

Department of Social Development

Assistant Director: Risk Management

Chief Directorate: HOD Support

Directorate: Risk Management

Salary R444 036 p.a. Level 09

• Ref No: SD/1/8/24/I • Centre: Provincial Head Office

Requirements: • Qualifications: Diploma/Degree in Accounting /Risk Management, Auditing • Knowledge of the relevant legislations such as PFMA, Public Sector Risk Management Framework, King IV Report and Treasury Regulations • A valid Code 08 drivers licence • **Experience:** • 3-5 years in the Risk Management or Auditing.

Competencies: • Knowledge of risk framework, Public Service Regulations and Prescripts, Acts and Legislation, King 111 Report on Corporate Governance, Risk Management System (Barn-owl) and processes • Public Service anticorruption strategies • Quantitative techniques to assess risks • Computer literacy, the ability to compile reports.

Duties: • Assist the supervisor with implementation and maintenance of the Risk Management Strategy and the Risk Management Policy • Assist with the compilation of the operational risk register • Co-ordinate and facilitate Risk Management Workshops • Co-ordinate the activities of the Risk Management Committee and perform secretarial function • Perform any other duties that may be expected from time to time.

Enquiries: Mr M Pule, Tel. (018) 388 2905

Assistant Director: Organizational Development

Chief Directorate: Corporate Services

Directorate: Human Capital Management

Salary: R444 036 p.a. Level 09

• Ref No: SD/1/2/24/I • Centre: Provincial Office

Requirements: • Grade 12 coupled with Bachelor's degree/National Diploma in Management Services/Operations Management/Production Management/Industrial Psychology/Human Resource Management • 3-5 years' experience in Organisational Development and Job evaluation of which two (2) years must be at supervisory level • A valid driver's license.

Duties: • Facilitate the development and implementation of the organizational structure • Provide job evaluation services and implementation of ministerial directives on job grading • Co-ordinate and manage the development of job descriptions • Co-ordinate development of Business Processes • Facilitate the development of Organisational Functionality Assessment and co-ordinate the implementation • Develop/review policies and guidelines with respect to the organisational structure and job evaluations etc • Supervise, guide, train and develop staff.

Enquiries: Mr. I Mokoena, Tel. (018) 388 2257/5153

Professional Nurse x2

Chief Directorate: Districts and Institutional Support Management

Directorate: Social Welfare

Salary R307 473 p.a. Level Grade 1

• Ref No: SD/1/14/24/I • Centre: Khuseleka Crisis Centre, Taung Old Age Home

Requirements: • A qualification that allows for registration with SANC as Professional Nurse • Appropriate or recognisable experience in nursing after registration with the SANC as Professional Nurse and proof of payment of annual fees for current cycle • Be Able to demonstrate understanding of nursing legislation and related legal and ethical nursing practice • Able to implement elementary functions according to the scope of practice.

Duties: • Provision of holistic/comprehensive specialised nursing care • Manage the utilisation of resources effectively • Provision of educational services • Provision of effective support to nursing • Work as part of multidisciplinary team to ensure quality nursing care • Work effectively, cooperatively and amicably with persons of diverse intellectual, cultural, racial or religious groups • Passion to work with elderly persons and people with disability.

Enquiries: Ms P Kgaboesele, Tel No: (018) 388 5719

Service Point Manager

Chief Directorate: Districts and Institutional Management Support

Directorate: Ngaka Modiri Molema District

Salary R1 003 890 p.a. Level 12

• Ref No: SD/1/25/24/I • Centre: Ratlou Service Point

Requirements: • A Grade 12 Certificate • An appropriate recognized Bachelor's degree in Social Work • A minimum of ten (10) years recognizable experience in Social Work • Registration with the SACCP council and proof of payment of annual fees for current cycle • Computer literacy • A valid driver's license.

Duties: • Provide Social Work and Community Development Services are delivered within the Service Points through the promotion of social change, problem solving in human relations and with the care, support, protection and development of vulnerable individual, groups, families and communities through relevant programmes in partnership with stakeholders • Facilitate the development and planning of programmes and interventions to render social work and community development service through the efficient, economical and effective utilization of financial resources • Plan and ensure that social work and community development research, situational analysis and profiling are undertaken to determine interventions in the defined areas • Ensure control of quality of work delivered • Monitor and evaluate services and quality control the work delivered by all staff in the service point • Manage provision of corporate and financial management services in the service point strategic plan, annual performance plan, operational plan and services delivery improvement plan within public service framework • Ensure Performance management, people empowerment and resource management • Ensure effective stakeholder relations management in partnership and collaboration with other departments & non-government institutions.

