

Posted Date
2017/12/17

DEPARTMENT OF SOCIAL DEVELOPMENT

DIRECTOR: FACILITIES & INFRASTRUCTURE MANAGEMENT

Salary Package: R 948 174.00 (Level 13)

(Ref DSD 01/12/2017) Provincial Office

Minimum Requirements: Standard 10/ Grade 12 plus a Degree or National Diploma in Building / Civil Engineering with at least a minimum of 5 years middle management (Preferably Deputy Director) experience in facility management in a Public sector environment. Proven management skills in design and delivery of infrastructure programmes and experience in infrastructure portfolio management. Computer literacy. Valid South African driver's license is a prerequisite. Registration with relevant Professional Council/Board as a Built Environment Professional. Certificate Course in Infrastructure Delivery Management will be an added advantage.

Competencies: Knowledge of advance analytical skills and extensive knowledge of the prescripts of the infrastructure policies and strategies. Ability to multi-task and prioritize and ability to work in a high volume and highly pressurized environment. Ability to manage a high value goods, services and equipment budget. Knowledge of the public service legislations, policies and procedures such as PFMA, PPPFA. Strategic capability and leadership Programme; Extensive and practical experience in Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication.

Key Performance Areas: Develop and manage strategies, policies, systems, norms/standards and plans related to infrastructure, associated equipment and property management. Manage the physical resources planning framework, prioritisation model(s), Business Cases and Project Briefs. Interpret and apply norms and standards. Direct infrastructure analysis. Finalise infrastructure planning documents. Direct property management. Manage operations as it pertains to leases, acquiring of land and rates & taxes. Ensure that the Directorate is compliant to National Core standards, Occupational Health and Safety and Machinery goals and objectives of the Chief Directorate. Manage staff and finances.

N.B preference will be given to persons with disabilities.

DIRECTOR: FOSTER CARE, ALTERNATIVE & ADOPTION SERVICES

Salary Package: R 948 174 (Level 13)

(Ref DSD 02/12/2017) Provincial Office

Minimum Requirements: Standard 10/ Grade 12 plus a 4 year Bachelor's Degree in Social Work / 3 year Degree in Social Work plus Honours in Social Work **OR** 3 year Degree in Social Work plus Advanced Diploma in Social Work as recognized by SAQA (attach current proof of registration). Registration with South African Council for Social African Council for Social Services Professions as a Social Work. Ten (10) years relevant experience of which Five (5) years must be in relevant Middle Management Services within the Social Work field. Sound understanding of the functioning of the Public Service. Proven knowledge of the White Paper for Social Welfare, the Integrated Service Delivery Model and the Reviewed Social Welfare Services Framework. A valid South African driver's license is a prerequisite. Computer Literacy.

Competencies: Strategic capability and leadership skills. Programme and Project management skills. Strong financial management skills. Change management. Problem solving and conflict management. People management and empowerment skills. Knowledge management. Networking and presentation skills. Excellent in depth knowledge of and insight into all applicable policy framework governing the public sector and the social development environment

Key Performance Areas: To manage the provision of Child care and Protection. To manage the provision of alternative Care and adoption services. Participate in the formulation of policy/legislation at National and Provincial level (including policy advocate) Develop concept papers for child care and protection programmes, alternative care and adoption programmes. Design, manage and evaluate pilot and special programmes. Monitor the implementation of norms and standards. Manage the accreditation of services and agencies and Foster Care services. **N.B preference will be given to a people with disabilities.**

DIRECTOR: LEGAL SERVICES

Salary Package: R 948 174.00 (Level 13)

(Ref DSD 03/12/2017) Provincial Office

Minimum Requirement: Standard 10/ Grade 12 plus an LLB Degree or equivalent 4 year recognized legal qualification; Admission as an Attorney; specializing in either Public Law; Labour Law or Forensic Investigation. Right of appearance in the High Court; at least five years middle/ senior management experience in legal and investigative field with proven successful from initiation of cases to conviction in court. Computer Literacy. A valid South African driver's license is a prerequisite.

Competencies: The ability to effectively interact with Senior and Executive Management and track record of implanting best business practices in the legal and investigations field Understanding of accounting practices in government. Experience in the investigation, prosecution and chairing of misconduct hearing at Provincial Government level will be an added advantage. The ability to facilitate the investigation, prosecuting the investigation of contraventions of the Public Finance Management Act (PFMA). The candidate must be a discreet individual and be able to maintain confidentiality on forensic audits and investigations.

Key Performance Areas: Provide Litigation support services to the Department. Provide strategic leadership to Legal Service Directorate. Draft legal documents and conduct legal research; Facilitate Dispute resolution; Maintain case flow management; Provide legal advice and opinions; Direct the identification, development and implementation of the entire range of contract formation, negotiation, administration and determine the appropriate contracting strategy to complement the Departments strategic objectives. Provision of legal advice and drafting of service level agreements and procurement contracts concluded by the Department. Execute all administrative legal actions to ensure compliance. Ensure legal compliance with national, international and continental instruments. Ensure compliance with all relevant laws and policies by Department. **N.B The incumbent will be accountable to the Head of Department**

DEPUTY DIRECTOR: INTERNAL CONTROL UNIT

Salary Package: R 657 558.00 (Level 11)

(Ref DSD 04/12/2017) Provincial Office

Minimum Requirements: Standard 10/ Grade 12 plus a recognised 3 year qualification in Auditing/ Accounting or equivalent NQF6 auditing / accounting qualification with 3 years working experience in an accounting or auditing environment **OR** a Senior Certificate coupled with 10 years' experience in the accounting or auditing environment. A minimum of 3 years' experience as an Assistant Director in the relevant field. Good communication skills (verbal and written). Strong financial background. Knowledge and understanding of the Public Finance Management Act (PFMA), Supply Chain Management Regulations and Preferential Procurement Policy Framework Act (PPPFA), Treasury Regulations and Auditing prescripts. Computer literacy. A Valid South African drivers licence is a prerequisite.

