

## DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 08 September 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

### OTHER POSTS

- POST 29/195** : **MANAGER EDUCATION: EDUCATION (VREDELUS IN ELSIES RIVER)**  
**REF NO: DSD 46/2024 R1**

- SALARY** : R468 459 - R561 894 per annum (Level 09)
- CENTRE** : Department of Social Development Western Cape Government
- REQUIREMENTS** : An appropriate 4-year tertiary qualification (or higher qualification) in Education; Registration with SACE; A minimum of 5 years' experience as an Educator. Competencies: Knowledge of the following: Applicable policies and procedures; Public Service procedure; People Management Practices; Employee relations; Ability to interpret and apply policies and procedures. Skills needed: Planning; Presentation and facilitation; Communication (Written and verbal); Proven computer literacy; People management and empowerment; Information and Knowledge Management; Service delivery innovation; Problem solving and analysis.

- DUTIES** : Ensure effective implementation of educational programmes at facilities in accordance to curriculum requirements and departmental legislation; Manage the implementation of the education programme suitable to meet learning needs of at-risk learner; Ensure safety and disciplinary measures within the education environment; Participate in daily, weekly, quarterly and annual safety and security measures and procedures; People management and development; Administer the people management policy to the education team – leave management and administration, employee management; Effective operational planning and execution; Management of resources, monthly reports, statistics, registration with SACE, self-development; It will be advantageous to have experience as a manager in the Education sector.

- ENQUIRIES** : Mr M Benting Tel No: (021) 931 0236

- POST 29/196** : **ASSISTANT DIRECTOR: BUDGETING AND PLANNING REF NO: DSD 55/2025**

- SALARY** : R468 459 - R561 894 per annum (Level 09)
- CENTRE** : Department of Social Development Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years relevant supervisory experience. Competencies: Knowledge of relevant legislation and policies; Skills needed: Applying expertise and technology; Analysing; Deciding and initiating action; Delivering results and meeting customer expectations; Following instructions and procedures; Coping with pressures and setbacks; Adhering to principles and values; Relating and networking; Presenting and communicating information; Writing and reporting; Learning and researching; Planning and organising.

- DUTIES** : Manage and supervise staff regarding the following functions and perform the more complex work in that regard; Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes; Budgeting – Coordinate, review, analyse and quality assure the budget preparation process; Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes; Manage the

		operational processes, resources and procedures associated with the management accounting functions.
<b><u>ENQUIRIES</u></b>	:	Mr DI Holley Tel No: (021) 483 4276
<b><u>POST 29/197</u></b>	:	<b><u>ASSISTANT DIRECTOR: GOVERNANCE REF NO: DSD 56/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 - R561 894 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Department of Social Development Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years' experience in Internal Control, Governance or similar environment. Competencies: Knowledge of the following: Policy development; Budgeting processes; Financial norms and standards; Public Service Anti-Corruption Strategy and Fraud prevention measures; Principles and Practices of Financial Accounting; Internal Control Tools and Techniques; Government Accounting Standards; Economic Reporting Framework; Risk management frameworks; Government financial systems; Human Resource Management. Skills needed: Communication (written and verbal); Analytical thinking; Strategic thinking; Budgeting skills; Computer Literacy; Ability to analyse, conceptualise and implement policy; Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem Solving; Research.
<b><u>DUTIES</u></b>	:	Manage and supervise staff regarding the following functions and perform the more complex work in that regard: Ensure proper governance; Render assurance services; Provide fraud and losses management services; Perform managerial and supervisory tasks.
<b><u>ENQUIRIES</u></b>	:	Mr D.N Arendse Tel No: (021) 483 8646
<b><u>POST 29/198</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT PRACTITIONER: ASSET REGISTRATION AND REPORTING REF NO: DSD 51/2025</u></b>
<b><u>SALARY</u></b>	:	R397 116 - R467 790 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Department of Social Development Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in financial management, law or similar environment; A minimum of 2 years' experience in a supply chain management environment. Competencies: Knowledge of the following: Policy Development; Financial norms and standards (Public Finance Management Act – PFMA, National Treasury regulations – NTR's, Provincial Treasury Directives/Instructions – PTI's); Strategic Sourcing and Preferential Procurement / BEE; SCM regulations, policies and procedures, applicable delegations, asset management forms as per policies and procedures; Financial management processes; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies, procedures, contract management; Accounting Manual for Departments (AMD), GRAP and disclosure requirements for Movable Assets; It will be advantageous to have working knowledge, skill and experience in Excel and Logis system. Skills needed: Analytical thinking; Strategic thinking; Computer literacy (SCM Systems); Planning and organising; Numeracy and accuracy; Good verbal and written communication skills; Ability to analyse, conceptualise and implement policies; Presentation skills; Research skills; Problem solving.
<b><u>DUTIES</u></b>	:	Compilation of movable asset management notes for interim financial statements (IFS) and annual financial statements (AFS) in terms of the modified cash standards / generally recognised accounting practice (GRAP); Compile the monthly basic accounting systems (BAS) / logistical information system (LOGIS) reconciliations; Liaise with contract management in order to keep track of financed leased assets that has to be added to the departmental asset register; Manage asset reporting and analysis.
<b><u>ENQUIRIES</u></b>	:	Mr X Pieters Tel No: (021) 483 8281
<b><u>POST 29/199</u></b>	:	<b><u>STATE ACCOUNTANT: BUDGETING AND PLANNING REF NO: DSD 58/2025</u></b>
<b><u>SALARY</u></b>	:	R397 116 - R467 790 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Department of Social Development Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 1-year relevant experience in a financial accounting environment. Competencies: Knowledge of the following: Financial and budgetary management processes; Monitoring and reviewing reports;

