

The Mpumalanga Provincial Government is looking for dynamic, innovative, experienced and suitable candidates to fill the following posts, listed by the Department of Social Development, as reflected below.

The Mpumalanga Provincial government is an equal opportunity employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions and that the candidature of persons, whose transfer/promotion/appointment will promote representativeness, will receive preference.

Applications should be submitted on the Z83 form obtainable from any Public Service Department or Magistrate's Office and should be accompanied by certified copies of qualifications, Identity Document, Driver's license and a comprehensive CV, with a minimum of two references. Furthermore, all applications should be submitted to the relevant authorities, as reflected in the department's details below. In the case of Social Service Profession posts where registration with SACSSP is a requirement, applicants are required to attach their recent certificates - Not proof of payment.

The minimum entry requirement for all Senior Management Services (SMS) posts is a Pre-entry Certificate that is obtainable through a course named Certificate for entry into SMS – and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, to which the applicable logistics will be communicated to the candidates.

The recommended candidates (Minimum of top 2) for posts on salary levels 11 and upwards shall be subjected to a competency assessment.

All Appointments are subject to security clearance, security vetting, employment reference checks, qualification verification and signing of performance agreement.

Successful candidates will be required to disclose their financial interests, if required.

Closing date for submission of application forms for all posts is the 5<sup>th</sup> of February 2021.

If no correspondence is received within two months of the closing date, applicants must accept that their applications have been unsuccessful.



social development

MPUMALANGA PROVINCE

REPUBLIC OF SOUTH AFRICA

“TUTUFUKA UTIVIKELE”

**DIRECTOR: INTERNAL AUDIT [1 POST]**  
**Salary:** R1 057 326 p.a. All-inclusive SMS package that must be structured according to the SMS dispensation.  
**Centre:** Provincial Office – Nelspruit/Mbombela  
**Ref:** DSD/January/Provincial/21/01  
**Requirements:** An appropriate Bachelors degree or equivalent qualification relevant to the Internal Audit profession/qualification as a CA or CIA will be an added advantage. Extensive knowledge of internal control systems. Experience in performing risk assessment and developing strategic Audit plans.  
**Competencies:** Proven innovative and creative ability. Financial management skills. Change management skills. Knowledge and management skills. Service delivery innovation. Problem solving and analysis skills. People management and empowerment skills. Client orientation and customer focus. Verbal and written communication skills. Honesty and integrity.  
**Duties:** Support the Head of Department on internal audit matters. Certify that all audits are properly planned and executed. Ensure that audit findings are appropriately reported and that the required actions are undertaken. Ensure that the Accounting Officer establishes and maintains effective efficient and transparent systems of risk management and internal control. Develop measurement and monitoring systems for performance and risk management to resolve complex and sensitive internal audit processes and ensure the delivery of internal audit services. Ensure sound financial, human resource and performance management of the Internal Directorate.

**DIRECTOR: SUPPLY CHAIN MANAGEMENT [01 POST]**  
**Salary:** R1 057 326 p.a. All-inclusive SMS package that must be structured according to the SMS dispensation.  
**Centre:** Provincial Office – Nelspruit/Mbombela  
**Ref:** DSD/January/Provincial/21/02  
**Requirements:** A relevant Bachelor's Degree in the area of Supply Chain Management or equivalent qualification. Vast knowledge and experience in procurement legislation, procedures and processes, including the supply chain management framework and asset management guidelines. The PPPFA, the PFMA and Treasury Regulations. Project management and excellent problem-solving skills. Excellent communication (verbal, written and presentation) skills. Strong leadership and management skills and the ability to develop a strong work team. Good interpersonal relations and ability to work with people at all levels.  
**Competencies:** Proven innovative and creative ability. Financial management skills. Change management skills. Knowledge and management skills. Service delivery innovation. Problem solving and analysis skills. People management and empowerment skills. Client orientation and customer focus. Verbal and written communication skills. Honesty and integrity.  
**Duties:** Manage the Supply Chain Management (demand, acquisition, logistics, disposal performance and risk management within the supply chain management environment). Develop, review, maintain and implement strategies, policies, processes, standards, guidelines, procedures and monitoring tools in line with legislation and regulations with an emphasis on improved service delivery. Provide strategic guidance and advice on policy and regulatory matters of supply chain management and security. Ensure proper bid administration. Maintain, enhance and manage a service provider database with an emphasis to increased BBBBEE. Ensure timely payment of service providers. Manage all assets, including the recording of acquisitions, depreciation calculations, disposals, transfers, write offs and safekeeping. Ensure effective contract monitoring and management. Ensure the development of capacity building programmes / training of Programme and Responsibility managers, Chief Users and employees. Develop performance and computer measure and monitoring systems of risk management to resolve complex and sensitive SCM processes and delivery of Supply Chain Management services. Ensure sound financial, human resource and performance management of the supply chain management directorate.

