

DEPARTMENT OF SOCIAL DEVELOPMENT

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

- APPLICATIONS** : Applications may be posted to: The Deputy Director General; Department of Social Development, Private Bag X11213, Nelspruit, 1200, OR hand delivered to: Department of Social Development offices: Mbombela Square Building No 3, 4th floor HRM Offices (next to Mbombela High Court) / Alternatively applications may be emailed to: vacancies@dsdmpu.gov.za
- CLOSING DATE** : 29 June 2026
- NOTE** : Applications should be submitted on the signed new Z83 application form, obtainable from any Public Service Department or by visiting <https://www.dpsa.gov.za/newsroom/psvc>. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. In order to alleviate administration burden on HR section as well as considering the cost for applicants. The Department of Social Development will request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR section of the Department on or before the day of the interview following communication from the relevant HR section of the Department. A complete set of application documents should be submitted separately for every post that you wish to apply for more than one post. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. Applicants must ensure that they fully complete and sign form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing

internal processes. The Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Social Development within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the correct references when applying and where possible the station / centre where the post is. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The suitable candidate/s for MMS and SMS posts will need to undergo a Competency Assessment prior to being recommended for appointment by the Executive Authority. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before appointed. The duration of the online Pre-Entry Programme is 120 national hours [15 days]. Full details may be sourced by following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> they are. Security clearance will be conducted before appointment is made in all positions. Those who have previously applied for any re-advertised posts are encouraged to re-apply. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Youth, Whites, Indians and Persons with Disabilities are also encouraged to apply and indicate such in their applications). Social Service Profession posts will require shortlisted candidates to provide a recent registration certificate, not proof of payment.

MANAGEMENT ECHELON

<u>POST 20/229</u>	:	<u>CHIEF DIRECTOR: SOCIAL WELFARE SERVICES REF NO: DSD/JUNE/PRO/SWS/26/01</u>
<u>SALARY</u>	:	R1 554 696 per annum, [SMS all-inclusive remuneration package]
<u>CENTRE</u>	:	Provincial Office [Mbombela Square]
<u>REQUIREMENTS</u>	:	National senior certificate/Grade 12 (NQF level 4). Degree in Social Work (NQF level 7) as recognized by SAQA. A minimum of 5 years' credible experience at Senior Managerial level; a post graduate qualification in Social Sciences will be an added advantage. Proven strategic leadership and business partnering; research, policy management, development, monitoring and evaluation; problem solving and decision making; analytical and advanced programme / resource management skills. Knowledge of Social Development Constitutional mandate and relevant legislation and policies. Knowledge of Statutory Social Work matters; Public Finance Management Act, Public Service Act and Regulations. Proven track record of leading change management initiatives and applying innovative thinking. Computer literacy. Verbal and written communication skills. A Valid driver's license.
<u>DUTIES</u>	:	Overall management of the Chief Directorate (including overseeing the development and implementation of business plans outlining critical strategic service delivery improvement interventions to be effected in accordance with the relevant legislation, department's strategic plan and service delivery needs). Manage efficient and effective utilization of human and financial resources in the chief directorate. Manage the performance of the chief directorate and performance agreements of managers in immediate span of control. Facilitate the optimal development and functioning of individuals, families, groups and communities. Promote the development, implementation, monitoring and evaluation and improvement of need based sustainable social welfare programmes and services aimed at empowering children, families, youth, women, elderly and persons with disabilities. Promote the development, implementation, monitoring, evaluation, improvement of programmes and services aimed at promoting crime prevention through restorative services. Oversee the collation and analysis of data on intervention, and reconfiguration for report purposes.
<u>ENQUIRIES</u>	:	Ms. Thembi Mashego Tel No: [013] 766 3525/ Ms. Thembi Manana Tel No: [013] 766 3232