Enquiries: Ms P Kgaboesele, Tel No: (018) 388 5719

Institution Manager

Chief Directorate: District and Institutional Management Support

Directorate: Ngaka Modiri Molema District

Salary R1 003 890 p.a. Level 12

• Ref No: SD/1/26/24/I • Centre: tsoseng Handicraft Centre

Requirements: • A Bachelor's degree in Social Work • A minimum of ten (10) years' appropriate experience in social work after registration as a social worker with the SACSSP, of which at least five (5) years' should have been at junior management level, i.e. Social work supervisor and facility management • A valid driver's license • Experience in Child and Youth care (secure care environment) will be an added advantage.

Competencies: • Computer literacy • An understanding of social welfare policies and people centered development • Programme and project management skills • Analytical and research skills • Innovative and creative • Communication and negotiation skills • Planning, facilitation and presentation skills • Service delivery improvement planning skills • Executive report-writing skills • Through knowledge of the drug master plan and related policies • A valid driver's license • Provide leadership and management at the institution • Possess in-depth knowledge & experience in facility management.

Duties: • Provide social work services with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities • Facilitate the development and planning of substance abuse programmes and interventions • Control the quality of the work delivered • Plan and ensure that social work research related to substance abuse is undertaken • Monitor and evaluate services • Authorize admission of clients in the institution in line with the admission policy & criteria as prescribed by the relevant policies • Manage and facilitate the implementation of wide range of social service • Ensure implementation of policies, processes and protocols to comply with legislation, as well as norms and standards facilitate for the service delivery planning, management and improvement • Identify risk areas, evaluate and provide corrective measures • Manage provision of corporate and financial management services in the institution • Facilitate and ensure development, implementation, and monitoring of the institution annual performance plan, operational plan, and service delivery improvement plan • Performance management • Ensure effective stakeholder relations management.

Enquiries Ms P Kgaboesele, Tel No: (018) 388 5719

Deputy Director Research Management

Chief Directorate: Corporate Services

Directorate: Strategic Planning Policy Research Monitoring and Evaluation

Salary R849 702 p.a. Level 11

• Ref No: SD/1/27/24/I • Centre: Provincial Office

Requirements: • Grade 12 • A Bachelor's degree in Economic and Management Sciences or Population and Development Studies • Research project will add as an advantage • Five (5) to seven (7) years' experience of (3 years') management experience in the Public Sector • A valid driver's license • Knowledge of the Statistical Package for Social Services (SPSS) and Statistical Analysis System (SAS).

Duties: • Manage the sub directorate • Co-ordinate and monitor social development research projects • Develop multi-year Departmental Evaluation Plan • Develop a Research Agenda for Department • Conduct Departmental Evaluation studies • Compile programme evaluation reports • Manage the sub-directorate's finances and human resources • Manage the implementation of operation plans.

Enquiries: Ms LM Gasealahwe, Tel No: (018) 388 2556/2832

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 improved Z83 Employment Form (81/971431) obtainable from any Public Service Department and accessible on the DPSA website, www.dpsa.gov.za. The improved Z83 Form must be fully complemented in all areas signed and dated, and a recent updated Comprehensive CV with at least names of three (3) referees with current contact details. Should the applicant use incorrect application form for employment (Z83), the application/s will not be considered for selection purposes (disqualified). Applicants should not submit copies/proof/certificates/attachments/driver's license/qualifications on application, only shortlisted candidates for the 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 Qualification Authority (SAQA). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. 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. The Department reserves the right not to make appointments and 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. They must also disclose or inform whether he/she is performing any additional remunerative work outside his/her normal duties.

APPLICATIONS: The Acting Director Human Capital Management, Department of Social Development, Private Bag X6, MMABATHO, 2735, Ground Floor Provident House Building, for Attention Mr L Segole.

Closing Date: 04 October 2024



social development

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