

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF SOCIAL DEVELOPMENT**

<u>APPLICATIONS</u>	:	<p>Applications should be addressed to various institution as per the applicant's need: Provincial Office: Please forward your application quoting the relevant reference number, Department of Social Development, Old Standard Bank Building Private Bag X20616, 14 Charlotte Maxeke & Wesburger Street, Bloemfontein, 9300 or Email to Recruitment@fssocdev.gov.za</p> <p>Tshireletsong Child & Youth Care Centre: Please forward your application quoting the relevant reference number, Department of Social Development, Tshireletsong Child & Youth Care Centre, Phola Park, Next to Legae High School, Bochabela, Bloemfontein,9323 or Email to Recruitment.Tshireletsong@fssocdev.gov.za</p> <p>Thekolohelong Welfare Centre: Please forward your application quoting the relevant reference number, Department of Social Development, Private Bag X850 Witsieshoek 9866 or hand deliver to Department of Social Development 6065 Phatsoane Phuthaditjaba 9866 or Email to Recruitment.Thekolohelong@fssocdev.gov.za</p> <p>Thabo Mofutsanyana District (Bethlehem Office): Department of Social Development, Johan Bignaut Street, Sederhof Building, Bethlehem 9700 or Email to Recruitment.Bethlehem@fssocdev.gov.za</p> <p>Leratong Child & Youth Care Centre: Please forward your application quoting the relevant reference number, Department of Social Development, 1809 Mokhethi Street Phuthaditjaba 9866 or Email to Recruitment.Leratong@fssocdev.gov.za</p> <p>Matete Matches Secure Care Centre: Please forward your application quoting the relevant reference number, Plot 39 Smaldeel Road, Maokeng, 9499 or hand deliver to Department of Social Development, Matete Matches, Plot 39 Smaldeel Road, Maokeng, 9499 or Email to Recruitment.Matete@fssocdev.gov.za</p> <p>Xhariep District: Please forward your application quoting the relevant reference number, Department of Social Development, 15 Dawid Street Trompsburg 9913 or Email to Recruitment.Xhariep@fssocdev.gov.za</p>
<u>CLOSING DATE</u>	:	11 April 2025
<u>NOTE</u>	:	<p>Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Please ensure that the specific reference number is quoted correctly. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply.</p>
OTHER POSTS		
<u>POST 11/61</u>	:	<u>MANAGER: COMMUNITY DEVELOPMENT GRADE 1: REF NO: DSDFS 13/25) (X1 POST)</u>
<u>SALARY</u>	:	R920 082 per annum
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	National Senior Certificate plus appropriate three year tertiary qualification. A minimum of 10 years recognizable experience in Community Development after obtaining the required qualifications. Knowledge of PFMA, Public Service Act, Treasury Regulation and Public Service Regulations. Knowledge of funding policy of the Department of Social Development. Computer literacy. Valid driver's license.

- DUTIES** : Manage the identification, facilitation and implementation of integrated development interventions in partnership with the community and other relevant stakeholders through efficient, effective and economical utilization of resources by the unit/sub directorate. Monitor, interpret and review legislation and policies to determine whether legislation and policies are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts and policies, and develop new policies where required. Manage community development unit/sub directorate 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.
- ENQUIRIES** : Ms W. Direko at 066 487 6191
- POST 11/62** : **SOCIAL WORK MANAGER GRADE 1: REF NO: DSDFS 14/25 (X1 POST)**
- SALARY** : R920 082 per annum
CENTRE : Xhariep District (Smithfield Office)
REQUIREMENTS : An appropriate Bachelor's Degree in Social Work. Registration with the South African Council for Social Service Professions as Social Worker. A Minimum of 10 years appropriate/recognizable experience in Social Work after registration as Social Worker with SACSSP including four years supervisory/middle management experience.
- DUTIES** : Provide a social work service of highest, most advanced and specialized nature within (a) defined area(s) or specialization with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matter that could result in, or stem from, social instability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources. Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilization of human resources. Keep up to date with new developments in the social work and management fields. Perform and or ensure that all the administrative functions required in the unit are performed.
- ENQUIRIES** : Mr T Mjacu at 062 464 8445
- POST 11/63** : **ASSISTANT MANAGER: COMMUNITY DEVELOPMENT GRADE 1: REF NO: DSDFS 15/25 (X1 POST)**
- SALARY** : R570 957 per annum
CENTRE : Thabo Mofutsanyana District (Bethlehem Office)
REQUIREMENTS : National Senior Certificate plus appropriate three-year tertiary qualification. A Minimum of 8 years' recognizable experience in Community Development. Computer literacy. Valid driver's license (Motor Vehicle).
- DUTIES** : Co-ordinate the identification, facilitation and implementation of integrated development interventions in partnership with other relevant stakeholders through the efficient, effective and economical utilisation of resources by the service delivery area(s). Co-ordinate and manage a community development service delivery area(s) to ensure that an efficient and effective community development service is delivered through the proper utilisation 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 including the facilitation of complex community development research.
- ENQUIRIES** : Ms. P Litabe at 066 486 6749
- POST 11/64** : **SOCIAL WORK SUPERVISOR GRADE 1: REF NO: DSDFS 17/25 (X1 POST)**
- SALARY** : R452 667 per annum
CENTRE : Tshireletsong Child & Youth Care Centre
REQUIREMENTS : Appropriate Bachelor's Degree in Social Work. Current Registration with the South African Council for Social Services Professions (SACSSP) as a Social Worker. A minimum of 7 years appropriate experience in Social Work.
- DUTIES** : Render Social work services regarding the care, support, protection and development of vulnerable individuals, groups, families, and communities through the relevant programs. Attend to any other matter that could result in, or stem from, social instability in any form. Supervise and advise social workers, social auxiliary workers and volunteer to ensure an effective social work service. Keep up to date with new developments in the social work and social welfare fields. Supervise all administrative functions required in the unit and undertake the higher levels administrative functions.