<u>POST 20/230</u>	:	<u>CHIEF DIRECTOR: BUSINESS SUPPORT SERVICES REF NO: DSD/JUNE/PRO/BSS/26/02</u>
<u>SALARY</u>	:	R1 554 696 per annum, [SMS all-inclusive remuneration package]
<u>CENTRE</u>	:	Provincial Office [Mbombela Square]
<u>REQUIREMENTS</u>	:	National Senior Certificate (NQF level 4). Degree or Advanced Diploma (NQF level 7) as recognised by SAQA in Public Management/Public Administration/Business Management or related field. A postgraduate qualification (NQF level 8) or higher) will be an added advantage. Extensive managerial experience of which 5 years must be at Senior Managerial level. Knowledge of Public Service Act, Regulations. PFMA and Treasury Regulations. Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Public sector Risk management Framework. Corporate Governance and internal control systems. A valid driver's licence. Competencies: Planning and organizing skills. Analytical programme and project management skills. Research monitoring and evaluation skills. Financial Management skills. People management and empowerment. Change management. Service delivery innovation. Problem solving and analysis. Strategic capability and Leadership. Communication and stakeholder management.
<u>DUTIES</u>	:	Provide strategic leadership and management of Business support services. Oversee Human resource management and Development. Manage Labour relations, Employee Health and Wellness and Organisational development. Provide leadership on Supply chain management, Asset management and Facilities management Oversee ICT, Records management and Knowledge management services. Coordinate strategic planning, risk management and performance management systems. Ensure sound financial management and compliance with PFMA and Treasury Regulations. Manage departmental governance structures and internal controls. Support the Head of Department in achieving departmental objectives. Lead stakeholder engagement and intergovernmental relations relevant to business support.
<u>ENQUIRIES</u>	:	Ms. Thembi Mashego Tel No: [013] 766 3525/ Ms. Thembi Manana Tel No: [013] 766 3232
<u>POST 20/231</u>	:	<u>DIRECTOR: YOUTH DEVELOPMENT REF NO: DSD/JUNE/PRO/YOU/26/03</u> Re-advertisement
<u>SALARY</u>	:	R1 317 384 per annum, [SMS all-inclusive remuneration package]
<u>CENTRE</u>	:	Provincial Office [Mbombela Square]
<u>REQUIREMENTS</u>	:	A National Senior Certificate (NQF level 4). Degree in Development Studies/Youth in Development/Community Development Studies (NQF level 7) as recognised by SAQA. A minimum of 5 years' experience at a middle/senior managerial level. A valid drivers' license is essential. Competencies: Extensive knowledge of policies and prescripts that govern Public Financial management and public service. Excellent interpersonal, communication and report writing skills. Knowledge and understanding of relevant Youth and Community Development legislation and the current developments in the sector including National Youth Service Programmes, War on Poverty Campaigns, Expanded Public Works Programme and Youth Development Agency etc. Good facilitation, presentation and managerial skills. Strategic Capability and Leadership.
<u>DUTIES</u>	:	Design and implement integrated special programmes as well as social economic empowerment programmes for the youth. Provide strategic direction on the development of policy and guidelines for the implementation of Youth Development. Monitor and evaluate youth development programmes to ensure effective implementation. Establish and maintain sound partnership and networks with stakeholders in relation to youth development activities. Manage the financial, physical and human resource of the directorate
<u>ENQUIRIES</u>	:	Ms. Charlene Mashego Tel No: [013] 766 3525/ Ms. Thembi Manana Tel No: [013] 766 3232
<u>POST 20/232</u>	:	<u>DIRECTOR: POPULATION POLICY PROMOTION REF NO: DSD/JUNE/PRO/POP/26/04</u>
<u>SALARY</u>	:	R1 317 384 per annum, [SMS all-inclusive remuneration package]
<u>CENTRE</u>	:	Provincial Office [Mbombela Square]

