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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 33 OF 2023

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1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

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

The Department of Social Development is an equal opportunity and Affirmative Action Employer. People with disabilities are encouraged to apply.



- APPLICATIONS** : should be addressed to various institution as per the applicant's need:
Head Office/ Polokwane Welfare Complex: Head of Department, Private Bag X9710, Polokwane, 0700 or submitted at: 21 Biccard Street, Olympic Towers Building, Ground Floor, Office no 30.
Capricorn/Sekutupu Old Age Home: The District Director, Private Bag X 9709, Polokwane, 0700 or hand delivered at 34 Hans Van Rensburg, Polokwane, 0699.
Sekhukhune/Tubatse CYCC: The District Director, Private Bag X80, Lebowakgomo, 0737 or hand delivered at Old Parliament Building
Lebowakgomo Vhembe/Thohoyandou CYCC: The District Director, Private Bag X5040, Thohoyandou, 0950 or hand delivered at Old Parliament Building
Thohoyandou Waterberg: The District Director, Private Bag X1051, Modimolle, 0510 or hand delivered at Cnr Elias Motswaledi & Thabo Mbeki Street, Modimolle.
 Due to closure of **Giyani** Post Office applications for Mopani/Irish House should be physically submitted or addressed via courier to The District Director, at Department of Social Development Unigaz Building, Giyani Section A, 0826 or Via e-mail: recruitment@dsd.limpopo.gov.za.
 Application for District Offices should be addressed to District Directors and for Polokwane Welfare Complex should be addressed to the Head of Institution.
- CLOSING DATE** : 06 October 2023@16h00
- NOTE** : Applications must be submitted on Z83 form obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za. Applicants are not required to submit certified copies of qualifications with their applications but must submit a duly completed Z83 application for employment form, and a detailed CV. Certified copies of qualifications and ID will be submitted by shortlisted candidates. Correspondence will be entered into with the shortlisted candidates only and if you do not receive any response from us within three (03) months after the closing date, you may regard your application as unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No. 3 of 2000. Faxed applications will not be considered. Applicants must clearly indicate the reference number on the Z83. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right to make an appointment in respect of the advertised post. The employment decision shall be informed by the Employment Equity Plan of the Department. Please note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. All the recommended candidates will be subjected to personnel suitability checks on criminal records, citizenship and educational qualifications. It is the responsibility of the candidate to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competency using the mandated DPSA SMS competency assessment tools. A further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The course is available at the NSG under the name Certificate for entry for SMS and the full details can be obtained by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>.

MANAGEMENT ECHELON

POST 33/323 : **CHIEF DIRECTOR: DEVELOPMENT & RESEARCH SERVICES REF NO: DSD/2023/01 (X1 POST)**

SALARY : R1 308 051 per annum (Level 14)
CENTRE : Head Office
REQUIREMENTS : Qualifications and Competencies: An undergraduate qualification (NQF level 7) as recognised by SAQA. Five (05) years of proven experience in Senior Management level. Valid motor vehicle driver's license (with exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, Communication. Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Leadership & Management skills. Communications. Conflict management. Policy analyzing and interpretation skill. Report writing skills. Project Management. Problem analysis and analytical thinking.

DUTIES : Provide leadership and strategic direction in the sub-branch. Design and implement integrated development programmes that facilitate empowerment of communities towards sustainable livelihood. To provide community-based research, planning and mobilisation. To provide youth and women development services. To provide population and research services. Manage financial, administrative and related functions.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms PN Mabitsela / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4375/4315/4418.

POST 33/324 : **DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: DSD/2023/02 (X1 POST)**

SALARY : R1 162 200 per annum (Level 13)
CENTRE : Head Office
REQUIREMENTS : Qualifications and Competencies: An undergraduate qualification (NQF level 7) in Architecture, Structural Engineering, Quantity Surveying or equivalent as recognised by SAQA. Five (05) years of proven experience in Infrastructure Management at middle/senior Management level. Valid motor vehicle driver's license (with exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, Communication. Knowledge and Skills: Knowledge and understanding of government policies, acts and regulations related to facilities, planning and development. Knowledge of Public Finance Management Act (PFMA). Report writing, facilitation, co-ordination, project management, procurement administration, policy analysis and development skills. People Management, Time management, Financial Management Skills. Problem solving, organising and Strategic Planning. Strategic capacities and leadership.

