



**social development**

**MPUMALANGA PROVINCE  
REPUBLIC OF SOUTH AFRICA**

Building 3, NO. 7 Government Boulevard, Riverside Park, Mbombela, 1200  
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Litiko Letokutfutukisa  
Tshhlalakahle

UmNyango WazokuThuthukiswa  
KwezokuHlalokuhle

Departement van Maatskaplike  
Ontwikkeling

## **DEPARTMENT OF SOCIAL DEVELOPMENT "TFUTFUKA UTIVIKELE"**

**SECRETARY: OFFICE OF THE HEAD OF DEPARTMENT (12-month contract)  
Salary: R 173 703pa (plus 37% In lieu of benefits)**

**CENTRE: PROVINCIAL OFFICE (INDWE BUILDING)  
REF NO: DSD/SEC/APRIL/PROV/21/01**

**Requirements:** Grade 12 Certificate with typing as a subject or any other training course/qualification that will enable a person to perform work satisfactory. Computer literacy. Language skills and ability to communicate well with people at different levels and different backgrounds. Good telephone etiquette. Sound organizational skills. Good people skills. Ability to work in a team and under pressure. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation skills

**Duties:** Provide secretarial/receptionist support service to the manager. Provide clerical support services within the Office of the Head of Department. Remain up to date with regard to prescripts/policies and procedures applicable to his/her work terrain to ensure effective and efficient support to the manager. Assist with coordination of information, reports and administrative logistics. Open files and keep a database of clients and information management. File documents and maintain good record-keeping system.

**DRIVER/MESSENGER: OFFICE OF THE HEAD OF DEPARTMENT (12-month contract)**

**Salary: R173 703pa (plus 37% in lieu of benefits)**

**CENTRE: PROVINCIAL OFFICE (INDWE BUILDING)  
REF NO: DSD/DRM/APRIL/PROV/21/02**

**Requirements:** Matric/Grade 12 certificate with relevant and traceable experience. Valid driver's license with PDP. Good interpersonal and communication (verbal and written) skills. Knowledge of government offices within Mpumalanga will be an added advantage

**Duties:** Render services by delivering and collecting goods, documentation to/from different destinations as instructed. Render effective and efficient transport services within the office of the Head of Department. Check and report all vehicle for faults before use. Complete all transport documents correctly before undertaking any trip. Clean all government vehicles at least once a week. Take vehicles to respective dealers for service when due. Report expiring vehicles licenses in time to the Administrative Officer

**CLEANER: OFFICE OF THE HEAD DEPARTMENT (12-month contract)**  
**Salary: R102 534pa (plus 37% In lieu of benefits)**

**CENTRE: PROVINCIAL OFFICE (INDWE BUILDING)**  
**REF: DSD/CLE/APRIL/PROV/21/03**

**Requirements:** Grade 10/ABET level 3 certificate and relevant experience as a general assistant/cleaning services. Ability to work under pressure and remain focused towards productivity. Basic knowledge on utilization of cleaning equipment will be an added advantage

**Duties:** Provide a clean and conducive working environment both inside and outside the offices and waiting/reception areas. Provide and serve refreshments to client and officials and during meetings. Cleaning of boardrooms. Be able to prioritize work and keep equipment clean and in good working condition. Safe keeping of household crockery and cutlery in the kitchen. Required to assist with filing and messenger duties as and when requested to do so

**CLOSING DATE: 14 MAY 2021 [16H00pm]**

**REQUIRED DOCUMENTS:** • Signed Z83 application form obtainable from any Public Service institution or by visiting [www.dpsa.gov.za](http://www.dpsa.gov.za) • A comprehensive CV with contact details of three [3] recent contactable references • Certified copies (not older than 3 months) of qualifications and Identity document [where a driver's license is a requirement, a certified copy must be attached] Social Service Professional posts where registration with SACSSP is a requirement [attach recent certificate/not proof of payment] • NB: If you do not hear from us within three months of the closing date, please regard your application as unsuccessful • Correspondence will be entered into with short-listed candidates only • Applications received after the closing date will not be considered • The Department of Social Development reserves the right not to fill the advertised post/s.

All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

• Successful candidates will have their personal details, qualifications and references verified. For international qualification/s it the responsibility of the candidate to verify such qualification/s and submit proof. Successful candidate/s will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy

Please clearly indicate the reference number of the post you are applying for. If you apply for more than one post, submit separate application forms for each post applied for. No faxed or emailed applications will be considered

The Department of Social Development is an equal opportunity employer and promotes representatives in respect of race, gender and disabilities through the filling of these positions.

The Department of Social Development subscribes to the principles of equal employment and affirmative action. Recruitment and Selection is guided by its Employment Equity Plan in order to ensure adequate representatives and diversity of its workforce. Candidates with disabilities, Coloured, Indian and White groups are encouraged to apply

**Applications may be posted to: The Deputy Director General; Department of Social Development, Private Bag X 11213, Nelspruit, 1200, OR hand delivered to: Department of Social Development offices: No 4 Government Boulevard Riverside Park, Son Joy Building West block, first floor (next to Emnotweni Sun hotel): Enquiries: Ms. Pretty Sibinde: Telephone No: 013 766 3320/ Ms. Bessy Thabethe 013 766 3146/Mr. Sipho Mdhluli: Telephone no: 013 766 3354**

**NB: Applicants who wishes to hand deliver their applications must bring their own pen to register application/s ...No mask, no entry in all our offices**