



## social development

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



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# CHIEF DIRECTORATE: CORPORATE SERVICES

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Inception Date: 25/11/2021

## ADVERTISEMENT: DEPARTMENT OF SOCIAL DEVELOPMENT CIRCULAR NO: 9

The North West Department of Social Development is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

**Note:** Applications must be accompanied by fully completed NEW Z83 Employment Form (81/971431) obtainable from any Public Service Department and accessible on the DPSA website, [www.dpsa.gov.za](http://www.dpsa.gov.za). The new Z83 Form must be fully completed in all areas, signed and dated, and a recent updated Comprehensive CV with at least names of three (3) referees with current contact details, copies of all qualification(s) including Senior Certificate or Matric, and ID-document/national identity card. Applicants must submit copies of qualifications, identity document and driver's license (where applicable) and any other relevant documents. Such copies **need not** be certified when applying for a post. The communication from the HR of the department regarding the requirement for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in the application not being considered for selection. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by copies of academic record/ transcript(s). Candidates must indicate the post number/reference number on the application form. Candidates requiring additional information regarding an advertised post must direct their enquiries to the person reflected as enquiry 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 accepted. The Shortlisted Candidates will be subjected to the Personnel suitability check. Incomplete applications will not be considered. Acknowledgement of receipt of applications will not be done. We will only communicate with candidates to be invited for interviews. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Advertised positions may also be accessed on the North West Department of Social Development website. [www.dsd.gov.za](http://www.dsd.gov.za). The Department reserves the right not to make appointments, if you do not hear from the Department three months from the date of the advertisement consider your application unsuccessful. Previous employment records will be verified. All appointments are subjected to a positive qualifications verification as well as security clearance and vetting.



**APPLICATIONS SHOULD BE ADDRESSED TO THE FOLLOWING ADDRESS:**

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

Dr Kenneth Kaunda District, Department of Social Development, Private Bag x 5059, Klerksdorp, 2750 or hand delivered at Jade Square Building, cnr OR Tambo and Margrietta Prinsloo Street, Klerksdorp for Attention Mr M Hlasa.

**All posts attached to BOJANALA DISTRICT should be addressed to:**

Bojanala District, Department of Social Development, Private Bag x 82106, Rustenburg, 0300 or hand delivered at Office number 12, Kgwebo Drive, Mabe Office Park, and Rustenburg for Attention Ms S Molefi.

**All posts attached to Dr RSM DISTRICT should be addressed to:**

The Assistant Director: Human Capital Management. 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 H Armstrong.

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

The Assistant Director: Human Capital Management. 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 I Modise.

**Note: Applicants that applied for the previously advertised posts for GBV Combat Activists Salary Level 4 are encouraged to reapply for GBV Activist Salary Level 3.**

**Closing Date: 13 December 2021 @ 16H30**

<b>Chief Directorate</b>	<b>DISTRICT AND INSTITUTIONAL SUPPORT MANAGEMENT</b>
<b>Directorate</b>	<b>ALL DISTRICT OFFICES</b>
<b>Post</b>	<b>Gender Based Violence Combat District Coordinator x 4 (12 Months Contract)</b>
<b>Level</b>	<b>9</b>
<b>Salary Notch</b>	<b>R 376 596 p.a</b>
<b>Centre</b>	<b>Bojanala District, Ngaka Modiri Molema District, Dr RSM District and Dr KK District (One per District)</b>
<b>Ref No</b>	<b>SD/36/09/2021</b>
<b>Requirements</b>	A Degree in Social Science or equivalent. At least two to three years of work experience in programme administration or other related fields; work experience in the development setting (NGO) is a plus. A Valid driver's license.
<b>COMPETENCIES</b>	Knowledge of relevant policies, regulations and guidelines. Best office practice. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge of working procedures in terms of the working environment. Experience in Human Rights, Gender and Reproductive Rights. Experience of problem solving. Strong respect for confidentiality. Ability to work at own initiative to build on and develop the job, combined with the ability to work effectively as part of a team. Demonstrated ability to set and achieve objectives and deadlines. Excellent interpersonal and verbal / written communication skills in order to deal tactfully and sensitively with a wide range of people in a large organisation, very often at a distance. Highly organised, with good attention to detail and developed ability to prioritise multiple tasks to meet tight deadlines and organise work. Proven attention to detail and ability to effectively manage a high volume of data and information. Proven experience of using MS office application (Word, Excel, Access and PowerPoint). Strong customer servicing skills. Willingness and ability to travel in the area of operation as needed.
<b>Duties</b>	Conduct community meetings with traditional leaders, local municipalities, and other relevant stakeholders to address the link