DUTIES : Provide leadership and high level strategic direction in the division. Co-ordinate and manage the preparation and execution of building projects and the implementation of priority list planning program. Develop, implement and monitor the maintenance plan of physical facilities. Develop advice and monitor the implementation of policies dealing with the management of physical facilities. Manage and monitor the implementation of capital works program. Manage and utilize human resource in accordance with relevant directive and legislation. Formulate and manage the component's budget against its strategic objectives. Manage financial, administrative and related functions.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms PN Mabitsela / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4375/4315/4418.

POST 33/325 : **DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO: DSD/2023/03 (X1 POST)**

SALARY : R1 162 200 per annum (Level 13)
CENTRE : Head Office

REQUIREMENTS : Qualifications and Competencies: An undergraduate qualification (NQF level 7) as recognised by SAQA. Five (05) years of proven experience in one of the unit under Human Resource Management & Development at Middle/Senior Management level. Valid motor vehicle driver's license (with exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, Communication. Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Leadership & Management skills. Communications. Conflict management. Policy analyzing and interpretation skill. Report writing skills. Project Management. Problem analysis and analytical thinking.

DUTIES : Provide leadership and strategic direction in the division. Co-ordinate and oversee the implementation of learnerships, internship, & coaching programs. Manage and effectively implement Human Resource Practice and Administration. Manage Human Resource Planning and Information. Manage Performance Management and Development. Manage Employee Relations. Manage financial, administrative and related functions.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms PN Mabitsele / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4375/4315/4418.

POST 33/326 : **DIRECTOR: CHILD PROTECTION SERVICES REF NO: DSD/2023/04 (X1 POST)**

SALARY : R1 162 200 per annum (Level 13)
CENTRE : Head Office

REQUIREMENTS : Qualifications and Competencies: An undergraduate qualification (NQF level 7) in Social Science field as recognised by SAQA. Five (05) years of proven experience in Middle/Senior Management level. Valid motor vehicle driver's license (with exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, Communication. Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Older Person's Act. No 13 of 2006. Social Service Professions Act. White Paper for Social Welfare Services. Social Service Professions Act. White Paper for Social Welfare Services. Problem analysis and analytical thinking. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Project Management.

DUTIES : Develop and ensure the implementation of policies, strategic plan, norms and standards for child protection services. Manage the provision of Child Protection Services. Manage Family Preservation Programmes Services. Facilitate, monitor and coordinate Child Care Services. Facilitate foster care and adoption services. Provide community –based care services for children. Manage financial, administrative and related functions.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms PN Mabitsele / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4375/4315/4418.

POST 33/327 : **DIRECTOR: COMMUNICATION SERVICES REF NO: DSD/2023/05 (X1 POST)**

SALARY : R1 162 200 per annum (Level 13)
CENTRE : Head Office

REQUIREMENTS : Qualifications and Competencies: An undergraduate qualification (NQF level 7) or equivalent qualification as recognised by SAQA. Five (05) years of proven experience in middle/Senior Management level. Valid motor vehicle driver's

license (with exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, Communication. Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Leadership & Management skills. Communications. Conflict management. Policy analyzing and interpretation skill. Report writing skills. Project Management. Problem analysis and analytical thinking. Leadership & Management skills. Communications. Conflict management. Policy analyzing and interpretation skill. Report writing skills. Project Management. Problem analysis and analytical thinking.

DUTIES : Provide leadership and strategic direction in the division. Develop the business plan in line with the strategic objectives of the department. Provide corporate, liaison service and internal communication. Management of website and intranet. Manage financial, administrative and related functions.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms PN Mabitsela / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4375/4315/4418.