Key Responsibility Areas: Manage the internal control unit for the department. Establish integrated internal control systems. Establish and maintain pre-audit systems. Develop and implement a Delegations framework. Develop and report on the implementation of Audit Intervention Plan. Investigate and report on detected irregular, unauthorised, fruitless and wasteful expenditure. Provide inputs to Financial Statements. Manage the human resources, assets and financial resources of the sub-directorate

DEPUTY DIRECTOR: ADMINISTRATION (2) TO THE FOLLOWING DISTRICT:

Salary Package: R 657 558.00 per annum (Level 11)

(Ref DSD 05/12/2017) Amathole: Mbashe Local Service Office (1)

(Ref DSD 06/12/2017) O.R Tambo: Ngquza Hill Local Service Office (Lusikisiki) (1)

Minimum Requirements: Standard 10/ Grade 12 plus a Degree/National Diploma in Public Administration or equivalent qualification. 3 years must have been at the level of an Assistant Director in Administration. Postgraduate degree will be an added advantage. Computer literacy. A valid South African driver's license is a prerequisite.

Competencies: Extensive knowledge of the Social Development Sector. Sound knowledge of financial, human resources and Supply Chain Management experience. Good planning, organisational and decision making skills. Strategic capability and leadership skills. Excellent management and empowerment skills. Service delivery innovation. Client and customer orientation. Understanding of the Batho Pele principles. Excellent problem-solving skills. Ability to communicate at all levels. Developmental with a clear understanding of the South African policies on social transformation and community development.

Key Performance Areas: Be responsible for the overall management and control of the area. Render management of Developmental Social Welfare Services and Community Development. Render Financial, Human Resources and Supply Chain Management. Facilitate Community Development. Provide necessary support to the community to promote self-sustainability and integrated development. Develop, monitor and evaluate in the area. Consolidate programme reports. Analyse and report on emerging trends. Develop, monitor and evaluate area annual and operational plans.

DEPUTY DIRECTOR: CORPORATE SERVICES

Salary Package: R657 558 - R712 878 per annum (level 11)

(Ref DSD 07/12/2017) O.R. Tambo: District Office (1)

Minimum Requirements: Standard 10/ Grade 12 plus an appropriate Degree / National Diploma in Public Administration/Public Management or equivalent qualification of which 3 years must be at the level of an Assistant Director in managing administration functions **OR** Senior Certificate with 10 year's relevant experience of which 3 years must have been at the level of an Assistant Director in managing administration functions. A valid South African driver's license is a prerequisite.

Competencies: Sound financial management background and in-depth knowledge of PFMA, Supply Chain Management. Comprehensive knowledge of HR and Strategic planning. Good planning, organization and decision making skills. Willingness to work after hours when needed and the ability to work under pressure. Computer literacy.

Key Performance Areas: Coordinate all corporate services for O.R. Tambo District. Oversee the implementation of HR services for the district. Manage the provision of communication and events management, information technology management services in the District. Consolidate programme 1 reports. Analyse and report on emerging trends.

NB: preference will be given to persons with disabilities.

ASSISTANT DIRECTOR: ORGNISATIONAL DEVELOPMENT & CHANGE MANAGEMENT

Salary Notch: R334 545 per annum (level 9)

(Ref DSD 08/12/2017) Provincial Office (1)

Minimum Requirements: Three (3) year Degree / National Diploma in Organisational Development with work-study / organizational effectiveness as a major subject or Three (3) year Degree/ National Diploma in Public Administration plus a certificate in Management Services or Applied Organisational Development. Peral Training. **NB:**

Equate Job Evaluation Certificate is a prerequisite. 3 – 5 years in Work-study / Organisational Development / Management Services. Knowledge of relevant legislation, policies and prescripts the governs OD & JE in the Public Sector, Public Service Act, Public Service Regulations, Good communication (verbal & written), policy analysis, presentation and statistical analysis. Team building a strong inter-personal skills, outstanding planning, organizing and computer literacy skills. The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances. A valid driver's licence, Code EB as an added advantage.

Competencies: Render effective secretariat services on the implementation of job evaluation in the province: Monitor the effective functioning of provincial job evaluation structures. Provide monthly, quarterly and annual reports on the status of job evaluation in the province. Render secretariat services to the provincial job evaluation structures. Facilitate training for both panellists and analysts. Support the development of job descriptions in line with applicable processes and procedures. Support provincial departments on organisational restructuring: Provide hands on support to departments with inadequate capacity on restructuring. Support the validation of organizational structures submitted by departments for consultation purposes. Provide support on the transfer of functions that affect the Department in line with provincial administration. Provide support to provincial departments on business processes reengineering: Coordinate workshops and seminars on business process reengineering. Provide support to task teams responsible for business process reengineering in the province. Provide support on the development of Standard Operating Procedures (SOPs). Maintenance of Staff Establishment of the Department (PERSAL). Facilitate the implementation of Change Management interventions.