	<p>between social, cultural, and economic factors that perpetuate gender-based violence. Act as a feeder to service points (ward based information on GBV, femicide and activist planned programme). Provide reports done (monthly, quarterly and weekly reports). Plan and Coordinate the Information, Education &amp; Communication programme (IEC) in support of the provincial GBV Programme and National Strategic Plan on GBV&amp; F. Work jointly with Social Development ward team members to conduct community need assessment.</p>
<b>Enquiries</b>	<b>Ms Dolly Itumeleng</b> <b>Tel. No: 018 388 1693</b>
<b>Closing Date</b>	<b>13 December 2021</b>

<b>Chief Directorate</b>	<b>DISTRICT AND INSTITUTIONAL SUPPORT MANAGEMENT</b>
<b>Directorate</b>	<b>ALL DISTRICT OFFICES</b>
<b>Post</b>	<b>Gender Based Violence Combat Service Coordinator x 18 (12 Months Contract)</b>
<b>Level</b>	<b>5</b>
<b>Salary</b>	<b>R 173 703 p.a</b>
<b>Centre</b>	<b>Bojanala District, Ngaka Modiri Molema District, Dr RSM District and Dr KK District (One per Service Point)</b>
<b>Ref No</b>	<b>SD/37/09/2021</b>
<b>Requirements</b>	Grade 12. At least 1-2 years' experience applicable to the relevant discipline. Knowledge of relevant policies, regulations and guidelines. Best office practice. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collate statistics. Knowledge of working procedures in terms of the working environment.
<b>Duties</b>	Provide mentoring and coaching to field workers (GBV Combat Activist Coordinator). Act as a feeder to service; (ward based Information on GBV Femicide and activist planned programme). Referral of GBV & Femicide case to responsible units within the Service Point. Stakeholder relations at local level and implement advocacy programmes and liaise with the Service Point on identified cases.
<b>Enquiries</b>	<b>Ms Dolly Itumeleng Tel. No: 018 388 1693</b>
<b>Closing Date</b>	<b>13 December 2021</b>

<b>Chief Directorate</b>	<b>DISTRICT AND INSTITUTIONAL SUPPORT MANAGEMENT</b>
<b>Directorate</b>	<b>ALL DISTRICT OFFICES</b>
<b>Post</b>	<b>Gender Based Violence Combat Activist x 20 Per District (12 Months Contract)</b>
<b>Level</b>	<b>3</b>
<b>Salary</b>	<b>R 122 595 p.a.</b>
<b>Centre</b>	<b>Bojanala District, Ngaka Modiri Molema District, Dr RSM District and Dr KK District (Ward Based Field Workers- 5 per Service Point)</b>
<b>Ref No</b>	<b>SD/36/09/2021</b>
<b>Requirements</b>	Grade 10. At least 1 year of work experience in basic knowledge of the content matter.
<b>Competencies</b>	Knowledge of relevant policies, regulations and guidelines. Best office practice. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collate statistics. Knowledge of working procedures in terms of the working environment.
<b>Duties</b>	Provide reports on statistics of incidents and cases of GBV and femicide which occur in their respective wards. Inform and alert the relevant law enforcement authorities regarding the incidents of cases of GBV and femicide in their respective wards. Track and make follow ups regarding progress on reported cases of GBV and femicide. Conduct Community outreach and advocacy on GBV and femicide.
<b>Enquiries</b>	<b>Ms Dolly Itumeleng</b> <b>Tel. No: 018 388 1693</b>
<b>Closing Date</b>	<b>13 December 2021</b>