



FREE STATE PROVINCE

# FREE STATE PROVINCIAL GOVERNMENT

*Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.*

## DEPARTMENT OF SOCIAL DEVELOPMENT

**Directions to applicants** Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). **Applicants are requested to complete the Z83 form properly and in full.** 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 courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

**CLOSING DATE: 24 April 2014**

**NB: THESE POSTS ARE OPEN ONLY FOR OFFICIALS APPOINTED IN THE FREE STATE PROVINCIAL GOVERNMENT DEPARTMENTS.**

**POST: COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1**

**REFNO: DC 20/04/14**

**SALARY: Salary level – A basic salary of R 144 366- 167 364 (This salary will commensurate with years of relevant experience)**

**CENTRE: FEZILE DABI DISTRICT**

### **REQUIREMENTS:**

- An appropriate National Diploma or bachelors Degree
- Knowledge in the functioning of NGOs, CBOs, FBOs and other related stakeholders
- Valid driver's license

### **DUTIES:**

- Arrange funding for CBO's , NGO's etc. and provide training for the proper functioning of these structures
- Identify new early childhood development centres (ECDs), day care centre for disabled and ensure registration evaluation of these centres
- Ensure the establishment of support groups in the community related to e.g. HIV/AIDS poverty alleviation, aged and disabled, women and alcohol and drug abuse
- Supervise and manage performance and development of staff
- Coordinate and facilitate various department programmes e.g. awareness

### **ENQUIRIES:**

Ms. T.E. Jongolo (057) 916 8728 Fezile Dabi District

**POST**           **PROFESSIONAL NURSE GRADE 1 (SPECIALITY NURSING – PN-B1)**  
**REFERENCE NO: DC 17/03/14 BOIKETLONG OLD AGE HOME X1**  
**DC 20/05/14 MATETE MATCHES X1**  
**DC 17/04/14 BOTSHABELO HAVEN OLD AGE HOME X2**

**SALARY:**       **A basic salary of R 256 584- 297 462 per annum. (This salary will commensurate with years of relevant experience)**

**REQUIREMENTS:**

- Appropriate National Diploma/Degree in Nursing
- Current registration with the South African Nursing Council
- A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing

**DUTIES:**

- Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices
- Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant a health facility
- Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the primary health facility
- Demonstrate a basic understanding of Human Resource and Financial policies and practices

**ENQUIRIES:**

Ms. R.N. Mazibuko:(051) 873 2169 Boiketlong Old Age Home, Ms. N. Mokoena:(056) 212 3445 Matete Matches  
Ms. E.M. Selemela:(051) 532 0383 Botshabelo Haven

**POST:**           **NURSING ASSISTANT GRADE 1**  
**REFERENCE NO: DC 19/04/14 THEKOLOHELONG WELFARE SERVICES X4**  
**DC 17/12/14 BOIKETLONG OLD AGE HOME X3**

**SALARY:**       **A basic salary of R87 900– 98 937per annum.(The Salary will commensurate with relevant years of previous experience in nursing)**

**REQUIREMENTS:**

- Qualification that allows current registration with the SANC as Nursing Auxiliary
- Current registration with the South African Nursing Council

**DUTIES:**

- Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices
- Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility
- Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility

**ENQUIRIES:**

Ms. N.P. Masutha: (058) 713 0061 Thekolohelong Welfare Centre, Ms. R.N. Mazibuko: (051) 873 2169 Boiketlong Old Age Home

**POST:** CARE WORKER GRADE 1  
**REFERENCE NO:** DC 17/05/14 BOTSHABELO HAVEN OLD AGE HOMEX6  
DC 19/04/14 THEKOLOHELONG WELFARE CENTRE X4  
DC 17/17/14 BOIKETLONG OLD AGE HOME X2

**SALARY:** A basic salary of R 93 495-104 295 per annum. (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)

**REQUIREMENTS:**

- Grade 12/National Certificate (Vocational)
- Certificate in Home Based Care

**DUTIES:**

- Receive the elderly to the care facility after admission.
- Ensure that the elderly receive care services.
- Assist with the implementation of planned activities, developmental and therapeutic programmes.
- Engage in basic life space work to promote the development and care of the elderly.
- Perform administrative work relevant to the job.

**ENQUIRIES:**

Ms. E. M. Selemela: (051) 532 0383 Botshabelo Haven Old Age Home, Ms. N.P. Masutha: (058) 713 0061 Thekolohelong Welfare Centre, Ms. R.N. Mazibuko: (051) 873 2169 Boiketlong Old Age Home

**POST:** ASSISTANT MANAGER: WELFARE RESEARCH

**REF NO:** SWS 01/14

**SALARY:** Salary level 9 – A basic salary of R 252 144 per annum.

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:**

- Appropriate Bachelors Degree in Statistics/Social Science/Population Studies/Research
- Five years working experience in qualitative and quantitative research
- Computer literacy
- Valid driver's license

**DUTIES:**

- Conduct and/ commission research on Social Welfare programmes.
- Develop demographic community profiles in the province.
- Develop Service Delivery and interactive maps for the department.
- Develop thematic papers on Social Welfare Research
- Develop regulatory frameworks, policies, strategies and guidelines on Social Welfare Research
- Conduct capacity building programmes to the stakeholders on Social Welfare Research
- Establish and maintain existing partnership with stakeholders
- Manage the Performance and Development of personnel
- Update the state of the population report for the province

**ENQUIRIES:**

Mr. A. Magcuntsu (051) 4000 329, Research and Population

**POST:** SENIOR ADMINISTRATION OFFICER: RECORD MANAGEMENT

**REF NO:** CS 06/14

**SALARY:** Salary level 8 – A basic salary of R 212 106 per annum.

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:**

- Appropriate Degree /National Diploma in Public Administration/ appropriate equivalent qualification or Grade 12/National Certificate (Vocational) with extensive relevant working experience
- Computer Certificate
- A Valid driver's license

**DUTIES:**

- Maintain Record management and Information management systems
- Record minutes of the information management and record management meeting
- Keep and provide information on information management system such as SDIMS, NISIS, MOU subsidy
- Liaise with relevant patron of abovementioned system.
- Keep records of IT inventory
- Perform administrative functions relating to development of record and information policies
- Supervise personnel in record management component
- Liaise with communication and web & system component for the provisioning of information for the departmental websites.

**ENQUIRIES:**

Mr. L. Mostert (051) 407 0752 Provincial Office

**POST:** ADMINISTRATION OFFICER: INFRASTRUCTURE PLANNING & FACILITIES MANAGEMENT

**REF NO:** CS 11/14

**SALARY:** Salary level 7 – A basic salary of R 170 799 per annum.

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:**

- Appropriate Degree in Property Management/ National Diploma in Property Management /Grade 12/National Certificate (Vocational) with extensive relevant working experience in Infrastructure Planning and Facilities Management.
- Computer Certificate
- A Valid driver's license

**DUTIES:**

- Ensure that physical planning section renders effective and efficient service by means of verbal and written communication in order to fulfill accommodation, maintenance and renovation needs of the department.
- Execute administration functions to fulfill the accommodation, maintenance, upgrading and renovation needs.
- Execute/ perform sound administration of all rented accommodation processed in the department thus includes renewal and termination of contracts before the expiry date.
- Assess needs analysis and determine space norms and standards.
- Provision of adequate accommodation.
- Conduct building inspections
- Ensure compliance in respect of Occupational Health and Safety Act and GIAMA.
- Compile submissions to Bid Committee regarding rental of office accommodation.
- Compile monthly reports.
- Liaise with other components and directorates when necessary.
- Liaise with other departments.
- Arrange parking for departmental vehicles

**ENQUIRIES:**

Ms. M. Mosupa (051) 409 0577 Provincial Office

**POST : NETWORK CONTROLER**

**REF NO: CS 08/14**

**SALARY: Salary level 7 – A basic salary of R 170 799 per annum.**

**CENTER: PROVINCIAL OFFICE**

**REQUIREMENTS:**

- Grade 12/National Certificate (Vocational)
- Appropriate Bachelors Degree/National Diploma Information Technology
- Valid driver's license

**DUTIES**

- Provide support and maintenance on Local Area Network
- Install and maintain computer hard and software.
- Perform hardware installations and repairs
- Provide user support e.g. MS Office, MS Outlook, Win XP, Vista and Windows 7
- Maintain and administrate Windows 2008 server environment

**ENQUIRIES**

Mr. L. Mostert (051) 407 0752, Provincial Office

**POST: PERSONAL ASSISTANT: HOD**

**REF NO: FS 04/14**

**SALARY: Salary level 8 – A basic salary of R 212 106 per annum.**

**CENTRE: PROVINCIAL OFFICE**

**REQUIREMENTS:**

- Grade 12/National Certificate (Vocational) or equivalent qualification with extensive relevant working experience, appropriate degree or a National Diploma will serve as an added advantage
- Computer Certificate
- Typing skills will be tested

**DUTIES:**

- Manage engagements of the HOD to improve service delivery
- Implement administrative measures to ensure the efficient functioning of the office of the HOD
- Assist the HOD with regard to meetings attended so as to enable the HOD to efficiently execute her/his duties
- Ensure the safe-keeping of all documentation in the office of the HOD to be in line with the Archive Legislation
- Handle travel arrangements for the HOD and assist him/her with personal matters to enable them to attend to their duties
- Set up and maintain systems in the office of the HOD that will contribute towards improving efficiency in the office
- Promote professional behavior and ethics in the office of the HOD to enhance the image of the Public Service

**ENQUIRIES:**

Mr. R. Botha (051) 400 0223 Provincial Office

**POST:** INTERNAL AUDITOR

**REF NO:** FS 08/14

**SALARY:** Salary level – 7 A basic Salary of R 170 799 per annum

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:**

- B Com Accounting or B Tech degree in Internal Auditing or equivalent qualification
- Computer literacy
- Knowledge of the PFMA, Treasury Regulations and ISPPA

**RECOMMENDATIONS:**

- Valid Driver's License
- Experience in the field of internal audits

**DUTIES:**

- Execution of internal audits by, identifying and assessing for areas or activities under audit.
- Gather information regarding systems, procedures and management controls.
- Analyzing and evaluating control systems for areas or activities under audit.
- Implementation of Internal Audit Coverage Plan.
- Conduct ad-hoc audit assignments as allocated

**ENQUIRIES:**

Mr. K. Mojatau (051) 409 0745 Provincial Office

**POST:** DEVELOPMENT OFFICER

**REF NO:** CS 07/14

**SALARY:** Salary level – 7 A basic Salary of R 170 799 per annum

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:**

- Appropriate Degree or National Diploma in Human Resource/Public Management or equivalent appropriate qualification
- Appropriate relevant working experience in Human Resource Development
- Extensive knowledge in Skills Development processes