<u>REQUIREMENTS</u>	:	National senior certificate/Grade 12 (NQF level 4). Degree in Economics/ Statistics/Population or Demography (NQF level 7) as recognised by SAQA. A minimum of 5 years' experience at a middle/senior managerial level. Extensive knowledge of population and development trends. A clear understanding of Public Service legislations such as the Public Finance Management Act, Public Service Act and Basic Conditions of Employment Act. Skills in project management, strategic planning, and problem-solving are also highly valued. Good facilitation, presentation, communication and managerial skills. Proficiency in using computer software, including MS Office Suite, is essential. A valid drivers' license is essential.
<u>DUTIES</u>	:	Manage and facilitate Population Capacity Development and Advocacy Programmes. Manage and facilitate Population Research and Demographic Analysis. Manage and facilitate the Monitoring and Evaluation of the implementation of the Population Policy for South Africa. Coordinate and monitor performance information, anti-corruption and risks in the directorate. Manage the physical, financial and human resources of the Directorate. Manage performance information of the Directorate. Provide high-level liaison with National Department, other government departments, and stakeholders.
<u>ENQUIRIES</u>	:	Ms. Thembi Mashego Tel No: [013] 766 3525/ Ms. Thembi Manana Tel No: [013] 766 3232
<u>POST 20/233</u>	:	<u>DIRECTOR: GERT SIBANDE DISTRICT REF NO:</u> <u>DSD/JUNE/GER/ERM/26/05</u>
<u>SALARY</u>	:	R1 317 384 per annum, [SMS all-inclusive remuneration package]
<u>CENTRE</u>	:	Gert Sibande District Office [RMELO]
<u>REQUIREMENTS</u>	:	National senior certificate/Grade 12 (NQF level 4) plus Degree in Public Administration and or Social Sciences (NQF 7) as recognized by SAQA. A minimum of 5 years' experience at middle/senior managerial level. Ability to compile complex reports. A valid driver's license. Competence: In depth understanding and thorough knowledge of Public Service legislation such as PSA, PSR, PFMA, Treasury Regulations and other related policy framework. Good presentation and leadership abilities with strong people skills. Managerial and organisational experience.
<u>DUTIES</u>	:	Manage and facilitate the implementation of integrated developmental Social Services at District level. Manage and facilitate the provision of professional support services at the district and institutions. Facilitate and coordinate the provision of Social Welfare Services. Facilitate and coordinate the implementation of Community development Programmes. Manage and facilitate the provision of Financial Administration services. Manage and facilitate the provision of Corporate Services. Manage and coordinate the implementation of services at sub-district level.
<u>ENQUIRIES</u>	:	Ms. Thembi Mashego Tel No: [013] 766 3525/ Ms. Thembi Manana Tel No: [013] 766 3232

OTHER POSTS

<u>POST 20/234</u>	:	<u>SOCIAL WORK MANAGER: OSD GRADE 1 REF NO:</u> <u>DSD/JUNE/EHL/THA/26/06</u>
<u>SALARY</u>	:	R1 009 512 per annum, [MMS all-inclusive remuneration package]
<u>CENTRE</u>	:	Ehlanzeni District: Thaba Chweu Sub-District Office
<u>REQUIREMENTS</u>	:	National Senior certificate (NQF level 4) plus an appropriate Degree in Social Work (NQF level7) as recognized by SAQA. Registration with South African Council for Social Services Professions as Social Worker. A minimum of 10 years' appropriate experience in social work after registration as Social Worker with the SACSSP of which 5 years must be in social work policy development. Ability to compile complex reports. A valid driver's license. Competencies: Planning and organizing skills. Analytical and project management skills. Research monitoring and evaluation skills. Financial Management skills. Communication (written and verbal) skills. Presentation skills. Leadership and Negotiating skills. Professional and Counselling skills.
<u>DUTIES</u>	:	Manage provision of social welfare services to children and youth. Manage provision of health care services to children and youth. Manage provision of institutional care and development programmes. Manage provision of administrative and support services. Manage efficient and effective utilization