Key Performance Areas: Conduct organizationally functionality assessments: Diagnose organisational defects in provincial departments. Facilitate group sessions to determine probable challenges and determine solutions. Use relevant tools for organisational diagnosis and organisational functionality assessment. Make recommendations and monitor the implementation thereof.

ASSISTANT DIRECTOR: RECRUITMENT & SELECTION

Salary Notch: R334 545per annum (level 9)

(Ref DSD 09/12/2017) Provincial Office (1)

Minimum Requirements: Standard 10/ Grade 12 plus a B. Degree/National Diploma in Human Resource Management/ Public Management or equivalent qualification with 5 years relevant experience of which 3 years must be at supervisory level OR Grade 12 with ten (10) years' experience in the relevant field of which 3 years must be at supervisory level. A valid South African driver's license is a prerequisite. Computer Literacy. Certificate in Persal.

Competencies: Knowledge and understanding of the PFMA, Treasury Regulations, Public Service Act, LRA, BCEA, Public Service Regulations and relevant Government Regulations and Policies. Sound knowledge of Human Resource Policies, Strategies and related matters.

Key Performance Areas: To manage recruitment & selection processes e.g. Development and Implementation of Annual Recruitment Plan, development of adverts, ensure the appointment of panels members, provide secretarial services during shortlisting and interviews, ensure that competency assessments are done to all newly SMS members, ensure that appointment letters are done for successful candidates. To manage staff provisioning services e.g. management of appointments, transfers, promotion, translation, allowances. Management of all OSD matters. Supervise subordinates and Quality Assure their work as well as their PMDS.

ASSISTANT DIRECTOR (SPECIALIST DRP & BCP) DATA WAREHOUSE

Salary Notch: R334 545per annum (level 9)

(Ref DSD 10/12/2017) Provincial Office (1)

Minimum Requirements: Standard 10/ Grade 12 plus a B Degree/ National Diploma in Computer Science/ Financial Information System/ Information Technology coupled with 3 years relevant experience in Data Warehousing. At least 3 years' experience working on database technology used for Business Intelligence and/ or Analytics. At least 3 years' experience working with Structures Query Language including Transact SQL. At least 2 years' experience in Reporting Database Administration. At least 2 years' experience working as a Database Developer to ensure reporting data sources are optimally tuned for reporting. Experience in developing interfaces between different environments. Experience with analyzing complex requirements. Ability to work well and deliver under pressure. Veeam backup and replication software qualification and experience will be preferred. Microsoft SharePoint will be an added advantage. A valid South African driver's license is a prerequisite.

Competencies: Exposure to data integration and data quality tools. Strong knowledge of Data Warehouse architecture alternatives and best practice. Experience with database design and data modeling. Solid understanding of SQL and Databases. Working knowledge of Master Data Management and ETL tools. Ability to both compile and review business requirements. Project Management. Community and Problem Solving Skills. Good understanding of PFMA, Supply Chain Management Policy, Public Service Act and Regulations, Promotion of Access to Information Act (PAIA), Protection of Personal Information Act (POPI). Good understanding of e-Government Policy, Minimum Inter-Operability Standards (MIOS) and Minimum Information Security Standards (MISS).

Key Performance Areas: Working closely with the Business Intelligence unit to create reporting and analytics capability. Working with internal customers across the Department. Working with Data Quality Manager to identify and resolve data issues through data cleansing. Working with database administrators to ensure that the data warehouse is tuned for optimal performance. Managing the database aspects of the reporting and analytics platform(s) to ensure that reporting jobs are successfully run and analytics data aligns to timeliness/ completeness requirements. Working with Business Analysts and Database Administrators to develop and refine reporting. Monitor the Database schedules updates from live system. Monitor the backups and replication schedules. Provide or coordinate troubleshooting support to resolve data relate issues. Prepare Data Warehousing functional or technical documentation. Map data between source systems, data warehouses, and data marts. Implement business rules via stored procedures or other technologies.

CHIEF NETWORK CONTROLLER: ICT OPERATIONS

Salary Notch: R334 545 per annum (level 8)

(Ref DSD 11/12/2017) Provincial Office (1)

Minimum Requirements: Standard 10/ Grade 12 plus a B Degree/ National Diploma in ICT/ Electronics **OR** Matric with international recognized certification in A+, N+, CCNA or MCSE. A minimum 3 years' experience in the field of LAN and Desktop user support. A valid South African driver's license is a prerequisite.

Competencies: Good knowledge in ICT user equipment, Microsoft Office Suite, Microsoft Operating Systems, LANs and LAN equipment is essential. Knowledge of departmental transversal systems will be an added advantage. Hands on experience and knowledge in troubleshooting and resolving software relate problems on ICT user equipment. Hands on experience and knowledge in troubleshooting hardware related problems and performing hardware maintenance on ICT user equipment. Hands on experience and knowledge in configuring equipment in a LAN such as desktops, switches, servers and routers.

Key Performance Areas: To perform all ICT end user technical support. To perform all preventive maintenance services and ICT audits. To participate in infrastructure rollout projects. To participate in system software rollout projects. To render the maintenance of all ICT equipment/infrastructure. Implement, install, configure and support operating systems and systems software packages on PCs and file servers.

ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT

Salary Notch: R334 545per annum (level 9)

(Ref DSD 12/12/2017) Alfred Nzo: District Office (1)

Minimum Requirements: Standard 10/ Grade 12 plus a B Degree/National Diploma in Financial Management or equivalent qualification with five (5) years' relevant experience of which three (3) years must have been at a supervisory level in the relevant field **OR** Matric with ten (10) years' working experience in financial management of which three (3) years should have been at supervisory level. A valid South African driver's license is a prerequisite. Computer literacy.