		Basic Accounting System (BAS); Relevant legislation, directions and procedures with regard to financial administration (Public Finance Management Act; National Treasury Regulations; Provincial Treasury Instructions; Division of Revenue Act; Medium Term Expenditure Framework); Research, gathering information and analysing; Interpretation of policies; Compilation of management reports; Record keeping procedures. Skills needed: Planning and organising; Proven computer literacy; Written and verbal communication; Time management; Analytical thinking; Strategic thinking; Project planning; Problem solving; Decision making; Presentation; Ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; Ability to work independently and as part of a team.
<b><u>DUTIES</u></b>	:	Compile and manage departmental budget and MTEF process; Manage the departments expenditure and revenue; HR administration; Revenue ministration; Debt Management; Provide banking and cash management services; Supervisory functions.
<b><u>ENQUIRIES</u></b>	:	Ms J Abercrombie Tel No: (021) 483 3927
<b><u>POST 29/200</u></b>	:	<b><u>SOCIAL WORKER: SOCIAL WORK SERVICES (ATLANTIS), REF NO. DSD 57/2025</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R325 200 – R382 374 per annum, (as prescribed by OSD) Grade 2: R397 119 – R459 996 per annum, (as prescribed by OSD) Grade 3: R477 564 – R561 378 per annum, (as prescribed by OSD) Grade 4: R585 441 – R725 754 per annum, (as prescribed by OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Social Development Western Cape Government
	:	A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; <b>Grade 1:</b> No experience; <b>Grade 2:</b> A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; <b>Grade 3:</b> A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; <b>Grade 4:</b> A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others; It will be advantageous to have a valid Code B (or higher) driving licence. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-management; Motivation; Good planning and organizing; Problem solving and analytical; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1.
<b><u>DUTIES</u></b>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (Case work, group work and Community work). Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and Support Social Auxiliary Workers; Continuous Professional Development. Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.
<b><u>ENQUIRIES</u></b>	:	Ms I Koen Tel No: (021) 840 3500