POST 33/328 : **DIRECTOR: HEAD OF INSTITUTION REF NO: DSD/2023/06 (X1 POST)**

SALARY : R1 162 200 per annum (Level 13)
CENTRE : Polokwane Welfare Complex
REQUIREMENTS : Qualifications and Competencies: An undergraduate qualification (NQF level 7) in Social Science or equivalent as recognised by SAQA. Five (05) years of proven experience in Middle/Senior Management level. Prove of registration with a professional body. Valid motor vehicle driver's license (with exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, Communication. Knowledge and Skills: Sound understanding of the Child Protection System, Victim empowerment and Social Crime Prevention. Sound understanding of the functioning of Public Service system. Good background in service delivery, turn around and change management strategy. Report writing skills; Facilitation skills, Co-ordination skills, Liaison skills, Networking, Interpersonal skills, Leadership skills, Analytical skills.

DUTIES : Provide leadership and high-level strategic direction and policy in the welfare complex. Monitor and implement child & youth care centre ,victims of crime and violence shelter and services of children in conflict with the law in the welfare complex. Manage provision of social, emotional and psychological care services. Provide Human Resource Management and Development. Manage resources [Human, physical and financial]. Overall management of administration at the institution. Promote inter-sectoral and interdepartmental partnership. Promote linkages between facility, community and private sectors. Monitor the implementation of secure care programmes for children and youth admitted in the centre. Ensure that statutory process in terms of admission and discharge of children are adhered to. Management of child and youth care information management system (CYCA).

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms PN Mabitsela / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4375/4315/4418.

OTHER POSTS

POST 33/329 : **SOCIAL WORK SUPERVISOR GRADE 1 REF NO: DSD/2023/07 (X1 POST)**

SALARY : R432 348 per annum
CENTRE : Mopani District: Maruleng Municipality
REQUIREMENTS : Qualifications and Competencies: Recognized Bachelor's degree (NQF 7) in Social Work or equivalent as recognised by SAQA. Current registration with the South African Council for Social Service Professions [SACSSP]. A minimum experience of seven (07) years experience in social work after registration with the SACSSP. A valid motor vehicle driver's licence (with

		exception of persons with disabilities). Knowledge and Skills: Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment.
<u>DUTIES</u>	:	Ensure that social work services are rendered with regard to the care, support, protection and development of vulnerable individual, groups, families and communities through the relevant programmes. Ensure service compliance to norms and standards. Ensure social worker's compliance with South African Council for Social Service Professions [SACSSP] projects. Supervise and advise social workers and social auxiliary workers. Coordinate and manage all programmes including transformation of social welfare services. Rendering support and mentoring social workers. Rendering counselling to clients. Monitoring and evaluation of non-profit organisations.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Ms PN Mabitsela / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4375/4315/4418.
<u>POST 33/330</u>	:	<u>PERSONNEL PRACTITIONER: PMDS & TRAINING REF NO: DSD/2023/08 (X1 POST)</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Waterberg District
<u>REQUIREMENTS</u>	:	Qualifications and Competencies: An undergraduate qualification (NQF level 6) in Public Administration/HRM/HRD or equivalent as recognised by SAQA. Three (03) to five (05) years of experience in HRM & D. Valid motor vehicle driver's license (with exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of PERSAL. Leadership & Management skills. Communications. Conflict management. Policy analysing and interpretation skills. Report writing skills. Project Management. Problem analysis and analytical thinking.
<u>DUTIES</u>	:	Monitor the compilation and the submission of the performance agreements, mid- term and second term assessments reports. Organize moderation process in the process. Conduct PMDS workshops. Facilitate skills development programs. Monitor training and development programmes. Facilitate and implement induction and orientation program. Co-ordinate, facilitate and monitor training and development programmes.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Ms PN Mabitsela / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4375/4315/4418.
<u>POST 33/331</u>	:	<u>ARTISAN GRADE A (GENERAL MAINTENANCE) REF NO: DSD/2023/09 (X1 POST)</u>
<u>SALARY</u>	:	R220 533 per annum
<u>CENTRE</u>	:	Sekhukhune District: Tubatse Child & Youth Care Centre
<u>REQUIREMENTS</u>	:	Qualifications and Competencies: An appropriate Trade test certificate. Valid motor vehicle driver's license (with exception of persons with disabilities). Knowledge and Skills: Knowledge and understanding of the legislative framework governing the public service. Proven ability and exposure to working with multidisciplinary teams. Computer literacy. Report writing skills. Knowledge of Building regulations.
<u>DUTIES</u>	:	Ensure the maintenance of facilities. Ensure the maintenance of equipments. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/ register.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Ms PN Mabitsela / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4375/4315/4418.
<u>POST 33/332</u>	:	<u>CHILD & YOUTH CARE WORKER GRADE 1 (X3 POSTS)</u>
<u>SALARY</u>	:	R166 869 per annum
<u>CENTRE</u>	:	Vhembe District: Thohoyandou Child & Youth Care Centre Ref No: DSD/2023/10 (X1 Post) Mopani District: Irish House Ref No: DSD/2023/11 (X1 Post) Sekhukhune District: Tubatse Child & Youth Care Centre Ref No: DSD/2023/12