Competencies: Knowledge of and practical experience in the Basic Accounting System, Supply Chain Management and budget processes in Government. The ability to work extended hours. The ability to work under pressure. Good communication skills. Sound analytical, statistical and problem-solving skills.

Key Performance Areas: Manage all budget control duties as specified in the PFMA and Treasury Regulations. Prepare and submit consolidated monthly and quarterly expenditure management reports against the approved budget for the district. Allocate, update and maintain the budget on BAS, monitor expenditure allocations and amend erroneous allocations. Implement annual submission of Adjustment Estimates and Medium-term Expenditure Framework (MTEF). Establish and maintain appropriate systems to ensure effective and efficient risk.

SOCIAL WORK SUPERVISOR GR 1 (9): TO THE FOLLOWING DISTRICTS:

Salary Notch: R341 322per annum

(Ref DSD 13/12/2017) Umzimvubu Local Service Office: Alfred Nzo (1)
(Ref DSD 14/12/2017) Ngqushwa Local Service Office: Amathole (1)
(Ref DSD 15/12/2017) Buffalo City Metro: District Office (1)
(Ref DSD 16/12/2017) Camdeboo Local Service Office(Graaf-Reinet)Sarah Baartman (1)
(Ref DSD 17/12/2017) Makana Local Service Office: Sarah Baartman (1)
(Ref DSD 18/12/2017) Ngcobo Local Service Office: Chris Hani (2)
(Ref DSD 19/12/2017) Senqu Local Service Office (Lady Grey): Joe Gqabi (1)
(Ref DSD 20/12/2017) KSD Local Service Office: O.R. Tambo (1)

Minimum Requirements: Degree in Social Work, plus a minimum of 7 years' appropriate experience in social work after registration as a Social Worker with SACSSP (latest copy of registration/current year). A valid South African driver's licence. Computer literacy and excellent report-writing skills.

Competencies: Leadership qualities and understanding of new Social Welfare Paradigm, policies, legislation and regulation that underpin the delivery of social development services in the NPOs, CBOs and FBOs. Understanding of service level agreements and ability to communicate this to appropriate stakeholders. Ability to implement Labour Relations Procedure in highly unionised environment. Project management, research and analytical skills. Ability to monitor and evaluate the impact of service delivery. Planning and organising skills. Ability to work under pressure and display initiative. Understanding of Public Sector transformation and equity issues. Presentation and facilitation skills, including sound report-writing abilities. Financial management.

Key Performance Areas: Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Supervise and advise Social Workers, Social Auxiliary Workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field. Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

SOCIAL WORK SUPERVISOR (Service Office Manager) (3) TO THE FOLLOWING DISTRICTS

Salary Notch: R341 322per annum (level 9)

(Ref DSD 21/12/2017) Ngcobo Local Service Office: Chris Hani (1)

(Ref DSD 22/12/2017) Camdeboo Local Service Office (Graaf- Reinet): Sarah Baartman

(1)

(Ref DSD 23/12/2017) Ikwezi Local Service Office (Jansenville): Sarah Baartman (1)

Minimum Requirements: Degree in Social Work, plus a minimum of 7 years' appropriate experience in social work after registration as a Social Worker with SACSSP (latest copy of registration/current year). A valid South African driver's license is a prerequisite. Computer literacy and excellent report-writing skills. Extensive knowledge of relevant legislation and policies.

Competencies: Leadership qualities and understanding of new Social Welfare Paradigm, policies, legislation and regulation that underpin the delivery of social development services in the NPOs, CBOs and FBOs • Understanding of service level agreements and ability to communicate this to appropriate stakeholders. Ability to implement Labour Relations Procedure in a highly unionized environment. Project management, research and analytical skills. Ability to monitor and evaluate the impact of service delivery. Planning and organizing skills. Ability to work under pressure and display initiative• Understanding of Public Sector transformation and equity issues. Presentation and facilitation skills, including sound report-writing abilities. Financial management.

Key Performance Areas: Undertake social work research, development and contribute to the development of policies. Ensure that all the administration functions required in the Service Office are performed to the required standard. Coordinate, facilitate the development, implementation and management of community development and cooperatives, Batho Pele, HIV/AIDS Community-based Care and integrated and development programmes. Manage and monitor service delivery through networking and in close partnership with stakeholders and funded service providers.

ASSISTANT DIRECTOR: HRA, RECRUITMENT, PMDS & TRAINING:

Salary Notch: R334 545per annum (level 9)

(Ref DSD 24/12/2017) O.R. Tambo: District Office (1)

Minimum Requirements: B. Degree/National Diploma in Human Resource Management OR Public Management OR Equivalent qualification with 5 years relevant experience of which three years must be at supervisory level OR Grade 12 with ten (10) years' experience in Human Resource of which three years must be at supervisory level. A valid South African driver's license is a prerequisite. Computer Literacy. Knowledge of Persal.

Competencies: Knowledge and understanding of the PFMA, Treasury Regulations, Public Service Act, LRA, BCEA, Public Service Regulations and relevant Government Regulations and Policies. Sound knowledge of Human Resource Policies, Strategies and related matters. Knowledge of PMDS. Knowledge of Budgeting Processes in the Government, ability to work extended hours. Strategic capability, analytical and negotiation skills. Knowledge of disciplinary procedure and code and relevant legislation, Good written and oral communication skills, customer care, people management, change management, coordination and planning. Strong planning skills, sound interpersonal and conflict management skills.