**DISTRICT DIRECTOR: [01 POST]**  
**Salary:** R1 057 326 p.a. All-inclusive SMS package that must be structured according to the SMS dispensation.  
**Centre:** Nkangala District [Emalahleni]  
**Ref:** DSD/January/Emalahleni/21/03  
**Requirements:** An appropriate Bachelor's Degree. Minimum of 5 years' managerial experience, of which at least 3 years must be at Middle management. Ability to compile complex reports. A valid driver's license.  
**Competencies:** In depth understanding and thorough knowledge of Public Service legislations, such as the PSA, the PSR, the PFMA, Treasury Regulations and other related policy frameworks. Good presentation and leadership abilities with strong people skills. Managerial and organizational experience.  
**Duties:** 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.

**SOCIAL WORK MANAGER GRADE 1[02 POSTS]**  
**Salary:** R794 889 (Grade 1) p.a. All-inclusive MMS package that must be structured according to the MMS dispensation.  
**Centre:** Msukaligwa Sub-district [Ermelo]  
**Ref:** DSD/ January /Ermelo/21/04  
**Centre:** Thembeisile Hani Sub-district  
**Ref:** DSD/ January /Thembeisile/21/05  
**Duties:** An appropriate Bachelor's Degree in Social Work. Registration with South African Council for Social Service Professions as a Social Worker. A minimum of 10 years' appropriate experience in social work after registration as a 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 Counseling skills.  
**Duties:** 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.

**MANAGER: COMMUNITY DEVELOPMENT GRADE 1 [1 POST]**  
**Salary:** R794 889 (Grade1) p.a. All-inclusive MMS package that must be structured according to the MMS dispensation.  
**Centre:** Gert Sibande District Office: Ermelo  
**Ref:** DSD/ January /Ermelo/21/06  
**Requirements:** An appropriate three-year tertiary qualification. A minimum of 10 years' recognizable experience in Community Development after obtaining the required qualification. A valid driver's license  
**Competencies:** Must understand, as well as be able to apply and advice on principles applied in Community work. Be able to influence individuals and groups to achieve a specific objective. Be able to generate ideas and innovative approaches in order to contribute solutions to problems. Be able to manage and work effectively and cooperatively with persons of diverse background. Must be able to write formal documentation, i.e. reports and communicate verbally through the selection of relevant delivery mechanism.  
**Duties:** Manage the identification, facilitation and implementation of integrated development intervention/programmes in partnership with the community and other relevant stakeholders through the effective and economical utilization of resources by the unit/sub directorate. Must be able to interpret, advice, 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.

**DEPUTY DIRECTOR: FINANCIAL MANAGEMENT [1 POST]**  
**Salary:** R733 257 p.a. All-inclusive MMS package that must be structured according to the MMS dispensation.  
**Centre:** Gert Sibande District [Ermelo]  
**Ref:** DSD/ January /Ermelo/21/07  
**Requirements:** A National Diploma or Degree in Finance or relevant tertiary qualification. Extensive knowledge and experience in financial management in the public service. Knowledge of the PFMA, Treasury Regulations, GRAP and Supply Chain Management Policies and Guidelines. Knowledge of financial systems i.e. BAS, PERSAL and LOGIS will be an added advantage. Ability to investigate exception reports and commitment to accuracy and meeting deadlines. Sound organizing, planning and presentation skills. Be able to work independently, as well as in teams. Computer literacy, good presentation, verbal and written communication skills. A valid driver's license.  
**Duties:** Manage all financial management issues on revenue, expenditure, assets, and liabilities for the district. Provide in year financial management reports and advice to the Head of the District. Compile MTEF budgets and cash flow forecasts for the district. Follow-up and monitor progress on accruals and commitments made by the district. Manage supply chain processes, including the procurement of goods and services, timely payment of service providers, and maintain accurate asset registers. Implement and monitor the implementation of financial controls and policies at the district level. Support and respond to best practice recommendations and promote an environment for good financial management. Manage the performance of the sub-directorate with regard to strategic planning, human and financial resource management.

