



## social development

Department:  
Social Development  
North West Provincial Government  
REPUBLIC OF SOUTH AFRICA



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# CHIEF DIRECTORATE: CORPORATE SERVICES

Private Bag X 6 ■ Mmabatho, 2735 ■ Provident House Building, University Drive ■ MMABATHO  
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Inception Date: 17 December 2020

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## ADVERTISEMENT: DEPARTMENT OF SOCIAL DEVELOPMENT CIRCULAR NO: 5 of 2020/21

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

### **All posts attached to PROVINCIAL OFFICE should be addressed to:**

The Acting Director: Human Capital Management. Department of Social Development, Private Bag x 6, Mmabatho, 2735 or hand delivered to Ground Floor, Provident House Building, University Drive, Mmabatho 2735 for attention Mr S Zwane.

### **All posts attached to Dr RUTH SEGOMOTSI MOMPATI DISTRICT should be addressed to:**

The District Director: Dr Ruth Segomotsi Mompoti. Department of Social Development, Private Bag x 12, Vryburg, 8600 or hand delivered to: Dr RSM District Office, Corner North & Molopo Street, Vryburg, for attention Ms. M Sethibe

### **All posts attached to NGAKA MODIRI MOLEMA DISTRICT should be addressed to:**

The District Director: Ngaka Modiri Molema. Department of Social Development, Private Bag x 04, Mmabatho, or hand delivered to: Ngaka Modiri Molema District Office, Corner Nelson Mandela Drive & Martin Street, Mahikeng, for attention Mr. B Mogorosi

### **All posts attached to DR KENNETH KAUNDA DISTRICT should be addressed to:**

The District Director: Dr Kenneth Kaunda, Department of Social Development, Private Bag x 5059, Klerksdorp, 2750 or hand delivered at Jade Square Building, cnr OR Tambo and Margaretha Prinsloo Street, Klerksdorp for Attention Ms A Bekker.

### **All posts attached to Bojanala District should be addressed to:**

The District Director : Bojanala District, Department of Social Development, Private Bag x 82106, Rustenburg, 0300 or hand delivered at Office number 12, Kgwebo Drive, Mabe Office Park, Rustenburg for Attention Ms N. Modise.



Note: Applications must be accompanied by signed and dated Z83, a recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s), and ID-document/National Identity card. Failure to submit the requested documents will result in the application not being considered.

All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/ transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Previous employment records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting.

**CLOSING DATE: 15 January 2020**

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| <b>CHIEF DIRECTORATE</b> | <b>SOCIAL WELFARE SERVICES</b>  |
| <b>DIRECTORATE</b>       | <b>SPECIAL NEEDS PROGRAMMES</b>   |
| <b>POST</b>              | <b>SOCIAL WORK POLICY DEVELOPER</b>   |
| <b>LEVEL</b>             | <b>GRADE 1</b>  |
| <b>SALARY</b>            | <b>R363 801.00 p.a</b>  |
| <b>CENTRE</b>            | <b>PROVINCIAL OFFICE</b>  |
| <b>REF NO</b>            | <b>SD/9/20/I</b>  |
| <b>REQUIREMENTS</b>      | Bachelor's Degree in Social Work. A minimum of eight years appropriate experience in Social Work after registration as a social worker with SACSSP and proof of payment of annual fees for current cycle. Knowledge in the field of Disability. Knowledge OF Social Development System, Public Financial Management Act, relevant financial management policies and practices and other relevant policies and legislation. Valid driver's license.          |
| <b>DUTIES</b>            | Assist in the development of responsive programmes and policies to Persons with Disabilities. Facilitate programme implementation. Facilitate funding of organisations and centres. Monitor compliance to legislative prescripts and norms and standards. Facilitate transformation of services to persons with disabilities. Facilitate integration of services to Persons with Disabilities. Evaluate and monitor performance and appraisal of employees. |
| <b>ENQUIRIES</b>         | <b>Ms M.P Kgaboesele</b><br><b>Tel No: 018 388 2005</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>CORPORATE SERVICES</b>   |
| <b>DIRECTORATE</b>       | <b>HUMAN CAPITAL MANAGEMENT</b>   |
| <b>POST</b>              | <b>ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT</b>   |
| <b>LEVEL</b>             | <b>09</b>   |
| <b>SALARY</b>            | <b>R376 596.00 p.a</b>  |
| <b>CENTRE</b>            | <b>PROVINCIAL OFFICE</b>  |
| <b>REF NO</b>            | <b>SD/10/20/I</b>   |
| <b>REQUIREMENTS</b>      | Grade 12 coupled with Bachelor's degree/ National Diploma in Management Services/ Operations Management/ Production Management/ Industrial Psychology/ Human Resource Management. Certificate in Job Evaluation (Job Analyst). 3- 5 years' experience in Organisational Development and Job evaluation of which two (2) years must be at supervisory level. A valid driver's license.   |
| <b>DUTIES</b>            | Facilitate the development and implementation of the organizational structure. Provide job evaluation services and implementation of ministerial directives on job grading. Coordinate and manage the development of job descriptions. Plan, coordinate and carryout Work Study investigations of a complex nature and make recommendations to promote service delivery. Coordinate development of Business Processes. Develop/ review policies and guidelines with respect to the organisational structure, change management, job evaluations etc. supervise, guide, train and develop staff. |
| <b>ENQUIRIES</b>         | <b>Ms K.T Sello</b><br><b>Tel No: 018 388 2257</b>  |

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| <b>CHIEF DIRECTORATE</b> | <b>FINANCIAL MANAGEMENT AND ADMINISTRATION</b>  |
| <b>DIRECTORATE</b>       | <b>SUPPLY CHAIN MANAGEMENT</b>  |
| <b>POST</b>              | <b>ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT</b>   |
| <b>LEVEL</b>             | <b>9</b>  |
| <b>SALARY</b>            | <b>R 376 596 p.a</b>  |
| <b>CENTRE</b>            | <b>PROVINCIAL OFFICE</b>  |
| <b>REF NO</b>            | <b>SD/11/20/I</b>   |
| <b>REQUIREMENTS</b>      | Grade 12 coupled with National Diploma or Degree in Supply Chain Management/ Logistics/ Purchasing. Minimum of five years recognizable experience in Acquisition Management of which three years must be at a supervisory level. Valid Driver's license. Knowledge relevant legislation and policies, PFMA, Treasury Regulations. Knowledge BAS and WALKER Systems. A valid driver's license.   |
| <b>DUTIES</b>            | Ensure compliance to PFMA, Treasury Regulations and national/ provincial SCM policies issues in terms of government regulations. Develop, implement and monitor acquisition policies, procedures and process in line with SCM prescripts. Manage the development and maintenance of the database of service providers and ensure complies with the Central Supplier Database (CSD) and provincial requirements. Monitor contracts, supplier performance and compile acquisition monthly reports. Manage the department bid administration such as bid process advertisement, compilation, awards and ensure compliance to legislative prescripts governing SCM. Supervise the activities of subordinates. Perform any other duties as directed. |
| <b>ENQUIRIES</b>         | <b>Mr S.J Mnguni</b><br><b>Tel: 018 388 1529</b>  |

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| <b>CHIEF DIRECTORATE</b> | <b>CORPORATE SERVICES</b>  |
| <b>DIRECTORATE</b>       | <b>HUMAN CAPITAL MANAGEMENT</b>  |
| <b>POST</b>              | <b>ASSISTANT DIRECTOR: SKILLS DEVELOPMENT<br/>FACILITATOR</b>  |
| <b>LEVEL</b>             | <b>09</b>  |
| <b>SALARY</b>            | <b>R376 596.00 p.a</b>   |
| <b>CENTRE</b>            | <b>PROVINCIAL OFFICE</b>   |
| <b>REF NO</b>            | <b>SD/12/20/I</b>  |
| <b>REQUIREMENTS</b>      | Grade 12 coupled with Bachelor's Degree or National Diploma in Human Resource Management. 3- 5 years' experience in Human Resource Development. Valid driver's license.  |
| <b>DUTIES</b>            | Development of Departmental HRD Strategy and Policies. Development and Monitoring of the Department WSP. Conduct skills audit. Prepare an AET strategy and assess annually the workplace and learning progress of its AET candidates. Management policies for retention and scarce skills developed. Ensure policies, plans and strategic documents of HRD are appropriately integrated with and aligned to other relevant plans, priorities and strategies of government. Coordinate, facilitate and monitor training and development programmes. Facilitate and implement induction and orientation program. Supervise the activities of the subordinates. |
| <b>ENQUIRIES</b>         | <b>Ms P Mathe</b><br><b>Tel No: 018 388 2867</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>CORPORATE SERVICES</b>  |
| <b>DIRECTORATE</b>       | <b>HUMAN CAPITAL MANAGEMENT</b>  |
| <b>POST</b>              | <b>ASSISTANT DIRECTOR: CONDITIONS OF SERVICE</b>   |
| <b>LEVEL</b>             | <b>09</b>  |
| <b>SALARY</b>            | <b>R376 596.00 p.a</b>   |
| <b>CENTRE</b>            | <b>PROVINCIAL OFFICE</b>   |
| <b>REF NO</b>            | <b>SD/13/20/I</b>  |
| <b>REQUIREMENTS</b>      | Grade 12 coupled with Bachelor's Degree or National Diploma in Human Resource Management. A minimum of 5 year's experience in the relevant field of which 2 years must be at supervisory. Experience in and in- depth knowledge of the PERSAL system. A valid driver's license.  |
| <b>DUTIES</b>            | Develop internal controls and policies on service conditions and benefits. Formulate, review and ensure effective implementation of policies and procedure manuals relevant to conditions of service and Service Benefits. Render support services and conduct training on the latest developments regarding service benefits and policies. Provide advice and support to the department on service conditions and benefits. Manage leave of absence and termination of services. Management of overtime compensatory practices. Ensure data integrity on information management systems. Management of PILIR. Pension Administration remuneration and compensatory practices. Supervise the activities of the subordinates. |
| <b>ENQUIRIES</b>         | <b>Ms PP Setsiba</b><br><b>Tel No: 018 388 2416</b>  |

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| <b>CHIEF DIRECTORATE</b> | <b>COMMUNITY DEVELOPMENT</b>   |
| <b>DIRECTORATE</b>       | <b>POPULATION DEVELOPMENT</b>  |
| <b>POST</b>              | <b>ASSISTANT DIRECTOR: POPULATION POLICY PROMOTION</b>   |
| <b>LEVEL</b>             | <b>09</b>  |
| <b>SALARY</b>            | <b>R376 596.00 p.a</b>   |
| <b>CENTRE</b>            | <b>PROVINCIAL OFFICE</b>   |
| <b>REF NO</b>            | <b>SD/14/20/I</b>  |
| <b>REQUIREMENTS</b>      | Grade 12 coupled with Bachelor's degree in Population Studies or Statistics. (3) Three years' experience within the field. Sound knowledge of demographic research. A valid driver's license   |
| <b>DUTIES</b>            | Develop, implement, monitor and evaluate population policy, strategies and programmes. Conduct demographic research in consultation with relevant stakeholders. Develop and design capacity building programmes for the Directorate and government departments to implement the population policy. Facilitate the integration of population factors into the planning processes. Provide advocacy and information, education and communication activities to support population and development programmes. Conduct demographic profiling and population analysis. |
| <b>ENQUIRIES</b>         | <b>Ms K.V Ramapagane</b><br><b>Tel No: 018 388 5092</b>  |



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| <b>CHIEF DIRECTORATE</b> | <b>CORPORATE SERVICES</b>   |
| <b>DIRECTORATE</b>       | <b>HUMAN CAPITAL MANAGEMENT</b>   |
| <b>POST</b>              | <b>ASSISTANT DIRECTOR: LABOUR RELATIONS X2</b>  |
| <b>LEVEL</b>             | <b>09</b>   |
| <b>SALARY</b>            | <b>R376 596.00 p.a</b>  |
| <b>CENTRE</b>            | <b>PROVINCIAL OFFICE</b>  |
| <b>REF NO</b>            | <b>SD/15/20/I</b>   |
| <b>REQUIREMENTS</b>      | An appropriate Bachelor's Degree/National Diploma in Labour Law, Labour Relations, Human Resource Management. A minimum of 5 years' experience in Labour Relations as a practitioner. 2 years at supervisory level. A valid driver's licence  |
| <b>COMPETENCIES</b>      | Extensive knowledge of labour legislation. The Public Service Act, Public Service Regulation and Bargaining Councils Resolutions. Sound organisational and interpersonal skills. Ability to exercise discretion and maintain confidentiality. Computer skills. Practical computer competency in MS Word, Excel and Power Point. Knowledge of PERSAL. People Management; Problem Solving, Planning & organizing, Time Management, Strategic Planning, Policy analysis and development, Good communication, , Co-ordination Leadership.   |
| <b>DUTIES</b>            | Conduct investigations on grievances, misconduct cases and provide reports. Advise line management on labour Relations matters. Manage and facilitate grievance resolution process. Be a role player in disciplinary processes. Keeping and maintaining records and database related to grievances, misconduct, and disputes. Facilitate Labour relations capacity building sessions/workshops. Communicate with relevant stakeholders. Assist in managing financial, human, and physical resources in the unit. Policy development and management. Monitor implementation of Resolutions in the Department. Alternate representation of Department in collective Bargaining structures. Provide technical and management support during industrial actions. Ensure compliance to procedural aspects in the area of work. |

**ENQUIRIES****Ms B Phaedi****Tel No: 018-3881546/3881**

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| <b>CHIEF DIRECTORATE</b> | <b>SPECIALIST SOCIAL SERVICES</b>  |
| <b>DIRECTORATE</b>       | <b>PARTIAL CARE AND EARLY CHILDHOOD DEVELOPMENT SERVICES</b>   |
| <b>POST</b>              | <b>PROJECT MANAGER: INFRASTRUCTURE (3 years contract)</b>  |
| <b>LEVEL</b>             | <b>09</b>  |
| <b>SALARY</b>            | <b>R 376 596.00 p.a plus 37% lieu benefit</b>  |
| <b>CENTRE</b>            | <b>PROVINCIAL OFFICE</b>   |
| <b>REF NO</b>            | <b>SD/16/20/I</b>  |
| <b>REQUIREMENTS</b>      | Grade 12 coupled with three years degree/advanced diploma or an equivalent NQF 7 in the building environment (Civil, Quantity Surveying/Architecture/Building) with minimum of three years solid experience in human resources development, three years' experience as a construction Project Manager. Solid proven experience in project planning and project management must be registered with SA Council for the Project and Construction Management Professionals (SACPCMP). Must possess a valid driver's license and must be willing to travel, Ms Projects experience is essential. Good communication skills (verbal and written). Computer literacy is a must.   |
| <b>DUTIES</b>            | Project planning, design, analysis, effectiveness and implementation. Assist developers in developing projects implementation plans with realistic cash flow forecast. Perform final review and approvals or audits on project design according to design principles or theory. Co-ordinate designs efforts and integration across disciplines to ensure seamless integration with current technology. Monitor project management efficiencies according to organisational goal to direct or redirect project services for the attainment of organisational objectives. Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services. Provide technical consulting services for the operation of project related matters to minimised possible project crisis. Maintain project |

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|                  | <p>operational effectiveness. Manage the execution of project management strategy through the provision of appropriate structure system and resources. Set standards, specifications and services levels according to organisation objectives to ensure optimum operational availability. Keep up with technologies and procedures. Follow approved programmes or development for registration purpose.</p> |
| <b>ENQUIRIES</b> | <b>Ms M Ramarumo</b><br><b>018 388 1646</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>NGAKA MODIRI MOLEMA DISTRICT</b>  |
| <b>POST</b>              | <b>SOCIAL WORK SUPERVISOR X2</b>   |
| <b>LEVEL</b>             | <b>GRADE 1</b>   |
| <b>SALARY</b>            | <b>R384 228.00 p.a</b>   |
| <b>CENTRE</b>            | <b>MAHIKENG SERVICE POINT X1 and KAGISANO MOLOPO SERVICE POINT X1</b>  |
| <b>REF NO</b>            | <b>SD/17/20/I</b>  |
| <b>REQUIREMENTS</b>      | A Bachelor's Degree in Social Work. Registration with the South African Council for Social Service Professions as Social Worker and proof of payment of annual fees for current cycle. A minimum of 7 years appropriate experience in Social Work after registration as Social Worker with the SACSSP. A valid driver's license.   |
| <b>DUTIES</b>            | To ensure that a social work service with regards to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions. Supervisor 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 the administrative functions required in the unit and undertake the higher level administrative functions. |
| <b>ENQUIRIES</b>         | <b>Ms B Sityi<br/>018 388 2916/2924</b>  |