		of Human and Financial resources. Ensure implementation of Acts, Policies and procedures.
ENQUIRIES	:	Ms. Pretty Sibinde Tel No: [013] 766 3320/ Ms. Thembi Manana Tel No: [013] 766 3232
POST 20/235	:	<u>MANAGER: COMMUNITY DEVELOPMENT POLICY: OSD GRADE 1 REF NO: DSD/JUNE/PRO/COM/26/07</u>
SALARY	:	R1 009 512 per annum, [MMS all-inclusive remuneration package]
CENTRE	:	Provincial Office (Mbombela Square)
REQUIREMENTS	:	Appropriate three-year tertiary qualification in Community Development Studies (NQF level 7). A minimum of 10 years' recognisable experience in Community Development after obtaining the required qualification, of which 5 years must be appropriate experience in Community policy development.
DUTIES	:	Must be able to manage the identification, facilitation and implementation of integrated development interventions/ programmes in partnership with the community and other relevant stakeholders through the efficient, effective and economical utilisation of resources by the unit/ sub directorate. Must be able to interpret, advise, and develop proposals on legislation and policies and determine whether the legislation and policies are still relevant and comply with current requirements. Must be able to undertake/ facilitate complex community development research.
ENQUIRIES	:	Ms. Pretty Sibinde Tel No: [013] 766 3320/ Ms. Thembi Manana Tel No: [013] 766 3232
POST 20/236	:	<u>ASSISTANT MANAGER COMMUNITY DEVELOPMENT: OSD GRADE 1 (X3 POSTS)</u>
SALARY	:	R626 454 per annum, (plus service benefits)
CENTRE	:	Thembisile Hani Sub-District Office Ref No: DSD/JUNE/NKA/THE/26/08 Gert Sibande: Dipaleseng Sub-District Office Ref No: DSD/JUNE/GER/DIP/26/09 Ehlanzeni District: Nkomazi Sub-District Office Ref No: DSD/JUNE/EHL/NKO/26/10
REQUIREMENTS	:	An appropriate three-year tertiary qualification. A minimum of 8 years' recognizable experience in Community Development after obtaining the required qualification. Knowledge and understanding of individual and group behaviour, its interrelations within community structures, dynamic of the community and current legislation to enable interventions. Good written and verbal communication skills. The ability and competence to manage community development structures and projects. A valid driver's license is an essential requirement. Knowledge and understanding of human behaviour and social systems. Knowledge and understanding of the inter-relations within community structures, dynamics of the community and current legislation to enable interventions.
DUTIES	:	Coordinate the identification, facilitation, and implementation of integrated development interventions in partnership with other relevant stakeholders through the efficient, effective and economical utilization of resources by the service delivery areas. Coordinate and manage community development service delivery areas to ensure that an efficient and effective community development service is delivered through the proper utilization of human, financial and physical resources. Keep up to date with new developments in the community development and management fields to enhance service delivery. Plan and ensure that research on community development is undertaken. Undertake/ facilitate complex community development research.
ENQUIRIES	:	Ms. Pretty Sibinde Tel No: [013] 766 3320/ Ms. Thembi Manana Tel No: [013] 766 3232
POST 20/237	:	<u>SOCIAL WORK SUPERVISOR: OSD GRADE 1 (X7 POSTS)</u>
SALARY	:	R496 668 per annum, (plus service benefits)
CENTRE	:	Gert Sibande District: Msukaligwa Sub-District Office Ref No: DSD/JUNE/GER/ERM/26/11 Gert Sibande District: Mkhondo (Comondale) Ref No: DSD/JUNE/GER/COM/26/12 Gert Sibande District: Msukaligwa (Lothair) Ref No: DSD/JUNE/GER/LOT/26/13