Key Performance Areas: Management of recruitment, selection, appointments and other life cycle events of employees. Manage compensation and condition of service of employees and leave management. Management of Human Resource Personnel Records. Provide and facilitate Performance Management and Development Services. Provide and co-ordinate Training and Skills Development support Services. Prepare and submit consolidated monthly, quarterly and annually reports for the unit. Manage and supervise staff.

SENIOR DATA CAPTURER: NPO

Salary Notch: R281 418 per annum (level 8)

(Ref DSD 25/12/2017) Provincial Office (1)

Minimum Requirements: Standard 10/ Grade 12 plus a B Degree/ National Diploma in Public Administration/ Monitoring and Evaluation/ Project Management/ Community Development/ Social Science or equivalent qualification OR Senior Certificate with at least 5 years relevant experience of which 1 year of working with Non- Profit Organisations (NPOs). Knowledge of NPO Act 71 of 1997, Policy on Financial Awards to Service Providers (PFA), PFMA and Government Procurement Policies.

Competencies: Understanding of NPO Sector and related legislation. Ability to interact with the Sector at all service delivery areas of the Department. Understanding of service delivery programs (Core) of the Department. Ability to work as a team. Data collection, analysis, presentation and report writing.

Key Performance Areas: Capturing of data from District Offices. Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Assist in coordination and facilitation of consultative sessions on NPO Monitoring, reporting & Evaluation activities. Consolidate Provincial Monitoring Reports and responsible for admin support to M&U unit

CHIEF REGISTRY CLERK:

Salary Notch: R226 611 per annum (level 7)

(Ref DSD 26/12/2017) Provincial Office (1)

Minimum Requirements: Grade 12/ Matric or equivalent qualification. 3 years' experience in records management. Computer Literacy.

Competencies: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry.

Key Performance Areas: Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and record management services. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing and process documents for archiving and disposal. Supervise human resource/ staff.

STATE ACCOUNTANT: SALARIES

Salary Notch: R226 611 per annum (level 7)

(Ref DSD 27/12/2017) Provincial Office (1)

Minimum Requirements: Standard 10/ Grade 12 plus a B. Degree/National Diploma in Accounting/Auditing/ equivalent qualification plus 2 year relevant experience in Salary Administration OR Grade 12 with a minimum of ten (10) years' experience in Salary Administration. Computer Literacy and sound analytical skills.

Competencies: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Proven knowledge of Peral and BAS

Key Performance Areas: Clear Peral exceptions on BAS and reconcile Peral/BAS expenditure. Clear and reconcile salary related suspense Accounts. Collect and distribute salary reports and salary advices. Implement employee deductions and process salary claims. Maintain proper filling of documentation. Provide support and guidance related to salaries to the entire Department.

STATE ACCOUNTANT

Salary Notch: R226 611per annum (level 7)

(Ref DSD 28/12/2017) Buffalo City Metro: District Office (1)

Minimum Requirements: Standard 10/ Grade 12 plus a B Degree/ National Diploma in Finance or Internal Auditing with two years relevant experience **OR** Senior Certificate with at least five years relevant experience working in finance administration. Computer Literacy.

Competencies: Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Proven knowledge of BAS and PERSAL.

Key Performance Areas: Manage and effect employee deductions. Draw Peral exceptions and identify reconciling items Perform Peral/Bas reconciliation. Approve Bas / Peral transaction. Maintain proper filling of documentation. Clear and reconcile suspense accounts. Render tax administration and distribution services for the department. Prepare monthly and yearly tax reconciliations. Render distribution of payrolls and pay slips also supervise subordinates.

ADMIN OFFICER: HRD

Salary Notch: R226 611per annum (level 7)

(Ref DSD 29/12/2017) Chris Hani: District Office (1)

Minimum Requirements: Standard 10/ Grade 12 plus an appropriate recognized B Degree/National Diploma in Administration or equivalent qualification plus a minimum of two (2) years practical experience **OR** Grade 12 certificate/equivalent with ten (10) years relevant experience in administration. Computer literacy. A valid South African driver's license is a prerequisite.

Competencies: Knowledge of Skills Development Act, Skills Levy Act, Employment Equity Act and PMDS. Excellent communication skills and analytical ability. Knowledge of Public Sector Policies

Key Performance Areas: Respond to verbal and written enquiries and provide expert advice and guidance with regard to Human Resource Development matters. Provide general office support including filing, tracking, and processing of documents and correspondence. Provide logical, administrative and financial support to the sub – directorate i.e. HRD. Co – ordinate Training, Bursaries & Learnership. Facilitate and co-ordinate implementation of PMDS. Liaise with relevant stakeholders. Update registers and statistics.

ADMIN OFFICER

Salary Notch: R226 611per annum (level 7)

(Ref DSD 30/12/2017) Nelson Mandela Metro: District Office (1)

Minimum Requirements: Standard 10/ Grade 12 plus a B.Degree/National Diploma in Administration/ Accounting/equivalent qualification plus a minimum of 2 years practical experience **OR** Grade 12/equivalent qualification with ten (10) years relevant experience in administration environment.

Competencies: Knowledge of administration and business administration. Knowledge of Public sector policies. Knowledge of procurement systems, PFMA, PSA regulations and Supply Chain Management. Excellent communications skills. Analytical ability.

