ref No: DSD/NOV/NKA/KWA/26/61
REQUIREMENTS : Grade 12 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker, Registration with the SACSSP as Social Auxiliary Worker. A valid code B drivers' licence. Competences: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues, South African Social Welfare context the policy and practice of developmental social welfare services, South African judicial system and the legislation governing and impacting of social auxiliary work. Basic knowledge of financial matters related to social auxiliary work. Skills needed: Good communication (written and verbal). Proven computer literacy: information and knowledge management (Keep precise records and compile accurate reports)
DUTIES : Provide assistance and support to social workers with rendering of social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through relevant departmental programmes. Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form. Continuous professional development. Perform administrative support functions in support of social workers as required of the job
ENQUIRIES : Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/330	:	**CHILD AND CARE WORKER: TEAM LEADER OSD GRADE 1 RE NO: DSD/NOV/NKA/HEN/26/52**
SALARY	:	R191 694 per annum, plus service benefits
CENTRE	:	Nkangala District (Hendrina Secure Care Centre)
REQUIREMENTS	:	Grade 12/recognized FET certificate/Diploma/ Degree in Child and Youth Care Work Development. A minimum of 7 years in Child and Youth Care after obtaining the required qualification. Current registration with the SACSSP council as Child and Youth Care Worker. Experience in Child and Youth Care Work will be an added advantage. A valid driver's licence Competencies: Good communication skills. Problem solving and conflict management. Planning and organising skills. Computer literate. Monitoring and evaluation skills.
DUTIES	:	Serve as a team leader to the Child and Youth Care Workers during a shift. Oversee the admission and related activities of children and youth to the care facility. Oversee the access children/youth to medical services. Oversee the implementation of planned activities, developmental and therapeutic programmes. Oversee basic life space work. Undertake inspections during a shift and report on incidents and problems identified. Perform administration work related to the job. Oversee completion of daily registers e.g. books, medication registers, incident reports etc. Ensure that attendance registers are signed and kept up to date.
ENQUIRIES	:	Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146
POST 43/331	:	**CHILD AND CARE WORKER:OSD GRADE 1 (X2 POSTS)**
SALARY	:	R191 694 per annum, plus service benefits
CENTRE	:	Nkangala District (In-Patient Treatment Centre): Ref No: DSD/NOV/NKA/NITC/26/53 Nkangala District: (Leseding Woman Centre): Ref No: DSD/NOV/NKA/LES/26/54
REQUIREMENTS	:	An appropriate recognised NQF Level 4 in Child and Youth Care Worker or Grade 12 with relevant experience in Child and Youth Care Work environment. Current registration with the SACSSP Council as a Child and Youth Care Worker. Ability to mentor children and youth with maturity, patience and sensitivity. Valid Driver's license.
DUTIES	:	Receive children and youth beneficiaries into the care facility after admission. Ensure that children and youth receive medical services. Assist with the implementation of planned activities, development therapeutic programmes. Engage in basic life space work to promote development and care of children and youth. Perform administration work relevant to the job.
ENQUIRIES	:	Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146
POST 43/332	:	**HOUSEHOLD AIDE REF NO: DSD/NOV/GER/ETH/26/64**
SALARY	:	R144 024 per annum (Level 02), plus service benefits
CENTRE	:	Gert Sibande District (Ethokomala CYCC)
REQUIREMENTS	:	NQF level 1 or 2/ABET level 2. Ability to read and write. Ability to apply hygiene measures in the workplace. Ability to understand orders and instructions. Ability to work in a team and under pressure.
DUTIES	:	Ensure cleanliness and tidiness of all areas allocated for cleaning. Remove garbage and disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. Washing dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material. Keep cleaning equipment safe, clean and in an efficient working condition. Store all cleaning equipment and products neatly in the designated cupboards. Report shortage and faulty machine/equipment. Report any item of equipment that needs to be repaired. Implement simple security measures such as locking doors and closing windows.
ENQUIRIES	:	Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/333	:	**GENERAL ASSISTANT (X4 POSTS)**
SALARY	:	R144 024 per annum (Level 02), plus service benefits
CENTRE	:	Nkangala District (Mmamethlake Office): Ref No: DSD/NOV/NKA/MMA/26/65 Nkangala District (Marapyane Office): Ref No: DSD/NOV/NKA/MAR/26/66 Nkangala District (Mdutjana Office): Ref No: DSD/NOV/NKA/MDU/26/67 Gert Sibande District Office: Ref No: DSD/NOV/GER/26/68
REQUIREMENTS	:	ABET level 3/Grade 10/Standard 8 and previous cleaning experience. Ability to work under pressure and remain focused towards productivity. Basic knowledge of the utilisation of cleaning and gardening equipment will be an added advantage
DUTIES	:	Sweeping, vacuuming, mopping floors, dusting surfaces and polishing furniture. Cleaning of toilets, washrooms and handling refuse bins. Assist with basic property maintenance, setting up rooms and organising equipment. Provide both cleaning and gardening duties in the office of appointment. Assist with packing yard stock, loading or offloading vehicles and collecting parcels. Wash government vehicles allocated to the office both inside and outside. Prepare and serve refreshments to clients and officials during meetings. Keep equipment clean and in good working condition. Report damage or faulty equipment promptly. Safekeeping of household and gardening equipment, as well as crockery and cutlery in the kitchen. Keep a register of cleaning materials that are distributed. Manage storerooms, tracking supplies and restocking perishables or cleaning items.
ENQUIRIES	:	Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146
POST 43/334	:	**CLEANER (X2 POSTS)**
SALARY	:	R144 024 per annum (Level 02), plus service benefits
CENTRE	:	Gert Sibande District (Breyten): Ref No: DSD/NOV/GERT/BRE/26/69 Gert Sibande District (Lekwa Sub-District Office): Ref No: DSD/NOV/GER/LEK/26/70
REQUIREMENT	:	ABET level 3/Grade 10/ Standard 8. Skills needed: Ability to work under pressure and remain focused towards productivity. Basic knowledge of health and safety. Knowledge of the utilisation of cleaning and gardening equipment. Ability to perform routine tasks.
DUTIES	:	Sweeping, vacuuming, mopping floors, dusting surfaces and polishing furniture. Cleaning of toilets, washrooms and handling refuse bins. Assist with basic property maintenance, setting up rooms and organising equipment. Provide a clean and conducive working environment both inside and outside the offices to the officials and clients. Ensure general hygiene. Serve refreshments to clients and officials during meetings. Be able to prioritize work and keep equipment clean and in good working condition. Responsible for safekeeping of household items, gardening equipment, as well as crockery and cutlery in the kitchen. Report any defects in the workplace to the immediate supervisor. Keep a register of cleaning material that is distributed. Manage storerooms, track supplies and restock perishables or cleaning items.
ENQUIRIES	:	Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146