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| <b>CHIEF DIRECTORATE</b> | <b>CORPORATE SERVICES</b>   |
| <b>DIRECTORATE</b>       | <b>RISK MANAGEMENT</b>  |
| <b>POST</b>              | <b>SENIOR STATE ACCOUNTANT: RISK MANAGEMENT</b>   |
| <b>LEVEL</b>             | <b>08</b>   |
| <b>SALARY</b>            | <b>R316 791.00 p.a</b>  |
| <b>CENTRE</b>            | <b>PROVINCIAL OFFICE</b>  |
| <b>REF NO</b>            | <b>SD/18/20/I</b>   |
| <b>REQUIREMENTS</b>      | Grade 12 coupled with Bachelor's Degree or National Diploma in Accounting, Auditing, Risk Management. 3 years' work experience in one of the following fields: recovery and collection operations, fraud investigations, risk management. A valid driver's license. Paralegal background would be an added advantage. Knowledge of Risk Management framework, Public Service Act, Public Service Regulations, Public Financial Management Act, King 111 report on Corporate Governance, Risk Management System (Barn-owl) and processes of which 1 year must be at supervisory level. |
| <b>DUTIES</b>            | Implementation of departmental risk management policy, strategies and procedures. Monitor implementation and reporting on risk registers. Coordinate risk awareness sessions. Establish an information management system and reporting mechanisms. Prepare various reports, progress reports on projects assigned, etc. management of Human, Financial and other resources.   |
| <b>ENQUIRIES</b>         | <b>Adv P Molatedi</b><br><b>Tel No: 018 388 2846</b>  |

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| <b>CHIEF DIRECTORATE</b> | <b>CORPORATE SERVICES</b>  |
| <b>DIRECTORATE</b>       | <b>HUMAN CAPITAL MANAGEMENT</b>  |
| <b>POST</b>              | <b>SENIOR ADMIN OFFICER: OD AND SERVICE DELIVERY</b>   |
| <b>LEVEL</b>             | <b>08</b>  |
| <b>SALARY</b>            | <b>R316 791.00 p.a</b>   |
| <b>CENTRE</b>            | <b>PROVINCIAL OFFICE</b>   |
| <b>REF NO</b>            | <b>SD/19/20/I</b>  |
| <b>REQUIREMENTS</b>      | Grade 12 coupled with Bachelor's Degree or National Diploma in Public Administration. At least three years' work experience in the relevant post. A valid driver's License.  |
| <b>DUTIES</b>            | Coordinate the development, implementation and monitoring of the Service Delivery Improvement Plans. Assist in the development and implementation of Service Delivery Improvement Plans. Development/ review, implementation and monitoring of the complaint system. Conduct monitoring and evaluation of complaints management system. Implement and monitor Batho-Pele programmes. Monitor compliance in districts, institutions and service points. Conducting awareness on Batho-Pele Principles and service standards. Implement a capacity building programme on Batho-Pele in the province. |
| <b>ENQUIRIES</b>         | <b>Ms K.T Sello</b><br><b>Tel No: 018 388 2257</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION</b>   |
| <b>DIRECTORATE</b>       | <b>NGAKA MODIRI MOLEMA DISTRICT</b>  |
| <b>POST</b>              | <b>INSTRUCTOR: CARPENTRY</b>   |
| <b>LEVEL</b>             | <b>7</b>   |
| <b>SALARY</b>            | <b>R 257 508.00 p.a</b>  |
| <b>CENTRE</b>            | <b>ITSOSENG HANDICRAFT CENTRE</b>  |
| <b>REF NO</b>            | <b>SD/20/20/I</b>  |
| <b>REQUIREMENTS</b>      | Grade 12 coupled with three years vocational training Diploma/Carpentry or relevant qualifications. Registered with SACE. At least one (1) year working experience. Knowledge of principles and methods of methods of curriculum and vocational training. Technical knowledge in Carpentry. Presentation and facilitation, communication, basic computer and creative skills. Good interpersonal. Valid drivers will be added as an advantage. |
| <b>DUTIES</b>            | Provide training in carpentry. Manage the learner accredited certification. Maintain records as required by Departmental records management policy. Conduct research with upholstery. Maintain a safe working environment  |
| <b>ENQUIRIES</b>         | <b>Ms M.I Selebogo</b><br><b>018 338 4300</b>  |



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| <b>CHIEF DIRECTORATE</b> | <b>CORPORATE SERVICES</b>  |
| <b>POST</b>              | <b>PERSONAL ASSISTANT</b>  |
| <b>LEVEL</b>             | <b>07</b>  |
| <b>SALARY</b>            | <b>R 257 508.00 p.a</b>  |
| <b>CENTRE</b>            | <b>PROVINCIAL OFFICE</b>   |
| <b>REF NO</b>            | <b>SD/21/20/I</b>  |
| <b>REQUIREMENTS</b>      | Grade 12. Secretarial Diploma or equivalent. 3 to 5 years' experience in rendering a support services to senior manager.   |
| <b>DUTIES</b>            | Provide a secretarial/ receptionist support services to the chief director. Render administration support services. Provide support to the manager during meetings. Support the Chief Directorate's office budget. Study the relevant public service departmental prescripts- policies and other documents and ensure that an application thereof is applied properly. |
| <b>ENQUIRIES</b>         | <b>Mr A.J Mokgwasa</b><br><b>018 388 1600/1660</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>FINANCIAL MANAGEMENT AND ADMINISTRATION</b>  |
| <b>DIRECTORATE</b>       | <b>FINANCIAL ACCOUNTING</b>   |
| <b>POST</b>              | <b>STATE ACCOUNTANT</b>   |
| <b>LEVEL</b>             | <b>07</b>   |
| <b>SALARY</b>            | <b>R257 508.00 p.a</b>  |
| <b>CENTRE</b>            | <b>PROVINCIAL OFFICE</b>  |
| <b>REF NO</b>            | <b>SD/22/20/I</b>   |
| <b>REQUIREMENTS</b>      | Grade 12 coupled with Bachelor's degree or National Diploma in commerce, Internal Audit, Cost and Management Accounting or Financial Management. 1-2 years practical knowledge and experience of Walker and BAS. Clear understanding of the PFMA and Treasury Regulations. A valid driver's license.  |
| <b>DUTIES</b>            | Capture all creditors' payments vouchers and M22 payments. Authentication of payments. Ensure proper reporting and support to districts. Authenticate payments from Walker/Bas by way of cheque number and cheque date. Ensure proper record and reporting of payment vouchers by register and or spreadsheet. Render support to Programmes in Head Office, Districts, Service Points and Institutions. |
| <b>ENQUIRIES</b>         | <b>Ms S.M Jacobs</b><br><b>018 388 1617</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>DR KENNETH KAUNDA DISTRICT<br/>NGAKA MODIRI MOLEMA DISTRICT</b>   |
| <b>POST</b>              | <b>FOOD SERVICE MANAGER X2</b>   |
| <b>LEVEL</b>             | <b>5</b>   |
| <b>SALARY</b>            | <b>R 173 703 p.a</b>   |
| <b>CENTRE</b>            | <b>JB MARKS TREATMENT CENTRE<br/>ITSOSENG HANDICRAFT CENTRE</b>  |
| <b>REF NO</b>            | <b>SD/23/20/I</b>  |
| <b>REQUIREMENTS</b>      | Grade 12 Coupled with Diploma / Degree in food service management plus five years' experience in food services. Computer literacy.   |
| <b>COMPETENCIES</b>      | Understanding of Public Service Regulations, knowledge of HACCP. Guidelines on safe food preparation. Storage, handling and extensive knowledge of health and safety policies. Ability to work under pressure and willingness to work shifts and overtime including weekends and public holidays. Possess innovative and creative skills. Good Communication, report writing, planning, organizing, people management and supervisory skills. Ability to function in a team environment.   |
| <b>DUTIES</b>            | Responsible for the overall operation of food services in line with applicable guidelines and legislations. Supervise and monitor food storage, preparation and serving. Maintain hygiene and safety measures. Follow and adhere to elementary control measures and standard operating procedures. Ensure effective use of all machinery and equipment. Ensure coordination and facilitation for the repairs and replacement of faulty equipment. Ensure stock control and stock taking of domestic appliances and equipment. Conduct performance assessment of catering |

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|                  | <p>service providers and compile monthly statistics and reports. Keep abreast of developments in the food service fields. Ensure compliance therefore and updating of internal control measures and systems. Perform all other administration functions linked to food services and other delegated functions.</p> |
| <b>ENQUIRIES</b> | <p><b>Ms D.C Monyemore</b><br/><b>018 294 5134</b></p> <p><b>MS M I Selebogo</b><br/><b>018 338 3046</b></p>   |

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| <b>CHIEF DIRECTORATE</b> | <b>SPECIALIST SOCIAL SERVICES</b>  |
| <b>DIRECTORATE</b>       | <b>PARTIAL CARE and ECD SERVICES</b>   |
| <b>POST</b>              | <b>WORKS INSPECTOR (3 years contract)</b>  |
| <b>LEVEL</b>             | <b>06</b>  |
| <b>SALARY</b>            | <b>R208 584.00 p.a plus 37% lieu benefit</b>   |
| <b>CENTRE</b>            | <b>PROVINCIAL OFFICE</b>   |
| <b>REF NO</b>            | <b>SD/24/20/I</b>  |
| <b>REQUIREMENTS</b>      | <p>A National Diploma (T/N/S streams) in Engineering or any of the built environment disciplines. Registration as a Candidate Engineering Technician. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Public Service Resolutions, Public service Delivery Documents, Performance Management Development System, Construction Manual. Public Finance Management Act (PFMA), Occupational Health and Safety Act (OHSA) and Government Immovable Asset Management Act (GIAMA). Attributes: Numeric Proficiency, ability to communicate verbally and in writing, interpersonal skills, analytical, problem solving skills, negotiations and conflict resolutions skills, creative and innovative, ability to work independently and under pressure, ability to interact with stakeholders on various levels, sound report writing, presentation skills. Experience: 1 year post qualification. Knowledge in construction/project management will be an added advantage. Must have a valid driver's license.</p> |
| <b>DUTIES</b>            | <p>Render an inspection service of work done on new projects and existing structures on a project basis. Analyse and compile relevant documentation for work to be done on minor new and existing structures. Oversee the work of contractors. Liaise with stakeholders and ensuring client requirements are met. Monitoring and inspection during project implementation. Perform administrative duties associated with projects and the programme. Compile progress reports. Ensure proper project closure processes are adhered to.</p>   |

**ENQUIRIES****Ms M Ramarumo****018 388 1646**

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| <b>CHIEF DIRECTORATE</b> | <b>SPECIALIST SOCIAL SERVICES</b>   |
| <b>DIRECTORATE</b>       | <b>PARTIAL CARE AND ECD SERVICES</b>  |
| <b>POST</b>              | <b>ADMIN OFFICER (3 years contract)</b>   |
| <b>LEVEL</b>             | <b>6</b>  |
| <b>SALARY</b>            | <b>R 208 584.00 p.a plus 37% lieu benefit</b>   |
| <b>CENTRE</b>            | <b>PROVINCIAL OFFICE</b>  |
| <b>REF NO</b>            | <b>SD/25/20/I</b>   |
| <b>REQUIREMENTS</b>      | Grade 12 coupled with Degree/ diploma in administration or equivalent qualification. 2 to 3 years' experience in ECD Financial Management administration, experience in an office environment. Driver's license will be added advantage. Knowledge of Batho Pele Principles. Excellent communication skills. Good telephonic etiquette. Computer literacy. Planning and Organisational skill. High level of reliability. Interpersonal relation. Flexibility and Minutes writing.   |
| <b>DUTIES</b>            | Provide administrative support to the unit- ECD conditional grant. Preparation of analysis report on business plans and preparation of statistical and management reports. Collation of weekly/monthly and financial report. Assist in the development and implementation of ECD information management system. Ensure safekeeping of all funding records. Procure goods and services in line with PFMA. Typing of documents. Minutes taking and logistical arrangements for workshops-training- meetings. Make accommodation and travel arrangements on behalf of the unit ECD Conditional Grants. Process claims and invoice. |
| <b>ENQUIRIES</b>         | <b>Ms C.M Ramarumo</b><br><b>018 388 1646</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>SPECIALIST SOCIAL SERVICES</b>  |
| <b>DIRECTORATE</b>       | <b>EARLY CHILDHOOD DEVELOPMENT AND PARTIAL CARE SERVICES</b>   |
| <b>POST</b>              | <b>ADMIN CLERK: ECD</b>  |
| <b>LEVEL</b>             | <b>05</b>  |
| <b>SALARY</b>            | <b>R173 703.00 p.a</b>   |
| <b>CENTRE</b>            | <b>PROVINCIAL OFFICE</b>   |
| <b>REF NO</b>            | <b>SD/26/20/I</b>  |
| <b>REQUIREMENTS</b>      | Grade 12 certificate. Computer literate. Good verbal and written communication skills. Planning and organising. Good interpersonal relations.  |
| <b>DUTIES</b>            | Render general clerical support service. Provide supply chain clerical support service within the component. Provide personnel administrative clerical support services within the component. Provide financial administration support service within the component. |
| <b>ENQUIRIES</b>         | <b>Ms C.M Ramarumo</b><br><b>018 388 1646</b>  |



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| <b>CHIEF DIRECTORATE</b> | <b>FINANCIAL MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>SUPPLY CHAIN MANAGEMENT</b>   |
| <b>POST</b>              | <b>ADMIN CLERK: ACQUISITION MANAGEMENT X2</b>  |
| <b>LEVEL</b>             | <b>05</b>  |
| <b>SALARY</b>            | <b>R173 703.00 p.a</b>   |
| <b>CENTRE</b>            | <b>PROVINCIAL OFFICE</b>   |
| <b>REF NO</b>            | <b>SD/27/20/I</b>  |
| <b>REQUIREMENTS</b>      | Grade 12 certificate or equivalent qualification. Completed Supply Chain Management/ Procurement/ Logistics course at a diploma level. Two years' experience within Supply Chain Management (Acquisition Management will be an added advantage). Computer literate. Good verbal and written communication skills. Planning and organising. Good interpersonal relations.   |
| <b>DUTIES</b>            | Ensure compliance to the PFMA, Treasury Regulations and national/ provincial SCM policies issues in terms of government regulations. Ensure that Acquisition Management Sub-directorate adheres to policies and procedures when procuring goods and services on behalf of the department. Ensure that Acquisition is complying with SCM regulations, policies, practice notes when procuring goods and services on a daily basis. Record/minute proceedings at compulsory bid briefing session meetings. Assist in management of the department bid administration. Perform any other duties as requested by the Acquisition Manager. Render general clerical support service. Provide supply chain clerical support service within the component. Provide personnel administrative clerical support services within the component. Provide financial administration support service within the component. |
| <b>ENQUIRIES</b>         | <b>Mr S.J Mnguni</b><br><b>018 388 1529</b>  |