**RECOMMENDATIONS:**

- A Valid Driver's License

**DUTIES:**

- Conduct training needs analysis throughout the Department
- Develop and present relevant needs-directed training programmes
- Co-ordinate various training and development interventions including orientation workshops, seminars conducted by FSTDI, PALAMA, HWSETA and PSETA
- Identify budgetary needs and give inputs thereon
- Assist and advise with the compilation of workplace skills plan (WSP)
- Assist in compilation of Quartely and Annual Training Reports
- Execute secretarial functions to the Departmental Training Committee
- Assist in the development of training policies and the implementation thereof
- Implement assessment tools and evaluate the impact of training interventions on the staff and workplace in determining whether generic/transversal training and development is making a difference in the performance of the Department
- Facilitate in the implementation of learnership and internships
- Maintain the provision of departmental bursaries and scholarships
- Co-ordinate the implementation of Abet Training

**ENQUIRIES:**

Ms. S.A Mokhittli 083 3953 904 Provincial Office

**POST:** COMMUNICATION OFFICER X2

**REF NO:** FS 05/14

**SALARY:** Salary level 7 – A basic salary of R 170 799 per annum.

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:**

- An appropriate Bachelor's Degree/ National Diploma in Public Relations/Communication Science or Marketing
- 2-3 years working experience in the field of communications
- A Valid driver's license

**DUTIES:**

- Arrange and provide support to outreach internal programmes of the department.
- Write articles for the internal newsletter and website.
- Market department services and maintain positive relations of the department with its stakeholders including the media.
- Manage all the marketing and promotional material of the department.
- Package and disseminate information for exhibition and road shows.

**ENQUIRIES:**

Ms. G. Moncho (051) 409 0625 Provincial Office

**POST:** PERSONNEL OFFICER: PERSONNEL ADMINISTRATION X5

**REF NO:** CS 09/14

**CENTRE:** PROVINCIAL OFFICE

**SALARY:** Salary level 5 – A basic salary of R 115 212 per annum.

**REQUIREMENTS:**

- Grade 12/National Certificate ( Vocational) with appropriate relevant experience
- Computer Certificate

**DUTIES:**

- Implement all Personnel Administration duties Appointments, Transfers, translation in rank posts, promotions and housing allowance
- Performance Management and Development Systems, Termination of services, Pensions, Administration of leave, Injury on duty, Allowances and Incapacity leave
- Process personnel related enquiries
- Prepare Persal reports

**ENQUIRIES:**

Ms. M. V. Mophethe (051) 407 0734 Provincial Office

**POST:** ADMINISTRATION CLERK –EMPLOYEE RELATIONS

**REF NO:** CS10/14

**SALARY:** Salary level 5 – A basic salary of R 115 212 per annum.

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:**

- Grade 12/National Certificate (Vocational)
- Computer Certificate
- Typing skills will be tested

**DUTIES:**

- Handle filing system
- Make logistical arrangements for meetings, workshops etc.
- Request and distribute stock
- Ensure proper usage and maintenance of photocopy machine and fax

**ENQUIRIES:**

Mr. H.V. Rapapali (051) 409 0683, Provincial Office

**POST:** ADMINISTRATION CLERK –HUMAN RESOURCE ADVISORY SERVICES

**REF NO:** CS14/14

**SALARY:** Salary level 5 – A basic salary of R 115 212 per annum.

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:**

- Grade 12/National Certificate (Vocational)
- Computer Certificate
- Typing skills will be tested

**RECOMMENDATION**

- Knowledge of Logis will be an added advantage

**DUTIES:**

- Typing of documents and filing
- Make logistical arrangements for meetings, workshops etc.
- Procurement of furniture equipment and distribution of stock for Human Resource component
- Ensure proper usage and maintenance of photocopy machine and fax

**ENQUIRIES:**

Ms. S.D. Lebakeng 0833243125, Provincial Office



**POST:** ADMINISTRATIVE CLERK: NPO X3  
**REF NO:** DSS 03/14  
**SALARY:** Salary level 5 – A basic salary of R 115 212 per annum.  
**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS**

- Grade 12/National Certificate (Vocational)
- Computer Certificate
- Certificate in BAS

**DUTIES**

- Process NPO sundry advices for correctness
- Investigate and follow up sundry advices for non submission on a regular basis
- Register and coordinate the flow of financial files
- Capture and batch sundry advices
- Handle all enquires relating to NPO payments
- Ensure timeous submission of payments

**ENQUIRIES:**

Ms. K. D. Makweya, (051) 409–0662 Provincial Office

**POST:** ADMINISTRATION CLERK: FINANCE & SUPPLY CHAIN MANAGEMENT  
**REFERENCE NO:** DC 17/06/14 BLOEM SECURE CARE CENTRE X1  
DC 17/07/14 TSHIRELETSONG PLACE OF SAFETY X1

**SALARY:** Level 5- A basic salary of R 115 212 per annum

**REQUIREMENTS:**

- Grade 12/National Certificate (Vocational) with Accounting passed as a subject
- Computer Certificate

**RECOMMENDATION**

- A valid driver's license

**DUTIES:**

- Receive record and consolidate requested memorandums from functionaries.
- Coordinate the process of drawing up specifications
- Support functionaries with regard to obtaining quotations
- Compile LOG 1 and attach relevant documentation
- Submit LOG 1 to the Demand and Management and maintain safe record keeping
- Receive, check, record and issue ordered stock.
- Certify invoices and submit to Logistics Management.
- Support with the Financial matters of the Institution

**ENQUIRIES:**

Ms. M. Sebitloane, 051 4343010 Bloem Secure Care Centre, Ms. J. Pottas 083 8826 996 Tshireletsong Place of Safety

**POST:** ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT

**REF NO:** DC 17/11/14

**SALARY:** Level 5- A basic salary of R 115 212 per annum

**CENTRE:** BOTSHABELO HAVEN OLD AGE HOME

**REQUIREMENTS:**

- Grade 12/ National Certificate (Vocational) with Accounting passed as a subject
- Computer Certificate

**DUTIES:**

- Ensure stock levels are maintained.
- Order stock, stationary, furniture and equipment for sub-directorate.
- Receive stock and ensure that it is packed and counted.
- Coordinate inventory registers with Supply Chain Management.
- Arrange catering and venue for training/meetings.
- Ensure maintenance of photocopy and fax machine.
- Prepare submissions and perform other administrative support services to the sub-directorate.

**ENQUIRIES:**

Ms. E. M. Selemela: (051) 532 0383 Botshabelo Haven Old Age Home

**POST:** ADMINISTRATION CLERK -RESEARCH AND POPULATION DEVELOPMENT

**REF NO:** SWS 02/14

**SALARY:** Salary level5 – A basic salary of R 115 212 per annum.

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:**

- Grade 12/National Certificate (Vocational)
- Computer Certificate
- Drivers license

**DUTIES:**

- Provide administration support and typing of documents.
- Handling filing systems and enquiries.
- Make logistical arrangements for meetings, workshops etc.
- Request and distribute stock.
- Ensure usage and maintenance of photocopy machine and fax.

**ENQUIRIES:**

Mr. A. Magcuntsu (051) 4000 329, Research and Population

**POST:** ADMINISTRATION CLERK -SOCIAL WELFARE SERVICES: FAMILIES

**REF NO:** SWS 03/14

**SALARY:** Salary level 5 – A basic salary of R 115 212 per annum.

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:**

- Grade 12/National Certificate (Vocational)
- Computer Certificate

**DUTIES:**

- Provide administrative support services to ensure effective processes with regard to filling of documents, keep and complete registers, receive incoming and sent outgoing mail, ensure faxes are sent, photocopies are done and manage telephone
- Provide secretarial duties within sub-directorate i.e. take minutes during section meetings etc.
- Assist with Personnel administrative functions i.e. leave forms and register, telephone accounts etc
- Provide general support services with regard to follow ups,doing submissions where necessary, obtain quotations, ensure invoices are submitted, purchasing of furniture and other equipment and assist with completion of budget

**ENQUIRIES:**

Ms. C.M. Motsoeneng, (051) 400 – 0307, Social Welfare Services: Families

**POST:** ADMINISTRATION CLERK – GENERAL SUPPORT

**REF NO:** DC 17/09/14

**SALARY:** Salary level5 – A basic salary of R 115 212 per annum.

**CENTRE:** BLOEM SECURE CARE CENTREX1

**REQUIREMENTS:**

- Grade 12/National Certificate (Vocational)
- Computer Certificate

**DUTIES:**

- Handle filling system
- Make logistical arrangements for meetings, workshops etc.
- Request and distribute stock
- Ensure proper usage and maintenance of photocopy machine and fax

**ENQUIRIES:**

Ms. M. Sebitloane, (051) 434 3010, Bloem Secure Care Centre

**POST:** ADMINISTRATION CLERK –YOUTH DEVELOPMENT

**REF NO:** DSS 04/14

**SALARY:** Salary level 5 – A basic salary of R 115 212 per annum.

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:**

- Grade 12/National Certificate (Vocational)
- Computer Certificate

**DUTIES:**

- Handle filling system
- Make logistical arrangements for meetings, workshops etc.
- Request and distribute stock
- Develop and manage inventory and asset register
- Ensure proper usage and maintenance of photocopy machine and fax

**ENQUIRIES:**

Mr. B. Nazo (051) 409 0592, Youth Development

**POST:** SECRETARY

**REF NO:** FS 07/14 HOD'S OFFICE

**SALARY:** Salary level 5 – A basic salary of R 115 212 per annum.

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:**

- Grade 12 /National Certificate (Vocational)
- Computer literacy
- Typing speed and accuracy of (45 wpm)
- Typing skills will be tested

**DUTIES:**

- Receive all internal and external stakeholders who visit the office of the HOD and ensure that appointments are coordinated to ensure effective diary management
- Render secretarial services to the HOD including typing documents, sending facsimile messages and making photocopies to ensure that the office runs smoothly
- Ensure that all documents in the Office of the HOD are filed and kept safe to ensure easy access to information
- Ensure that guests to the office of the HOD are received in such a manner that the professional image of the office is enhanced
- Request quotations for goods and services in compliance with policies and regulations

**ENQUIRIES:**

Mr. R. Botha (051) 400 0223 HOD's Office

**POST:** DRIVER / MESSENGER

**REF NO:** FS 09/14 HOD'S OFFICE

**SALARY:** Salary level 3 – A basic salary of R 81 312 per annum.

**REQUIREMENTS:**

- Grade 12/National Certificate (Vocational)
- A valid driver's license
- Professional Drivers Permit

**DUTIES:**

- Transport goods/stock
- Administrative procedures pertaining to driving e.g. completion of logbooks, trip authorities etc
- Provide internal and external messenger services on a daily basis
- Collecting mail from the Post Office and sorting of mail

**ENQUIRIES:**

Mr. R. Botha (051) 400 0223 HOD's Office

**POST:**           **REGISTRY CLERK**

**REF NO:**       **DC 17/08/14**

**SALARY:**       **Salary level 5 - A basic salary of R115 212 per annum.**

**CENTRE:**       **MOTHEO DISTRICT**

**REQUIREMENTS:**

- Grade 12 /National Certificate (Vocational)
- Computer Certificate

**DUTIES:**

- Opening of files.
- Filing and retrieval of files
- Data capturing and retrieval
- Control files movement.
- Submit statistical report to supervisor

**ENQUIRIES:**

Mr. A.T. Moloi (051) 410 6917 Motheo District

**POST:**           **SECURITY OFFICER**

**REFNO:**       **DC 18/05/14**

**SALARY:**       **Level 3 – A basic salary of R 81 312 per annum.**

**CENTRE:**       **LEJWELEPUTSWA**

**REQUIREMENTS:**

- Grade 12/National Certificate (Vocational)
- Grade C Security Certificate
- Current registration with PSIRA.