**DEPUTY DIRECTOR: MONITORING AND EVALUATION [1 POST]**  
**Salary:** R733 257 p.a. All-inclusive MMS package that must be structured according to the MMS dispensation.  
**Centre:** Provincial Office: [Nelspruit/Mbombela]  
**Ref:** DSD/ January /Provincial/21/08  
**Requirements:** A minimum qualification of a Bachelor's Degree, plus four year's appropriate work experience • Knowledge of strategy monitoring, evaluation and reporting • Computer literacy, understanding of the public services laws and procedures would be an added advantage •Sound knowledge of government processes and regulations •A good track record of managing strategic programme and projects •Strategic thinker who is able to work with individuals and teams at both management and operational level.  
**Key Competencies:** Strong verbal and written communication as well as presentation skills • Proven leadership, strategic management, financial management and project management skills.  
**Duties:** Monitor the implementation of the annual performance plan and the detail implementation plan •Collect and consolidate the non-financial data, monthly, quarterly, midterm, 9-month and 12-month reports •Analyze progress reports on the implementation of the annual performance plan and prepare an analysis report for the submission to the HOD and other relevant stakeholders on a monthly basis •Conduct impact analysis of strategies and service delivery programmes (Social Welfare services and Community Development) in the Province. Monitor and evaluate NPOs funded by the Department •Develop tools and guidelines aimed at improving best practices in the programmes •Operations •Compile monitoring and evaluation reports for key stakeholders and assist in the compilation of the annual report • Present monitoring and evaluation reports to a

variety of audiences including policy makers, senior and middle level managers (National and Provincial) • Attend to Parliamentary queries related to the performance of the department.

**DEPUTY DIRECTOR: I.T. AUDIT [1 POST]**  
**Salary:** R733 257 p.a. All-inclusive MMS package that must be structured according to the MMS dispensation.  
**Centre:** Provincial Office: [Nelspruit/Mbombela]  
**Ref:** DSD/ January /Provincial/21/09  
**Requirements:** Applicants must be in possession of a recognized three-year tertiary qualification in Internal Auditing / Auditing and Financial Accounting. Must be a member of Institute of Internal Auditors (IIA), Certified Internal Auditor (CIA) or studying towards CI or any relevant professional Qualification will be an added advantage. A Minimum of three years' experience in internal auditing, of which two should be on supervisory/ management position. Relevant experience in performance audits should be clearly indicated on the CV. Knowledge of Public Finance Management Act, Treasury Regulations and General Accepted Accounting Practices. Good understanding of the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing and Code of Ethics. Ability to work independently and under pressure. Good written and verbal communication. Good Interpersonal relations. Analytical skills. Problem solving, planning, organization and computer literacy. Willingness to travel when required. A valid driver's license. Planning and Organizing skills.  
**Duties:** Provide leadership and direction to sub-ordinates by providing guidance and coaching. Assist in development of the three year rolling strategic plan and annual operational plans. Manage, co-ordinate and monitor internal audit projects as per the approved three year rolling strategic plan and an annual operational plan. Assist in Development of project plans for execution of the operational plan. Assist in Determination of resource requirements to achieve engagement objectives. Overall management including financial management, and human resource management. Planning and co-ordination of work within the sub-programme. Compile comprehensive audit reports for presentation to client management and also provide oral or written presentations to management on outcomes of audit. Assist in Conducting performance evaluation and identification of training requirement for staff. Liaise with other government departments and relevant stakeholders. Quarterly reporting to the audit committee. Manage staff compliance to the Institute of Internal Auditors' standards and code ethics. Compile quarterly performance reports for the unit. Manage the provision of support to other assurance service providers to prevent duplication of efforts. Review work of Assistant Directors.

**DEPUTY DIRECTOR: MARKETING & COMMUNICATIONS [1 POST]**  
**Salary:** R733 257 p.a. All-inclusive MMS package that must be structured according to the MMS dispensation.  
**Centre:** Provincial Office: [Nelspruit/Mbombela]  
**Ref:** DSD/ January /Provincial/21/10  
**Requirements:** Bachelor's degree or Diploma in Communications or Marketing. 3-5 years' experience in the strategic communications, Government communications or other related field. Proven strong writing, editing and other journalistic skills. Leadership abilities and strong people skills. Ability to work under pressure and meet deadlines. Managerial and organizational experience. Understanding of and commitment to Government objectives, policies and programmes.  
**Duties:** Develop and implement communication strategies and plans. Advice on communication implications and opportunities arising from key policies and programmes. Strengthen the department communication system through facilitating the sectional communication forum, communication cluster and other mechanisms to improve co-ordination, integration and delivery on Departmental communication priorities. Facilitate communication induction and capacity building programmes. Assist and advice Departmental communication strategies. Build effective proactive and reactive media relations by developing and implementing media strategies, plans and media relations programmes. Develop the communication programme and events diary on an ongoing basis. Develop and implement communication campaigns and projects. Research and gather information for communication purposes. Write and edit media and news releases, speeches, opinion pieces and copy for the media, departmental and provincial publications. Assist with human resources management, procurement, financial management, reporting and implementation of other internal policies. Manage all aspects of marketing, branding, advertising event and media liaison. Facilitate delivery of the internal communication functions.