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| <b>CHIEF DIRECTORATE</b> | <b>COMMUNITY DEVELOPMENT, SOCIAL WELFARE SERVICES, CORPORATE SERVICE</b>   |
| <b>DIRECTORATE</b>       | <b>YOUTH DEVELOPMENT, SPECIAL NEEDS PROGRAMMES, HUMAN CAPITAL MANAGEMENT AND SOCIAL WELFARE SERVICES</b>   |
| <b>POST</b>              | <b>SECRETARY: X 4</b>  |
| <b>LEVEL</b>             | <b>05</b>  |
| <b>SALARY</b>            | <b>173 703 p.a</b>   |
| <b>CENTRE</b>            | <b>PROVINCIAL OFFICE</b>   |
| <b>REF NO</b>            | <b>SD/28/20/I</b>  |
| <b>REQUIREMENTS</b>      | Grade 12. A qualification in Secretarial or Office Management or administration will be an added advantage. Computer Literacy (Microsoft word, Excel, and PowerPoint). One year relevant experience in office administration. Organizing, time management, communication, and report writing skills. Ability to work under pressure. A valid driver's license will be an added advantage.  |
| <b>DUTIES</b>            | Providing secretarial / receptionist support services to the director. Recording and managing correspondence. Render administration support services. Record incoming and outgoing documents and correspondence. Scheduling meetings and managing the director's diary. Provide logistical arrangements for meetings, workshops. Scrutinize submissions and reports to ensure compliance to basic standards. Manage client's enquiries / complaints. Managing incoming and outgoing telephone calls. |
| <b>ENQUIRIES</b>         | <b>Adv S Dikole</b><br><b>Tel No: 018 388 1694</b><br><b>Ms T Koena</b><br><b>018 388 2021</b><br><b>Mr A.J Mokgwasa</b><br><b>018 388 1600</b><br><b>Ms M.P Kgaboesele</b><br><b>018 388 2005</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>Dr KENNETH KAUNDA DISTRICT</b>  |
| <b>POST</b>              | <b>CHILD AND YOUTH CARE TEAM LEADER</b>  |
| <b>LEVEL</b>             | <b>OSD</b>   |
| <b>SALARY</b>            | <b>R 157 245.00 p.a</b>  |
| <b>CENTRE</b>            | <b>JB MARKS TREATMENT CENTRE</b>   |
| <b>REF NO</b>            | <b>SD/29/20/I</b>  |
| <b>REQUIREMENTS</b>      | Grade 12 Certificate or NQF level, FETC Child and youth Care Certificate/Qualification. Registration with the SACSSP Council and proof of payment of annual fees for current cycle. A minimum of seven (7) years' experience working as Child and Youth Care Worker after obtaining the required qualification, National Diploma or Degree in Child and Youth Care development will be added advantage. Valid driver's licence is required.  |
| <b>COMPETENCIES</b>      | Knowledge of the Public Service Legislations, Mental Health and Substance abuse related legislations. Must be able to work cooperatively with other, Must be able to build a positive relationship of trust with service users, Must be able to display good ethical and moral conduct, must be able to mentor, coach and provide continuous support, guidance, and advice to service user. Must be able to maintain a health interpersonal relation with others. Must be able to manage the performance and conduct of supervisees, Must be able to convey clear messages/information and write clear reports, Must be able to solve problems, Must be able to plan and organise own work and supervisees work, Must be able to ensure implementation of planned programs and activities for service users. Must be able the promotion and upholding of the rights of service users, Must know the rules and procedures of the treatment centres. Must be able to |

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|                  | perform administrative tasks.  |
| <b>DUTIES</b>    | Supervise Child & Youth Care Workers. Manage work performance and development of the supervisees. Implementation of norms and standards of Inpatient treatment centres. Monitor compliance to relevant legislations and policies and promote service user's rights. Perform administrative functions including handling over, occurrence book monitoring, loss control inventory control management. Supervise life space intervention, assessment. IDP formulation/implementation. Ensure supervision and escorting of service users. |
| <b>ENQUIRIES</b> | <b>Ms D.C Monyemore</b><br><b>018 294 5134</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION</b>  |
| <b>DIRECTORATE</b>       | <b>SOCIAL WELFARE</b>   |
| <b>POST</b>              | <b>SOCIAL AUXILLIARY WORKER X3</b>  |
| <b>LEVEL</b>             | <b>GRADE 1</b>  |
| <b>SALARY</b>            | <b>R 148 215.00 p.a</b>   |
| <b>CENTRE</b>            | <b>ITSOSENG HANDICRAFT CENTRE X2. MAHIKENG SERVICE POINT x1</b>   |
| <b>REF NO</b>            | <b>SD/30/20/I</b>   |
| <b>REQUIREMENTS</b>      | Grade 12. Learnership certificate that allows registration with the South African Council for Social Service professions as Social Auxiliary Worker and proof of payment of annual fees for current cycle   |
| <b>DUTIES</b>            | Provide assistance and support to Social Workers with the promotion of social change, problem solving in human relationships. Empowerment and liberation of people to enhance social well-being under the guidance and supervision of the Social Worker. Implementation of policies and programs. Keep abreast with new developments in the |

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|                  | social work and social services field. Perform administrative support functions in support of social workers as required. |
| <b>ENQUIRIES</b> | <b>M.R Molefe</b><br><b>018 388 5253</b>  |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION</b>  |
| <b>DIRECTORATE</b>       | <b>NGAKA MODIRI MOLEMA</b>  |
| <b>POST</b>              | <b>HOUSEHOLD SUPERVISOR X2</b>  |
| <b>LEVEL</b>             | <b>4</b>  |
| <b>SALARY</b>            | <b>R 145 281.00 p.a</b>   |
| <b>CENTRE</b>            | <b>ITSOSENG HANDICRAFT CENTRE</b>   |
| <b>REF NO</b>            | <b>SD/31/20/I</b>   |
| <b>REQUIREMENTS</b>      | ABET Basic Education Certificate (NQF Level 1-3). At least five years' experience in housekeeping and general domestic maintenance. Possession of Code 08 Drivers License will add as an advantage. Grade 12, Computer Literacy. Report writing skills. Experience in administration will serve as an advantage.  |
| <b>DUTIES</b>            | Provide basic administrative duties. Provide support to state accountant in provision of finance related matters. Assist with review of claims prior processing. Provide support in monitoring of payments to service providers and general reports. Provide and maintain filing system for finance section. Assist in typing, record system and handle Human Resource related matters for Sub-directorate. |
| <b>ENQUIRIES</b>         | <b>Ms M.I Selebogo</b><br><b>018 338 3046</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT</b> |
| <b>DIRECTORATE</b>       | <b>NGAKA MODIRI MOLEMA DISTRICT</b>                   |
| <b>POST</b>              | <b>CARE GIVER</b>                                     |
| <b>LEVEL</b>             | <b>04</b>   |

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| <b>SALARY</b>       | <b>R 145 281.00 p.a</b>   |
| <b>CENTRE</b>       | <b>RATLOU SERVICES POINT</b>  |
| <b>REF NO</b>       | <b>SD/32/20/I</b>   |
| <b>REQUIREMENTS</b> | Grade 12. A valid driver's license.   |
| <b>DUTIES</b>       | Provide the Assistant Community Development Practitioner with the necessary support in the office. Assist with driving the Assistant Community Development Practitioner to and from workplace. Taking the Assistant Community Development Practitioner to the bathroom. |
| <b>ENQUIRIES</b>    | <b>Mr N Thipe</b><br><b>018 388 2916/2924</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION</b>  |
| <b>DIRECTORATE</b>       | <b>NGAKA MODIRI MOLEMA DISTRICT</b>   |
| <b>POST</b>              | <b>GENERAL FOREMAN</b>  |
| <b>LEVEL</b>             | <b>3</b>  |
| <b>SALARY</b>            | <b>R 122 595.00 p.a</b>   |
| <b>CENTRE</b>            | <b>ITSOSENH HANDICRAFT CENTRE</b>   |
| <b>REF NO</b>            | <b>SD/33/20/I</b>   |
| <b>REQUIREMENTS</b>      | Grade 10 Certificate or NQF Level 3 or 4. At least 2 to 5 years' experience in cleaning environment and workshops. Ability to use garden and workshop's equipment's. Knowledge of supervision of supervisees. Knowledge of occupational health and safety measures. |
| <b>DUTIES</b>            | Control and supervise workshop activities within the centre. Ensure compliance with safety codes and regulation. Support and manage performance of subordinates.  |
| <b>ENQUIRIES</b>         | <b>Ms M I Selebogo</b><br><b>018 338 3046</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT AND INSTITUTIONAL SUPPORT MANAGEMENT</b>   |
| <b>DIRECTORATE</b>       | <b>DR KENETH KAUNDA DISTRICT</b>   |
| <b>POST</b>              | <b>SECURITY OFFICER X2</b>   |
| <b>LEVEL</b>             | <b>3</b>   |
| <b>SALARY</b>            | <b>R 122 595.00 p.a</b>  |
| <b>CENTRE</b>            | <b>JB MARKS TREATMENT CENTRE</b>   |
| <b>REF NO</b>            | <b>SD/34/20/I</b>  |
| <b>REQUIREMENTS</b>      | Grade 10. Basic Security Officers course, Grade C security registration plus credible 1-2 years relevant experience. Proof of valid certified PSIRA Registration to be attached. Computer literacy will be an added advantage.   |
| <b>COMPETENCIES</b>      | Good organising and interpersonal relations. Reliable, vigilant, Flexible, hardworking, trustworthy and ability to work as team. Listening skills, negotiation skills, observation skills and conflict management skills. Knowledge and understanding of public service regulations and security related legislations.   |
| <b>DUTIES</b>            | <p>Complete the access control register and issue access control documents as required. Undertake building/premises patrol and ensure proper lockup and locking of all offices and access points as required. Escort visitors to the relevant employees, required point/venue. Ensure safety in the building at the premises. Ensure that equipment, documents, assets and stores do not leave or enter the building unauthorised. Keep out any unauthorised persons and objects on site and inside the buildings. Ensure the safety of service user's, staff, and visitors. Respond promptly to calls for assistance and emergency throughout the centre. Give directional advice to visitors for parking and prevent unauthorised parking. Effectively operate a variety of equipment including portables radios, closed circuit television and access control systems. Record all incidents in the occurrence book/registers and ensure follow up on reported incidents.</p> <p>Report all identified security breaches and non-compliance to</p> |

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|                  | the supervisor. Perform any other reasonable allocated tasks. |
| <b>ENQUIRIES</b> | <b>Ms D.C Monyemore</b><br><b>018 294 5134</b>                |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT</b>   |
| <b>DIRECTORATE</b>       | <b>DR KENNETH KAUNDA DISTRICT</b>   |
| <b>POST</b>              | <b>ENROLLED NURSE GRADE 1</b>   |
| <b>LEVEL</b>             | <b>3</b>  |
| <b>SALARY</b>            | <b>R 171 381.00 p.a OSD</b>   |
| <b>CENTRE</b>            | <b>JB MARKS TREATMENT CENTRE</b>  |
| <b>REF NO</b>            | <b>SD/35/20/I</b>   |
| <b>REQUIREMENTS</b>      | Grade 12 or equivalent qualification, plus two years staff nurse certificate that allows registration with the South African Nursing Council. Current proof of registration with the South African Nursing Council must be attached and proof of payment of annual fees for current cycle   |
| <b>COMPETENCIES</b>      | Understanding of Nursing legislations, Public Services Regulations and ethical Nursing practices. Ability to work under pressure. Possess analytical skills, innovative and create skills, communication and negotiation skills, planning, people management and empowerment skills, Service Delivery improvement skills, report writing skills and computer. Understanding of Substance Use Disorders and management thereof. Ability to function in a Multi-Disciplinary Team/Multi Professional Team   |
| <b>DUTIES</b>            | Promotion and maintenance of health through health education talks. Administer medicine as prescribed and dispensed by the Professional Nurse or Medical Officer. Execution of nursing care plan for service users in the institution in line with Primary Health Care protocols. Provide emergency care in managing emergency cases within the institution. Promoting and advocating proper nursing care and adherence to Patients' Rights Charter and Batho Pele principles. Effectively communicate with patients, supervisors and other Clinicians, including report writing and record |



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|                  | keeping. Supervision, monitoring and escorting service users to clinics or hospitals. |
| <b>ENQUIRIES</b> | <b>Ms D.C Monyemore<br/>018 294 5134</b>  |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT</b>   |
| <b>DIRECTORATE</b>       | <b>DR KENNETH KAUNDS DISTRICT</b>   |
| <b>POST</b>              | <b>PROFESSIONAL NURSE X 2</b>   |
| <b>LEVEL</b>             | <b>GRADE 1</b>  |
| <b>CENTRE</b>            | <b>JB MARKS TREATMENT CENTRE</b>  |
| <b>SALARY</b>            | <b>R 256 905.00 p.a</b>   |
| <b>REF NO</b>            | <b>SD/36/20/I</b>   |
| <b>REQUIREMENTS</b>      | A qualification that allows for registration with SANC as Professional Nurse. Appropriate or recognisable experience in nursing after registration with the SANC as Professional Nurse and proof of payment of annual fees for current cycle. Be Able to demonstrate understanding of nursing legislation and related legal and ethical nursing practice. Able to implement elementary functions according to the scope of practice.                          |
| <b>DUTIES</b>            | Provision of holistic/comprehensive specialised nursing care. Manage the utilisation of resources effectively. Provision of educational services. Provision of effective support to nursing. Work as part of multidisciplinary team to ensure quality nursing care. Work effectively, cooperatively and amicably with persons of diverse intellectual, cultural, racial or religious groups. Passion to work with elderly persons and people with disability. |
| <b>ENQUIRIES</b>         | <b>Ms D.C Monyemore<br/>018 294 5134</b>  |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION</b>  |
| <b>DIRECTORATE</b>       | <b>NGAKA MODIRI MOLEMA</b>  |
| <b>POST</b>              | <b>CLEANER X3</b>   |
| <b>LEVEL</b>             | <b>02</b>   |
| <b>SALARY</b>            | <b>R 102 534.00 p.a</b>   |
| <b>CENTRE</b>            | <b>ITSOSENH HANDICRAFT CENTRE</b>   |
| <b>REF NO</b>            | <b>SD/37/20/I</b>   |
| <b>REQUIREMENTS</b>      | Grade 10 or equivalent. Adult education and training. One year relevant experience. Knowledge of cleaning materials and equipment. Ability to operate cleaning equipment as well as cleaning methods and procedures. Good organizing and interpersonal relationship. Basic literacy (ability to read and write) and basic numeracy (ability to count). Ability to work as part of the team. Ability to work around elderly people and have physical strength. |
| <b>DUTIES</b>            | Cleaning Services: Sweeping floor, emptying dustbins, cleaning offices and workshops (where applicable). Monitor cleaning material and report stock levels. Utilize cleaning equipment and ensure their safe-guarding. Comply to Occupational Health and Safety requirements  |
| <b>ENQUIRIES</b>         | <b>M I Selebogo</b><br><b>018 338 3047</b>  |

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| <b>CHIEF DIRECTORATE</b> | <b>CORPORATE SERVICES</b>   |
| <b>DIRECTORATE</b>       | <b>PROVINCIAL OFFICE</b>  |
| <b>POST</b>              | <b>PERSONNEL PRACTITIONER X2</b>  |
| <b>LEVEL</b>             | <b>07</b>   |
| <b>SALARY</b>            | <b>R 257 508 p.a</b>  |
| <b>CENTRE</b>            | <b>PROVINCIAL OFFICE</b>  |
| <b>REF NO</b>            | <b>SD/38/20/I</b>   |
| <b>REQUIREMENTS</b>      | Grade 12 coupled with Bachelors Degree or National Diploma in Human Resource Management, Public Administration. |

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|                     | Three (3) year's Human Resource Management experience. PERSAL courses. Knowledge of Public Service Prescripts. A Valid driver's license.   |
| <b>COMPETENCIES</b> | Knowledge and experience of PERSAL. Knowledge of relevant Public Service Legislation (eg, Public Service Act, Regulations), and Human Resource Management policies and directives. Ability to interpret and apply policies.  |
| <b>DUTIES</b>       | Administering all conditions of service and service benefits for the Department. Perform administrative duties pertaining to service terminations, pension administration, housing, injury on duty, Leave Administration, PILIR Administration, and all allowances applicable to Conditions of service. Responsible for capturing transactions on PERSAL, debt management. Knowledge of OSD.<br>Handle all personnel enquiries and correspondence (written and verbal).<br>File personnel data, policies, regulations and circulars and maintain registers, audit leave records. Providing monthly, quarterly reports. |
| <b>ENQUIRIES</b>    | <b>MS PP SETSIBA</b><br><b>TEL: 018 3882416/1408</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>  |
| <b>POST</b>              | <b>CHILD AND YOUTH CARE SUPERVISOR X1</b>  |
| <b>LEVEL</b>             | <b>GRADE 1</b>   |
| <b>SALARY</b>            | <b>R 199 188 p.a</b>   |
| <b>CENTRE</b>            | <b>KHUSELEKA ONE STOP CENTER CENTRE</b>  |
| <b>REF NO</b>            | <b>SD/39/20/I</b>  |
| <b>REQUIREMENTS</b>      | Grade 12 plus an appropriate NQF level 4 qualification in Child and Youth Care. A minimum experience of 10 years' in Child and Youth Care Work after obtaining the required qualification. A valid driver's license. Valid Registration with SACSSP council as Child and Youth Care Worker and proof of payment of annual fees for current cycle. Experience in Child and Youth Care Work (Secure care environment) will be added advantage. |
| <b>COMPETENCIES</b>      | Good communication skills. Problem solving and conflict management skills. Planning and organizing skills. Computer literate, Monitoring and Evaluation skills. Basic research and analytical skills, Presentation and Facilitation skills. People management and empowerment. Knowledge of relevant legislations, policies and procedures in Child and Youth Care. Interpersonal and leadership skills.                                     |
| <b>DUTIES</b>            | Facilitate and supervise (secure) the caring for and life space interventions of children and young people. Build a positive relationship with children and young people. Create a caring and stimulating environment for children and young people. Form part of multi-disciplinary team. Ensure that the recommended developmental programmes are implemented by providing continuous  |