**RECOMMENDATION**

- A valid Driver's License

**DUTIES:**

- Execute access control.
- Check supplier article and objective
- Patrol and control admission
- Report security risk to supervisor.
- Rotate between different security posts
- Relieve other security officers

**Appointment will be based on security clearance prior to permanent appointment**

**ENQUIRIES:**

Ms. E.E. Monyane-Mphane (057) 916 8740 Lejweleputswa District

**POST:**           **CLEANER**  
**REFERENCE NO:** CS 12/14 PROVINCIAL OFFICE X1  
                          DC 20/06/14 FEZILEDABI DISTRICTX1  
                          DC 17/10/14 BLOEM SECURE CARE CENTRE X2  
                          DC 18/06/14 LEJWELEPUTSWA DISTRICT X1

**SALARY:**       Level 2 – A basic salary of R 68 010 per annum.

**REQUIREMENTS:**

- ABET or equivalent qualification
- Ability to use cleaning equipment

**DUTIES:**

- Clean and create an orderly working environment e.g. cleaning floors, lavatories, utensils, kitchens, offices, boardrooms, windows and residential place
- Operate cleaning machines
- Fill water bottles
- Manage the allocated cleaning material and cleaning equipment

**ENQUIRIES:**

Mr. K. Lekgetho (051) 407 0766, General Support Services, Ms. K. Nkungwana (056) 216 8070 Kroonstad, Ms. M. Sebitloane, (051) 434 3010, Bloem Secure Care Centre, Ms. Eba Monyane-Mphane (057) 9168740 Lejweleputswa District

**POST:**           **BOILER OPERATOR X 3**

**REF NO:**       **DC 19/05/14**

**SALARY:**       Level 2 – A basic salary of R 68 010 per annum.

**CENTRE:**       **THEKOLOHELONG WELFARE CENTRE**

**REQUIREMENTS:**

- Grade 10
- Trade certificate of boiler operator

**DUTIES:**

- Render boiler operation services within the institution
- Maintain boiler room and boiler machinery
- Operate the heating system
- Provide cleaning services within the boiler room

**ENQUIRIES:**

Ms. N.S. Miya (058) 713 0061, Thekolohelong Welfare Centre

**POST: ASSISTANT MANAGER: ACQUISITION MANAGEMENT**

**REF NO: FS 20/14**

**SALARY: Level 9 – A basic salary of R252 144 per annum**

**CENTRE: Provincial Office**

**REQUIREMENTS:**

- Appropriate Degree /National Diploma in Public Administration/ appropriate equivalent qualification or Grade 12/National Certificate (Vocational) with extensive relevant working experience in Acquisition management
- Computer Literacy
- A Valid driver's license

**DUTIES:**

- Evaluate quotations above R30 000
- Arrange Bid Adjudication Committee
- Compile Price Schedule
- Conduct presentation to the Bid Committee
- Arrange Bid advertisement
- Provide Training on Procurement system
- Provide consistency in respect of Supply chain Management policies
- Draft Acquisition policies in line with practice Note Guide for Accounting Officer
- Detect irregular expenditure
- Provide secretarial services during Bid Committees.

**ENQUIRIES:**

Mr. L. Bulani: 0718558011 Provincial Office

**POST: SENIOR ADMIN OFFICER: LOSS CONTROL**

**REF NO: FS 21/14**

**SALARY: Level 8 – A basic salary of R252 144 per annum**

**CENTRE: PROVINCIAL OFFICE**

**REQUIREMENTS:**

- Appropriate Degree /National Diploma in Public Administration/ appropriate equivalent qualification or Grade 12/National Certificate (Vocational) with extensive relevant working experience in Acquisition Management
- Computer Literacy
- A Valid driver's license

**DUTIES:**

- Provide Administration support
- Conduct investigations of theft, damages and losses
- Provide secretariat function during Loss Control meetings
- Liase with Legal Services component
- Administration of claims against the State and claims by the state against other persons
- Facilitate and report excess payments
- Supervise employees within the sub-directorate

**ENQUIRIES:**

Mr. L. Bulani: 0718558011 Provincial Office

**POST:** SOCIAL WORK SUPERVISOR GRADE 1  
REFERENCE NO: DC 17/02/14 MOTHEO DISTRICT X 1  
DC 16/01/14 XHARIEP DISTRICT X 1

**SALARY:** A basic salary of R 257 256 - R 298 230 (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)

**REQUIREMENTS:**

- Appropriate Bachelor's Degree in Social Work
- Current Registration with the SACSSP as a Social Worker
- A minimum of 7 years appropriate experience in Social Work

**DUTIES:**

- Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from social instability in any form.
- Supervise and advice 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. W. Peterson (051) 403 2210 Motheo District, Ms. F.F. Nondabula (053) 205 9868 Xhariep District

**POST:** SOCIAL WORK SUPERVISOR GRADE 1: EMPLOYEE HEALTH & WELLNESS PROGRAMME

**REF NO:** CS 04/14

**SALARY:** A basic salary of R 257 256 - R 298 230 (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:**

- B degree in Social Work or equivalent qualification
- Current Registration with the SACSSP
- Extensive relevant experience and supervisory abilities
- Computer Certificate
- A valid driver's license
- 

**DUTIES:**

- To develop and facilitate the implementation of a departmental policy and operational plan with regard to Employee Health and Wellness Programme
- To assist line-functionaries in the department with implementation of such policies/plans
- To co-ordinate all matters related to Occupational Health and Safety, HIV and Aids, Wellness Management, EAP Services in the Department
- Management and supervision of staff

**ENQUIRIES:**

Ms. P.D. Mphosi (051) 409 0660 Provincial Office



**POST:** COMMUNITY DEVELOPMENT PRACTITIONER GRADE 3

**REF NO:** DC 20/02/14

**SALARY:** A basic salary of R 216 426 - R 289 548 (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)

**CENTRE:** FEZILE DABI

**REQUIREMENTS:**

- Appropriate B degree or diploma with 5-7 years' appropriate experience
- Experience in development work
- Knowledge of the functioning of NGOs, CBOs, FBOs and other related stakeholders
- Good communication skills in the majority languages of the Province I
- Computer Certificate
- A valid driver's licence

**DUTIES:**

- Render training and guidance to subordinates with regard to development work for NGOs, CBOs and FBOs
- Supervise and support subordinates in rendering effective service according to the strategic plan of the Department I Manage PDMS of subordinates
- Contribute to management of financial resources to ensure effectiveness and efficiency
- Develop and manage Human Resources in consultation with the Assistant Manager
- Evaluate programmes of organizations

**ENQUIRIES:**

Ms. T.E. Jongolo (056) 216 8090 Fezile Dabi District

**POST:** COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1x 10  
**REFERENCE NO:** DC 18/01/14 LEJWELEPUTSWA X7  
DC 18/02/14 BOSHOF X3

**SALARY:** A basic salary of R 144 366 - R 167 364 (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)

**REQUIREMENTS:**

- An appropriate National Diploma or Bachelor's Degree
- Knowledge in the functioning of NGOs, CBOs, FBOs and other related stakeholders
- A valid driver's license
- Computer Certificate

**DUTIES:**

- Arrange funding for CBO's , NGO's etc. and provide training for the proper functioning of these structures
- Identify new early childhood development centres (ECDs), day care centre for disabled and ensure registration evaluation of these centres
- Ensure the establishment of support groups in the community related to e.g. HIV/AIDS poverty alleviation, aged and disabled, women and alcohol and drug abuse
- Supervise and manage performance and development of staff
- Coordinate and facilitate various department programmes e.g. awareness

**ENQUIRIES:**

Mr. M.J. Maikgosho (057) 916 8728 Lejweleputswa District

**POST: ASSISTANT MANAGER: INTERNAL AUDIT X2**

**REF NO: FS 09/14**

**SALARY: Salary level 9 – A basic salary of R 252 144 per annum.**

**CENTRE: PROVINCIAL OFFICE**

**REQUIREMENTS:**

- B Tech Degree/National Diploma in Internal Auditing, B.Com (Accounting, Auditing) or equivalent qualification
- 3 years work experience in internal audit related activities
- Member of the Institute of Internal Auditors South Africa (IIASA)

**RECOMMENDATION:**

- A valid driver's licence

**DUTIES:**

- Identify Audit areas, assign staff and financial resources to audit areas and provide time frames for audit projects.
- Prepare Audit visit date schedule in consultation with the Auditee.
- Prepare the weekly progress reports and audit task plans and submit to Manager.
- Review work of subordinates, compile training need-analysis for staff and submit to Manager.
- Perform and monitor audits according to the hours allocated for each audit project.
- Assess existing controls against ideal controls for further testing or reporting.
- Determine compliance with Acts, Regulations and Policies
- Conduct Audits and report thereon according to the Standards for the Professional Practice of Internal Auditing and Departmental Procedure
- Examine and Evaluate the Department's Financial and other systems as well as Procedures and Internal Controls to ensure that Accounting Records and Management information are accurate and Controls are adequate to protect against fraud and waste.