**ASSISTANT MANAGER COMMUNITY DEVELOPMENT GRADE 1 [1 POST]**  
**Salary:** R486 735 p.a.  
**Centre:** Mkhondo Sub-district Office  
**Ref:** DSD/ January /Mkhondo/21/11  
**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 behavior, 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.  
**Duties:** Coordinate the identification, facilitation, and implementation of integrated development interventions in partnership with other relevant stakeholders, through efficient, effective and economical utilization of resources. 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.

**SOCIAL WORK SUPERVISOR GRADE 1: VICTIM EMPOWERMENT PROGRAMME [1 POST]**  
**Salary:** R384 228 p.a.  
**Centre:** Ehlanzeni District [Nelspruit/Mbombela]  
**Ref:** DSD/ January /Nelspruit/21/12  
**Requirements:** An appropriate Bachelor's Degree in Social Work. Registration with the South African Council for Social Service Professions as a Social Worker. A minimum of 7 years' appropriate experience in social work, after registration as a Social Worker with the SACSSP and a valid driver's license.  
**Duties:** Ensure that social work services with regard to 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.

**ASSISTANT DIRECTOR: OFFICE OF THE HOD [1 POST]**  
**Salary:** R376 596 p.a.  
**Centre:** Provincial Office [Nelspruit/Mbombela]  
**Ref:** DSD/ January /Provincial/21/13  
**Duties:** A Bachelor's Degree / Diploma and or equivalent qualification in Administration plus three to five years' relevant experience. Extensive experience and comprehensive knowledge of administrative aspects. Sound knowledge of the Public Service Act, Labour Relations Act, PFMA and other applicable prescripts. Advanced Computer literacy in MS Package and project management. Ability to work long hours and under pressure.  
**Duties:** Ensure effective and efficient management of Office of the HOD. Ensure proper management of confidential documents and maintain a filing system in the Office of the HOD. Manage the correspondence and document flow. Manage the diary of the HOD. Manage official trips and accommodation requirements of the HOD. Act as Secretary in HOD's meetings / workshops and record proceedings. Arrange logistics for meetings of the HOD. Manage the performance of staff reporting in the HOD's office. Manage the assets in the Office of the HOD.

**ASSISTANT DIRECTOR: SALARY ADMINISTRATION [1 POST]**  
**SALARY:** R376 596 p.a.  
**CENTRE:** Provincial Office [Nelspruit]  
**Ref:** DSD/ January /Provincial/21/14  
**Requirements:** An appropriate 3-year Degree/Diploma or equivalent qualification (NQF Level 6) in Financial Management plus 5-7 years' experience in salary administration (payroll) 2-3 years' proven supervisory experience. Excellent knowledge of PERSAL and Vulindlela. Knowledge and understanding of PFMA and Treasury Regulations. Analytical skills. Problem solving skills. Communication skills. Computer skills. Interpersonal relations and team work skills.  
**Duties:** Lead and manage Salary (Payroll) Office. Ensure adherence to relevant policies and procedures. Perform function of PERSAL Salary Controller. Manage salary payments: Monitor that all salary payments have correct documentation, are correctly calculated, approved by relevant stake holders, authorized and captured e.g.: Pro-rata bonus, leave, overtime, etc. Manage and ensure that all deductions are correctly paid to third parties and ensure that schedules are sent to all third parties. Manage and ensure that all payrolls are distributed on time to Pay-point Custodians to avoid late return by them and to meet the requirements of PFMA and Audit queries. Manage and ensure that Salary related suspense accounts are done monthly. Facilitate the payments of all debts owed to the Department. Manage Tax Reconciliation Returns. Responsible for bi-annual IRP501 reconciliations and filings. Manage the administration of IRP5 accumulations. Manage and ensure that all users of PERSAL in the Salary Section are allocated functions and registered. Approval/Authorization of PERSAL transactions. Monthly reconciliation and filing of EMP201's. Administration regarding A88 deductions. Run monthly, quarterly and annual reports related to Salary Administration. Reconciliation of assigned general ledger accounts at preparing correcting journals. Oversee management of related salary payments. Respond to internal and external audit queries. Manage the performance of the Unit which involves coaching, mentoring and take corrective action where required. Develop performance standards and evaluate team and individuals. Monitor staff regarding human resource such as leave and grievances. Compile the work plans for the Section.

**ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT [1 POST]**  
**Salary:** R376 596 p.a.  
**Centre:** Ehlanzeni District Office [Nelspruit/Mbombela]  
**Ref:** DSD/ January /Nelspruit/21/15  
**Requirements:** An appropriate National Diploma in Human Resource or equivalent qualification, plus a minimum of three (3) years' experience in Human Resource at a management level responsible for staff supervision, Recruitment, Selection and other administrative duties. Intermediate advance level of computer literacy. Good verbal and written communication skills. Logical and innovative thinking abilities and leadership skills. Ability to work independently and under pressure. Extensive knowledge of PERSAL supported by relevant course certificates. Extensive experience in staff supervision and discipline. A good understanding and functional knowledge of the Public Service Act and regulations, Basic Conditions of Employment and Employment Equity Act, Performance Management Development System, PFMA and Treasury Regulations.  
**Duties:** Supervise and train subordinates to ensure a high level of service delivery. Ensure effective implementation of Human Resource policies and prescripts. Ensure effective implementation of service conditions and benefits. Perform the functions of the PERSAL Controller. Overall control of service benefits. Coordinate, supervise and ensure implementation of the Personnel Management and Development System. Ensure an effective recruitment and selection process. Compile Human Resource reports. Manage conflict and maintain discipline in the section. Manage and ensure that effective HR processes are implemented.

**ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT [1 POST]**  
**Salary:** R376 596 p.a.  
**Centre:** Nkangala District Office [Emalahleni]  
**Ref:** DSD/ January /Emalahleni/21/16  
**Requirements:** An appropriate three-year tertiary qualification in Finance, coupled with extensive knowledge and three years (3) experience in supply chain management in the public service. Knowledge of the PFMA, Treasury Regulations and Supply Chain Policies and Guidelines. BAS, PERSAL and LOGIS will be an added advantage. Sound organizing, planning and presentation skills. Be able to work independently, as well as in teams. Computer literacy, particularly in Excel. Good verbal and written communication skills. Understanding of basic principles of communication skills. Understanding of basic principles of commercial law and contract management. Ability to work under pressure and solve complex supply chain management problems. A valid driver's license and must be willing to travel  
**Duties:** Conduct needs assessments to ensure that goods and services are acquired in line with service delivery needs. Determine specifications, link requirements to budget and analyze the supply industry. Report to the Deputy Director: Demand Management and assist with managing the performance of the sub directorate with regard to strategic planning, human and financial resource management.

**COMMUNITY DEVELOPMENT SUPERVISOR: GRADE 1 [05 POSTS]**  
**SALARY:** R363 801 p.a.  
**Centre:** Victor Khanye Sub-district Office  
**Ref:** DSD/ January /Victor Khanye/21/17  
**Centre:** Dr JS Moroka Sub-district Office  
**Ref:** DSD/ January /JS Moroka/21/18  
**Centre:** Govan Mbeki Sub-district Office  
**Ref:** DSD/ January /Govan Mbeki/21/19  
**Centre:** Emalahleni Sub-district [Witbank Office]  
**Ref:** DSD/ January /Emalahleni/21/20  
**Centre:** Ehlanzeni District: Thaba Chweu Sub-district  
**Ref:** DSD/ January /Thaba Chweu/21/21  
**Requirements:** Appropriate three-year qualification. A minimum of 7 years' recognizable experience in Community Development after obtaining the required qualification. Knowledge and understanding of human behavior, 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.  
**Competencies:** Knowledge and understanding of the PFMA, Treasury Regulations, Financial Management, etc. A valid driver's license. Computer literacy. Prepared to work under pressure.  
**Duties:** 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 service providers 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.

**PROFESSIONAL NURSING (PN-A2) [GENERAL NURSING]**  
**Salary:** R278 053 p.a. [Plus uniform allowance]  
**Centre:** Hendrina Secure Care Centre  
**Ref:** DSD/ January /Hendrina/21/22  
**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) - Attach your Certificate of Service if there is 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 regulations 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 a shift leader in Unit (where necessary).

**STATE ACCOUNTANT: BUDGETING & REPORTING [1 POST]**  
**Salary:** R257 508 p.a.  
**Centre:** Nkangala District [Emalahleni]  
**Ref:** DSD/ January /Emalahleni/21/23  
**Requirements:** An appropriate National Diploma or Bachelor's Degree in Accounting or relevant qualification, plus experience in Financial Accounting or Grade 12 plus 2 to 3 years' experience in Financial Accounting. Knowledge and understanding of the PFMA and Treasury Regulations. Knowledge and understanding of BAS and LOGIS Systems as well as cash flow management. Computer literacy in MS Packages [certificate of 120 credits or more]  
**Competencies:** Good verbal and written communication skills. Ability to work in a team and under pressure. Good interpersonal skills and able to mentor staff. Good Planning and Organizational skills.  
**Duties:** Monitor and verify all payments received for correct source documents. Ensure reconciliation of creditors' payments on a monthly basis. Authorize payments (BAS and LOGIS) according to financial delegation. Attend to queries regarding payments. Verify batch control and ensure all payments are recorded and kept in a safe place. Manage the Petty Cash for the district.

**ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT [01 POST]**  
**Salary:** R257 508 p.a.  
**Centre:** Nkangala District [Emalahleni]  
**Ref:** DSD/ January /Emalahleni/21/24  
**Requirements:** A National Diploma or Degree in Finance coupled with knowledge and experience in Supply Chain Management in the public service. Knowledge of the PFMA, Treasury Regulations, PPPFA, Supply Chain Management policies and guidelines and Public Service Act and Regulations. Knowledge of financial systems i.e.: BAS, PERSAL and LOGIS will be an added advantage. Sound organizing, planning and presentation skills. Be able to work independently, as well as in teams. Computer literacy, particularly in Excel. Good verbal and written communication skills. Understanding of basic principles of commercial law and contract management. Ability to work under pressure and solve complex supply chain management problems.  
**Duties:** Re-print of vouchers. Monitor and conduct LOGIS/ BAS reconciliation and produce regular management reports. Investigate and clear exceptional transactions on commitment orders issued and interface transactions. Activate payment in line with deliveries.

**ADMINISTRATIVE OFFICER [02 POSTS]**  
**Salary:** R257 508 p.a.  
**Centre:** Nkomazi Sub-district Office  
**Ref:** DSD/ January /Nkomazi/21/25  
**Centre:** Bushuckridge Sub-district [Thulamahashe Office]  
**Ref:** DSD/ January /Thulamahashe/21/26  
**Requirements:** A relevant Diploma or a Grade 12 with at least 3 years' proven administrative experience. Computer literacy certificate [120 credits or more]. Good communications skills [verbal and written]. Logical and innovative thinking abilities and leadership skills. Ability to work independently and under pressure. Good interpersonal and report writing skills.  
**Duties:** Provide general administrative support to administrative staff at sub-district and branch office level. Supervise staff in the sub-district and branch office. Perform leadership functions and give guidance and advice to staff. Maintain proper records of all correspondence through a credible and regularly updated filing system. Provide infrastructural support to the sub-district and branch office personnel.

**ADMINISTRATIVE OFFICER [FLEET MANAGEMENT] [1 POST]**  
**Salary:** R257 508 p.a.  
**Centre:** Nkangala District Office [Emalahleni]  
**Ref:** DSD/ January /Emalahleni/21/27  
**Requirements:** An appropriate national Diploma in Transport Management plus sufficient experience in Transport Management or Grade 12 plus 2 to 3 years' experience in Transport Management. Knowledge and understanding of the PFMA, and Treasury Regulations. Computer literacy certificate [120 credits or more]. A valid driver's license.  
**Duties:** Coordinate, control and manage all government vehicles at institutional level. Monitor the implementation of the Transport policy. Provide day to day management of all vehicles. Plan weekly and monthly vehicle use in line with priorities and service delivery aims. Provide input into the Institutional budget. Ensure that vehicle log sheets are kept accurately. Keep vehicles maintenance schedules.

**TRANSPORT OFFICER [1 POST]**  
**Salary:** R257 508 p.a.  
**Centre:** Ehlanzeni District Office [Swartfontein t/c]  
**Ref:** DSD/ January /Swartfontein/21/28  
**Requirements:** An appropriate national Diploma in Transport Management, plus sufficient experience in Transport Management or Grade 12, plus 2 to 3 years' experience in Transport Management. Knowledge and understanding of the PFMA, and Treasury Regulations. Computer literacy certificate [120 credits or more]. A valid driver's license.  
**Duties:** Coordinate, control and manage all government vehicles at institutional level. Monitor the implementation of the Transport policy. Provide day to day management of all vehicles. Plan weekly and monthly vehicle use in line with priorities and service delivery aims. Provide input into the Institutional budget. Ensure that vehicle log sheets are kept accurately. Keep vehicles maintenance schedules.

**INTERNAL AUDITOR [1 POST]**  
**Salary:** R257 508 p.a.  
**Centre:** Provincial Office [Nelspruit/Mbombela]  
**Ref:** DSD/ January /Provincial/21/29  
**Requirements:** A three-year National Diploma/Degree in Internal Auditing or equivalent qualification. 1-2 years internal or external audit experience. Knowledge of accounting, auditing, service delivery concepts, techniques, terminology and procedures used in the department, government policies and regulations and standards of Institute of Internal auditors. Knowledge of audit software; Teammate will be an added advantage. Computer Literacy in MS Packages. Good communication skills [verbal & written], good planning, organizing and analytical skills. Good negotiation and problem solving skills/ conflict management skills. Ability to gather relevant information through interviews and analytical review documents. Must be prepared to travel, work irregular hours and under pressure. A valid driver's license will be an added advantage.  
**Duties:** Timeous and accurate completion of compliance/performance audits as per the annual plan. Implement audit coverage plans linked to the identified risks. Work as a team on audit assignments to ensure that objectives are attained. Ensure that audit work conforms to the Institute of Internal Audit [IIA] Standards and other guidelines/procedures set by the Department. Execute audit working papers/audit evidence work performed, ensuring that objectives of the audit are met. Assist Audit supervisor with the drafting of summary audit reports to management and audit committee or other stakeholders.