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|                         | <p>support, guidance and advise to supervisees. Monitor and participate in the evaluation of the recommended developmental programmes. Ensure reporting on programmes. Participate in the identification of further interventions. Supervise staff to ensure an effective are services. Assist and support staff with social challenges impacting on their performance. Quality control of the work delivered by supervisees. General supervision of the relevant staff. Maintain a healthy interpersonal relationship with staff. Manage performance, conduct and discipline of supervisees. Ensure that all supervised are trained and developed to be able to deliver work of the required standard. Keep up to date with new development s in the child and youth are field. Ensure the completion of daily registers eg log books, medication registers, incident reports etc. Ensure that attendance registers are signed and kept up to date. Perform al clerical functions required by the job. Interpret analyse and give guidance on relevant policy and legislation to supervisees. Compile reports as required. Recommended the requisitions and purchasing of goods.</p> |
| <p><b>ENQUIRIES</b></p> | <p><b>MS MY. SETHIBE</b><br/> <b>TEL: 053-9280116</b></p>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>  |
| <b>POST</b>              | <b>CHILD AND YOUTH CARE TEAM LEADER X1</b>   |
| <b>LEVEL</b>             | <b>GRADE 1</b>   |
| <b>SALARY</b>            | <b>R157 245 p.a</b>  |
| <b>CENTRE</b>            | <b>KHUSELEKA ONE STOP CENTER CENTRE</b>  |
| <b>REF NO</b>            | <b>SD/40/20/I</b>  |
| <b>REQUIREMENTS</b>      | An appropriate NQF level (Grade 12). A minimum of 7 years' experience in Child and Youth Care. After obtaining the required qualification. A valid driver's license. Registration with the SACSSP council as Child and Youth Care work. Experience in CYCC will be added advantage.  |
| <b>COMPETENCIES</b>      | Good communication skills. Problem solving skills. Planning and organizing skills. Knowledge of relevant legislations, policies and procedures in Child and youth Care. Interpersonal and Leadership skills. Able to do shift work.  |
| <b>DUTIES</b>            | Supervise Child & Youth Care Workers. Manage work performance development of supervisee. Oversee the admission and related activities of children and youth to the care facility. Oversee the access of children/ youth to medical services. Oversee the implementation of planned activities, residential developmental and therapeutic programmes. Oversee basic life space work. Undertake inspections during a shift and report on incidents and challenges identified. Perform administrative work relevant to the job. Oversee the completion of daily registers e.g log books, medication registers, incident reports etc. Ensure the attendance registers are signed |

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|                  | and kept up to date. Perform all the administration functions required by the job. |
| <b>ENQUIRIES</b> | <b>MS MY. SETHIBE</b><br><b>TEL: 053-9280116</b>                                   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>  |
| <b>POST</b>              | <b>FOOD SERVICE AID X2</b>   |
| <b>LEVEL</b>             | <b>02</b>  |
| <b>SALARY</b>            | <b>R102 534 p.a</b>  |
| <b>CENTRE</b>            | <b>KHUSELEKA ONE STOP CENTRE</b>   |
| <b>REF NO</b>            | <b>SD/41/20/I</b>  |
| <b>REQUIREMENTS</b>      | A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed   |
| <b>COMPETENCIES</b>      | Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.   |
| <b>DUTIES</b>            | Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to the kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in |

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|                  | work environment.                                |
| <b>ENQUIRIES</b> | <b>MS MY. SETHIBE</b><br><b>TEL: 053-9280116</b> |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b>   |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>   |
| <b>POST</b>              | <b>RECEPTIONIST X1</b>  |
| <b>LEVEL</b>             | <b>4</b>  |
| <b>SALARY</b>            | <b>R 145 281 p.a</b>  |
| <b>CENTRE</b>            | <b>KHUSELEKA ONE STOP CENTER</b>  |
| <b>REF NO</b>            | <b>SD/42/20/I</b>   |
| <b>REQUIREMENTS</b>      | A National Senior Certificate /Grade 12 or An appropriate diploma or equivalent qualification in a relevant field, and 1 year experience will be an added advantage.  |
| <b>COMPETENCIES</b>      | Computer skills, good communication, coordination skills. Time management. Proactiveness, Professionalism, flexibility. Willingness to work under changing circumstances. Good interpersonal relations.   |
| <b>DUTIES</b>            | Answer telephone calls in an appropriate and professional manner. Direct calls to an appropriate staff member or department. Arrange appointments. Record messages and make sure they are attended to and brought to the attention of the relevant person. Make outgoing phone calls as requested. Greet clients on their arrival and courteously advise them. Respond to enquiries and queries and refer complex enquiries and queries to relevant staff members; Receive, attend to and direct visitors to the appropriate office/staff member they are visiting; Ensure that relevant staff members are informed of visitors; Monitor and ensure reception area and meeting areas are kept neat and quite; Ensure that |



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|                  | pamphlets, brochures and other relevant information is available for visitors; Assist with adhoc office admin duties, sending faxes, photocopying and filing. |
| <b>ENQUIRIES</b> | <b>MS MY. SETHIBE</b><br><b>TEL: 053-9280116</b>  |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>  |
| <b>POST</b>              | <b>PROVISIONING ADMIN OFFICER X1</b>   |
| <b>LEVEL</b>             | <b>7</b>   |
| <b>SALARY</b>            | <b>R 257 508 p.a</b>   |
| <b>CENTRE</b>            | <b>KHUSELEKA ONE STOP CENTER CENTRE</b>  |
| <b>REF NO</b>            | <b>SD/43/20/I</b>  |
| <b>REQUIREMENTS</b>      | A Bachelor's Degree or National Diploma in Finance, Commerce, Auditing or Relevant qualification. One year relevant experience. A valid Driver's Licence.  |
| <b>COMPETENCIES</b>      | Computer Literacy, Practical knowledge of Walker-BAS system and SCM procurement systems. Clear understanding and application of PFMA, Treasury regulations and practice notes. Communication, report writing, presentation and investigation skills.   |
| <b>DUTIES</b>            | Implementation of SCM policies (Demand, acquisition, logistics & supplier performance). Ensure compliance to Laws and regulations. Implement a sound system for procurement and provisioning. Ensure timely processing of requisitions and orders. Monitor and record deliveries of goods and services. Managing stock and inventory. Ensure that transactions that are processed comply with PFMA and related prescripts. |
| <b>ENQUIRIES</b>         | <b>MS MY. SETHIBE</b>  |

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|                          | <b>TEL: 053-9280116</b>  |
| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>  |
| <b>POST</b>              | <b>ADMIN OFFICER</b>   |
| <b>LEVEL</b>             | <b>7</b>   |
| <b>SALARY</b>            | <b>R 257 508 p.a</b>   |
| <b>CENTRE</b>            | <b>KHUSELEKA ONE STOP CENTER CENTRE</b>  |
| <b>REF NO</b>            | <b>SD/44/20/I</b>  |
| <b>REQUIREMENTS</b>      | Bachelor's Degree or National Diploma in Management, or Relevant qualification. 2-3 years relevant experience. A valid Driver's Licence will be an added advantage.  |
| <b>DUTIES</b>            | Supervise and render general clerical support services. Supervise and provide supply chain clerical support services within the component. Supervise and provide personnel administration clerical support services within the component. Supervise and provide financial administration support services in the component. Supervise human resources / staff. |
| <b>ENQUIRIES</b>         | <b>MS MY. SETHIBE</b><br><b>TEL: 053-9280116</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>  |
| <b>POST</b>              | <b>TRADESMAN AID</b>   |
| <b>LEVEL</b>             | <b>3</b>   |
| <b>SALARY</b>            | <b>R 122 595 p.a</b>   |
| <b>CENTRE</b>            | <b>KHUSELEKA ONE STOP CENTER CENTRE</b>  |
| <b>REF NO</b>            | <b>SD/45/20/I</b>  |
| <b>REQUIREMENTS</b>      | ABET Level 4 or Equivalent qualification. Knowledge of technical work. Ability to speak two official languages. Having multiple skills will be an added advantage  |
| <b>COMPETENCIES</b>      | Ensure a clean working environment. Carry out basic and routine functions in support of supervisory personnel. Comply with the Occupational Health & Safety Act (Act 83 of 1995).  |
| <b>DUTIES</b>            | Maintenance of office buildings, Conduct regular building inspections, Attend to minor electrical, plumbing, carpentry and other artisan trade related problems/ faults.<br>Maintenance of office equipment and furniture. Carry out basic and routine functions in support of supervisory personnel. Comply with the Occupational Health and Safety Act (Act 83 of 1995). |
| <b>ENQUIRIES</b>         | <b>MS MY. SETHIBE</b><br><b>TEL: 053-9280116</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b> |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>                 |
| <b>POST</b>              | <b>STATE ACCOUNTANT X1</b>                                |
| <b>LEVEL</b>             | <b>7</b>  |
| <b>SALARY</b>            | <b>R 257 508.00 p.a</b>                                   |
| <b>CENTRE</b>            | <b>KHUSELEKA ONE STOP CENTER</b>                          |

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| <b>REF NO</b>       | <b>SD/46/20/I</b>  |
| <b>REQUIREMENTS</b> | A Bachelor's Degree or National Diploma in Finance, Commerce, Auditing, or relevant qualification. Two years relevant experience. A valid driver's license will be an added advantage.   |
| <b>COMPETENCIES</b> | Practical knowledge of Walker-BAS, and PERSAL system. Clear understanding and application of PFMA and Treasury Regulations. Computer literacy. Communication, report writing, presentation and investigation skills. Innovative and effective problem solving skills.  |
| <b>DUTIES</b>       | Assist in providing budgetary and expenditure control services and preparation of related documentation to Provincial Office. Control and execute timely payment of service providers. Ensure that transactions that are processed comply with PFMA and related prescripts. Implement effective processes to meet deadlines. |
| <b>ENQUIRIES</b>    | <b>MS MY. SETHIBE</b><br><b>TEL: 053-9280116</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>  |
| <b>POST</b>              | <b>SPORTS TRAINER</b>  |
| <b>LEVEL</b>             | <b>5</b>   |
| <b>SALARY</b>            | <b>R 173 703 p.a</b>   |
| <b>CENTRE</b>            | <b>KHUSELEKA ONE STOP CENTER CENTRE</b>  |
| <b>REF NO</b>            | <b>SD/47/20/I</b>  |
| <b>REQUIREMENTS</b>      | Matric/ Grade 12 or equivalent. Experience in handling sporting activities. 2-3 years relevant experience. A valid Driver's Licence. |

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| <b>COMPETENCIES</b> | Possession of Basic Sports skills, being comfortable working with people from all backgrounds, patience, gym management skills , effective communication, time - management and recordkeeping. Must be able to work as part of a team. |
| <b>DUTIES</b>       | Conduct participant surveys and interviews to develop a schedule to assess training needs. Develop and implement sports training program. Gym management and caring and safe keeping of gym equipment.                                 |
| <b>ENQUIRIES</b>    | <b>MS MY. SETHIBE</b><br><b>TEL: 053-9280116</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b>   |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>   |
| <b>POST</b>              | <b>INSTRUCTOR: BASIC COMPUTER</b>   |
| <b>LEVEL</b>             | <b>7</b>  |
| <b>SALARY</b>            | <b>R 257 508 p.a</b>  |
| <b>CENTRE</b>            | <b>KHUSELEKA ONE STOP CENTER CENTRE</b>   |
| <b>REF NO</b>            | <b>SD/48/20/I</b>   |
| <b>REQUIREMENTS</b>      | A Bachelor's Degree or National Diploma in Computer Science or equivalent qualification. Knowledge/Training in the subject matter. Facilitator and Assessor training is a must. 2-3 years relevant experience. Registration with the MICT SETA. A valid Driver's Licence. |
| <b>COMPETENCIES</b>      | Possession of Basic Computer skills, being comfortable teaching people from all backgrounds, patience, classroom management, effective communication, time - management and recordkeeping. Must be able to work as part of a team.  |

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| <b>DUTIES</b>    | Teach basic computer Skills. Planning lessons, monitoring class progress, maintaining learner's records, updating their knowledge of the latest computing trends, teaching computer handling and safe keeping of computers, demonstrating computer programs, and supervising participants during training. Maintaining and safekeeping of computer equipment used. |
| <b>ENQUIRIES</b> | <b>MS MY. SETHIBE</b><br><b>TEL: 053-9280116</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>  |
| <b>POST</b>              | <b>INSTRUCTOR: CULINARY ART</b>  |
| <b>LEVEL</b>             | <b>7</b>   |
| <b>SALARY</b>            | <b>R 257 508 p.a</b>   |
| <b>CENTRE</b>            | <b>KHUSELEKA ONE STOP CENTER CENTRE</b>  |
| <b>REF NO</b>            | <b>SD/49/20/I</b>  |
| <b>REQUIREMENTS</b>      | A Bachelor's Degree or National Diploma in Culinary Arts, hospitality or equivalent qualification. Knowledge/Training in the subject matter. Facilitator and Assessor training is a must. 2 years relevant experience. Registration with the Foodbev SETA. A valid Driver's Licence.     |
| <b>COMPETENCIES</b>      | Possession of Basic Culinary skills, being comfortable teaching people from all backgrounds, patience, classroom management, effective communication, time - management and recordkeeping. Must be able to work as part of a team.   |
| <b>DUTIES</b>            | Teach basic cooking and baking Skills. Planning lessons, monitoring class progress, maintaining learner's records, updating their knowledge of the latest culinary trends, teaching kitchen safety, demonstrating recipes, and supervising participants during training. Maintaining and |

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|                  | safekeeping of kitchen equipment used.          |
| <b>ENQUIRIES</b> | <b>MS MY SETHIBE</b><br><b>Tel: 053-9280116</b> |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>  |
| <b>POST</b>              | <b>INSTRUCTOR: SEWING AND HANDICRAFT INSTRUCTOR</b>  |
| <b>LEVEL</b>             | <b>7</b>   |
| <b>SALARY</b>            | <b>R 257 508 p.a</b>   |
| <b>CENTRE</b>            | <b>KHUSELEKA ONE STOP CENTER CENTRE</b>  |
| <b>REF NO</b>            | <b>SD/50/20/I</b>  |
| <b>REQUIREMENTS</b>      | A Bachelor's Degree or National Diploma in Fashion Design or equivalent qualification. Knowledge/Training in the subject matter. Facilitator and Assessor training is a must. 2-3 years relevant experience. Registration with the FP&M SETA. A valid Driver's Licence.  |
| <b>COMPETENCIES</b>      | Ability to communicate clearly and effectively & demonstrates openness in sharing information. Ability to plan and organize clear lessons consistent with needs of participants. Identify and prioritize activities and assignments. Have strong technical and problem solving skills, must be able to work as part of a team. |

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| <b>DUTIES</b>    | Teach the art of sewing, crafts, textiles, embroidery, knitting, bead making and wig making. Planning lessons, monitoring class progress, maintaining learner's records, updating their knowledge of the latest sewing and handicraft trends, teaching workshop safety, demonstrating technical skills, and supervising participants during training. Maintaining and safekeeping of equipment used. |
| <b>ENQUIRIES</b> | <b>MS MY. SETHIBE</b><br><b>TEL: 053-9280116</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>BOJANALA DISTRICT</b>   |
| <b>POST</b>              | <b>PROFESSIONAL NURSE X 5</b>  |
| <b>LEVEL</b>             | <b>GRADE 1</b>   |
| <b>CENTRE</b>            | <b>SONOP HOME X3 AND REAMOGETSWE CYCC X2</b>   |
| <b>SALARY</b>            | <b>R 256 905.00 p.a</b>  |
| <b>REF NO</b>            | <b>SD/51/20/I</b>  |
| <b>REQUIREMENTS</b>      | A qualification that allows for registration with SANC as Professional Nurse. Appropriate or recognisable experience in nursing after registration with the SANC as Professional Nurse and proof of payment of annual fees for current cycle. Be Able to demonstrate understanding of nursing legislation and related legal and ethical nursing practice. Able to implement elementary functions according to the scope of practice. |
| <b>DUTIES</b>            | Provision of holistic/comprehensive specialised nursing care. Manage the utilisation of resources effectively. Provision of educational services. Provision of effective support to nursing. Work as part of multidisciplinary team to ensure quality nursing care. Work effectively,  |