**ENQUIRIES:**

Mr. K. Mojatau (051) 409 0745 Provincial Office

**POST: SENIOR ADMINISTRATION OFFICER (ADMIN SUPPORT)**

**REF NO: DC 16/02/14**

**SALARY: Salary level 8 – A basic salary of R 212 106 per annum.**

**CENTRE: XHARIEP**

**REQUIREMENTS:**

- Appropriate Degree or National Diploma in Finance/Public Administration/Human Resources Management or appropriate equivalent qualification or Grade 12/National Certificate (Vocational) with extensive relevant experience and supervisory abilities.
- Knowledge of Financial Management, Supply Chain Management and Human Resource Management
- Computer Certificate

**RECOMMENDATION:**

A valid driver's license

**DUTIES:**

- Manage and maintain effective administrative support for the district/institution
- Co-ordinate personnel and human resource-related matters within the District/institution
- Manage and co-ordinate procurement processes in the District/institution
- Ensure proper management of assets and recordkeeping
- Manage and supervise staff

**ENQUIRIES:**

Ms. F.F. Nondabula (053) 205 9868 Xhariep District

**POST:** SENIOR HUMAN RESOURCE PRACTITIONER ADVISORY SERVICES X3

**REF NO:** CS 06/14

**SALARY:** Salary level 8 – A basic salary of R 212 106 per annum

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:**

- An appropriate Degree/ National Diploma in Human Resource Management or equivalent qualification with relevant working experience.
- Knowledge of practices and procedures of Human Resource
- Knowledge of policy research, analysis and development
- Computer Certificate

**RECOMMENDATION:**

A valid driver's license

**DUTIES:**

- Render Human Resource advisory services to the department by investigating, analyzing and interpreting human resource related issue
- Research, analyze and develop departmental policies
- Facilitate recruitment and selection process in the department to adhere to procedures and to contribute to a professional human resource management services
- Facilitate human resource planning in the department to forecast staffing needs and develop effective strategies to address the identified needs

**ENQUIRIES:**

Ms. S.D. Lebakeng (051) 407 0746 Provincial Office

**POST:** ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT  
**REFERENCE NO:** DC 16/03/14 KOFFIEFONTEIN OFFICE  
DC 18/03/14 LEJWELEPUTSWA DISTRICT

**SALARY:** Salary level 7 – A basic salary of R 170 799 per annum.

**REQUIREMENTS:**

- Grade 12/National Certificate (Vocational) and LOGIS1 or LOGIS Asset Management Course
- Knowledge of Acquisition Management practices
- Computer Certificate

**RECOMMENDATION:**

Valid driver's license

**DUTIES:**

- Render effective, fair and efficient Bid Administration to the Department
- Ensure compliance to all procurement procedures regarding procurement
- Make necessary arrangements for the disposal of redundant, unserviceable and absolute material/items including the development of a register for recording information of items disposed.
- Execute a stocktaking exercise in collaboration with asset controllers in the Districts to ensure correct capturing of information on assets and report on the findings
- Manage filling to ensure effective running on the District
- Ensure safeguarding of all assets

**ENQUIRIES:**

Ms. F.F. Nondabula (053) 205 9868 Xhariep District, Mr. M.J. Maikgosho (057) 916 8728 Lejweleputswa District

**POST:** ARTISAN: PLUMBING

**REF NO:** CS 07/14

**SALARY:** Salary level 7- A basic salary of R 170 799 per annum.

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:**

- Grade 12/ National Certificate (Vocational) with appropriate experience
- Trade Test Certificate
- A valid driver's licence

**DUTIES:**

- Maintenance, including new work to building infrastructure works.
- Ensure that routine daily maintenance is carried out on all the Departmental Institutions including District Offices.
- Perform day-to-day duties in terms of emergencies and normal maintenance as prescribed.
- Adhere to safety practices (OHS Act).
- Perform other essential services and maintenance oriented duties applicable to the post.
- Maintain good housekeeping in the workmanship.
- Ensure that the buildings are maintained in good workmanship.
- Compile material quantities / specification per project.

**ENQUIRIES:**

Ms. M. Mosupa (051) 409 0577 Provincial Office

**POST:** SENIOR SECURITY OFFICER X 9  
REFERENCE NO: DC 16/04/14 KOFFIEFONTEIN X3  
DC 16/07/14 BETHULIE X2  
DC 19/01/14 BETHLEHEM X1  
DC 19/02/14 THEKOLOHELONG WELFARE CENTRE X1  
SM 02/14 PROVINCIAL OFFICE X2

**SALARY:** Level 6 - A basic Salary of R 138 345 per annum

**REQUIREMENTS:**

- Grade 12/National Certificate (Vocational) or equivalent qualification Certificate
- Grade C certificate
- Three years relevant experience as a Security Officer
- Knowledge of relevant regulation with regard to security measures and possible risk
- Computer Certificate

**RECOMMENDATION**

- A valid driver's license

**DUTIES**

- Supervise and control activities of security officers
- Organize and hold meetings and workshops
- Implement, organize, co-ordinate and control shift matters
- Rotate between different security posts and reliefs

**Appointment will be based on security clearance prior to permanent appointment**

**ENQUIRIES**

Mr. N.P. Thomas (053) 205 9860 Xhariep District, Mr. A. Mosia (058) 718 6300 Bethlehem, Ms. G. Plaatjie (058) 713 0061 Thekolohelong, Mr. S.A. Kgotle (051) 407 0687 Provincial Office

**POST:           REGISTRY CLERK: HUMAN RESOURCE MANAGEMENT**

**REF NO:       CS 05/14**

**SALARY:       Salary level – 5 A basic Salary of R 115 212 per annum**

**CENTRE:       PROVINCIAL OFFICE**

**REQUIREMENTS:**

- Grade 12/National Certificate (Vocational)
- Computer Certificate

**DUTIES:**

- Day- to-day administration.
- Manage filing system (e.g. opening of files, filing and retrieval of files).
- Capture relevant data and keep registers.
- Control movement of files.
- Arrange venues and refreshments for meetings.
- Type documents and take minutes at meetings.
- Make photocopies, send and receive faxes.
- Submit statistical reports.

**ENQUIRIES:**

Ms. M.V. Mophethe (051) 407 0734 Human Resource Management

**POST:           ADMINISTRATIVE CLERK: SPECIALISED SUPPORT SERVICES**

**REF NO:       DC 20/03/14**

**SALARY:       Salary level 5 - A basic salary of R 115 212 per annum**

**CENTRE:       FEZILE DABI DISTRICT**

**REQUIREMENTS**

- Grade 12/National Certificate (Vocational)
- Computer Certificate

**DUTIES:**

- General office administration
- Render registry services and keep records
- Type reports
- Handle HR practices, including leave, housing and bursaries.

**ENQUIRIES:**

Ms. T.E. Jongolo (056) 212 8090 Fezile Dabi District

**POST:           ADMINISTRATION CLERK: GENERAL SUPPORT**

**REF NO:       DC 18/04/10**

**SALARY:       Salary level 5 - A basic salary of R 115 212 per annum**

**CENTRE:       LEJWELEPUTSWA**

**REQUIREMENTS:**

- Grade 12/National Certificate (Vocational)
- Computer Certificate

**DUTIES:**

- General office administration
- Type reports
- Maintain the filing system
- Assist with switchboard services
- Manage photocopy services.

**ENQUIRIES:**

Mr. M.J. Maikoshu (057) 916 8728 Lejweleputswa District

**POST:** SENIOR CARE WORKER X2

**REF NO:** DC 19/03/14

**SALARY:** A basic salary of R 110 655 - R 124 533 (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)

**CENTRE:** THEKOLOHELONG WELFARE CENTRE

**REQUIREMENTS:**

- Grade 12/National Certificate (Vocational)
- Minimum of 2 years' appropriate experience.

**DUTIES:**

- Provide 24-hour basic care services to frail elderly and disabled residents
- Writereports and report activities performed to residents
- Provide a safe environment to residents
- Provide support and monitoring to subordinates
- Supervise and monitor performance of subordinates.

**ENQUIRIES:**

Ms. S.E. Mlangeni (058) 713 0061 Thekolohelong Welfare Centre

**POST:** PRACTITIONER: HIV/AIDS, STI AND TB MANAGEMENT WORKPLACE PROGRAMME

**REF NO:** CS 21/14

**SALARY:** Salary level 7- A basic salary of R 170 799 per annum

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:**

- Degree in B. Soc Science (Human and Societal Dynamics) majoring in Psychology
- 2 – 3 years experience in the field of HIV and AIDS, STI and TB Management at the workplace

**DUTIES:**

- Implementation of HIV/AIDS, STI and TB Management workplace programme
- Coordinate HIV/AIDS workplace projects.  
Coordinate workplace programmes aligned to National Health calendar of events.
- Management of administrative duties
- Drive an monitor HCT campaigns in the workplace

**ENQUIRIES:**

Ms. P.D. Mphosi 083 7246 544 Provincial Office

**POST: PRACTITIONER: WELLNESS MANAGEMENT PROGRAMME**

**REF NO: CS21/14**

**SALARY: Salary level 7- A basic salary of R 170 799 per annum**

**CENTRE: PROVINCIAL OFFICE**

**REQUIREMENTS:**

- Degree in B. Soc Science (Human and Societal Dynamics)
- 2 – 3 years experience in HIV and AIDS, STI and TB Management at the workplace

**DUTIES:**

- Implementation of HIV/AIDS, STI and TB Management at a workplace
- Coordinate projects in HIV/AIDS, STI and TB Campaigns in the Department
- Raise awareness aligned to prevention strategies on HIV/AIDS, STI and TB Management at workplace.
- Management of administrative duties
- Conduct presentations in relation to HIV/AIDS, STI and TB in the Department

**ENQUIRIES:**

Ms. P.D. Mphosi 083 7246 544 Provincial Office

**POST: SOCIAL WORK MANAGER GRADE 1 X2  
REFERENCE NO: DC 19/06/14 BETHLEHEM OFFICE  
DC 16/05/14 XHARIEP DISTRICT**

**SALARY: Salary: R 537 261- 604 698 per annum. (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)**

**REQUIREMENTS:**

- Appropriate Bachelors Degree in Social Work
- Current Registration with the SACSSP as a Social Worker
- A Minimum of 10 years appropriate experience in Social Work

**DUTIES:**

- Provide a social work service of the highest, most advanced and specialized nature within (a) defined area(s) or specialization with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form.
- Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources.
- Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilization of human resources.
- Keep up to date with the new developments in the social work and management fields.
- Plan and ensure that social work research and development are undertaken. Undertake complex social work research.
- Perform and/or ensure that all the administrative functions required in the unit are performed.