Key Performance Areas: Conduct records and document management both manually and electronically. Be responsible for variety of administration duties related to provisioning services. Monitor and manage provisioning process at operational level. Supervise staff. Provide logistic support functions such as transport administration, travel

and accommodation arrangements of officials for the Office. Monitor budget expenditure patterns as well as monthly projections for the Local Service Office. Monitor submissions, memorandums and orders. Supervise the ordering of stationery, office supplier, courier services and deliveries.

ACCOUNTING CLERK

Salary Notch: R152 86 2per annum (level 5)

(Ref DSD 31/12/2017) Amathole: District Office (1)

Minimum Requirements: A Senior Certificate or equivalent qualification with Accounting/Finance as a passed subject with 1 year's relevant working experience •Computer literacy.

Competencies: Knowledge of BAS and Persal system will be an added advantage.

Key Performance Areas: Obtain and arrange invoices for payments. Match invoices with GRVs and properly file documents for audit purpose (recordkeeping). Check all payment transactions for current status. Compile the budget procurement plan and ensure cash flow management

CHILD AND YOUTH CARE WORKER GR 1 (5)

Salary Notch: R124 047per annum (Level 5)

Chris Hani: (Ref DSD 32/12/2017) Melton Gardens Child and Youth Care Centre (1) Nelson Mandela Metro: (Ref DSD 33/12/2017) Erica Place of Safety (1), (Ref DSD 34/12/2017) Nelson Mandela Treatment. Centre (1), (Ref DSD 35/12/2017) Enkuselekweni Secure Centre (1)

O.R Tambo: (Ref DSD 36/12/2017) Qumbu Secure Centre (1)

Minimum Requirements: Gade12 plus Basic Qualification in Child and Youth Care Certificate or Certificate in Social Auxiliary Work. Computer literacy.

Competencies: Good Communication. Ability to intervene and resolve conflict. Problem solving. Ability to work with children.

Key Performance Areas: Establish trusting and meaningful one-to-one relationships with children, youth and their families. Implement strategies such as planned daily activities, coordinated treatment interventions structured environments, and organized recreational and social activities. Help individuals and families identify personal strengths and resources for positive change. Help develop and implement individual and group treatment programs. Respond effectively to acts of aggression and depressive, destructive or self-injurious behaviours Act as a resource for individuals and their families. Engage in behaviour management, safety and security programming for young people in the centre. Perform administrative work relevant to the job

COMMUNITY DEVELOPMENT PRACTITIONER GR 1 (5) TO THE FOLLOWING DISTRICTS.

Salary Notch: R191 544per annum (Level 6)

Joe Gqabi: (Ref DSD 37/12/2017) Senqu Local Service Office (1), (Ref DSD 38/12/2017) Moletswai Local Service Office (Aliwal North) (1), (Ref DSD 39/12/2017) Elundini Local Service Office (Mt Fletcher) (1) O. R. Tambo: (Ref DSD 40/12/2017) Port St Johns Local Service Office (1), (Ref DSD 41/12/2017) Ngquza Hill Local Service Office (Flagstaff):

Minimum Requirements: Standard 10/ Grade 12 plus a B Degree in Social Sciences with Developmental Economics/National Diploma in Development Studies/Community Development/Social and other related studies. Computer literacy will be an added advantage. A valid South African driver's license is a prerequisite.

Competencies: Theoretical understanding and practical experience/exposure to community Development issues. Demonstrate a facilitative approach to motivate constructive participation in programme development and

implementation. Ability to document and report on programmes and projects according to required format. Communication and interpersonal skills, organizing and planning skills.

Key Performance Areas: Facilitate awareness campaigns on community development programmes. Mobilise local community into Integrated Development Structures. Facilitate community Development initiatives in each local Municipality. Facilitate the development of community profiles utilizing contextualized Participatory Development Methodologies. Facilitate the development and alignment and utilization of resources from various Departments towards the implementation of Integrated Development Plans in each local Municipality. Assess application for funding to the Department by community organizations. Monitor, evaluate and render support service funded programmes/ Projects.

ADMIN CLERK (3) TO THE FOLLOWING DISTRICTS

Salary Notch: R152 862per annum (level 5)

(Ref DSD 42/12/2017) Buffalo City Metro: District Office (2)

(Ref DSD 43/12/2017) Chris Hani: Intsika Yethu Local Service Office (1)

Minimum Requirements: Senior Certificate/ equivalent qualification with 1 year relevant experience in administration. Computer literacy.

Competencies: Good understanding of Public Service rules, policies and regulations. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability

Key Performance Areas: Render general clerical support services. Provide supply chain clerical support services within the District. Provide personnel administration clerical support services within the District. Provide financial administration support services in the District.

RECEPTIONIST

Salary Notch: R152 862per annum (level 5)

Buffalo City Metro: (Ref DSD 44/12/2017) Enoch Sontonga

Rehabilitation Centre (1)

Minimum Requirement: Grade 12 or equivalent with 1 year experience. Computer literacy

Competencies: Communication and interpersonal skills. Making requisition for the District.

Key Performance Areas: Receive correspondence from different stakeholders. Attend visitors of the Districts. Act as switchboard operator. Retain filing.

ADMIN CLERK: HR (2) TO THE FOLLOWING DISTRICTS

Salary Notch: R152 862per annum (level 5)

Chris Hani: (Ref DSD 45/12/2017) Sakhisizwe Local Service Office (1)

(Ref DSD 46/12/2017) Joe Gqabi: Elundini Local Service Office (1)

Minimum Requirements: Senior Certificate/ equivalent qualification with at least 1 year's relevant experience in Human Resources. Computer literacy.