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|                  | cooperatively and amicably with persons of diverse intellectual, cultural, racial or religious groups. Passion to work with elderly persons and people with disability. |
| <b>ENQUIRIES</b> | <b>MS S.D MOILOE</b><br><b>Tel No: 012 256 6637/38</b>  |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT</b>   |
| <b>DIRECTORATE</b>       | <b>BOJANALA DISTRICT</b>  |
| <b>POST</b>              | <b>ADMINISTRATIVE OFFICER X 5</b>   |
| <b>LEVEL</b>             | <b>07</b>   |
| <b>SALARY</b>            | <b>R 257 508.00 p.a</b>   |
| <b>CENTRE</b>            | <b>SONOP HOME X1 ,MADIBENG SERVICES POINT X1 AND MOSES KOTANE SERVICE POINT , REAMOGETSWE X1, MORETELE SERVICE POINT</b>  |
| <b>REF NO</b>            | <b>SD/52/20/I</b>   |
| <b>REQUIREMENTS</b>      | An appropriate Bachelor Degree or equivalent qualification. At least three years experiences in Supply Chain Management. A valid driver's license.  |
| <b>COMPETENCIES</b>      | Practical knowledge of WALKER-BAS system and SCM procurement system. Understanding and application of PFMA, Treasury Regulations and Practices Notes and SCM legislations and delegations. Computer literacy. Communication, report writing and investigation skills. Ability to meet tight deadlines |
| <b>DUTIES</b>            | Maintain electronics and auditable institutions assets. Ensure effectiveness of assets verification as well as signing and pasting of inventory list. Provide information about the lost assets in investigation. Identify asset for disposal. Office administration and supervision of subordinates  |
| <b>ENQUIRIES</b>         | <b>MS M.N BOPAPE</b><br><b>Tel No: 014 590 6600</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICTS AND INSTITUTIONAL SUPPORT<br/>MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>BOJANALA DISTRICT</b>   |
| <b>POST</b>              | <b>ADMIN CLERK X 5</b>   |
| <b>LEVEL</b>             | <b>05</b>  |
| <b>SALARY</b>            | <b>R173 703.00 p.a</b>   |
| <b>CENTRE</b>            | <b>MORETELE SERVICE POINT X1, MADIBENG<br/>SERVICE POINT X1 AND REAMOGETSWE CYCC X1<br/>KGETLENG X1<br/>MOSES KOTANE X1</b>  |
| <b>REF NO</b>            | <b>SD/53/20/I</b>  |
| <b>REQUIREMENTS</b>      | Grade 12 certificate or equivalent qualification. Computer literate. Good verbal and written communication skills. Planning and organising. Good interpersonal relations.  |
| <b>DUTIES</b>            | Render general clerical support service. Provide supply chain clerical support service within the component. Provide personnel administrative clerical support services within the component. Provide financial administration support service within the component. |
| <b>ENQUIRIES</b>         | <b>MS N.B MODISE<br/>Tel No: 014 590 6600</b>  |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICTS AND INSTITUTIONAL SUPPORT<br/>MANAGEMENT</b> |
| <b>DIRECTORATE</b>       | <b>BOJANALA DISTRICT</b>                                  |
| <b>POST</b>              | <b>PERSONNEL OFFICER X3</b>                               |
| <b>LEVEL</b>             | <b>5</b>  |

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| <b>SALARY</b>       | <b>R 173 703.00 p.a</b>  |
| <b>CENTRE</b>       | <b>SONOP OLD AGE HOME X1, MADIBENG SERVICE POINT X1 AND KGETLENG SERVICE POINT</b>   |
| <b>REF NO</b>       | <b>SD/54/20/I</b>  |
| <b>REQUIREMENTS</b> | <p>Grade 12. National Diploma in Human Resource Management or equivalent:</p> <p>Appropriate experience in Human Resource Management. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Communication skills (written and verbal). Computer literacy (MS Office: Word, Excel and PowerPoint). Basic understanding of Human Resource Management. Knowledge of PERSAL.</p>   |
| <b>DUTIES</b>       | <p>Render effective Human Resource Practice and Administration. Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly pay slips, debt management, verify documents, qualifications, etc. Responsible for capturing transactions on PERSAL. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars and maintain registers, i.e. PILIR, Appointments, Service Terminations and audit personnel/leave records. Assist with recruitment and selection process.</p> |
| <b>ENQUIRIES</b>    | <b>MS N.B MODISE<br/>Tel No: 014 590 6600</b>  |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>BOJANALA DISTRICT</b>   |
| <b>POST</b>              | <b>CHILD AND YOUTH CARE TEAM LEADER X3</b>   |
| <b>LEVEL</b>             | <b>OSD</b>   |
| <b>SALARY</b>            | <b>R 157 245.00 p.a</b>  |
| <b>CENTRE</b>            | <b>REAMOGETSWE CYCC</b>  |
| <b>REF NO</b>            | <b>SD/55/20/I</b>  |
| <b>REQUIREMENTS</b>      | Grade 12 Certificate or NQF level, FETC Child and youth Care Certificate/Qualification. A minimum of seven (7) years' experience working as Child and Youth Care Worker after obtaining the required qualification, National Diploma or Degree in Child and Youth Care development will be added advantage. Registration with SACSSP and proof of payment of annual fees for current cycle. Valid driver's licence is required.  |
| <b>COMPETENCIES</b>      | Knowledge of the Public Service Legislations, Mental Health and Substance abuse related legislations. Must be able to work cooperatively with other, Must be able to build a positive relationship of trust with service users, Must be able to display good ethical and moral conduct, must be able to mentor, coach and provide continuous support, guidance, and advice to service user. Must be able to maintain a health interpersonal relation with others. Must be able to manage the performance and conduct of supervisees, Must be able to convey clear messages/information and write clear reports, Must be able to solve problems, Must be able |

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|                         | <p>to plan and organise own work and supervisees work, Must be able to ensure implementation of planned programs and activities for service users. Must be able the promotion and upholding of the rights of service users, Must know the rules and procedures of the treatment centres. Must be able to perform administrative tasks.</p>  |
| <p><b>DUTIES</b></p>    | <p>Supervise Child &amp; Youth Care Workers. Manage work performance and development of the supervisees. Implementation of norms and standards of Inpatient treatment centres. Monitor compliance to relevant legislations and policies and promote service user's rights. Perform administrative functions including handling over, occurrence book monitoring, loss control inventory control management. Supervise life space intervention, assessment. IDP formulation/implementation. Ensure supervision and escorting of service users.</p> |
| <p><b>ENQUIRIES</b></p> | <p><b>MS L.M MOSIA</b><br/><b>Tel No: 014 597 5966</b></p>  |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICTS AND INSTITUTIONAL SUPPORT<br/>MANAGEMENT</b>   |
| <b>DIRECTORATE</b>       | <b>BOJANALA DISTRICT</b>  |
| <b>POST</b>              | <b>SOCIAL AUXILLIARY WORKER X 6</b>   |
| <b>LEVEL</b>             | <b>GRADE 1</b>  |
| <b>SALARY</b>            | <b>R 148 215.00 p.a</b>   |
| <b>CENTRE</b>            | <b>MORETELE SERVICE POINT X1, KGETLENG<br/>SERVICE POINT X1 MOSES KOTANE SERVICE<br/>POINT X4</b>   |
| <b>REF NO</b>            | <b>SD/56/20/I</b>   |
| <b>REQUIREMENTS</b>      | Grade 12. Learnership certificate that allows registration with the South African Council for Social Service professions as Social Auxiliary Worker and proof of payment of annual fees for current cycle.  |
| <b>DUTIES</b>            | Provide assistance and support to Social Workers with the promotion of social change, problem solving in human relationships. Empowerment and liberation of people to enhance social well-being under the guidance and supervision of the Social Worker. Implementation of policies and programs. Keep abreast with new developments in the social work and social services field. Perform administrative support functions in support of social workers as required. |
| <b>ENQUIRIES</b>         | <b>MS M.A CHOENYANE<br/>Tel No: 014 590 6600</b>  |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICTS AND INSTITUTIONAL SUPPORT<br/>MANAGEMENT</b>   |
| <b>DIRECTORATE</b>       | <b>BOJANALA DISTRICT</b>  |
| <b>POST</b>              | <b>HOUSEHOLD SUPERVISOR X4</b>  |
| <b>LEVEL</b>             | <b>4</b>  |
| <b>SALARY</b>            | <b>R 145 281.00 p.a</b>   |
| <b>CENTRE</b>            | <b>SONOP HOME</b>   |
| <b>REF NO</b>            | <b>SD/57/20/I</b>   |
| <b>REQUIREMENTS</b>      | ABET Basic Education Certificate (NQF Level 1-3). At least five years' experience in housekeeping and general domestic maintenance. Possession of Code 08 Drivers License will add as an advantage. Grade 12, Computer Literacy. Report writing skills. Experience in administration will serve as an advantage.  |
| <b>DUTIES</b>            | Provide basic administrative duties. Provide support to state accountant in provision of finance related matters. Assist with review of claims prior processing. Provide support in monitoring of payments to service providers and general reports. Provide and maintain filing system for finance section. Assist in typing, record system and handle Human Resource related matters for Sub-directorate. |
| <b>ENQUIRIES</b>         | <b>MS S.D MOILOE</b><br><b>Tel No: 012 256 6637/38</b>  |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICTS AND INSTITUTIONAL SUPPORT<br/>MANAGEMENT</b>   |
| <b>DIRECTORATE</b>       | <b>BOJANALA DISTRICT</b>  |
| <b>POST</b>              | <b>CHILD AND YOUTH CARE WORKER X 10</b>   |
| <b>LEVEL</b>             | <b>GRADE 1</b>  |
| <b>SALARY</b>            | <b>R 140 958.00 p.a</b>   |
| <b>CENTRE</b>            | <b>REAMOGETSWE CYCC</b>   |
| <b>REF NO</b>            | <b>SD/58/20/I</b>   |
| <b>REQUIREMENTS</b>      | Grade 12 and certificate in Child and Youth Care. Registration with SACSSP and proof of payment of annual fees for current cycle. Experience in CYCC will be added advantage.   |
| <b>COMPETENCIES</b>      | Good communication skills. Interpersonal skills. Relevant experience in Child and Youth Care. Motivational skills. Planning skills. Report writing skills. Knowledge of implementation of the relevant legislation to children.   |
| <b>DUTIES</b>            | Provide a secure, caring and therapeutic developmental programme for young people. Build positive relationship with young people. Render developmental work with young people and their families. Responsible for daily logging and report writing. Engage young people in developmental programmes. Ensure adequate supervision. Conduct life space interviews. Work within a multidisciplinary team to ensure the formulation and implementation of individual developmental plans for young people. Escort young people to hospital clinics and other referrals. |
| <b>ENQUIRIES</b>         | <b>MS L.M MOSIA<br/>Tel No: 014 597 5966</b>  |



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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICTS AND INSTITUTIONAL SUPPORT<br/>MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>BOJANALA DISTRICT</b>   |
| <b>POST</b>              | <b>GROUNDSMAN X2</b>   |
| <b>LEVEL</b>             | <b>02</b>  |
| <b>SALARY</b>            | <b>R 102 534.00 p.a</b>  |
| <b>CENTRE</b>            | <b>SONOP HOME</b>  |
| <b>REF NO</b>            | <b>SD/59/20/I</b>  |
| <b>REQUIREMENTS</b>      | Grade 10 or equivalent AET qualification. One (1) year gardening experience. Basic literacy and numeracy skills. Communication skills. Good interpersonal relationship. Knowledge of Health and Safety Standards.  |
| <b>DUTIES</b>            | Sweeping and cleaning of the pavement and the surroundings. Maintenance of lawn, trees and flowers. Preparing grounds for functions. Loading and off-loading deliveries. Remove refuses to the relevant truck loading spot. Keep the centre's yard and surrounding clean and tidy. Reporting defects and faulty equipment's. |
| <b>ENQUIRIES</b>         | <b>MS S.D MOILOE</b><br><b>Tel No: 012 256 6637/38</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT AND INSTITUTIONAL SUPPORT MANAGEMENT</b>   |
| <b>DIRECTORATE</b>       | <b>BOJANALA DISTRICT</b>   |
| <b>POST</b>              | <b>SECURITY OFFICER X 7</b>  |
| <b>LEVEL</b>             | <b>3</b>   |
| <b>SALARY</b>            | <b>R 122 595 p.a</b>   |
| <b>CENTRE</b>            | <b>REAMOGETSWE X 5 AND SONOP X2</b>  |
| <b>REF NO</b>            | <b>SD/60/20/I</b>  |
| <b>REQUIREMENTS</b>      | Grade 12 or equivalent qualification, Basic Security Officers course, Minimum Grade C security registration plus credible 1-2 years relevant experience. Proof of valid certified PSIRA Registration to be attached. Computer literacy will be an added advantage.   |
| <b>COMPETENCIES</b>      | Good organising and interpersonal relations. Reliable, vigilant, Flexible, hardworking, trustworthy and ability to work as team. Listening skills, negotiation skills, observation skills and conflict management skills. Knowledge and understanding of public service regulations and security related legislations.   |
| <b>DUTIES</b>            | Complete the access control register and issue access control documents as required. Undertake building/premises patrol and ensure proper lockup and locking of all offices and access points as required. Escort visitors to the relevant employees, required point/venue. Ensure safety in the building at the premises. Ensure that equipment, documents, assets and stores do not leave or enter the building unauthorised. Keep out any unauthorised persons and objects on site and inside the buildings. Ensure the safety of service user's, staff, and visitors. Respond promptly to calls for assistance and emergency throughout the centre. Give directional advice to visitors for parking and prevent unauthorised parking. Effectively operate a variety of equipment including |

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|                  | portables radios, closed circuit television and access control systems. Record all incidents in the occurrence book/registers and ensure follow up on reported incidents. Report all identified security breaches and non-compliance to the supervisor. Perform any other reasonable allocated tasks. |
| <b>ENQUIRIES</b> | <b>MS S. MOLEFI</b><br><b>Tel No: 014 590 6600</b>  |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT</b>   |
| <b>DIRECTORATE</b>       | <b>BOJANALA DISTRICT</b>  |
| <b>POST</b>              | <b>CLEANER X 6</b>  |
| <b>LEVEL</b>             | <b>02</b>   |
| <b>SALARY</b>            | <b>R 102 534.00 p.a</b>   |
| <b>CENTRE</b>            | <b>KGETLENG SERVICE POINT X1<br/>RUSTENBURG SERVICE POINT X2<br/>MADIBENG SERVICE POINT X2<br/>REAMOGETSWE CYCC X1</b>  |
| <b>REF NO</b>            | <b>SD/61/20/I</b>   |
| <b>REQUIREMENTS</b>      | Grade 10 or equivalent. Adult education and training. One year relevant experience. Knowledge of cleaning materials and equipment. Ability to operate cleaning equipment as well as cleaning methods and procedures. Good organizing and interpersonal relationship. Basic literacy (ability to read and write) and basic numeracy (ability to count). Ability to work as part of the team. Ability to work around elderly people and have physical strength. |
| <b>DUTIES</b>            | Cleaning Services: Sweeping floor, emptying dustbins, cleaning offices and workshops (where applicable). Monitor cleaning material and report stock levels. Utilize   |