**ENQUIRIES:**

Ms. M.M. Mohaleroe (058) 718 6300 Bethlehem, Ms. F.F. Nondabula (053) 205 9860 Koffiefontein

**POST:** SOCIAL WORK SUPERVISOR GRADE 1 X5  
REFERENCE NO: DC 17/13/14 MOTHEO DISTRICT X 1  
DC 16/06/14 XHARIEP DISTRICT X 1 (PROBATION SERVICES)  
DC 19/07/14 THABO MOFUTSANYANA X 2  
DC 16/10/14 XHARIEP DISTRICT X1

**SALARY:** Salary: R 257 256 – 298 230 per annum. (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)

**REQUIREMENTS:**

- Appropriate Bachelors Degree in Social Work
- Current Registration with the SACSSP as a Social Worker
- A minimum of 7 years appropriate experience in Social Work

**DUTIES:**

- Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from social instability in any form.
- Supervise and advice 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. W. Peterson (051), 403 2210 Motheo District, Ms. F.F. Nondabula (053) 205 9860 Xhariep District  
Ms. M. Mohaleroe (058) 718 6300 Thabo Mofutsanyana District

**POST:** ASSISTANT MANAGER: SUSTAINABLE LIVELIHOOD X2

**REF NO:** CD 01/14

**SALARY:** A basic salary of R 325 887 – 366 789 (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:**

- An appropriate three year tertiary qualification
- Extensive experience as a Community Development Practitioner (Supervisory experience will be an added advantage)
- Proven competence in Community Facilitation, Community Based Planning, Sustainable Livelihoods Approach, Project Management and Financial Management
- A valid driver's license

**DUTIES:**

- Coordinate identification, facilitation and implementation of integrated development intervention in collaboration with district offices, communities and other relevant stakeholders.
- Make proposals in the monitoring, interpretation and review legislation and policies to determine whether the legislation and policies are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts and policies and develop new policies where required.
- Facilitate continuous service delivery improvement by monitoring development in Community Development practice and management fields.
- Provide support in the interpretation of research in Community Development to enhance effective planning and implementation of services.
- Collaborate in the appropriate, efficient and effective utilisation of human, financial and physical resources.

**ENQUIRIES:**

Mr. D.H. Diamond (051) 409 0598 Provincial Office



**POST:** ASSISTANT MANAGER: COMMUNITY MOBILISATION X2

**REF NO:** CD 02/14

**SALARY:** A basic salary of R 325 887 – 366 789 (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:**

- An appropriate three year tertiary qualification
- Extensive experience as a Community Development Practitioner (Supervisory experience will be an added advantage)
- Proven competence in Community Facilitation, Community Based Planning, Sustainable Livelihoods Approach, Project Management and Financial Management
- A valid driver's license

**DUTIES:**

- Coordinate identification, facilitation and implementation of integrated development intervention in collaboration with district offices, communities and other relevant stakeholders.
- Make proposals in the monitoring, interpretation and review legislation and policies to determine whether the legislation and policies are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts and policies and develop new policies where required.
- Facilitate continuous service delivery improvement by monitoring development in Community Development practice and management fields.
- Provide support in the interpretation of research in Community Development to enhance effective planning and implementation of services.
- Collaborate in the appropriate, efficient and effective utilisation of human, financial and physical resources.

**ENQUIRIES:**

Mr. D.H. Diamond (051) 409 0598 Provincial Office

**POST:** ASSISTANT MANAGER: SUSTAINABLE LIVELIHOOD

**REF NO:** CD 19/08/14

**SALARY:** A basic salary of R325 887 – 366 789 (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)

**CENTRE:** BETHLEHEM OFFICE

**REQUIREMENTS:**

- An appropriate three year tertiary qualification
- Extensive experience as a Community Development Practitioner (Supervisory experience will be an added advantage)
- Proven competence in Community Facilitation, Community Based Planning, Sustainable Livelihoods Approach, Project Management and Financial Management
- A valid driver's license

**DUTIES:**

- Coordinate identification, facilitation and implementation of integrated development intervention in collaboration with district offices, communities and other relevant stakeholders.
- Make proposals in the monitoring, interpretation and review legislation and policies to determine whether the legislation and policies are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts and policies and develop new policies where required.
- Facilitate continuous service delivery improvement by monitoring development in Community Development practice and management fields.
- Provide support in the interpretation of research in Community Development to enhance effective planning and implementation of services.
- Collaborate in the appropriate, efficient and effective utilisation of human, financial and physical resources.

**ENQUIRIES:**

Mr. M.J. Takalo (058) 307 7500 Bethlehem Office

**POST:** ASSISTANT MANAGER: COMMUNITY MOBILISATION

**REF NO:** CD 19/09/14

**SALARY:** A basic salary of R 325 887 – 366 789 (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)

**CENTRE:** BETHLEHEM OFFICE

**REQUIREMENTS:**

- An appropriate three year tertiary qualification
- Extensive experience as a Community Development Practitioner (Supervisory experience will be an added advantage)
- Proven competence in Community Facilitation, Community Based Planning, Sustainable Livelihoods Approach, Project Management and Financial Management
- A valid driver's license

**DUTIES:**

- Coordinate identification, facilitation and implementation of integrated development intervention in collaboration with district offices, communities and other relevant stakeholders.
- Make proposals in the monitoring, interpretation and review legislation and policies to determine whether the legislation and policies are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts and policies and develop new policies where required.
- Facilitate continuous service delivery improvement by monitoring development in Community Development practice and management fields.
- Provide support in the interpretation of research in Community Development to enhance effective planning and implementation of services.
- Collaborate in the appropriate, efficient and effective utilisation of human, financial and physical resources.

**ENQUIRIES:**

Mr. M.J. Takalo (058) 307 7500 Bethlehem Office

**POST:** ASSISTANT MANAGER: YOUTH DEVELOPMENT

**REF NO:** DC 19/10/14

**SALARY:** A basic salary of R 325 887 – 366 789 (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)

**CENTRE:** BETHLEHEM OFFICE

**REQUIREMENTS:**

- An appropriate three year tertiary qualification
- Extensive experience as a Community Development Practitioner (Supervisory experience will be an added advantage)
- Proven competence in Community Facilitation, Community Based Planning, Sustainable Livelihoods Approach, Project Management and Financial Management
- A valid driver's license

**DUTIES:**

- Coordinate the review of legislation and policies in Youth Development and implement capacity building programmes for the youth services.
- Plan and ensure that research of youth development is undertaken.
- Support the districts in the profiling of the youth in various commissions
- Provide regular monitoring and evaluation service on Youth Development Services.
- Keep up to date with new developments in the Youth Development field to enhance service delivery
- Provide monthly on the services rendered by the Districts in Youth Development.

**ENQUIRIES:**

Mr. M.J. Takalo (058) 307 7500 Bethlehem Office

**POST:** ASSISTANT MANAGER: COMMUNITY DEVELOPMENT

**REF NO:** DC 16/11/14

**SALARY:** A basic salary of R 325 887 – 366 789 (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)

**CENTRE:** XHARIEP DISTRICT

**REQUIREMENTS:**

- An appropriate three year tertiary qualification
- Extensive experience as a Community Development Practitioner (Supervisory experience will be an added advantage)
- Proven competence in Community Facilitation, Community Based Planning, Sustainable Livelihoods Approach, Project Management and Financial Management
- A valid driver's license

**DUTIES:**

- Coordinate identification, facilitation and implementation of integrated development intervention in collaboration with district offices, communities and other relevant stakeholders.
- Make proposals in the monitoring, interpretation and review legislation and policies to determine whether the legislation and policies are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts and policies and develop new policies where required.
- Facilitate continuous service delivery improvement by monitoring development in Community Development practice and management fields.
- Provide support in the interpretation of research in Community Development to enhance effective planning and implementation of services.
- Collaborate in the appropriate, efficient and effective utilisation of human, financial and physical resources.

**ENQUIRIES:**

Ms. F.F. Nondabula (053) 205 9860 Xhariep District

**POST:** ASSISTANT MANAGER: CARE SERVICES

**REF NO:** DC 19/11/14

**SALARY:** Salary: R 257 256 – 298 230 per annum. (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)

**CENTRE:** LERATONG CHILDREN'S HOME

**REQUIREMENTS:**

- Appropriate Bachelors Degree in Social Work
- Current Registration with the SACSSP as a Social Worker
- A minimum of 7 years appropriate experience in Social Work

**DUTIES:**

- Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from social instability in any form.
- Supervise and advice 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. E. Skosana, (058) 713 1201 Leratong Children's Home

**POST:** PROFESSIONAL NURSE GRADE 2

**REF NO:** DC 17/14/14

**SALARY:** A basic salary of R 209 568 – 242 952 per annum. (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience.)

**CENTRE:** TSHIRELETSONG CHILD AND YOUTH CARE CENTRE

**REQUIREMENTS:**

- An appropriate recognized Nursing National Diploma or Degree
- Current Registration with the South African Nursing Council

**RECOMMENDATIONS:**

- Assessments
- Health Talks
- IMCI
- Reproductive Health

**DUTIES:**

- Rendering of Primary Health Services to children from 0-18 years
- Responsible for supervision in the unit for children from 0-6 years
- Responsible for health talks and counseling for children from 7-18 years
- Immunization of children
- Form part of the multi professional team
- Report writing and record keeping
- Stock ordering and control including medical stock
- Liaise with different hospitals and clinics
- Must be able to work shifts including night duty

**ENQUIRIES:**

Ms. S. Morabe (072) 941 3765 Tshireletsong Child and Youth Care Centre

**POST:** CHILD AND YOUTH CARE WORKER TEAM LEADER GRADE 1

**REF NO:** DC 20/07/14

**SALARY:** A basic salary of R 104 295 – 117 387 per annum. (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)

**CENTRE:** MATETE MATCHES SECURE CARE CENTRE

**REQUIREMENTS:**

- Grade 12/National Certificate (Vocational)
- A minimum of 7 years appropriate experience in Child and Youth Care Work after obtaining the required qualification

**DUTIES:**

- Serve as a team leader for Child and Youth care Worker during a shift
- Undertake inspections during a shift and report on incidents and problems identified
- Perform administrative work relevant to the job
- Assist with the care of children as the need arise

**ENQUIRIES:**

Ms. N.J. Mokoena (056) 212 3445, Matete Matches Secure Care Centre

**POST:**           **MANAGER: COMMUNICATIONS**

**REF NO:**       **FS 09/14**

**SALARY:**       Level 11– An all-inclusive package of R 495 603 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

**CENTRE:**       **PROVINCIAL OFFICE**

**REQUIREMENTS:**

- An appropriate Bachelor's Degree in Communications, majoring in Public Relations and Marketing
- Extensive recognized experience in the field of communications
- A Valid driver's license

**DUTIES:**

- Provide public relations and media liaison services at Provincial level
- Perform duties and responsibilities as spokesperson for the Department of Social Development
- Organize stakeholder briefings and exhibitions for the department and market the services of the department.
- Manage internal communication such as management of notice boards, posting of information on intranet, updating staff on issues affecting the department in the media, production of internal news, letters etc.
- Provide speech writing services and editing of departmental documents
- Coordinate and facilitate all internal and external events in the department such as, outreach programmes, ministerial events, national commemorative days, etc, as well as development and implementation of Event Management Strategy of the department
- Manage and Develop the Performance of personnel

**ENQUIRIES:**

Mr. R. Botha (051) 400 0223, Provincial Office

**POST:**           **MANAGER: STRATEGIC PLANNING**

**REF NO:**       **DSS 03/14**

**SALARY:**       Level 11– An all-inclusive package of R 495 603 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

**CENTRE:**       **PROVINCIAL OFFICE**

**REQUIREMENTS:**

- An appropriate Bachelor's Degree/ National Diploma in the relevant field
- 6 -10 years relevant working experience
- A Valid driver's license

**DUTIES:**

- Ensure the development, maintenance and/or successful implementation of the Department's strategic planning policy and/or implementation strategy (in line with national and/or provincial frameworks).
- Ensure the development and/or review of the Department's 5-Year Strategic Plan, 3-Year Annual Performance Plan and Annual Operational Plans in line with the provisions of Treasury Regulations and/or national and/or provincial formats
- To ensure that the capacity of the Department on matters related to strategic – and operational planning improved continuously
- Ensure the operationalization of the Departmental Strategic Plan and Annual Performance Plan.
- Represent the Department in national and/or provincial meetings on matters related to strategic – and operational planning.