<b><u>POST 29/201</u></b>	:	<b><u>PERSONAL ASSISTANT: EXECUTIVE SUPPORT (OFFICE OF THE HEAD OF DEPARTMENT) REF NO: DSD 02/2025 R1</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 - R382 959 per annum (Level 07)
	:	Department of Social Development Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 year's experience in rendering secretarial/ administrative support services to senior management. Competencies: Knowledge and understanding of the following: Regulations, policies, prescripts and procedures; Financial Administration; Skills needed: Written and verbal; Telephone etiquette; Proven computer literacy; Organising; Reliable; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Self-management and motivation.
<b><u>DUTIES</u></b>	:	Provide a secretarial and receptionist support service to the manager; Renders administrative support services; Provides support to manager regarding meetings; Supports the manager with the administration of the manager's budget; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is properly understood.
<b><u>ENQUIRIES</u></b>	:	Ms P Van Wyk Tel No: (021) 483 6741
<b><u>POST 29/202</u></b>	:	<b><u>KNOWLEDGE MANAGEMENT OFFICER: KNOWLEDGE MANAGEMENT REF NO: DSD 54/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 - R382 959 per annum (Level 07)
	:	Department of Social Development Western Cape Government
	:	An appropriate 3-year National Diploma/B-degree (equivalent or higher) in Information or Library Sciences; A minimum of 1 year experience in the knowledge management field; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public service legislation, including POPI, PAIA, PAJA; Records management systems; Electronic content management; Policies and prescripts related to records and knowledge management; Project management. Skills needed: Proven computer literacy; Written and verbal communication; Planning and organising; Problem solving; Facilitation and presentation; Analytical; Project management; Innovation.
<b><u>DUTIES</u></b>	:	Provide administrative assistance in the identification, implementation and maintenance of knowledge and information services; Contribute to the conversion of tacit and implicit knowledge into institutional knowledge; Provide administrative support in the publishing and dissemination of management information generated within the Department; Administer the process of obtaining access to management and other information generated within the Department.
<b><u>ENQUIRIES</u></b>	:	Mr K Marthinus Tel No: (021) 483 8833
<b><u>POST 29/203</u></b>	:	<b><u>ADMINISTRATIVE SUPPORT OFFICER: CORPORATE SERVICE RELATIONS MANAGEMENT REF NO: DSD 60/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 - R382 959 per annum (Level 07)
	:	Department of Social Development Western Cape Government
	:	An appropriate 1–2-year post school qualification; A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Business and organisational structure of the department; Departmental operational management systems and procedures; Corporate governance requirements, with particular reference to prescribed plans and committees (in as far as they relate to the work of the CSC); Provincial policies, service level agreement and service schedules in terms of which the working relationship with the CSC is managed; Human resources management (as supervisor of own employees). Skills needed: Written and verbal communication; Planning and organising; Basic research; Computer literacy; Problem solving; Conceptual, interpretative and formulation skills; Analytical skills; Networking; Basic statistical; Basic numeracy.
<b><u>DUTIES</u></b>	:	Render general clerical support services: Assist in the coordination of the appointment of members of prescribed departmental committees, as well as