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|                  | cleaning equipment and ensure their safe-guarding. Comply to Occupational Health and Safety requirements |
| <b>ENQUIRIES</b> | <b>MS S. MOLEFI</b><br><b>Tel No: 014 590 6600</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICTS AND INSTITUTIONAL SUPPORT<br/>MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>BOJANALA DISTRICT</b>   |
| <b>POST</b>              | <b>HOUSEHOLD AID X2</b>  |
| <b>LEVEL</b>             | <b>2</b>   |
| <b>SALARY</b>            | <b>R 102 534.00 p.a</b>  |
| <b>CENTRE</b>            | <b>SONOP OLD AGE HOME</b>  |
| <b>REF NO</b>            | <b>SD/62/20/I</b>  |
| <b>REQUIREMENTS</b>      | Adult training and education Grade 10 OR equivalent. One year relevant experience. Knowledge of household duties. Basic literacy (ability to read and write) and basic numeracy (ability to count). Ability to work as part of the team. Ability to work around elderly people and have physical strength. |
| <b>DUTIES</b>            | Render household services, clean surface, cupboards, shelves and chairs, vacuum carpets. Deliver dirty linen to identified area and avail clean linen. Maintain clean curtains in the residential facility.  |
| <b>ENQUIRIES</b>         | <b>MS S.D MOILOE</b><br><b>Tel No: 012 256 6637/38</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICTS AND INSTITUTIONAL SUPPORT<br/>MANAGEMENT</b> |
| <b>DIRECTORATE</b>       | <b>BOJANALA DISTRICT</b>                                  |

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| <b>POST</b>         | <b>FOOD SERVICE AID X2</b>   |
| <b>LEVEL</b>        | <b>2</b>   |
| <b>SALARY</b>       | <b>R 102 534.00 p.a</b>  |
| <b>CENTRE</b>       | <b>SONOP OLD AGE HOME</b>  |
| <b>REF NO</b>       | <b>SD/63/20/I</b>  |
| <b>REQUIREMENTS</b> | Grade 09 or equivalent qualification. One year relevant experience. Knowledge of food service duties. Basic literacy (ability to read and write) and basic numeracy (ability to count). Ability to work as part of the team. Ability to work around elderly people and have physical strength. |
| <b>DUTIES</b>       | Preparation of food according to the approved menu and hygiene standards. Serve meals and beverages. Cleaning of kitchen utensils and equipment after use. Cleaning of surfaces. Perform administrative duties.  |
| <b>ENQUIRIES</b>    | <b>MS S.D MOILOE</b><br><b>Tel No: 012 256 6637/38</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICTS AND INSTITUTIONAL SUPPORT<br/>MANAGEMENT</b> |
| <b>DIRECTORATE</b>       | <b>BOJANALA DISTRICT</b>                                  |
| <b>POST</b>              | <b>TRADESMAN AID</b>                                      |
| <b>LEVEL</b>             | <b>3</b>  |
| <b>SALARY</b>            | <b>R 122 595.00 p.a</b>                                   |
| <b>CENTRE</b>            | <b>SONOP HOME</b>   |
| <b>REF NO</b>            | <b>SD/64/20/I</b>   |

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| <b>REQUIREMENTS</b> | ABET Level 4 or Equivalent qualification. Knowledge of technical work. Ability to speak two official languages.  |
| <b>COMPETENCIES</b> | Ensure a clean working environment *Carry out basic and routine functions in support of supervisory personnel<br>*Comply with the Occupational Health & Safety Act (Act 83 of 1995).   |
| <b>DUTIES</b>       | Maintenance of office buildings, Conduct regular building inspections, Attend to minor electrical, plumbing, carpentry and other artisan trade related problems/faults. Maintenance of office equipment and furniture. Carry out basic and routine functions in support of supervisory personnel. Comply with the Occupational Health and Safety Act (Act 83 of 1995). |
| <b>ENQUIRIES</b>    | <b>MS S.D MOILOE</b><br><b>Tel No: 012 256 6637/38</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICTS AND INSTITUTIONAL SUPPORT<br/>MANAGEMENT</b>   |
| <b>DIRECTORATE</b>       | <b>BOJANALA DISTRICT</b>                                    |
| <b>POST</b>              | <b>DRIVER/ MESSENGER X2</b>                                 |
| <b>LEVEL</b>             | <b>4</b>  |
| <b>SALARY</b>            | <b>R 145 281 p.a</b>  |
| <b>CENTRE</b>            | <b>DISTICT OFFICE X 1 AND MADIBENG SERVICE<br/>POINT X1</b> |
| <b>REF NO</b>            | <b>SD/65/20/I</b>   |
| <b>REQUIREMENTS</b>      | Grade 10 or equivalent, Valid Code 10 Driver's license      |

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|                     | with PDP plus 3 years driving experience.  |
| <b>COMPETENCIES</b> | Good communication skills. Good interpersonal relations. Patience, Assertiveness, Honesty and trustworthy. Listening Skills. Recording skills and knowledge of Transport policies.   |
| <b>DUTIES</b>       | Daily transportation of service beneficiaries, staff members to various destinations. Record & compile monthly log-sheets for pool vehicles. Organize for service appointments for pool vehicles. Load and unload goods and sort delivered items. Deliver and or collect mails, documents, stores items and stationery for the centre. |
| <b>ENQUIRIES</b>    | <b>MS S. MOLEFI</b><br><b>Tel No: 014 590 6600</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>BOJANALA DISTRICT</b>   |
| <b>POST</b>              | <b>FOOD SERVICE SUPERVISOR</b>   |
| <b>LEVEL</b>             | <b>4</b>   |
| <b>SALARY</b>            | <b>R 145 281.00 p.a</b>  |
| <b>CENTRE</b>            | <b>SONOP HOME</b>  |
| <b>REF NO</b>            | <b>SD/66/20/I</b>  |
| <b>REQUIREMENTS</b>      | Grade 12, degree/ diploma or equivalent qualification in food service management, Five (5) years' experience in a professional Kitchen service. Computer literacy. |
| <b>COMPETENCIES</b>      | Ability to understand and communicate instruction orally and in writing. Ability to document approaches used   |

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|                  | <p>within the institution. Good knowledge of OHS and food service guideline for universal precautions. Customer driven, Customer focused. Ability to work under pressure in a fast-paced environment and be a great team player. Understanding of operations of Rehabilitation and Treatment Centres. Ability to plan and supervise others. Ability to establish and maintain working relationship with other units' supervisors and coordinate food services. Respect for the principle of clients rights and Confidentiality.</p>   |
| <b>DUTIES</b>    | <p>Responsible for planning, organising, developing and directing the overall operation of the kitchen Department according to the State regulations. Monitor menu, food preparatory methods portion sizes, garnishing and presentation of food in order to ensure that food is prepared and presented in line with the prescribed standard. Monitor budget and review financial transaction in order to ensure that expenditure are authorised and budgeted for. Coordinate assignments of catering service providers in order to ensure economical use of food and timely preparation. Arrange for equipment maintenance and repairs and coordinate variety of services such as waste removal and pest control. Establish and enforce nutritional standards based on accepted industry standards. Perform administrative activities and other delegated responsibilities.</p> |
| <b>ENQUIRIES</b> | <p><b>MS S.D MOILOE</b><br/> <b>Tel No: 012 256 6637/38</b></p>   |



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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICTS AND INSTITUTIONAL SUPPORT<br/>MANAGEMENT</b>   |
| <b>DIRECTORATE</b>       | <b>BOJANALA DISTRICT</b>  |
| <b>POST</b>              | <b>STATE ACCOUNTANT</b>   |
| <b>LEVEL</b>             | <b>7</b>  |
| <b>SALARY</b>            | <b>R 257 508.00 p.a</b>   |
| <b>CENTRE</b>            | <b>KGETLENG SERVICE POINT, MOSES KOTANE<br/>SERVICE POINT</b>   |
| <b>REF NO</b>            | <b>SD/67/20/I</b>   |
| <b>REQUIREMENTS</b>      | Bachelor's Degree or National Diploma in Finance, Commerce, Auditing, or relevant qualification. One year relevant experience. A valid driver's license.  |
| <b>COMPETENCIES</b>      | Practical knowledge of Walker-BAS, system. Clear understanding and application of PFMA and Treasury Regulations. Computer literacy. Communication, report writing, interpersonal, presentation and investigation skills. Innovative and effective problem solving skills. Persal knowledge will be an added advantage.  |
| <b>DUTIES</b>            | Ensuring compliance to the financial laws and regulations. Ensure compliance of all documentations, transactions and submissions prior processing. Preparations and submissions prior processing. Preparations and submissions of all reports and implementation of effective processes to ensure payment timelines (30 days compliance), Maintain an effective and efficient cash flow management system, Investigate and resolve all financially related enquiries. Ensure compliance to month and year-end system closure requirements. Prevent and report unauthorized Irregular, Fruitless and Wasteful Expenditure on a monthly basis. Provide end user support and training. Ensure implementation of financial security systems |

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|                  | measures. Develop and maintain effective internal control systems. Collate financial information reports. |
| <b>ENQUIRIES</b> | <b>MS M. GWABENI</b><br><b>Tel No: 014 590 6600</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICTS AND INSTITUTIONAL SUPPORT<br/>MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>BOJANALA DISTRICT</b>   |
| <b>POST</b>              | <b>NURSING ASSISTANT X 5</b>   |
| <b>LEVEL</b>             | <b>GRADE 1</b>   |
| <b>SALARY</b>            | <b>R 132 525.00 p.a</b>  |
| <b>CENTRE</b>            | <b>SONOP OLD AGE HOME</b>  |
| <b>REF NO</b>            | <b>SD/68/20/I</b>  |
| <b>REQUIREMENTS</b>      | A qualification that allows for registration with the SANC as nursing assistant. Appropriate or recognizable experience in nursing after registration with the SANC as nursing assistant. Able to demonstrate understanding of nursing legislation and related legal and ethical nursing practice. Able to implement elementary functions according to the scope of practice. Registration Certificate and proof of current Registration   |
| <b>DUTIES</b>            | Perform 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. Conduct communication with patients and supervisors effectively. Work as part of multidisciplinary team to ensure quality nursing care. Work effectively, cooperatively and amicably with persons of diverse intellectual, cultural, racial or religious groups. Passion to work with elderly persons and people with disability. |
| <b>ENQUIRIES</b>         | <b>MS S.D MOILOE<br/>Tel No: 012 256 6637/38</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICTS AND INSTITUTIONAL SUPPORT<br/>MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>BOJANALA DISTRICT</b>   |
| <b>POST</b>              | <b>HOUSEHOLD AID X2</b>  |
| <b>LEVEL</b>             | <b>2</b>   |
| <b>SALARY</b>            | <b>R 102 534.00 p.a</b>  |
| <b>CENTRE</b>            | <b>SONOP OLD AGE HOME</b>  |
| <b>REF NO</b>            | <b>SD/69/20/I</b>  |
| <b>REQUIREMENTS</b>      | Adult training and education Grade 10 OR equivalent. One year relevant experience. Knowledge of household duties. Basic literacy (ability to read and write) and basic numeracy (ability to count). Ability to work as part of the team. Ability to work around elderly people and have physical strength. |
| <b>DUTIES</b>            | Render household services, clean surface, cupboards, shelves and chairs, vacuum carpets. Deliver dirty linen to identified area and avail clean linen. Maintain clean curtains in the residential facility.  |
| <b>ENQUIRIES</b>         | <b>MS S.D MOILOE<br/>Tel No: 012 256 6637/38</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICTS AND INSTITUTIONAL SUPPORT<br/>MANAGEMENT</b> |
| <b>DIRECTORATE</b>       | <b>BOJANALA DISTRICT</b>                                  |
| <b>POST</b>              | <b>FOOD SERVICE AID X2</b>                                |
| <b>LEVEL</b>             | <b>2</b>  |
| <b>SALARY</b>            | <b>R 102 534.00 p.a</b>                                   |

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| <b>CENTRE</b>       | <b>SONOP OLD AGE HOME</b>  |
| <b>REF NO</b>       | <b>SD/70/20/I</b>  |
| <b>REQUIREMENTS</b> | Grade 09 or equivalent qualification. One year relevant experience. Knowledge of food service duties. Basic literacy (ability to read and write) and basic numeracy (ability to count). Ability to work as part of the team. Ability to work around elderly people and have physical strength. |
| <b>DUTIES</b>       | Preparation of food according to the approved menu and hygiene standards. Serve meals and beverages. Cleaning of kitchen utensils and equipment after use. Cleaning of surfaces. Perform administrative duties.  |
| <b>ENQUIRIES</b>    | <b>MS S.D MOILOE</b><br><b>Tel No: 012 256 6637/38</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>BOJANALA DISTRICT</b>   |
| <b>POST</b>              | <b>CLEANER X3</b>  |
| <b>LEVEL</b>             | <b>02</b>  |
| <b>SALARY</b>            | <b>R 102 534.00 p.a</b>  |
| <b>CENTRE</b>            | <b>SONOP OLD AGE HOME</b>  |
| <b>REF NO</b>            | <b>SD/71/20/I</b>  |
| <b>REQUIREMENTS</b>      | Grade 10 or equivalent. Adult education and training. One year relevant experience. Knowledge of cleaning materials and equipment. Ability to operate cleaning |

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|                  | equipment as well as cleaning methods and procedures. Good organizing and interpersonal relationship. Basic literacy (ability to read and write) and basic numeracy (ability to count). Ability to work as part of the team. Ability to work around elderly people and have physical strength. |
| <b>DUTIES</b>    | Cleaning Services: Sweeping floor, emptying dustbins, cleaning offices and workshops (where applicable). Monitor cleaning material and report stock levels. Utilize cleaning equipment and ensure their safe-guarding. Comply to Occupational Health and Safety requirements                   |
| <b>ENQUIRIES</b> | <b>MS S.D MOILOE</b><br><b>Tel No: 012 256 6637/38</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>BOJANALA DISTRICT</b>   |
| <b>POST</b>              | <b>SENIOR ADMIN OFFICER</b>  |
| <b>LEVEL</b>             | <b>08</b>  |
| <b>SALARY</b>            | <b>R 316 791 p.a</b>   |
| <b>CENTRE</b>            | <b>BOJANALA DISTRICT OFFICE</b>  |
| <b>REF NO</b>            | <b>SD/72/20/I</b>  |
| <b>REQUIREMENTS</b>      | An appropriate Bachelor Degree in Finance, Supply Chain Management, Public Administration or equivalent qualification. At least five years' work experience of which two years must be at supervisory level. A valid driver's license.   |
| <b>DUTIES</b>            | Implement Departmental Policies in line with SCM policy Directives. Conduct research on commodities and prices in different industries. Ensure transactions that are processed comply with relevant legislation. Monitor Asset Management in the District and consolidate reports. |
| <b>ENQUIRIES</b>         | <b>MS S. MOLEFI</b><br><b>Tel No: 014 590 6600</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT</b> |
| <b>DIRECTORATE</b>       | <b>BOJANALA DISTRICT</b>                              |
| <b>POST</b>              | <b>SENIOR ADMIN OFFICER</b>                           |
| <b>LEVEL</b>             | <b>08</b>   |
| <b>SALARY</b>            | <b>R 316 791 p.a</b>                                  |
| <b>CENTRE</b>            | <b>MOSES KOTANE SERVICE POINT</b>                     |

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| <b>REF NO</b>       | <b>SD/73/20/I</b>   |
| <b>REQUIREMENTS</b> | An appropriate Bachelor Degree in Finance, Supply Chain Management, Public Administration or equivalent qualification. At least five years' work experience of which two years must be at supervisory level. A valid driver's license.  |
| <b>DUTIES</b>       | Implement Departmental Policies in line with SCM policy Directives/ Finance/ Human Resource. Conduct research on commodities and prices in different industries. Ensure transactions that are processed comply with relevant legislation. Monitor Asset Management in the Service Point. Prepare and ensure submission of relevant reports. |
| <b>ENQUIRIES</b>    | <b>MS S. MOLEFI</b><br><b>Tel No: 014 590 6600</b>  |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>BOJANALA DISTRICT</b>   |
| <b>POST</b>              | <b>ASSISTANT DIRECTOR CORPORATE</b>  |
| <b>LEVEL</b>             | <b>09</b>  |
| <b>SALARY</b>            | <b>R 376 596 p.a</b>   |
| <b>CENTRE</b>            | <b>MOSES KOTANE SERVICE POINT</b>  |
| <b>REF NO</b>            | <b>SD/74/20/I</b>  |
| <b>REQUIREMENTS</b>      | An appropriate Bachelor Degree in Finance, Supply Chain Management, Public Administration or equivalent qualification. At least five years' work experience of which two years must be at supervisory level. A valid driver's license. |
| <b>DUTIES</b>            | Ensure implementation of Corporate (Strategic Planning, Monitoring and Evaluation, Information and Records   |