**ENQUIRIES:**

Mr. L. L. Maphalala (083) 406 9965, Provincial Office

**POST: ASSISTANT MANAGER: COMMUNICATIONS**

**REF NO: FS 10/14**

**SALARY: A basic salary of R 252 144 per annum**

**CENTRE: PROVINCIAL OFFICE**

**REQUIREMENTS:**

- An appropriate three year tertiary qualification in Communication or Journalism/ Public Relations
- Two to three years experience in media, marketing and communication environment
- A valid driver's license

**DUTIES:**

- Organize stakeholder briefings and exhibitions for the whole province
- Manage internal and external communications in the province. such as management of notice boards, posting of information on internet, updating staff on issues affecting the department
- Manage all internal and external events in the province such as Imbizo outreach programmes and national commemorative days

**ENQUIRIES:**

Ms. G.M. Moncho (051) 409 0625 Provincial Office

**POST: ASSISTANT MANAGER: INFORMATION SECURITY**

**REF NO: SM 03/14**

**SALARY: A basic salary of R 252 144 per annum**

**CENTRE: PROVINCIAL OFFICE**

**REQUIREMENTS:**

- A recognized degree in Public Management or equivalent qualification/ Grade 12 with extensive relevant working experience in Information Security and supervisory abilities.
- Computer Certificate
- A valid driver's license

**DUTIES:**

- Implement standards in respect of security investigations, information preservation and monitoring procedures and processes
- Ensure security audits, Inspections and monitoring of Private security companies/ Security Corporatives contracted by the department
- Manage administrative affairs of investigations , conduct Audis on Classification of Information with the Department
- Assist in financial management and manage all human resources function within the section
- Manage all aspects of investigation
- Conduct research and advice management on information security investigations
- Liaise with Law Enforcement Agencies on Vetting and Security breaches
- Oversee the implementation of information regulations, directives and policies
- Advice management on all aspects of Information Security
- Conduct Security Awareness Programmes
- Ensure implementation of Vetting/Personnel Suitability Checks with the department
- Supervise employees within the sub-directorate.

**Appointment will be based on security clearance prior to permanent appointment**

**ENQUIRIES:**

Mr. P.J. Miya: (083) 7070283 Provincial Office

**POST:** CHIEF PERSONNEL OFFICER: HRM

**REF NO:** CS 20/14

**SALARY:** Salary level 8 – A basic salary of R 212 106 per annum.

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:**

- Appropriate Degree or National Diploma in Finance/Public Administration/Human Resources Management or appropriate equivalent qualification or Grade 12 with extensive relevant working experience and supervisory abilities.
- Knowledge of Financial Management, Supply Chain Management and Human Resource Management
- Computer Literacy

**DUTIES:**

- Management of Pension documents and approving the transactions on the Persal System
- Management of Leave Gratuity and Leave Discounting
- Management of Housing documents and approving transactions on the Persal System
- Management of Injury on Duty
- Supervision of subordinates

**ENQUIRIES:**

Ms. M.V. Mophethe, 051 407 0734 Provincial Office

**POST:** STATE ACCOUNTANT: REVENUE SERVICES

**REF NO:** FS 11/14

**SALARY:** Salary level 7 – A basic salary of R 170 799 per annum.

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:**

- Appropriate recognized Bachelors Degree/National Diploma with Financial Accounting / Management Accounting / Financial Management / Grade 12 with extensive experience in Revenue

**DUTIES:**

- Resolve bank exceptions
- Clear asset & liability items
- Authorize journals
- Prepare weekly revenue payment
- Compile daily bank and monthly ledger reconciliations.
- Prepare BCT payments & submit to the Bank and Treasury
- Compliance to Government Regulations
- Manage the Performance and Development of personnel.

**ENQUIRIES:**

Mr. J. M. Zoko (051) 409 0511, Provincial Office

**POST:** SENIOR STATE ACCOUNTANT: INTERNAL CONTROL

**REF NO:** FS 12/14

**SALARY:** Salary level 8 – A basic salary of R 212 106 per annum.

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:**

- Appropriate recognized Bachelors Degree/ National Diploma with Financial Accounting / Management Accounting / Financial Management / Grade 12 with extensive working experience in Finance

**DUTIES:**

- Financial control of all sundry, LOGIS, claims and journals
- Compliance to Government Regulations
- Manage the Performance and Development of personnel.

**ENQUIRIES:**

Mr. J. M. Zoko (051) 409 0511, Provincial Office

**POST:** SENIOR STATE ACCOUNTANT: SUSPENSE ACCOUNTS

**REF NO:** FS 13/14

**SALARY:** Salary level 8 – A basic salary of R 212 106 per annum.

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:**

- Appropriate recognized Bachelors Degree/National Diploma with Financial Accounting / Management Accounting / Financial Management / Grade 12 with extensive working experience in Salary Administration.
- Certificate in Introduction to PERSAL

**DUTIES:**

- Authorization of Salary and Human Resource Related transactions.
- Check pension files and salary reversals before Tax recalculation.
- Clear PERSAL suspense file.
- Manage the Performance and Development of personnel.
- Adhere to Government Regulations.

**ENQUIRIES:**

Ms. N.V. Kosana (051) 409 0518, Provincial Office

**POST:** SENIOR ADMINISTRATION OFFICER (ADMIN SUPPORT) X3

**REFERENCE NO:** DC 19/12/14 BETHLEHEM OFFICE X1  
DC 19/13/14 THEKOLOHELONG WELFARE CENTRE X1  
DC 19/14/14 LERATONG CHILDREN'S HOME X1

**SALARY:** Salary level 8 – A basic salary of R 212 106 per annum.

**REQUIREMENTS:**

- Appropriate Degree or National Diploma in Finance/Public Administration/Human Resources Management or appropriate equivalent qualification or Grade 12 with extensive working relevant experience and supervisory abilities.
- Knowledge of Financial Management, Supply Chain Management and Human Resource Management
- Computer Literacy

**RECOMMENDATION:**

Valid driver's license



**DUTIES:**

- Manage and maintain effective administrative support for the district/institution
- Co-ordinate personnel and human resource-related matters within the District/institution
- Manage and co-ordinate procurement processes in the District/institution
- Ensure proper management of assets and recordkeeping
- Manage and supervise staff

**ENQUIRIES:**

Ms. M. Mohaleroe (058) 718 6300 Thabo Mofutsanyana District, Ms. G. Plaatjie (058) 713 0061 Thekolohelong Welfare Centre, Ms. E. Skosana (058) 713 1201 Leratong Children's Home

**POST: SENIOR ADMINISTRATION OFFICER (GENERAL SUPPORT)**

**REF NO: DC 19/15/14**

**SALARY: Salary level 8 – A basic salary of R 212 106 per annum.**

**CENTRE: THEKOLOHELONG WELFARE CENTRE**

**REQUIREMENTS:**

- Appropriate Degree or National Diploma in Finance/Public Administration/Human Resources Management or appropriate equivalent qualification or Grade 12 with extensive working experience and supervisory abilities
- Knowledge of Financial Management, Supply Chain Management and Human Resource Management
- Computer Literacy

**RECOMMENDATION:**

Valid driver's license

**DUTIES:**

- Manage and maintain effective administrative support for the institution
- Co-ordinate and monitor household and maintenance services in the institution
- Monitor Supply chain Management processes in the section
- Manage Performance Management Development System of the section
- Manage and supervise staff
- Monitor the budget of the section
- Co-ordinate staff development training

**ENQUIRIES:**

Ms. G. Plaatjie (058) 713 0061 Thekolohelong Welfare Centre

**POST: PERSONAL ASSISTANT: X 6**  
**REFERENCE NO: DSS 04/14 YOUTH DEVELOPMENT**  
**CD 03/14 COMMUNITY DEVELOPMENT**  
**SWS 04/14, REMEDIAL SERVICES**  
**SWS 05/14, FAMILIES**  
**SWS 06/14, CHILDREN**  
**FS 14/14 FINANCIAL SERVICES**

**SALARY: Salary level 7 – A basic salary of R 170 799 per annum**

**CENTRE: PROVINCIAL OFFICE**

**REQUIREMENTS:**

- Grade 12 or equivalent qualification with extensive relevant experience, appropriate degree or diploma will serve as an added advantage
- Computer Certificate
- Typing skills will be tested

**DUTIES:**

- Manage engagements of the Executive Manager/Senior Manager to improve service delivery
- Implement administrative measures to ensure the efficient functioning of the office of the Executive Manager/Senior Manager
- Assist the Executive Manager/Senior Manager with regard to meetings attended so as to enable the Executive Manager/Senior Manager to efficiently execute her/his duties
- Ensure the safe-keeping of all documentation in the office of the Executive Manager/Senior Manager to be in line with the Archive Legislation

- Handle travel arrangements for the Executive Manager/Senior Manager and assist him/her with personal matters to enable them to attend to their duties
- Set up and maintain systems in the office of the Executive Manager/Senior Manager that will contribute towards improving efficiency in the office
- Promote professional behavior and ethics in the office of the Executive Manager/Senior Manager to enhance the image of the Public Service

**ENQUIRIES:**

Youth Development Mr. B. Nazo (051) 4090 591, Community Development L.T. Tladi (051) 4000 232  
Remedial services Ms. R.C. M. Senatle (051) 400 0223, Families M.C. Motsoeneng (051) 4000307  
Children Ms. E.M. Moseitlhe, (051) 4000213, Financial Services Ms. K.E. Moahlodi (051) 409 0526