Competencies: Fair understanding of Public Service Regulation and HR Policies. Knowledge and ability to use Personal functions will be an added advantage.

Key Performance Areas: Implement human resource administration practices i.e recruitment and selection and condition of services. Address human resource administration enquiries.

ADMIN CLERK: SCM

Salary Notch: R152 862per annum (level 5)

Joe Gqabi: (Ref DSD 47/12/2017) Senqu Local Service Office (1)

Minimum Requirements: Senior Certificate/ equivalent qualification with 1 year's relevant work experience in administration. Computer Literacy

Competencies: Good understanding of Public Service rules, policies and regulations. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability.

Key Performance Areas: Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services.

ASSISTANT COMMUNITY DEVELOPMENT PRACTITIONER GR 1 (4) TO THE FOLLOWING DISTRICTS:

Salary Notch: R124 047per annum

(Ref DSD 48/12/2017) Joe Gqabi: Moletswai Local Service Office (Aliwal North) (1), Elundini Local Service Office (Mt Fletcher) (1)

(Ref DSD 49/12/2017) O.R. Tambo: Nyandeni Local Service Office (1)

(Ref DSD 50/12/2017) Buffalo City Metro: Eastern Region Local Service Office (East London) (1)

Minimum Requirements: A Senior Certificate/ equivalent certificate. A valid South African driver's license is a prerequisite.

Competencies: Interpersonal skills/the ability to interact with people and community structures Compassion for those in need and the vulnerable/understanding of social dynamics of communities and basic knowledge of community development. Passion in community development. Willingness to learn. Communication skills. Knowledge of local language and culture. Competencies: Proficiency in computers and inventories would be an added advantage • Planning and organising skills.

Key Performance Areas: Perform community and household profiling. Assist communities in accessing services offered by Government Departments. Attend community meetings and Imbizo to collect information on community needs and provide the required support in integrated planning Assist with maintenance and support to funded community. **N.B preference will be given to persons with disabilities**

CHILD AND YOUTH CARE TEAM LEADER GR 1 (2)

Salary Notch: R138 378per annum

(Ref DSD 51/12/2017) Nelson Mandela Metro: Enkuselekweni Secure Care Centre (1), (Ref) Erica Place of Safety (1)

Minimum Requirements: A Senior Certificate/ equivalent qualification with a minimum of 7 years' appropriate experience in Child and Youth Care Worker after obtaining the required qualification. A valid South African driver's license is a prerequisite.

Competencies: Understanding rules and procedures of the care centre. Knowledge of relevant policies and mandates. Good communication (both verbal and written). Ability to intervene and resolve conflict.

Key Performance Areas: Serve as team leader for child and youth care workers during a shift. Supervise staff. Undertake inspection during a shift and report incidents and problems identified. Perform administrative work relevant to the job. Assist with care of children as the need arise.

N.B preference will be given to persons with disabilities.

SOCIAL AUXILIARY WORKER GR 1 (3) TO THE FOLLOWING DISTRICTS

Salary Notch: R130 434 per annum (Level 4)

(Ref DSD 52/12/2017) Amathole: Mbashe Local Service Office (1)

(Ref DSD 53/12/2017) Joe Gqabi: Senqu Local Service Office (Sterkspruit) (1)

(Ref DSD 54/12/2017) O.R. Tambo: Ngquza Hill Local Service Office (Flagstaff) (1)

Minimum Requirements: Grade 12 plus Registration Certificate as an Auxiliary Social Worker with the South African Council for Social Service Professions (latest copy/ current year of proof of registration). Computer literacy. Code 08 driver's license is a prerequisite.

Competencies: Ability to work independently and under pressure. Experience in community involvement. Communication skills (both verbal and written).

Key Performance Areas: Be responsible for crime prevention programmes to young persons at risk in and out of school. Assist the Community Development Practitioner in the implementation of diversion programmes by gathering information for report writing, and life skills programmes. Provide home-based supervision of young persons who are awaiting trial in the community rather than in prison or residential care facilities. Provide supervision services to those young persons placed by court under community service and probation supervision orders. Be responsible for family finding or tracing where it is necessary.

SOCIAL AUXILIARY WORKER GR 1 (Probation Services) (3) TO THE FOLLOWING DISTRICTS

Salary Notch: R130 434 per annum (Level 4)

(Ref DSD 55/12/2017) Chris Hani: Sakhisizwe Local Service Office (1)

(Ref DSD 56/12/2017) Joe Gqabi: Senqu Local Service Office (1)

(Ref DSD 57/12/2017) Sarah Baartman: Ikhwezi Local Service Office (1)

Minimum Requirements: Grade 12 plus Registration Certificate as an Auxiliary Social Worker with the South African Council for Social Service Professions (latest copy/current year. Computer literacy. A valid South African driver's license is a prerequisite.

Competencies: Ability to work independently and under pressure. Experience in community involvement. Communication skills (both verbal and written).

Key Performance Areas: Be responsible for crime prevention programmes to young persons at risk in and out of school. Assist the Probation Officers in the implementation of diversion programmes by gathering information for report writing, and like skills programmes. Provide home-based supervision of young persons who are awaiting trial in the community rather than in prisons or residential care facilities. Provide supervision services to those young persons placed by the court under community service and probation supervision orders. Be responsible for family finding or tracing where it is necessary.