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|                  | Management, Fleet Management, Security & Auxiliary Services, Human Resource, Finance and Supply Chain Management. Implement Departmental Policies in line with SCM policy Directives/ Finance/ Human Resource. Prepare and ensure submission of required reports. |
| <b>ENQUIRIES</b> | <b>MS S. MOLEFI</b><br><b>Tel No: 014 590 6600</b>  |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT</b>   |
| <b>DIRECTORATE</b>       | <b>BOJANALA DISTRICT</b>  |
| <b>POST</b>              | <b>COMMUNITY DEVELOPMENT SUPERVISOR x2</b>  |
| <b>LEVEL</b>             | <b>GR1</b>  |
| <b>SALARY</b>            | <b>R 363 801 p.a</b>  |
| <b>CENTRE</b>            | <b>MOSES KOTANE SERVICE POINT, KGETLENG SERVICE POINT</b>   |
| <b>REF NO</b>            | <b>SD/75/20/I</b>   |
| <b>REQUIREMENTS</b>      | An appropriate three year relevant qualification in Community Development / Development Studies or Social Science. A minimum of 7 years recognizable experience in Community Development after obtaining the required qualification. Computer literacy, A valid Drivers license   |
| <b>DUTIES</b>            | <p>To supervise the identified facilitation and implementation of integrated and Community Development Interventions in partnership with the community and other relevant stakeholders.</p> <p>Supervise and guide Community Development Practitioners to enhance their Performance. Assist CDPs in Monitoring and Evaluating the impact of development projects/services/programmes on the lives of communities and submit reports to the relevant structures of government and social partners.</p> |
| <b>ENQUIRIES</b>         | <b>MS M.J SEKOPOPE</b><br><b>014 590 6600</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT</b>   |
| <b>DIRECTORATE</b>       | <b>BOJANALA DISTRICT</b>  |
| <b>POST</b>              | <b>COMMUNITY DEVELOPMENT PRACTITIONER x5</b>  |
| <b>LEVEL</b>             | <b>GR1</b>  |
| <b>SALARY</b>            | <b>R 217 659 p.a</b>  |
| <b>CENTRE</b>            | <b>MOSES KOTANE SERVICE POINT X1, KGETLENG SERVICE POINT X 1, MORETELE SERVICE POINT X 2, MADIBENG SERVICE POINT X1</b>   |
| <b>REF NO</b>            | <b>SD/76/20/I</b>   |
| <b>REQUIREMENTS</b>      | An appropriate three year relevant qualification in Community Development / Development Studies or Social Science. Computer literacy, A valid Drivers license   |
| <b>DUTIES</b>            | Implementation of legislation and policies to assist with interventions in wards where people interact with environments in order to promote self-empowerment. Liaise and interact with various community development structures to facilitate collaboration and to establish partnership to ensure sustainability of development actions within the community. Keep up to date with new developments in the Community Development field to enhance service delivery. |
| <b>ENQUIRIES</b>         | <b>MS M.J SEKOPOPE<br/>014 590 6600</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>  |
| <b>POST</b>              | <b>OPERATIONAL MANAGER NURSING</b>   |
| <b>LEVEL</b>             | <b>GRADE 1</b>   |
| <b>SALARY</b>            | <b>R 444 276 p.a</b>   |
| <b>CENTRE</b>            | <b>TAUNG OLD AGE HOME</b>  |
| <b>REF NO</b>            | <b>SD/77/20/I</b>  |
| <b>REQUIREMENTS</b>      | Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current proof of registration with the South African Nursing council. A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing Valid (Code E/EB) driver's license.  |
| <b>DUTIES</b>            | Manage, control and act in facets of health, support, security, cleaning, infection control and ground services. Personnel matters including supervision and Performance Management, Finances and Procurement, as well as implementing policies, prescripts and protocols regarding the mentioned facets. Manage planning to practice a holistic Health Service on a short-/medium-/long-term basis. Render Clinical services and organize a cost-effective service on a daily basis. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Participate in community involvement. Collect and verify submission of accurate statistics timeously and give continuous positive support to the Facility Manager. |

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| <b>ENQUIRIES</b> | <b>MS MY SETHIBE<br/>TEL:053-9280116</b> |
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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b>   |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>   |
| <b>POST</b>              | <b>PROFESSIONAL NURSE X3</b>  |
| <b>LEVEL</b>             | <b>GRADE 1</b>  |
| <b>SALARY</b>            | <b>R 256 905 p.a</b>  |
| <b>CENTRE</b>            | <b>TAUNG OLD AGE HOME</b>   |
| <b>REF NO</b>            | <b>SD/78/20/I</b>   |
| <b>REQUIREMENTS</b>      | Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (Diploma/Degree in Nursing) or equivalent qualification that allows for registration with the South African Nursing Council as a Professional Nurse. Current proof of registration with the South African Nursing Council must be attached. Appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Understanding of nursing legislation and related legal and ethical nursing practices. Dispensing license. Ability to network with other institutions. |
| <b>DUTIES</b>            | Provide a comprehensive nursing service in the institution. Implement appropriate measures and systems to ensure quality patient care. Effectively communicate with patients, supervisors and other clinicians, including report writing when required. Display concern for patients and assess each young person on admission, promoting and advocating proper care. Plan  |

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|                  | and organize own work to ensure proper nursing care. Manage cases and refer when necessary. Provide developmental health-related programmes. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Provide emergency care (overtime/standby). Ensure the implementation of, and adherence to Patients' Rights Charter and Batho Pele principles. Manage medication. Monitor admission and discharge criteria. Ensure proper record-keeping. Ensure quality services delivery. A valid driver's license. |
| <b>ENQUIRIES</b> | <b>MS MY SETHIBE</b><br><b>TEL: 053-9280116</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b> |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>                 |
| <b>POST</b>              | <b>NURSING ASSISTANT X8</b>                               |
| <b>LEVEL</b>             | <b>GRADE 1</b>  |
| <b>SALARY</b>            | <b>R 132 525 p.a</b>                                      |
| <b>CENTRE</b>            | <b>TAUNG OLD AGE HOME</b>                                 |
| <b>REF NO</b>            | <b>SD/79/20/I</b>   |

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| <b>REQUIREMENTS</b> | Basic qualification accredited with the South African Nursing council in terms of Government notice 425 (Diploma/degree in nursing) or equivalent qualification that allows for registration with the South African Nursing council as a Professional Nurse. Current proof of registration with the South African Nursing council. Appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Dispensing Licence.   |
| <b>DUTIES</b>       | Promotion and maintenance of health through health education talks. Administer immunization drugs and other related treatment as prescribed and dispersed by the Professional Nurse. Execution of nursing care plan for patient in the institution in line with Primary Health care protocols. Provide emergency care (Overtime/standby) Assist in managing cases within the Institution and refer when necessary. Display concern for patients and asses each young person on admission, promoting and advocating proper nursing care and adherence to Patients' Rights Charter and Batho pele principles. Effectively communicate with patients, supervisors and other Clinicians, include report writing & record keeping. |
| <b>ENQUIRIES</b>    | <b>MS MY SETHIBE</b><br><b>TEL:053-9280116</b>  |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b>   |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>   |
| <b>POST</b>              | <b>SOCIAL WORK SUPERVISOR X1</b>  |
| <b>LEVEL</b>             | <b>GRADE 1</b>  |
| <b>SALARY</b>            | <b>R 384 228 p.a</b>  |
| <b>CENTRE</b>            | <b>TAUNG OLD AGE HOME</b>   |
| <b>REF NO</b>            | <b>SD/80/20/I</b>   |
| <b>REQUIREMENTS</b>      | A Degree in Social Work or qualification as a Social Worker. Registration with the South African Council for Social Service Professions as Social Worker and proof of payment of annual fees for current cycle. Knowledge on supervision and Rehabilitation Programme. A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Computer literacy. A valid Driver's license.   |
| <b>COMPETENCIES</b>      | The following knowledge and skills are required for appointment: Understanding social dynamics, human behavior and social systems. Social Intervention and empowerment. Protecting vulnerable individuals. Social Work research. Monitoring and Evaluation. Stakeholder support. Understanding social work legislation. Planning and organizing; Networking skills; Communication (written and verbal); Project Management; Team work and collaboration. Diversity Management. Understanding social work values and principles. |
| <b>DUTIES</b>            | Ensure that supervisees challenge structural sources on poverty, inequality, oppression, discrimination, and exclusion. Provide relevant programme interventions. Provide social protection services towards people who   |



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|                  | are vulnerable. Conduct social work research. Interpret, apply and provide advice and guidance on social work policies, legislation, and related legal and ethical social work practices. Implementation of capacity building programmes; Monitor and evaluate compliance to norms and standards for relevant programmes. Ensure submission of validated monthly and quarterly reports. Perform all administrative duties as required. Resource management (human, financial, assets). |
| <b>ENQUIRIES</b> | <b>MS MY SETHIBE</b><br><b>TEL NO: 053-9280116</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>  |
| <b>POST</b>              | <b>SOCIAL AUXILIARY WORKER X3</b>  |
| <b>LEVEL</b>             | <b>GRADE 1</b>   |
| <b>SALARY</b>            | <b>R 148 215 p.a</b>   |
| <b>CENTRE</b>            | <b>TAUNG OLD AGE HOME</b>  |
| <b>REF NO</b>            | <b>SD/81/20/I</b>  |
| <b>REQUIREMENTS</b>      | Grade 10. Learnership certificate that allows registration with the South African Council for Social Service professions as Social Auxiliary Worker and proof of payment of annual fees for current cycle.         |
| <b>DUTIES</b>            | Provide assistance and support to Social Workers with the promotion of social change, problem solving in human relationships. Empowerment and liberation of people to enhance social well-being under the guidance |

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|                  | and supervision of the Social Worker. Implementation of policies and programmes. Keep abreast with new developments in the social work and social services field. Perform administrative support functions in support of social workers as required. |
| <b>ENQUIRIES</b> | <b>MS MY SETHIBE</b><br><b>TEL: 053-9280116</b>  |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>  |
| <b>POST</b>              | <b>ASSISTANT DIRECTOR: CORPORATE SERVICES</b>  |
| <b>LEVEL</b>             | <b>9</b>   |
| <b>SALARY</b>            | <b>R 376 596 p.a</b>   |
| <b>CENTRE</b>            | <b>TAUNG OLD AGE HOME</b>  |
| <b>REF NO</b>            | <b>SD/82/20/I</b>  |
| <b>REQUIREMENTS</b>      | Grade 12 coupled with Bachelor's Degree or National Diploma in Public Administration, Human Resource Management or relevant equivalent qualification. A minimum of three years' supervisory experience in public administration/ corporate service environment. Computer literacy. Presentation, planning and organizing, and communication skills. Sound and in-depth knowledge of relevant prescripts as well as understanding of legislative framework governing the public service. Ability to interpret and implement policies.<br><br>Knowledge and understanding of the PERSAL system.<br>A valid driver's license. |
| <b>DUTIES</b>            | Ensure implementation of Corporate Services and  |

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|                  | Finance prescripts, policies and procedures. Overall of the administration of the service point (Human Resource Management, Information Management, Planning, Monitoring and Evaluation, Support Services, Financial Management). Ensure preparation of service point reports on a quarterly basis (Performance, Human Resource, Support Services, finance). Manage Human, Financial, and other resources. |
| <b>ENQUIRIES</b> | <b>MS MY SETHIBE</b><br><b>TEL: 053-9280116</b>  |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>  |
| <b>POST</b>              | <b>SENIOR PROVISIONING OFFICER X1</b>  |
| <b>LEVEL</b>             | <b>8</b>   |
| <b>SALARY</b>            | <b>R 316 791.00 p.a</b>  |
| <b>CENTRE</b>            | <b>TAUNG OLD AGE COMPLEX</b>   |
| <b>REF NO</b>            | <b>SD/83/20/I</b>  |
| <b>REQUIREMENTS</b>      | Grade 12 coupled with Bachelor's Degree or National Diploma in Finance or Supply Chain Management, Logistics, Public Administration or relevant field. Three years relevant experience in SCM of which 2 years must be at supervisory level. |
| <b>COMPETENCIES</b>      | Computer Literacy, Practical knowledge of Walker-BAS system and SCM procurement systems. Clear understanding and application of PFMA, Treasury regulations and practice notes. Communication, report   |

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|                  | writing, presentation and investigation skills. Ability to implement Departmental policies & procedures in line with SCM policy Directives. People management skills and ability to supervise.   |
| <b>DUTIES</b>    | Implement Departmental policy and procedures in line with SCM policy directives. Ensure Implementation of SCM policies (Demand, acquisition, logistics & supplier performance). Coordinate the development of demand/procurement plan for the Institution. Conduct research on commodities & prices in different industries. Implement a sound system for procurement and provisioning. Manage processing of orders and delivery of goods and services. Ensure that transactions that are processed comply with PFMA and related prescripts. |
| <b>ENQUIRIES</b> | <b>MS MY SETHIBE</b><br><b>Tel: 053-9280116</b>  |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>  |
| <b>POST</b>              | <b>CHIEF PERSONNEL PRACTITIONER</b>  |
| <b>LEVEL</b>             | <b>8</b>   |
| <b>SALARY</b>            | <b>R 316 791 p.a</b>   |
| <b>CENTRE</b>            | <b>TAUNG OLD AGE HOME</b>  |
| <b>REF NO</b>            | <b>SD/84/20/I</b>  |
| <b>REQUIREMENTS</b>      | Grade 12 coupled with Bachelors Degree or National Diploma in Human Resource Management, Public Administration. Three (3) year's relevant experience of which at least one year must be at supervisory level. PERSAL training. A valid driver's license. |

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| <b>COMPETENCIES</b> | Knowledge and experience of PERSAL. Knowledge of relevant Public Service Legislation (eg, Public Service Act, Regulations), and Human Resource Management policies and directives. Ability to interpret and apply policies.   |
| <b>DUTIES</b>       | Implement all Human Resource Management policies and practices in the district. Implement and monitor compliance to recruitment and selection policies and processes. Ensuring correct implementation and capturing of appointments, promotions, translations, secondments, and transfers on the PERSAL System. Monitoring and reporting on PILIR. Serve as HR admin controller. Condition of service and benefits administration. Oversee and ensure quality in relation to the standard of Human Resource Administration. Ensure the updating of personnel information on PERSAL. Preparing and submitting periodic management and statistical reports as required. Ensure timely processing and submission of approved documents to salaries section for authorization and implementation. Coordinate Human Resource Development and Capacity Building, Employee Health and Wellness, and as well as employee Performance Management and Development System in the district. |
| <b>ENQUIRIES</b>    | <b>MS MY SETHIBE</b><br><b>Tel: 053-9280116</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b> |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>                 |