ENQUIRIES : Mr M Speelman at 066 487 5955

POST 11/65 : **SOCIAL WORK POLICY DEVELOPER GRADE 1: REF NO: DSDFS 16/25 (X1 POST)**

SALARY : R429 573 – R487 650 per annum
CENTRE : Provincial Office
REQUIREMENTS : Appropriate Bachelor's Degree in Social Work. Current Registration with the South African Council for Social Services Professions (SACSSP). A minimum of 8 years' experience in Social Work.

DUTIES : Develop, implement and maintain social work policies: monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements; Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required, including costing the policies; Develop programmes to implement the relevant policies. Keep up to date with new developments in the social work field, study professional journals and publications to ensure that cognizance is taken of new developments; Monitor and study the social services legal and policy framework continuously; Liaise/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognizance of the latest developments in the relevant fields; Engage in continuous professional development activities as prescribed; Research and development, Perform the administrative functions required in the unit.

ENQUIRIES : Ms M Jafta at 066 487 6135

POST 11/66 : **PROFESSIONAL NURSE GRADE 2 (GENERAL NURSING – PN-A3) REF NO: DSD 18/25 (X1 POST)**

SALARY : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum
CENTRE : Thekolohelong Welfare Centre
REQUIREMENTS : Appropriate National Diploma/Degree in Nursing. Current registration with the South African Nursing Council. Candidates are expected to have the recognizable applicable experience as determined by the OSD in terms of the different grades. Know nursing care processes and procedures, nursing statutes and other applicable legislations. The candidate must have good communication skills, both verbal and written and able to work in a team. Candidate must have good ethical practice and a caring attitude. Manage workplace discipline and have an in-depth knowledge and understanding of Batho-Pele principles. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Demonstrate a basic understanding of Human Resource and Financial policies and practices. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.

DUTIES : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.

ENQUIRIES : Ms Jikeka Tel No: 066 485 9596

POST 11/67 : **CHILD & YOUTH CARE WORKER TEAM LEADER GRADE 1 REF NO: DSDFS 19/25 (X1 POST)**

SALARY : R184 455 per annum
CENTRE : Matete Matches Secure Care Centre
REQUIREMENTS : Grade 12/National Certificate (Vocational). Registered with the South African Council for Social Services Professions (SACSSP) as a registered Child and Youth Care Worker. A minimum of 7 years appropriate experience in Child and Youth Care Work after obtaining the require qualification.

DUTIES : Serve as a team leader for Child and Youth care worker during a shift. Undertake inspections during a shift and report on incidents Serve as a team leader for Child and Youth care Worker during a shift. Undertake inspections during a shift and report on incidents and problems identified. Perform administrative work relevant to the job. Assist with the care of children as the need arise.

ENQUIRIES : Ms N Ramokhele at 062 520 3377

<u>POST 11/68</u>	:	<u>CHILD AND YOUTH CARE WORKER GRADE 1 (X3 POSTS)</u>
<u>SALARY</u>	:	R174 711 per annum, (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)
<u>CENTRE</u>	:	Tshireletsong Child & Youth Care Centre Ref No: DSDFS 20/25 (X2 Posts) Leratong Child & Youth Care Centre Ref No: DSDFS 21/25 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate recognized NQF level 4 (grade 12). FET level 4 will be an added advantage. Relevant qualification that allows for registration with the South African Council for Social Service Professions (SACSSP); Registration with the SACSSP as a registered Child and Youth Care Worker.
<u>DUTIES</u>	:	Receive children and youth to the care facility after admission. Ensure that children/youth receive medical services. Assist with the implementation of planned activities, developmental 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.
<u>ENQUIRIES</u>	:	Tshireletsong Child & Youth Care Centre: Mr. M Speelman at 066 487 5955 Leratong Child & Youth Care Center: Ms. T Nhlapo at 066 485 9783