<u>REQUIREMENTS</u>	:	Qualifications and Competencies: An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA and Basic qualification in Child Care. Current registration with South African Council for Social Services Professions [SACSSP]. Knowledge and Skills: Knowledge and understanding of the legislative framework (Children's Act, Child Care Act, Child Justice Act) governing the Child & Youth Care Centres. Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Honesty and confidentiality, customer care skills.
<u>DUTIES</u>	:	Receive children and youth to the care facility after admission. Provide orientation of the child to the centre. Provide care and development of children and youth where their needs are protected. Ensure that children/youth receive medical services. Facilitate the independent living to external services. Assist with implementation of development and therapy programmes. Perform administration duties.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Ms PN Mabitsela / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4375/4315/4418.
<u>POST 33/333</u>	:	<u>DRIVER (X2 POSTS)</u>
<u>SALARY</u>	:	R147 036 per annum (Level 03)
<u>CENTRE</u>	:	Capricorn District: Sekutupu Old Age Home Ref No: DSD/2023/13 (X1 Post) Vhembe District: Thohoyandou Child & Youth Care Centre Ref No: DSD/2023/14 (X1 Post)
<u>REQUIREMENTS</u>	:	Qualifications and Competencies: Junior Certificate or STD 08 or equivalent qualification. A valid motor vehicle driver's licence with Public Drivers Permit (PDP). Ability to read and write. Knowledge and Skills: Communication Skills. Interpersonal Skills.
<u>DUTIES</u>	:	Transport clients/co-workers to various destinations. Collect post and document in and out of the institution. Responsible to take vehicle to and from merchants. Ensure cleanliness of state vehicles.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Ms PN Mabitsela / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4375/4315/4418.
<u>POST 33/334</u>	:	<u>TRADESMAN AID REF NO: DSD/2023/15 (X1 POST)</u>
<u>SALARY</u>	:	R147 036 per annum (Level 03)
<u>CENTRE</u>	:	Capricorn District: Sekutupu Old Age Home
<u>REQUIREMENTS</u>	:	Qualifications and Competencies: NQF level 3 (Grade 10 certificate or equivalent). Six (06) months trade-related experience. Ability to read and write. Knowledge and Skills: Ability to use electrical and hand tools. Good interpersonal, communication and organizational skills. Ability to work independently.
<u>DUTIES</u>	:	Operation and management of the sewerage and water plant system. Cleaning of plant rooms, filters and equipment. Monitor the functionality and safety of the machines and equipments. Provide assistance in the maintenance of the equipment. Repair, clean, service and safe keeping of equipment and tools according to standards.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Ms PN Mabitsela / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4375/4315/4418.
<u>POST 33/335</u>	:	<u>LAUNDRY AID REF NO: DSD/2023/16 (X1 POST)</u>
<u>SALARY</u>	:	R125 373 per annum (Level 02)
<u>CENTRE</u>	:	Mopani District: Irish House
<u>REQUIREMENTS</u>	:	Qualifications and Competencies: Junior Certificate or STD 08 or equivalent qualification. Ability to read and write. Knowledge and Skills: Communication Skills. Interpersonal Skills.
<u>DUTIES</u>	:	Cleaning of linen clothing and textiles for the institution.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Ms PN Mabitsela / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4375/4315/4418.