		Gert Sibande District: Govan Mbeki (Embalenhle) Ref No: DSD/JUNE/GER/EMB/26/14
		Nkangala District Dr. JS. Moroka (Mkobola) Ref No: DSD/JUNE/NKA/MKO/26/15
		Nkangala District (Emalahleni Office) Ref No: DSD/JUNE/NKA/EMA/26/16
		Ehlanzeni District: Umjindi Sub-District Office Ref No: DSD/JUNE/EHL/UMJ/26/17
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree in Social Work (NQF level 7) as recognized by SAQA. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 7 years' appropriate experience in Social Work after registration as Social Worker with the SACSSP and a valid driver's license.
<u>DUTIES</u>	:	Ensure that social work services regarding care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes are rendered. Attend to any other matters that could result in, or stem from social instability in any form. Supervise employees engaged in these functions. Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field. Supervise all administrative functions required in the unit and undertake the higher-level administrative functions.
<u>ENQUIRIES</u>	:	Ms. Pretty Sibinde Tel No: [013] 766 3320/ Ms. Thembi Manana Tel No: [013] 766 3232
<u>POST 20/238</u>	:	<u>COMMUNITY DEVELOPMENT SUPERVISOR: OSD GRADE 1 [X3 POSTS]</u>
<u>SALARY CENTRE</u>	:	R471 330 per annum, (plus service benefits)
	:	Ehlanzeni: Bushbuckridge Sub District Office Ref No: DSD/JUNE/EHL/BBR/26/18
	:	Gert Sibande: Chief Albert Luthuli (Elukwatini) Ref No: DSD/JUN/GER/ELU/26/19
	:	Gert Sibande: Mkhondo Sub-District Office Ref No: DSD/JUN/GER/MKH/26/20
<u>REQUIREMENTS</u>	:	Appropriate three-year qualification. A minimum of 7 years' recognisable experience in Community Development after obtaining the required qualification. Knowledge and understanding of human behaviour, social systems and legislation to assist with interventions at the points where people interact with their environment in order to promote self-empowerment. Must have the ability and competence to co-ordinate community development structures and ability to manage projects. Community development knowledge, skills, attributes and values to engage in the social development of communities. Good Management and mentoring skills. Good verbal and written communication skills. Knowledge and understanding of the PFMA, Treasury Regulations, etc. and Financial Management. Valid driver's license. Computer literacy. Prepared to work under pressure.
<u>DUTIES</u>	:	Supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and assist employees engaged in this function by resolving problems. Supervise and support community development practitioners to ensure that there is communication and co-ordination with all relevant role players both internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organizations) to facilitate collaboration and establish partnerships to ensure the sustainability of development actions within the community. Supervise and guide community development practitioners to enhance their performance on community development and offer administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery. Supervise and advise Community Development Practitioners to ensure an efficient and effective service.
<u>ENQUIRIES</u>	:	Ms. Pretty Sibinde Tel No: [013] 766 3320/ Ms. Thembi Manana Tel No: [013] 766 3232
<u>POST 20/239</u>	:	<u>SOCIAL WORKER: OSD GRADE 1 [X10 POSTS]</u>
<u>SALARY CENTRE</u>	:	R338 208 per annum, (plus service benefits)
	:	Gert Sibande: George Hofmeyer CYCC Ref No: DSD/JUNE/GER/GEO/26/21

		Gert Sibande: Govan Mbeki (Leandra) Ref No: DSD/JUNE/GER/LEA/26/22
		Gert Sibande: Govan Mbeki (Embalenhle) Ref No: DSD/JUNE/GER/EMB/26/23
		Gert Sibande: Govan Mbeki (Bethal Office) Ref No: DSD/JUNE/GER/BET/26/24
		Nkangala District: Emalahleni (Ogies/Kriel Office) Ref No: DSD/JUNE/NKA/OGI/26/25
		Nkangala District: Victor Khanye (Delmas) Ref No: DSD/JUNE/NKA/DEL/26/26
		Nkangala District: Emakhazeni (Belfast/Dulls) Ref No: DSD/APR/NKA/BEL/26/27
		Nkangala District: Dr Js Moroka (Mbibane) Ref No: DSD/JUNE/NKA/MBI/26/28
		Nkangala District: Dr JS. Moroka (Marapyane) Ref No: DSD/JUNE/NKA/MAR/26/29
		Ehlanzeni District: Umjindi Sub-District Ref No: DSD/JUNE/EHL/UMJ/26/30
REQUIREMENTS	:	Bachelor Degree in Social Work (NQF level 7) as recognized by SAQA. Registration with the SACSSP as a Social Worker. Basic computer literacy and a valid driver's license will be added advantage.
DUTIES	:	Must be able to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Must have knowledge and understanding of human behaviour and social systems. Must be able to intervene at the points where people interact with their environment in order to promote social well-being. Must be able to assist and empower individuals, families, groups, organisations, and communities to enhance their social functioning and their problem-solving capabilities. Must be able to promote, restore, maintain and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Must understand and be able to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Must demonstrate an understanding of social work policies, legislation and related legal and ethical social work practices.
ENQUIRIES	:	Ms. Pretty Sibinde Tel No: [013] 766 3320/ Ms. Thembi Manana Tel No: [013] 766 3232
POST 20/240	:	<u>PROFESSIONAL NURSE: (PN-A2) [GENERAL NURSING] REF NO: DSD/JUNE/NKA/TRE/26/31</u>
SALARY	:	R337 359 per annum, (plus service benefits & uniform allowance)
CENTRE	:	Nkangala Treatment Centre
REQUIREMENTS	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. (Experience is also considered within this post level for a better salary notch) Please attach your Certificate of Service if any.
DUTIES	:	Provide direction and supervision for the junior's personnel and implementation of nursing plan (clinical practice/quality care). Implement standards, practices, criteria and indication for quality nursing (quality of practice). Practice nursing and health care in accordance with laws and regulation relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human material and physical resources efficiently and effectively. Provide comprehensive nursing treatment and care to patients in a cost effective, efficient and equitable manner. Act as shift leader in Unit (where necessary).
ENQUIRIES	:	Ms. Pretty Sibinde Tel No: [013] 766 3320/ Ms. Thembi Manana Tel No: [013] 766 3232
POST 20/241	:	<u>COMMUNITY DEVELOPMENT PRACTITIONER: OSD GRADE 1 (X8 POSTS)</u>
SALARY	:	R289 296 per annum, (plus service benefits)
CENTRE	:	Nkangala District: DR.JS Moroka (Marapyane) Ref No: DSD/JUNE/NKA/MAR/26/32
		Nkangala: Emakhazeni (Bethal) Ref No: DSD/JUNE/NKA/BET/26/33
		Ehlanzeni District: Umjindi Sub-District Ref No: DSD/JUNE/EHL/UMJ/26/34 (X2 Posts)
		Gert Sibande: Msukaligwa(Sheepmore) Ref No: DSD/JUNE/GER/SHEE/26/35
		Gert Sibande: Dipaleseng (Grootvlei) Ref No: DSD/JUNE/GER/DIP/26/36