**PERSONNEL PRACTITIONER [1 POST]**  
**Salary:** R257 508 p.a.  
**Centre:** Nkangala District Office [Emalahleni]  
**Ref:** DSD/ January /Emalahleni/21/30  
**Requirements:** An appropriate three-year tertiary qualification in Human Resource Management or equivalent qualification and relevant experience in the field of Human Resource Management. Computer literacy (MS Word and MS Excel). Good written and verbal communication skills and ability to work in a team and under pressure. Ability to prioritize urgent matters and deal with confidential matters. Knowledge of PERSAL and experience in administering appointments, service terminations, probation establishment, leave, housing and injury on duty will be an added advantage. Ability to interpret and implement policies. A valid driver's license.  
**Duties:** Participate in the implementation of recruitment and selection processes. Prepare memoranda for appointments, transfers and service terminations, etc. Confirm probations. Maintain the HR information and record system. Implement appointments on PERSAL. Administer and implement the Personnel Management and Development System. Administer injuries on duty in the district. Supervise staff. Revise transactions on PERSAL.

**COMMUNITY DEVELOPMENT PRACTITIONER**  
**Salary:** R217 659 p.a.  
**Centre:** Ehlanzeni District: Umjindi Sub-district  
**Ref:** DSD/ January /Umjindi/21/31  
**Requirements:** An appropriate 3-year Bachelor's degree or Diploma with 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.  
**Duties:** Identify and facilitate the implementation of integrated development interventions in partnership with the community and 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 (e.g. in Department, Provinces, and NOCs). 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.

**ADMINISTRATIVE CLERK [1 POST]**  
**Salary:** R173 703  
**Centre:** Bushuckridge Sub-district [Agincourt]  
**Ref:** DSD/ January /Agincourt/21/32  
**Requirements:** Grade 12/Matric or equivalent qualification. Computer literacy certificate of 120 credits and above. 1-2 years' experience in office administration. Good communication skills [written and verbal]. Logical and innovative thinking abilities. Ability to work in a team and under pressure. Maintain confidentiality. Experience in office administrative work will be an added advantage.  
**Duties:** Provide administrative support services within the component/unit. Assist with the coordination of information, reports and administrative logistics. Open files and keep database of files and clients, as well as information management. File documents and maintain good records keeping system.

**CHILD AND YOUTH CARE TEAM LEADER GRADE 1 [1 POSTS]**  
**SALARY:** R157 245 p.a.  
**CENTRE:** Hendrina Secure Care Centre  
**Ref:** DSD/January/Hendrina Secure Care Centre/21/33  
**Requirements:** An appropriate recognised NQF Level 4 Child and Youth Care Worker Certificate or (Grade 12) or relevant experience in the Child and Youth Care environment. A minimum of 7 years' appropriate experience in Child and Youth Care Work after obtaining the required qualifications. Knowledge of Minimum Standards, Performance Management System, Child Care Act, Batho Pele Principles, administrative procedures and new development and methodologies in Child and Youth Care Work. Registration with the SA Council for Social Service Professionals.  
**Duties:** Serve as a team leader for Child and Youth Care Workers during a shift. 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, developmental and therapeutic programmes. Oversee basic life space work. Undertake inspections during a shift and report on incidents and problems identified. Perform administrative work relevant to the job. Oversee the completion of daily registers e.g. log books, medication registers, incident reports etc. Ensure that attendance registers are signed and kept up to date. Perform all the clerical functions required by the job. Assist with the care of children as the need arises.

**CHILD AND YOUTH CARE WORKER GRADE 1 [3 POSTS]**  
**SALARY:** R140 958 p.a.  
**CENTRE:** Leseding VEP Centre (1x Post)  
**Ref:** DSD/January/Leseding/21/34  
**CENTRE:** Hendrina Secure Care Centre (2x Posts)  
**Ref:** DSD/January/Hendrina Secure Care Centre/21/35  
**Requirements:** An appropriate recognised NQF Level 4 Child and Youth Care Worker Certificate or (Grade 12) or relevant experience in the Child and Youth Care environment. The ability to mentor children and youth with maturity, patience and sensitivity. The ability to intervene and resolve conflict. Knowledge of the rules and procedures of the care centre. Willingness to work shifts, including weekends and public holidays. Registration with the SA Council for Social Service Professionals.  
**Duties:** Receive children and youth beneficiaries into the care facility after admission. Ensure that children and youth beneficiaries receive medical services. Assist with the implementation of planned activities, development and therapeutic programmes. Engage in basic life space work to promote the development and care of children and youth. Perform administrative work relevant to the job.