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| <b>POST</b>         | <b>SENIOR STATE ACCOUNTANT</b>   |
| <b>LEVEL</b>        | <b>8</b>   |
| <b>SALARY</b>       | <b>R 316 791 p.a</b>   |
| <b>CENTRE</b>       | <b>TAUNG OLD AGE HOME</b>  |
| <b>REF NO</b>       | <b>SD/85/20/I</b>  |
| <b>REQUIREMENTS</b> | Grade 12 coupled with Bachelor's Degree or National Diploma in Commerce / Accounting or Auditing. At least two years' work experience in Accounting or Auditing. Practical knowledge of WALKER and PERSAL system. Clear understanding and application of PFMA and Treasury Regulations. Computer literacy.   |
| <b>DUTIES</b>       | Providing budgetary and expenditure control services. Preparation and submission of necessary documentation to ensure compliance. Control, manage and execute the timely payment of all service providers. Monitor compliance by funded organizations. Prepare periodic reports as required. Implement effective actions and processes to ensure that deadlines are met. Providing support to service points. Managing personnel and resources. Ensure compliance with the PFMA, Treasury Regulations, and other related prescripts. |
| <b>ENQUIRIES</b>    | <b>MS MY SETHIBE</b><br><b>Tel: 053-9280116</b>  |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b>   |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>   |
| <b>POST</b>              | <b>ACCOUNTING CLERK X2</b>  |
| <b>LEVEL</b>             | <b>05</b>   |
| <b>SALARY</b>            | <b>R 173 703 p.a</b>  |
| <b>CENTRE</b>            | <b>TAUNG OLD AGE HOME</b>   |
| <b>REF NO</b>            | <b>SD/86/20/I</b>   |
| <b>REQUIREMENTS</b>      | Grade 12 certificate. Computer literacy. Report writing skills. Experience in administration will serve as advantage  |
| <b>DUTIES</b>            | Provide basic general administrative duties. Provide support to state accountant in provision of finance related duties. Assist with reviews of claims prior processing. Provide support in monitoring of payments to service providers and generation of reports. Provide and maintain filing system for finance section. Assist with typing, record system and handle Human Resource related matters for the sub-directorate. |
| <b>ENQUIRIES</b>         | <b>MS MY SETHIBE</b><br><b>Tel: 053-9280116</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>  |
| <b>POST</b>              | <b>PERSONNEL PRACTITIONER</b>  |
| <b>LEVEL</b>             | <b>07</b>  |
| <b>SALARY</b>            | <b>R 257 508 p.a</b>   |
| <b>CENTRE</b>            | <b>TAUNG OLD AGE HOME</b>  |
| <b>REF NO</b>            | <b>SD/87/20/I</b>  |
| <b>REQUIREMENTS</b>      | Grade 12 coupled with Bachelors Degree or National Diploma in Human Resource Management, Public Administration. Three (3) year's Human Resource Management experience. PERSAL courses. Knowledge of Public Service Prescripts. A Valid driver's license.                 |
| <b>DUTIES</b>            | Administering all Human Resource functions, conditions of service and allowances, Recruitment and selection, PERSAL Establishment control, Leave Management, PILIR applications, Performance Management, Training and Development. Providing monthly, quarterly reports. |
| <b>ENQUIRIES</b>         | <b>MS MY SETHIBE</b><br><b>Tel: 053-9280116</b>  |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b> |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>                 |
| <b>POST</b>              | <b>ADMIN OFFICER: SCM/ PROVISIONING</b>                   |
| <b>LEVEL</b>             | <b>7</b>  |
| <b>SALARY</b>            | <b>R 257 508 p.a</b>                                      |
| <b>CENTRE</b>            | <b>TAUNG OLD AGE HOME</b>                                 |



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| <b>REF NO</b>       | <b>SD/88/20/I</b>  |
| <b>REQUIREMENTS</b> | Grade 12 coupled with Bachelor's Degree or National Diploma in Finance, Commerce, Auditing, or relevant qualification. One to two year relevant experience. A valid driver's license.  |
| <b>COMPETENCIES</b> | Practical knowledge of Walker-BAS system, and SCM procurement systems. Clear understanding and application of PFMA, Treasury Regulations and Practice notes. Computer literacy. Communication, report writing, presentation and investigation skills.  |
| <b>DUTIES</b>       | Implementation of SCM policies (Demand, Acquisition, Logistics, Supplier Performance). Ensure compliance to laws and regulations. Implement a sound system for procurement and provisioning. Manage processing of orders and delivery of goods and services. Ensure that transactions that are processed comply with PFMA and related prescripts. Implement effective processes to meet deadlines. |
| <b>ENQUIRIES</b>    | <b>MS MY SETHIBE</b><br><b>Tel: 053-9280116</b>  |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b> |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>                 |
| <b>POST</b>              | <b>ADMIN CLERK (SUPPLY CHAIN MANAGEMENT)</b>              |
| <b>LEVEL</b>             | <b>5</b>  |
| <b>SALARY</b>            | <b>R 173 703 p.a</b>                                      |

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| <b>CENTRE</b>       | <b>TAUNG OLD AGE HOME</b>  |
| <b>REF NO</b>       | <b>SD/89/20/I</b>  |
| <b>REQUIREMENTS</b> | Grade 12 certificate. Computer literacy. Good communication skills. Good interpersonal relations.  |
| <b>DUTIES</b>       | Perform general / basic office administration functions. Management of warehouse/stores. Receiving goods make follow-up on outstanding deliveries and services. Issuing stock / material to the end users. Update bin cards and delivery register. Conducting stock-taking. Implement effective procurement and provisioning in place. Assist with typing, recording system. |
| <b>ENQUIRIES</b>    | <b>MS MY SETHIBE</b><br><b>Tel: 053-9280116</b>  |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>  |
| <b>POST</b>              | <b>ADMIN CLERK (SOCIAL WELFARE)</b>  |
| <b>LEVEL</b>             | <b>5</b>   |
| <b>SALARY</b>            | <b>R 173 703 p.a</b>   |
| <b>CENTRE</b>            | <b>TAUNG OLD AGE HOME</b>  |
| <b>REF NO</b>            | <b>SD/90/20/I</b>  |
| <b>REQUIREMENTS</b>      | A Grade 12 certificate. Organizing, time management, communication, and report writing skills. Office management skills. Ability to work under pressure and meet deadlines. One year experience will serve as advantage. |
| <b>DUTIES</b>            | Provide basic general clerical duties. Procurement of goods and services. Receive and record good / items  |

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|                  | delivered and reconcile to the order. Keep a register of orders, invoices and facilitate payments. Maintain a good filling system. Provide personnel and finance administration support services within the component. Scrutinize submissions and reports to ensure compliance to basic standards. Perform other administrative duties as and when required. |
| <b>ENQUIRIES</b> | <b>MS MY SETHIBE</b><br><b>Tel: 053-9280116</b>  |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b>   |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>   |
| <b>POST</b>              | <b>ASSET CONTROLLER</b>   |
| <b>LEVEL</b>             | <b>7</b>  |
| <b>SALARY</b>            | <b>R 257 508 p.a</b>  |
| <b>CENTRE</b>            | <b>TAUNG OLD AGE HOME</b>   |
| <b>REF NO</b>            | <b>SD/91/20/I</b>   |
| <b>REQUIREMENTS</b>      | Grade 12 coupled with Bachelor's Degree or equivalent qualification. At least 3 years' experience in Supply Chain Management.   |
| <b>DUTIES</b>            | Bar coding of assets. Maintain asset register. Compile monthly reconciliation of assets. Preparation of related documents and participates in disposal of assets. Assist to handle transfer of goods and services in accordance of the procurement regulations. Control and issue vouchers. Registration of suppliers on database. Support procurement processes. |
| <b>ENQUIRIES</b>         | <b>MS MY SETHIBE</b><br><b>Tel: 053-9280116</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b> |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>                 |
| <b>POST</b>              | <b>TRADESMAN AID X1</b>                                   |
| <b>LEVEL</b>             | <b>3</b>  |
| <b>SALARY</b>            | <b>R 122 595 p.a</b>                                      |
| <b>CENTRE</b>            | <b>TAUNG OLD AGE COMPLEX</b>                              |

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| <b>REF NO</b>       | <b>SD/92/20/I</b>  |
| <b>REQUIREMENTS</b> | ABET Level 4 or Equivalent qualification. Knowledge of technical work. Ability to speak two official languages.  |
| <b>COMPETENCIES</b> | Ensure a clean working environment *Carry out basic and routine functions in support of supervisory personnel<br>*Comply with the Occupational Health & Safety Act (Act 83 of 1995).   |
| <b>DUTIES</b>       | Maintenance of office buildings, Conduct regular building inspections, Attend to minor electrical, plumbing, carpentry and other artisan trade related problems/ faults.<br>Maintenance of office equipment and furniture. Carry out basic and routine functions in support of supervisory personnel. Comply with the Occupational Health and Safety Act (Act 83 of 1995). |
| <b>ENQUIRIES</b>    | <b>MS MY SETHIBE</b><br><b>Tel: 053 928 1600</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b>  |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>  |
| <b>POST</b>              | <b>FOOD SERVICE MANAGER X1</b>   |
| <b>LEVEL</b>             | <b>5</b>   |
| <b>SALARY</b>            | <b>R 173 703 p.a</b>   |
| <b>CENTRE</b>            | <b>TAUNG OLD AGE COMPLEX</b>   |
| <b>REF NO</b>            | <b>SD/93/20/I</b>  |
| <b>REQUIREMENTS</b>      | Grade 12 coupled with degree/ diploma or equivalent qualification in food service management, Five (5) years' experience in a professional Kitchen service. Computer |

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|                     | literacy.  |
| <b>COMPETENCIES</b> | Ability to understand and communicate instruction orally and in writing. Ability to document approaches used within the institution. Good knowledge of OHS and food service guideline for universal precautions. Customer driven, Customer focused. Ability to work under pressure in a fast-paced environment and be a great team player. Understanding of operations of Rehabilitation and Treatment Centres. Ability to plan and supervise others. Ability to establish and maintain working relationship with other units' supervisors and coordinate food services. Respect for the principle of clients rights and Confidentiality.  |
| <b>DUTIES</b>       | Responsible for planning, organising, developing and directing the overall operation of the kitchen Department according to the State regulations. Monitor menu, food preparatory methods portion sizes, garnishing and presentation of food in order to ensure that food is prepared and presented in line with the prescribed standard. Monitor budget and review financial transaction in order to ensure that expenditure are authorised and budgeted for. Coordinate assignments of catering service providers in order to ensure economical use of food and timely preparation. Arrange for equipment maintenance and repairs and coordinate variety of services such as waste removal and pest control. Establish and enforce nutritional standards based on accepted industry standards. Perform administrative activities and other delegated responsibilities. |
| <b>ENQUIRIES</b>    | <b>MS MY SETHIBE</b><br><b>Tel: 053 928 1600</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b>   |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>   |
| <b>POST</b>              | <b>REGISTRY CLERK</b>   |
| <b>LEVEL</b>             | <b>5</b>  |
| <b>SALARY</b>            | <b>R 173 703 p.a</b>  |
| <b>CENTRE</b>            | <b>TAUNG OLD AGE HOME</b>   |
| <b>REF NO</b>            | <b>SD/94/20/I</b>   |
| <b>REQUIREMENTS</b>      | Grade 12 certificate. Computer literacy. One year experience in records management will serve as an added advantage. A valid driver's license.  |
| <b>DUTIES</b>            | Receive, sort, and record mail in relevant registers. Franking of mail. Filing of correspondence and records. Retrieve, issue and receive files. File maintenance. Perform reprographic functions. Binding of documents/manuals. Ensure that access register is signed by all visitors entering registry. |
| <b>ENQUIRIES</b>         | <b>MS MY SETHIBE</b><br><b>Tel: 053 928 1600</b>  |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b> |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>                 |
| <b>POST</b>              | <b>RECEPTIONIST X1</b>                                    |
| <b>LEVEL</b>             | <b>4</b>  |
| <b>SALARY</b>            | <b>R 145 281 p.a</b>                                      |
| <b>CENTRE</b>            | <b>TAUNG OLD AGE HOME</b>                                 |
| <b>REF NO</b>            | <b>SD/95/20/I</b>   |

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| <b>REQUIREMENTS</b> | Grade 12 or An appropriate diploma or equivalent qualification in a relevant field, and 1 year experience will be an added advantage.   |
| <b>COMPETENCIES</b> | Computer skills, good communication, coordination skills. Time management. Pro-activeness, Professionalism, flexibility. Willingness to work under changing circumstances. Good interpersonal relations.  |
| <b>DUTIES</b>       | Answer telephone calls in an appropriate and professional manner. Direct calls to an appropriate staff member or department. Arrange appointments. Record messages and make sure they are attended to and brought to the attention of the relevant person. Make outgoing phone calls as requested. Greet clients on their arrival and courteously advise them. Respond to enquiries and queries and refer complex enquiries and queries to relevant staff members; Receive, attend to and direct visitors to the appropriate office/staff member they are visiting; Ensure that relevant staff members are informed of visitors; Monitor and ensure reception area and meeting areas are kept neat and quite; Ensure that pamphlets, brochures and other relevant information is available for visitors; Assist with adhoc office admin duties, sending faxes, photocopying and filing. |
| <b>ENQUIRIES</b>    | <b>MS MY SETHIBE</b><br><b>Tel: 053 928 1600</b>  |



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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b>   |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>   |
| <b>POST</b>              | <b>DATA CAPTURE X1</b>  |
| <b>LEVEL</b>             | <b>4</b>  |
| <b>SALARY</b>            | <b>R 145 281 p.a</b>  |
| <b>CENTRE</b>            | <b>TAUNG OLD AGE HOME</b>   |
| <b>REF NO</b>            | <b>SD/96/20/I</b>   |
| <b>REQUIREMENTS</b>      | Grade 12 certificate. Computer literacy. Report writing skills. Knowledge of statistics, monitoring and evaluation systems will be an added advantage. Good interpersonal relationship and communication skills. A valid driver's license.  |
| <b>COMPETENCIES</b>      | Knowledge in Statistical analysis and use of software packages. Knowledge of Public Service Legislation, regulations and policies related to data / information management. Computer literacy (Excel, Power point, etc.). Presentation Skills. Good interpersonal relations. A valid Driver's license.  |
| <b>DUTIES</b>            | Collect data from various sub-programmes. Check data for completeness, correctness and consistency. Capture and analyze data in departmental systems. Produce and disseminate monthly and quarterly reports to relevant sub-programme coordinators. Consolidate and submit reports to the Institution Manager / Service Point Manager, and District Office. Conduct data audits for in all programmes and provide feedback. |
| <b>ENQUIRIES</b>         | <b>MS MY SETHIBE</b><br><b>Tel: 053 928 1600</b>  |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b>   |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>   |
| <b>POST</b>              | <b>GENERAL FOREMAN</b>  |
| <b>LEVEL</b>             | <b>3</b>  |
| <b>SALARY</b>            | <b>R 122 595.00 p.a</b>   |
| <b>CENTRE</b>            | <b>TAUNG OLD AGE HOME</b>   |
| <b>REF NO</b>            | <b>SD/97/20/I</b>   |
| <b>REQUIREMENTS</b>      | Grade 10 Certificate or NQF Level 3 or 4. At least 2 to 5 years' experience in cleaning environment and workshops. Ability to use garden and workshop's equipment's. Knowledge of supervision of supervisees. Knowledge of occupational health and safety measures. |
| <b>DUTIES</b>            | Control and supervise workshop activities within the centre. Ensure compliance with safety codes and regulation. Support and manage performance of subordinates.  |
| <b>ENQUIRIES</b>         | <b>MS MY SETHIBE</b><br><b>Tel: 053 928 1600</b>  |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b> |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>                 |
| <b>POST</b>              | <b>GROUNDSMAN X3</b>                                      |
| <b>LEVEL</b>             | <b>02</b>   |
| <b>SALARY</b>            | <b>R 102 534 p.a</b>                                      |
| <b>CENTRE</b>            | <b>TAUNG OLD AGE HOME</b>                                 |

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| <b>REF NO</b>       | <b>SD/98/20/I</b>  |
| <b>REQUIREMENTS</b> | Grade 10 or equivalent AET qualification. One (1) year gardening experience. Basic literacy and numeracy skills. Communication skills. Good interpersonal relationship. Knowledge of Health and Safety Standards.  |
| <b>DUTIES</b>       | Sweeping and cleaning of the pavement and the surroundings. Maintenance of lawn, trees and flowers. Preparing grounds for functions. Loading and off-loading deliveries. Remove refuses to the relevant truck loading spot. Keep the centre's yard and surrounding clean and tidy. Reporting defects and faulty equipment's. |
| <b>ENQUIRIES</b>    | <b>MS MY SETHIBE<br/>Tel: 053 928 1600</b>   |

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| <b>CHIEF DIRECTORATE</b> | <b>DISTRICT COORDINATION AND INSTITUTIONAL MANAGEMENT</b>   |
| <b>DIRECTORATE</b>       | <b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>   |
| <b>POST</b>              | <b>CLEANER X3</b>   |
| <b>LEVEL</b>             | <b>2</b>  |
| <b>SALARY</b>            | <b>R 102 534 p.a</b>  |
| <b>CENTRE</b>            | <b>TAUNG OLD AGE HOME</b>   |
| <b>REF NO</b>            | <b>SD/99/20/I</b>   |
| <b>REQUIREMENTS</b>      | Grade 10 or equivalent qualification  |
| <b>DUTIES</b>            | Cleaning Services: Sweeping floor, emptying dustbins, cleaning offices and workshops (where applicable). Monitor cleaning material and report stock levels. Utilize cleaning equipment and ensure their safe-guarding. Comply with Occupational Health and Safety requirements. |
| <b>ENQUIRIES</b>         | <b>MS MY SETHIBE<br/>Tel: 053 928 1600</b>  |