		Gert Sibande: Pixley Ka Seme (Daggakraal) Ref No: DSD/JUNE/GER/DAGG/26/37
		Gert Sibande: Mkhondo Sub-District Office Ref No: DSD/JUNE/GER/MKH/26/38
<u>REQUIREMENTS</u>	:	A National Senior certificate/Grade 12 (NQF level4). An appropriate three-year tertiary qualification. Knowledge and understanding of human behaviour, social system and legislation to assist with interventions as the points where people interact with the environment. Communication, facilitation and research skills. Must have knowledge of human behaviour and social systems. Knowledge of legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment.
<u>DUTIES</u>	:	Provide basic counselling services and empower communities. Identify and facilitate the implementation of integrated development interventions in partnership with the community other relevant stakeholders. Liaise and interact with various community development structures to facilitate collaboration and to establish partnership to ensure sustainability of development action within the community. s. (E.g. in Department, Provinces, NGO'S). Ability to work extended hour and under pressure. Support communities and perform administrative support on community development and related activities. Keep up to date with new developments within the community development field to enhance service delivery.
<u>ENQUIRIES</u>	:	Ms. Pretty Sibinde Tel No: [013] 766 3320/ Ms. Thembi Manana Tel No: [013] 766 3232
<u>POST 20/242</u>	:	<u>SECRETARY [X3 POSTS]</u>
<u>SALARY CENTRE</u>	:	R237 453 per annum, (plus service benefits)
	:	Provincial Office (Mbombela Square):
	:	Ref No: DSD/JUNE/SEC/CFO/26/39
	:	Ref No: DSD/JUNE/SEC/INT/26/40
	:	Ref No: DSD/JUNE/SEC/CHI/26/41
<u>REQUIREMENTS</u>	:	National Senior Certificate/Grade 12 certificate (NQF level 4). National Diploma in Office Management/Administration/Secretariat (NQF level 6) as recognised by SAQA. Skills needed: Computer literacy. Good verbal and written communication skills. Typing skills. Creative and innovative thinking abilities. Excellent interpersonal skills. High level of reliability. Ability to act with tact and discretion. Preparedness to work long hours and under pressure.
<u>DUTIES</u>	:	Provide secretarial functions to the manager through organising the manager's affairs by maintaining and organising the diary, arrange meetings, confirm appointments and remind the senior manager of engagements. Prepare the senior manager's in-basket in respect of incoming communications, e-mails, telephone messages, photocopying, etc. Draft routine correspondence and reports for the senior manager. Receive telephone calls and refer the calls to the correct role players. Consolidate reports on request. Maintain a filing system for the office and Directorate. Serve as a Chief user for the office for procurement purposes. Provide clerical support service to the senior manager. Process travel and subsistence claims for the senior manager. Maintain office expenditure for the office. Maintain inventory register of all assets within the office. Keep a database of important contact numbers. Keep abreast with relevant Public Service and Departmental prescript/policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Ms. Pretty Sibinde Tel No: [013] 766 3320/ Ms. Thembi Manana Tel No: [013] 766 3232
<u>POST 20/243</u>	:	<u>SOCIAL AUXILIARY WORKER OSD GRADE1 [X3 POSTS]</u>
<u>SALARY CENTRE</u>	:	R200 691 per annum, (plus service benefits)
	:	Ehlanzeni District: Bushbucridge (Oakley Office) Ref No: DSD/JUNE/BBR/OAK/26/45
	:	Ehlanzeni District: Mbombela (Kabokweni) Ref No: DSD/JUNE/EHL/KAB/26/46
	:	Gert Sibande District: Govan Mbeki (Leandra Office) Ref No: DSD/JUNE/GER/LEA/26/47
<u>REQUIREMENTS</u>	:	Grade 1: Grade 12 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker, Registration with the SACSSP as Social Auxiliary Worker. A valid code B drivers' licence. Competences: Knowledge and basic

