



social development

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



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CORPORATE SERVICES

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ERRATUM

Please be advised that the Job requirements and Duties of the post that appeared on the North West Intranet dated 18 September 2024 have been amended and should read as follows.

ADVERTISEMENT: DEPARTMENT OF SOCIAL DEVELOPMENT CIRCULAR NO: 2 OF 2024/25

POST: ASSISTANT DIRECTOR RECORDS MANAGEMENT: Ref No: SD/ 9/24/I

CHIEF DIRECTORATE: CORPORATE SERVICES

DIRECTORATE: RECORDS AND INFORMATION MANAGEMENT

SALARY: R444 036.00 per annum (Level 09)

CENTRE: PROVINCIAL OFFICE

REQUIREMENTS: A recognized Bachelor's Degree or National Diploma in Records Management or Information Management or Library Services. 3 – 5 years Relevant Management experience in Records Management, of which two (2) must be at supervisory level. A valid driver's license. **DUTIES:** Implementation of Departmental Records Management policy, File Plan and Records Control Schedule. Ensure compliance to Legislation (National Archives and Records Services, Promotion of Access to Information Act Promotion of Administrative Justice Act, PFMA, etc). Manage the Central Registry Services. Develop Document and Records Management Policy. Facilitate implementation of Electronic Document and Records Management System. Monitor compliance to Records Management systems and provide monthly reports. Training of Personnel on Records Management. Ensure functionality of Registry Systems and report non compliance. Conduct records inspections in Head Office and Districts. Manage Records Management for Head Office, Districts.

ENQUIRES: MR S THIPE, Tel No 3882421

THE FOLLOWING POSITIONS HAVE BEEN REVIEWED AND SHOULD READ AS FOLLOWS"

JOB TITLE AND THE JOB REQUIREMENT

POST: HR CLERK SUPERVISOR: CONDITIONS OF SERVICES: Ref No: SD/ 1/14/24/I

REQUIREMENTS: Grade 12 certificate or equivalent. Three to Five (3-5) year's in Human Administration. Peral Certificate.

POST: X2 HR CLERK PRODUCTION: CONDITIONS OF SERVICE: Ref No: SD/ 1/11/24/I

REQUIREMENTS: Grade 12 Certificate or equivalent. No experience is required. Computer Literacy.

POST: DRIVER MESSENGER: Ref No: SD/ 1/19/24/I

EQUIREMENTS: A Grade 10 qualification, Valid Code 08 Driver's license with PDP. No experience.

POST: CLEANER X 27: Ref No: SD/ 1/21/24/II

REQUIREMENTS: Grade 10 or equivalent. Adult education and training. No experience required.

POST: STATE ACCOUNTANT PAYROLL ADMINISTRATION X 2: Ref No: SD/ 1/25/24/I

REQUIREMENTS: Grade 12. A three year Degree or equivalent or 3-5 years appropriate experience

POST: FOOD SERVICE AID X 2: Ref No: SD/ 1/26/24/I

REQUIREMENTS: ABET Certificate (Grade 10). No experience required.

POST: LAUDRY AID: Ref No: SD/ 1/27/24/I

REQUIREMENTS: Grade 10 or equivalent ABET qualification. No experience required.

THE FOLLOWING POSITIONS HAVE BEEN REVIEWED AND SHOULD READ AS FOLLOWS”

POST: PROFESSIONAL NURSE X 2: PNA GR 1 GR 3 Ref No: SD/ 1/13/24/I

SALARY: R307 473.00 – R578 826.00 per annum (OSD)

POST: NURSING ASSISTANT X 3: NA GR 1 – GR 3 Ref No: SD/ 1/15/24/I

SALARY: R165 177.00 – R283 347 per annum (OSD)

THE FOLLOWING POSITIONS HAVE BEEN REVIEWED AND SHOULD READ AS FOLLOWS”

JOB REQUIREMENT

POST: INSTITUTION MANAGER ITSOSENG HANDICRAFT CENTRE: Ref No: SD/1/26/24/I

REQUIREMENTS: A Grade 12 Certificate. An appropriate recognized Bachelor's degree in Social Work / Public Administration / Public Management or appropriate NQF 7 qualifications as recognised by SAQA. A minimum 5 years should be at Junior Management. Those with Social work experience should have registration with the SACCP council and proof of payment of annual fees for current cycle. Social work supervisor, Community Development, working within the social development sector and facility management experience will be added advantage. Valid driver's license. **COMPETENCIES :** Computer literacy. An understanding of social welfare policies and people centred 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.

POST: SERVICE POINT MANAGER RATLOU : Ref No: SD/1/25/24/I

REQUIREMENTS: : A Grade 12 Certificate. An appropriate recognized Bachelor's degree in Social Work / Public Administration / Public Management or appropriate NQF 7 qualifications as recognised by SAQA. A minimum 5 years should be at Junior Management. Those with Social work experience should have registration with the SACCP council and proof of payment of annual fees for current cycle. Social work supervisor, Community Development, working within the social development sector and facility management experience will be added advantage. Computer literacy. Valid driver's license. **DUTIES:** Provide Social Work and Community Development Services 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.

We apologise for any inconvenience caused