MESSENGER DRIVER

*Salary Notch: R 127 851 per annum (level 4)
(Ref DSD 58/12/2017) Buffalo City Metro: District Office (1)*

Minimum Requirements: Grade 10/ equivalent qualifications. A valid South African driver's license is a prerequisite. Possession of PDP will be an added advantage. At least 2 years' experience as a driver.

Competencies: The ability to communicate in Xhosa and English. Reading and writing skills. Preparedness to work during weekends, holidays and after hours as and when necessary.

Key Performance Areas: Provide driving services for the Centre. Be responsible for transportation of goods/mail to and from the Centre to the Post Office or wherever it is required. Be responsible for delivery and collection of goods. Take care of Government Vehicles in all respect, i.e. cleanliness, servicing, safety, logging and trip authorities.

GROUNDSMAN

*Salary Notch: R 90 234 per annum (level 2)
(Ref DSD 59/12/2017) Buffalo City Metro: Silver Crown Old Age Home (1)*

Minimum Requirements: Grade 10/ equivalent qualification or 10 year's previous experience in gardening and maintenance. A valid South African driver's license is will be an added advantage.

Competencies: Ability to read and write. Good interpersonal and communication skills.

Key Performance Areas: Responsible for the maintenance of the grounds. Load and offload goods. Prune trees, cut grass and provide other assistance instructed by the supervisor. Operate equipment. Assist with movement of assets.

NURSING ASSISTANT GR 1

*Salary Notch: R 116 625 per annum
(Ref DSD 60/12/2017) Buffalo City Metro: Silver Crown Old Age Home 1)*

Minimum Requirements: Grade 12 plus registration as Nursing Auxiliary with registration to SA Nursing Council. Knowledge of nursing procedures such as elementary nursing, safety, equipment, basis of stores. Willingness to work shifts including night duty and public holidays.

Competencies: Proficiency in computers and inventories would be an added advantage. Planning and organizing skills.

Key Performance Areas: Render nursing support services to nursing professionals, which may include multitasking at institutional level. Be responsible for administration and medication, which include administration of medicine and drugs with the Professional Nurse. Undertake daily report reading and handing over resident's health status. Take care of daily general hygiene of residents. Supervise residents in that respect, render preventative healthcare services, and observe ill residents, e.g. blood pressure, pulse, administration of oxygen, etc.

CLOSING DATE: 19 JANUARY 2018

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED.

TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit www.ecprov.gov.za or www.ecdsd.gov.za

Enquiries can be directed to Ms Z Moyeni at 043 605 5049 OR Ms A. Njaba 043 605 5101.

Applications can be forwarded to the following District:

HEAD OFFICE: Hand Delivery: HR Beacon Hill Office Park, corner of Hargreaves Road and Hockey Close, King William's Town, for the attention of Mr. Mapuza or Post to The Head of Department: Social Development, Private Bag X0039, Bhisho, 5605 Enquiries can be directed to Ms Z. Moyeni at 043 605-5049 / Ms A. Njaba 043 605-5101/ Mr M. Madonci 0436055110.

DISTRICT OFFICES:

Alfred Nzo: The District Coordinator, Department of Social Development, Private Bag X 401, Mnt Ayliff, 4735 or hand deliver at Room 7 Mt Ayliff Counseling Centre, Garane Street for the attention of Ms L. Gawula. Enquiries may be directed to **Ms L. Gawula at 039 – 2540900**

Amathole: The District Co-ordinator, Department of Social Development, Private Bag X 9066, East London, 5200, or hand delivered at SA Eagle House, No. 58 Terminus Street, East London for the attention of Ms Z. Habe. Enquiries may be directed to **Ms Z. Habe at 0437116626**

Buffalo City Metro: The District Coordinator, Department of Social Development, Private Bag X9066, East London 5200, or hand deliver at Ideal Homes Building, No 170 Oxford Street, East London, for the attention of Ms P. Kula Enquiries may be directed to **Mr M. Yonana at 043 705-5650 / Ms P. Kula 043 705-5638.**

Chris Hani: The District Coordinator, Department of Social Development, Private Bag X7191, Queenstown 5320 or hand deliver at Pandarosa Building, 54 Ebden Street, Queenstown, for the attention of Ms N Mzinjana. **Enquiries may be directed to Ms Mzinjana at (045) 808-3709**

Joe Gqabi: The District Coordinator, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at Aliwal North Spar Hotel, Dan-Pienaar Street, Aliwal North Enquiries may be directed to **Ms N. Duba at 051 633-1616 OR Mr S Luzipho at 051 633-1609.**

Nelson Mandela Metro: The District Coordinator, Department of Social Development, Private bag X 3906 North End 5056 or hand delivered at Room 208, Ibhayi Bulding, Straundale Road Enquiries may be directed to **Ms L. Thompson 041 406-5750**

Sarah Baartman: The District Co-ordinator, Department of Social Development, Private Bag X 1008, Grahamstown, 6139, or hand delivered at Room 11, 2nd floor, Corner African and Hill Street, Old SABC Building, Grahamstown Enquiries may be directed to **Ms P. Kewuti at 046 636-1484:**

O.R. Tambo: The Head of the Department, Department of Social Development, Private Bag X 6000, Umtata, 5099 or hand delivered to at Room No 1045, 10th floor Botha Sigcau Building, for the attention of Ms Z. Dlanjwa. Enquiries may be directed to **Ms Z. Dlanjwa at 047 - 5310944.**

Note: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). **Preference will be given to persons with disabilities.**