		the nomination of departmental representative to transversal forums; Assist in the provision of logistical arrangements for prescribed departmental committees (excluding secretariat services); Distribute general CSC communications/information as required, and keep record of incoming and outgoing SC-correspondence; Assist in the collation of consolidated departmental input/reports to the CSC as required; Assist in the facilitation of follow-up actions; Function as supervisor: Mentor and coach team members; Manage the discipline of team members; Manage the workload of team members; Monitor and manage the day-to-day workflow in team; Manage and administer the staff appraisal system/process.
<b><u>ENQUIRIES</u></b>	:	Mr T Booth Tel No: (021) 483 2354
<b><u>POST 29/204</u></b>	:	<b><u>CHIEF SUPPLY CHAIN MANAGEMENT CLERK: QUOTATION ADMINISTRATION REF NO: DSD 62/2025 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 - R382 959 per annum (Level 07)
	:	Department of Social Development Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years supply chain management experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Policy Development; Public Finance Management Act (PFMA), National Treasury Regulations (NTR's), Provincial Treasury Directives / Instructions (PTI's); Strategic sourcing and preferential procurement / Black Economic Empowerment (BEE); SCM regulations, policies and procedures, applicable delegations, asset management forms as per policies and procedures; Financial management processes; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies, procedures, contract management; Records Management – inclusive of registry services and policy and procedures governing these functions. Skills needed: Analytical thinking; Problem solving; Analytical thinking; Operational thinking; Computer literacy (SCM Systems); Planning and organising; Written and verbal communication; Numeracy; Ability to analyse; Conceptualise and implement policies; Presentation; Interpersonal relations; Flexibility; Teamwork.
<b><u>DUTIES</u></b>	:	Compile quotation specification as required; Compile the list of prospective providers for quotations; Compile the list of prospective providers for quotations; Facilitate Records and Information Management of the division; Supervise human resource staff.
<b><u>ENQUIRIES</u></b>	:	Mr L Jane Tel No: (021) 483 8681
<b><u>POST 29/205</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT CLERK: LOGISTICS SERVICES REF NO: DSD 52/2025 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321- R268 950 per annum (Level 05)
	:	Department of Social Development Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Supply chain duties, practices as well as the ability to capture data; Operate a computer and collecting statistics; Legislative framework governing the Public Service; Work procedures in terms of the working environment. Skills in the following: Written and verbal communication; Proven computer literacy; Planning and organising; Ability to work in a team.
<b><u>DUTIES</u></b>	:	Rendering the following: Logistical support services; Demand and acquisition clerical support; Render budget support services.
<b><u>ENQUIRIES</u></b>	:	Mr L Moodie at (066) 413 5970
<b><u>POST 29/206</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT CLERK: ASSET MANAGEMENT REF NO: DSD 53/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321- R268 950 per annum (Level 05)
	:	Department of Social Development Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Work procedures in terms of the working environment; It will be advantageous to have a valid (Code B or

	higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Skills needed: Written and verbal communication; Interpersonal relations; Flexibility; Teamwork; Planning and organisation; Proven computer literacy.
<b><u>DUTIES</u></b>	: Compile and maintain records (e.g asset records/databases); Check and issue furniture, equipment and accessories to components and individuals; Identify redundant, non-serviceable and obsolete equipment for disposal; Verify asset register.
<b><u>ENQUIRIES</u></b>	: Mr R Martin Tel No: (021) 483 6004
<b><u>POST 29/207</u></b>	: <b><u>ADMINISTRATION CLERK: CORPORATE SERVICE RELATIONS MANAGEMENT REF NO: DSD 59/2025</u></b>
<b><u>SALARY</u></b>	: R228 321- R268 950 per annum (Level 05)
<b><u>CENTRE</u></b>	: Department of Social Development Western Cape Government
<b><u>REQUIREMENTS</u></b>	: Grade 12 (Senior Certificate or equivalent qualification). Competencies: Good understanding of the following: Administrative processes; Clerical duties, practices as well as the ability to capture data; Working procedures in terms of the working environment. Skills needed: Computer literacy; Record keeping; Written and verbal communication.
<b><u>DUTIES</u></b>	: Render general clerical support services relating to training and development; Provide personnel administration clerical support services within the component pertaining to Service Benefits; Recruitment and selection and Staff Performance Management.
<b><u>ENQUIRIES</u></b>	: Mr T Booth Tel No: (021) 483 2354
<b><u>POST 29/208</u></b>	: <b><u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (SALDANHA), REF NO: DSD 63/2025</u></b>
<b><u>SALARY</u></b>	: Grade 1: R192 972 – R218 409 per annum, (as prescribed by OSD) Grade 2: R227 292 – R259 368 per annum, (as prescribed by OSD) Grade 3: R270 009 - R339 439 per annum, (as prescribed by OSD)
<b><u>CENTRE</u></b>	: Department of Social Development Western Cape Government
<b><u>REQUIREMENTS</u></b>	: Grade 12 (Senior Certificate or equivalent qualification); Registration and proof of current registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
<b><u>DUTIES</u></b>	: 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; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
<b><u>ENQUIRIES</u></b>	: Ms F Fick Tel No: (022) 713 2272

#### **WESTERN CAPE MOBILITY DEPARTMENT**

<b><u>APPLICATIONS</u></b>	: Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>CLOSING DATE</u></b>	: 08 September 2025
<b><u>NOTE</u></b>	: Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online