**SOCIAL AUXILIARY WORKER: GRADE 1 [1 POST]**  
**Salary:** R148 215 p.a.  
**Centre:** Govan Mbeki Sub-district  
**Ref:** DSD/ January /Govan Mbeki/21/36  
**Requirements:** Grade 12/Matric or equivalent qualification. Registration with the council [SACSSP] as a Social Auxiliary Worker. Demonstrate basic understanding of the South African Social Welfare context, the policy and practice of developmental social welfare services and the role of Social Auxiliary worker within this context. Define and demonstrate understanding of the purpose of social auxiliary work and the role and functions of a Social Auxiliary worker in relation to a social worker within the South African context. Consistently reflect the values and principles contained in the Bill of Rights and the social work profession's Code of Ethics in service delivery, as a social auxiliary worker.  
**Duties:** Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes. Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form. Keep abreast with new developments in the social work and social services field. Perform administrative support functions in support of social workers, as required of the job.

**CLEANERS [16 POSTS]**  
**Salary:** R102 534 p.a.  
**Centre:** Bushuckridge Sub-district: Hluvukeni Office [1 post]  
**Ref:** DSD/ January /Hluvukeni/21/37  
**Centre:** Thaba chweu Sub-district Office [1 post]  
**Ref:** DSD/ January /Thabachweu/21/38  
**Centre:** Bushuckridge Sub-district: Agincourt Office [1 post]  
**Ref:** DSD/ January /Agincourt/21/39  
**Centre:** Bushuckridge Sub-district: Acornhoek [Commodate Office [1 post]  
**Ref:** DSD/ January /Acornhoek/21/40  
**Centre:** Bushuckridge Sub-district: Thulamahashe Office [2 posts]  
**Ref:** DSD/ January /Thulamahashe/21/41  
**Centre:** Bushuckridge Sub-district: Thulamahashe Children's Home [2 posts]  
**Ref:** DSD/ January /Thulamahashe/21/42  
**Centre:** Bushuckridge Sub-district: Maviljan office  
**Ref:** DSD/ January /Maviljan/21/43  
**Centre:** Chief Albert Luthuli Sub-district: Mayflower Office  
**Ref:** DSD/ January /Mayflower/21/44  
**Centre:** Chief Albert Luthuli Sub-district: Elukwatini Office  
**Ref:** DSD/ January /Elukwatini/21/45  
**Centre:** Steve Tshepo Sub-district: Hendrina office  
**Ref:** DSD/ January /Hendrina/21/46  
**Centre:** Ehlanzeni District: Mbombela Sub-district Office  
**Ref:** DSD/ January /Mbombela/21/47  
**Centre:** Mbombela Sub-district: Swartfontein Treatment Centre [3 posts]  
**Ref:** DSD/ January /Swartfontein/21/48  
**Requirements:** Grade 10/ABET level 3 and a 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. Provide both cleaning and gardening duties in the office of appointment. Clean government vehicles allocated to the office both inside and outside. Prioritize work and serve refreshments to clients and officials during meetings. Be able to prioritize work and keep equipment clean and in a good working condition. Safe keeping of household, gardening equipment as well as crockery and cutlery in the kitchen.

**GENERAL ASSISTANTS: [03 POSTS]**  
**Salary:** R102 534 p.a.  
**Centre:** Thulamahashe Childrens Home [2 posts]  
**Ref:** DSD/ January /Thulamahashe/21/49  
**Centre:** Thaba Chweu Sub-district: Mashishing Office [1 post]  
**Ref:** DSD/ January /Mashishing/21/50  
**Requirements:** Grade 10/ABET level 3 and a relevant experience as a general assistant/cleaning services. Ability to work under pressure and remain focused towards productivity. Basic knowledge on utilization of cleaning and gardening equipment will be an added advantage.  
**Duties:** Provide a clean and conducive working environment both inside and outside the offices. Provide both cleaning and gardening duties in the office of appointment. Clean government vehicles allocated to the office both inside and outside. Prioritize work and serve refreshments to clients and officials during meetings. Be able to prioritize work and keep equipment clean and in a good working condition. Safe keeping of household, gardening equipment as well as crockery and cutlery in the kitchen.

**Applications may be posted to: The Deputy Director General: Department of Social Development, Private Bag 111213, Nelspruit, 1200, OR hand-delivered to: Department of Social Development offices: No 3 Government Boulevard Riverside Park, Son Joy Building West block, first floor (next to Ennotweni Sun hotel) - No faxed or emailed applications will be considered.**

**Enquiries: Ms. Pretty Sibande: Telephone No: 013 766 3320 / Mr. Bessy Thabethe: Telephone No: 013 766 3146.**