**POST:**       **ADMINISTRATION OFFICER: HUMAN RESOURCE MANAGEMENT X2**  
**REFERENCE NO: DC 16/09/14 KOFFIEFONTEIN OFFICE**  
**DC 19/16/14 BETHLEHEM OFFICE**

**SALARY:**    **Salary level 7 – A basic salary of R 170 799 per annum.**

**REQUIREMENTS:**

- Appropriate degree or National Diploma in Human Resources Management/Public Administration or appropriate equivalent qualification or extensive working experience in Human Resource matters.
- Computer Certificate

**RECOMMENDATION:**

Valid driver's license

**DUTIES:**

- Manage leave days/forms to ensure service delivery of the district
- Manage recruitment to fill vacant posts in order to ensure the smooth running of the district
- Manage all enquiries related to human resources in order to ensure effective service delivery of the district
- Manage all submissions related to human resources in order to ensure effective service delivery of the district
- Manage the monthly salary advices in order to ensure proper running of the district
- Manage filling to ensure effective running of the district
- Supervise and develop subordinates to ensure motivated and effective service delivery

**ENQUIRIES:**

Ms. F.F. Nondabula (053) 205 9860 Xhariep District, Ms. M. Radebe (058) 718 6300 Bethlehem Office

**POST:**       **ADMINISTRATION OFFICER: PROVISING**

**REF NO:**    **FS 15/14**

**SALARY:**    **Salary level 7 – A basic salary of R 170 799 per annum.**

**CENTRE:**    **PROVINCIAL OFFICE**

**REQUIREMENTS:**

- Appropriate degree or National Diploma in Human Resources Management/Public Administration or appropriate equivalent qualification or extensive working experience.
- Computer Certificate
- LOGIS Certificate

**DUTIES:**

- Receives and record statements as well as invoices
- Reconcile payments and received invoices
- Follow up on outstanding deliveries and invoices
- Verify amounts claimed on invoices v/s order and recommended quotation
- Capture invoices within 24 hours of receipt
- Collect payments documentation and attach payment stubs
- Safeguard all accounting records

**ENQUIRIES:**

Ms. L.M. Batsietseng (051) 409 0539 Provincial Office

**POST : STATE ACCOUNTANT: RECORD MAINTENANCE**

**REF NO: FS 16/14**

**SALARY: Salary level 7 – A basic salary of R 170 799 per annum.**

**CENTER: PROVINCIAL OFFICE**

**REQUIREMENTS**

- Appropriate recognized Bachelors Degree/National Diploma with Financial Accounting/Management Accounting/Financial Management
- Minimum of 1 year experience in Record Maintenance
- Computer Certificate

**DUTIES**

- Handle Record Maintenance Section: Registry, and Accounting Records.
- Ensure that new entities are created by Provincial Treasury.
- Control register of entities and reports status of entities weekly
- Manage the store /strong room
- Safe keeping of financial documents for Audit purpose

**ENQUIRIES**

Mr. J. M. Zoko (051) 409 0511, Provincial Office

**POST: ADMINISTRATION OFFICER: HUMAN RESOURCE MANAGEMENT**

**REF NO: DC19/17/14**

**SALARY: Salary level 7 – A basic salary of R 170 799 per annum.**

**CENTRE: LERATONG CHILDREN 'S HOME**

**REQUIREMENTS:**

- Appropriate Bachelors Degree /National Diploma in Human Resources Management/Public Administration or appropriate equivalent qualification or Grade 12 with extensive relevant working experience in Human Resource matters.
- Computer Certificate

**RECOMMENDATION:**

- Valid driver's license

**DUTIES:**

- Manage leave forms and submit requests for all vacated posts.
- Handle all enquiries related to human resources.
- Draft submissions related to human resources management.
- Manage issuing of salary advices.
- Maintain filing system.
- Manage the Performance and Development of personnel.

**ENQUIRIES:**

Mr. I. Hlalele (058) 713 1201 Leratong Children's Home (Thabo Mofutsanyana)

**POST:** ADMINISTRATION OFFICER: AUXILIARY SERVICES

**REF NO:** DC17/15/14

**SALARY:** Salary level 7 – A basic salary of R 170 799 per annum.

**CENTRE:** TSHIRELETSONG CHILD AND YOUTH CENTRE

**REQUIREMENTS:**

- Appropriate Bachelors Degree /National Diploma in Human Resources Management/Public Administration or appropriate equivalent qualification or Grade 12 with extensive relevant working experience in maintenance and repairs.
- Computer Certificate

**DUTIES:**

- Monitor outsourced services
- Handle all enquiries related to human resources.
- Liaison with service providers and service government departments
- Handle Budget of the section.
- Maintain filing system.
- Handle procurement of goods and services in the section
- Manage the Performance and Development of personnel.

**ENQUIRIES:**

Ms. J. Pottas (083) 882 6996 Tshireletsong Place of Safety

**POST:** ADMINISTRATION OFFICER: NPO FINANCIAL COMPLIANCE (MONITORING AND EVALUATION)

**REF NO:** DSS 06/14

**SALARY:** Salary level 7 – A basic salary of R 170 799 per annum.

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS**

- Appropriate Bachelors Degree /National Diploma in Public Administration or appropriate equivalent qualification or Grade 12 with extensive relevant working experience in maintenance and repairs.
- Computer Certificate
- A valid driver's license

**DUTIES**

- Conduct financial compliance training to NPOs.
- Compile and update financial training materials.
- Conduct site inspections to ensure NPO compliance.
- Compile reports on monitoring and evaluation and investigations.
- Analyze financial statements, income and expenditure and report on variances discovered.
- Manage and Develop the Performance of personnel.

**Enquiries:**

Ms. K.D. Makweya, (051) 409 0662 Provincial Office

**POST:** ADMINISTRATION CLERK

**REF NO:** SWS 08/14

**SALARY:** Salary level 5 – A basic salary of R 115 212 per annum.

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:**

- Grade 12/National Certificate (Vocational)
- Computer Certificate
- Drivers license

**DUTIES:**

- Provide administrative support, develop and manage, filling system
- Management of leave registers
- Provide assistance with regard to transport
- Management of assets for the unit

**ENQUIRIES:**

Ms. M. Mohapi (083) 443 8918, Research and Population

**POST:** ADMINISTRATION CLERK

**REF NO:** DSS 05/14

**SALARY:** Salary level 5 – A basic salary of R 115 212 per annum.

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:**

- Grade 12/National Certificate (Vocational)
- Computer Certificate

**DUTIES:**

- Handle filling system
- Make logistical arrangements for meetings, workshops etc.
- Request and distribute stock
- Develop and manage inventory and asset register
- Ensure proper usage and maintenance of photocopy machine and fax

**ENQUIRIES:**

Mr. M.A Thabana (071) 864 6317 Strategic Planning

**POST:** ADMINISTRATION CLERK: GENERAL SUPPORT SERVICES

**REF NO:** CS 18/14

**SALARY:** Salary level 5 – A basic salary of R 115 212 per annum.

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:**

- Grade 12/National Certificate (Vocational)
- Computer Certificate

**DUTIES:**

- Provide administrative support services to ensure effective processes with regard to filling of documents, keep and complete registers, receive incoming and sent outgoing mail, ensure faxes are sent, photocopies are done and manage telephone
- Provide secretarial duties within sub-directorate i.e. take minutes during section meetings etc.
- Assist with Personnel administrative functions i.e. leave forms and register, telephone accounts etc
- Provide general support services with regard to follow ups, doing submissions where necessary, obtain quotations, ensure invoices are submitted, purchasing of furniture and other equipment and assist with completion of budget

**ENQUIRIES:**

Mr. K.P. Lekgetho (051) 407 0766 Provincial Office

**POST:** SENIOR SECURITY OFFICER

**REF NO:** SM 01/14

**SALARY:** Level 6- A basic Salary of R 138 345 per annum

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:**

- Grade 12/National Certificate (Vocational)
- Grade C certificate
- Three years relevant experience as a Security Officer
- Knowledge of relevant regulation with regard to security measures and possible risk
- Computer Certificate

**RECOMMENDATION**

- A valid Driver's license

**DUTIES**

- Supervise and control activities of security officers
- Organize and hold meetings and workshops
- Implement, organise, co-ordinate and control shift matters
- Rotate between different security posts and reliefs

**Appointment will be based on security clearance prior to permanent appointment**

**ENQUIRIES**

Mr. P.J. Miya: (083)7070283 Provincial Office

**POST:** SENIOR SECURITY OFFICER X 1

**REF NO:** DC 17/16/14

**SALARY:** Level 6- A basic Salary of R 138 435 per annum

**CENTRE:** THUSANONG OFFICE

**REQUIREMENTS:**

- Grade 12/National Certificate (Vocational)
- Grade C certificate
- Three years relevant experience as a Security Officer
- Knowledge of relevant regulation with regard to security measures and possible risk
- Computer Certificate

**RECOMMENDATION**

- A valid Driver's license

**DUTIES**

- Supervise and control activities of security officers
- Organize and hold meetings and workshops
- Implement, organise, co-ordinate and control shift matters
- Rotate between different security posts and reliefs

**Appointment will be based on security clearance prior to permanent appointment**

**ENQUIRIES:**

Mr. B.A Pitso (051) 403 2235 Motheo District

**POST:** ADMINISTRATIVE CLERK X2: DEMAND MANAGEMENT

**REF NO:** FS 17/14

**SALARY:** Level 5- A basic salary of R 115 212 per annum

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:**

- Grade 12/National Certificate (Vocational) or equivalent qualification with knowledge of Logis, and appropriate working experience in Demand Management
- Knowledge of relevant government prescripts e.g. PPPFA, PFMA
- Computer Certificate

**DUTIES:**

- Compile Annual procurement plan
- Sourcing of quotations
- Reconcile procurement spent with Annual procurement plan
- Assist during the market research
- Assist during the specification committee

**ENQUIRIES:**

Mr. L. Bulani (051) 409 0535 Provincial Office

**POST:** ADMINISTRATIVE CLERK X 2: PROVISIONING

**REF NO:** FS 18/14

**SALARY:** Level 5- A basic salary of R 115 212 per annum

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:**

- Grade 12 /National Certificate (Vocational) with Accounting passed as a subject, or equivalent qualification with knowledge of Logis, and appropriate experience in Provisioning
- Knowledge of relevant government prescripts e.g. PPPFA, PFMA

**DUTIES:**

- Receive and safe keeping of payments documents and certify delivery note
- Undertake the packaging of stock for transportation
- Control the receipt dairy, daily for expected deliveries, and over dues
- Check the accuracy, quality and quantity of all store items received
- Report all incorrect deliveries to the system controller
- Forward all accepted items and related documentation to the store keeper to take record stock

**ENQUIRIES:**

Ms. L.M. Batsietseng (051) 409 0541 Provincial Office

**POST:** REGISTRY CLERK: HRM

**REF NO:** CS 19/14

**SALARY:** Salary level 5 - A basic salary of R115 212 per annum.

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:**

- Grade 12 /National Certificate (Vocational)

**RECOMMENDATION**

- Computer Certificate

**DUTIES:**

- Opening of files.
- Filing and retrieval of files.
- Data capturing and retrieval.
- Control files movement.
- Submit statistical report to supervisor.