		understanding of the following: Human behaviour, relationship system and social issues, South African Social Welfare context the policy and practice of developmental social welfare services, South African judicial system and the legislation governing and impacting of social auxiliary work. Basic knowledge of financial matters related to social auxiliary work. Skills needed: Good communication (written and verbal). Proven computer literacy: information and knowledge management (Keep precise records and compile accurate reports).
<u>DUTIES</u>	:	Provide assistance and support to social workers with rendering of social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through relevant departmental programmes. Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form. Continuous professional development. Perform administrative support functions in support of social workers as required of the job
<u>ENQUIRIES</u>	:	Ms. Pretty Sibinde Tel No: [013] 766 3320/ Ms. Thembi Manana Tel No: [013] 766 3232
<u>POST 20/244</u>	:	<u>CHILD AND CARE WORKER: OSD GRADE 1 (X3 POSTS)</u>
<u>SALARY</u>	:	R191 694 per annum, (plus service benefits)
<u>CENTRE</u>	:	George Hofmeyer CYCC Ref No: DSD/JUNE/GHM/CYC/26/42 Nkangala In-Patient Treatment Centre Ref No: DSD/JUNE/NKA/CYC/26/43 Hendrina Secure Care Centre Ref No: DSD/JUNE/HSC/CYC/26/44
<u>REQUIREMENTS</u>	:	An appropriate recognised NQF Level 4 in Child and Youth Care Worker or Grade 12 with relevant experience in Child and Youth Care Work environment. Current registration with the SACSSP Council as a Child and Youth Care Worker. Ability to mentor children and youth with maturity, patience and sensitivity. Valid Driver's license.
<u>DUTIES</u>	:	Receive children and youth beneficiaries into the care facility after admission. Ensure that children and youth receive medical services. Assist with the implementation of planned activities, development therapeutic programmes. Engage in basic life space work to promote development and care of children and youth. Perform administration work relevant to the job.
<u>ENQUIRIES</u>	:	Ms. Pretty Sibinde Tel No: [013] 766 3320/ Ms. Thembi Manana Tel No: [013] 766 3232
<u>POST 20/245</u>	:	<u>CLEANER REF NO: DSD/JUN/PRO/CLE/26/48</u>
<u>SALARY</u>	:	R144 024 per annum, (plus service benefits)
<u>CENTRE</u>	:	Provincial Office: Office of The HOD (Indwe Building)
<u>REQUIREMENTS</u>	:	ABET level 3/ Grade 10/ Standard 8. Skills needed: Ability to work under pressure and remain focused towards productivity. Basic knowledge of health and safety. Knowledge on utilization of cleaning and gardening equipment. Ability to perform routine tasks.
<u>DUTIES</u>	:	Provide a clean and conducive working environment both inside and outside the offices to the officials and clients. Provide cleaning services within the office of appointment. Ensure general hygiene. Serve tea, juice, etc. to clients and officials during meetings. Be able to prioritize work and keep equipment clean and in a good working condition. Responsible for safe keeping of household, gardening equipment as well as crockery and cutlery in the kitchen. Report any defects in the workplace to the immediate supervisor. Keep a register of cleaning material that is distributed.
<u>ENQUIRIES</u>	:	Ms. Pretty Sibinde Tel No: [013] 766 3320/ Ms. Thembi Manana Tel No: [013] 766 3232