**ENQUIRIES:**

Ms. M.V. Mophethe, 051 407 0734 Provincial Office



**POST: SOCIAL WORK GRADE 1- 4 (GENERIC SERVICES)**  
**REFERENCE NO: DC 17/01/14 MOTHEO DISTRICT X4**  
**DC 20/01/14 FEZILE DABI DISTRICT X 1**

**SALARY: Salary: R 170 853 - R 389 124 (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)**

**REQUIREMENTS:**

- Appropriate Bachelors Degree in Social Work
- Current Registration with the SACSSP

**DUTIES:**

- Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from social instability in any form.
- Support Social auxiliary workers and volunteers
- Keep up to date with new developments in the social work and social welfare fields
- Perform all the administrative functions required of the job
- It will be expected from the Social Workers Grade 4 to mentor and coach the Social Workers Grade 1 to enable them to render an effective and efficient social work service

**ENQUIRIES:**

Ms. W. Peterson (051) 403 2210 Motheo District, Ms. T.E. Jongolo (057) 916 8728 Fezile Dabi District

**POST: ASSISTANT MANAGER: INFORMATION MANAGEMENT**

**REF NO: CS 01/14**

**SALARY: Salary level 9 – A basic salary of R 252 144 per annum.**

**CENTRE: PROVINCIAL OFFICE**

**REQUIREMENTS:**

- Appropriate Bachelors Degree / National Diploma in Information Technology and extensive relevant working experience with supervisory abilities
- Valid driver's license

**DUTIES:**

- Supervise, manage and develop information system.
- Plan, develop, maintain and implement different information systems within the Department.
- Adherence to applicable policies and development of policies and procedures for the component.
- Research and recommend on new technology/systems
- Manage IT inventory
- Monitoring and reporting on the utilization of Information Systems.
- Liaising with external companies for the implementation of Information Systems

**ENQUIRIES:**

Mr. L. Mostert (051) 407 0752, Provincial Office

**POST: ASSISTANT MANAGER: OPERATIONS MANAGEMENT**

**REF NO: CS 02/14**

**SALARY: Salary level 9 – A basic salary of R 252 144 per annum.**

**CENTRE: PROVINCIAL OFFICE**

**REQUIREMENTS:**

- Appropriate Bachelor's Degree / National Diploma in Information Technology and extensive relevant working experience with supervisory abilities
- Valid driver's license

**DUTIES:**

- Supervise, manage and develop network technicians and interns.
- Supervise and implement LAN, IT helpdesk and end-user support.
- Monitoring of the network.
- Research and recommend on new hard and soft technology
- Manage IT inventory
- Management, monitoring of the server and network environment requiring the planning of networks, the monitoring of the server environment ( Windows 2003/2008), also addressing server and network security
- Manage procurement of computer soft and hardware.

**ENQUIRIES:**

Mr. L. Mostert (051) 407 0752, Provincial Office

**POST: ASSISTANT MANAGER: WEB & SYSTEMS**

**REF NO: CS 03/14**

**SALARY: Salary level 9 – A basic salary of R 252 144 per annum.**

**CENTRE: PROVINCIAL OFFICE**

**REQUIREMENTS:**

- Appropriate Bachelors Degree / National Diploma in Information Technology and extensive relevant working experience with supervisory abilities
- Valid driver's license

**DUTIES:**

- Supervise, manage and develop web and system developers.
- Develop, maintain and implement Web and different application systems within the Department.
- Adherence to applicable policies and development of policies and procedures for the component.
- Research and recommendation of new technology
- Manage IT inventory
- Management, monitoring of the in house developed systems(Windows based)
- Liaising with external companies for the implementation of application systems.

**ENQUIRIES:**

Mr. L. Mostert (051) 407 0752, Provincial Office

**POST: ASSISTANT MANAGER: BANKING AND REVENUE SERVICES**

**REF NO: FS 01/14**

**SALARY: Salary level 9 – A basic salary of R 252 144 per annum.**

**CENTRE: PROVINCIAL OFFICE**

**REQUIREMENTS:**

- Appropriate recognized Bachelors Degree/National Diploma with Financial Accounting / Management Accounting / Financial Management and extensive relevant working experience in Finance
- Certificate in BAS

**DUTIES:**

- Manage Banking and Revenue Services.
- Manage fund request.
- Review monthly reconciliation between PMG and Exchequer.
- Review Key Performance Indicators of Banking.
- Perform bank reconciliation.
- Submit inputs for Interim Financial Statements & Annual Financial Statements.
- Handle Audit queries.
- Formulate and Review Policies relating to banking and revenue.
- Manage the Performance and Development of personnel.

**ENQUIRIES:**

Mr. J. M. Zoko (051) 409 0511, Provincial Office

**POST: ASSISTANT MANAGER: SOCIAL RESEARCH AND POLICY COORDINATION**

**REF NO: SWS 09/14**

**SALARY: Salary level 9 – A basic salary of R 252 144 per annum.**

**CENTRE: PROVINCIAL OFFICE**

**REQUIREMENTS:**

- Appropriate Bachelors Degree / National Diploma or equivalent qualification extensive relevant working experience in population and development practices.
- Valid driver's license
- 

**DUTIES:**

- Ensure implementation of South African Population Policy.
- Monitor compliance.
- Coordinate the implementation of advocacy and Population Development programmes
- Coordinate Capacity Building in the Province
- Develop and maintain partnership with stakeholders.
- Supervision of subordinates
- Provide secretariat services at the Population and Development fora.
- Manage and develop the Performance of Personnel.

**ENQUIRIES:**

Ms. M.E. Mohapi (051) 409 0663 Provincial Office

**POST: ASSISTANT MANAGER: ADMINISTRATIVE SUPPORT SERVICES**

**REF NO: DC 20/04/14**

**SALARY: Salary level 9 – A basic salary of R 252 144 per annum**

**CENTRE: FEZILE DABI**

**REQUIREMENTS:**

- Appropriate Bachelors Degree or equivalent applicable qualification and experience in financial administration.
- Extensive relevant experience and supervisory abilities

**DUTIES:**

- Administer the budget of the District Office
- Sensitize and keep the Senior Manager: District Services informed on matters related to the budget of the District e.g. spending patterns, overspending and/or under-spending, preparation of cash flow projections, etc
- Liaise with the Senior Manager: District Services on matters relating to the budget, shifting of funds, etc
- Prepare and submit budgetary inputs to the CFO (in consultation with the Senior Manager: District Services) on budget needs of the District
- Perform all functions as Paymaster for the District
- Collect, consolidate and prepare, in consultation with Senior Manager: District Services Financial and Non Financial Performance Reports for submission to the Head of Department, CFO or any other stakeholders
- Align expenditure with the business plan of the District and provide explanations for deviations
- Serve as entry point to and from the District matters related to the budget of the District
- Represent the District in departmental committees related to financial administration
- Handle all enquiries related to the budget of the District
- Be responsible for Human Resource Administration, Security Services, Supply Chain Management and General Support

**ENQUIRIES:**

Ms. T. Jongolo (056) 216 8090

**ALL APPLICATIONS FOR THE DEPARTMENT OF SOCIAL DEVELOPMENT TO BE SUBMITTED TO THE RESPECTIVE OFFICE/ DISTRICT/ INSTITUTION:**

The Department of Social Development, Private Bag x 20616, Bloemfontein 9300.  
Attention Ms. S.D. Lebakeng – Human Resource Management (Recruitment Section) Civilia building,  
Tel No: (083) 324 3125 or place applications in an application box at Civilia Building, Ground Floor,  
Elizabeth Street, Bloemfontein.

The Department of Social Development, P.O. Box 12, Koffiefontein, 9986, Attention Ms. F. Nondabula,  
Tel No: (053) 205 9860 or place applications in the application box at No1 Du Pree Avenue, Mine  
Complex Koffiefontein.

The Department of Social Development, Thusanong, P.O. Box 695, Bloemfontein, 9323, Attention Mr.  
M.P. Motsumi, Tel No: (051) 403 2200 or place the applications in an application box at Old Tshireletsong  
Building, Phola Park, Bloemfontein.

The Department of Social Development, Bloem Secure Care Centre, 28 Drente Road, Ehrlichpark,  
Bloemfontein, 9323. Attention Ms. L.C. Rossouw, Tel No : (051) 434 3010, or place the applications in an  
application box at Bloem Secure Care Centre, 28 Drente Road, Ehrlichpark, Bloemfontein.

The Department of Social Development, Private Bag X20536, Bloemfontein, 9300. Attention Ms. J.  
Pottas, Tel No: (083) 882 6996 or place the applications in an application box at Tshireletsong Child and  
Youth Care Centre and Place of Safety, Gate 8 Lovedale Street, Batho Location, Bloemfontein.

The Department of Social Development, Standard Bank Building, 299 Stateway Street, Welkom, 9460,  
Attention Mr. M.J. Maikgosho, Tel No: (057) 916 8700/28/41 or place the applications in an application  
box at Standard Bank Building, 299 Stateway Street, Welkom.

The Department of Social Development, Private Bag X815, Witsieshoek, 9870, Attention Ms. M.M. Mohaleroe, Tel No: (058) 713 6300 or place the applications in an application box at The Department of Social Development, Corner Motloun & Setai Street, Old FDC Building, Witsieshoek.

The Department of Social Development, Private Bag X 850, Witsieshoek, 9870, Attention Ms. T.G. Plaatjie, Tel No: (058) 713 0061/50 or place the applications in an application box at Thekolohelong Welfare Centre, 6065 Phatsoane Street, Witsieshoek.

The Department of Social Development, Private Bag X811, Witsieshoek, 9870, Attention Ms. E. Skosana, Leratong, 1809 Mokhethi Street, Phuthaditjhaba..

The Department of Social Development, P.O. Box 1122, Kroonstad, 9500, Attention Ms. T.E. Jongolo, Tel No: (056) 216 8090 or place applications in the application box at KGI Building, 20 Cross Street, Kroonstad.

The Department of Social Development, P.O. Box 552, Kroonstad, 9500, Attention Ms. N. Mokoena, Tel No: (056) 212 3445/6 or place the applications in an application box at Matete Matches, Floor 39, Smaldeel Road, Kroonstad.

**CLOSING DATE: 24 April 2014**