

relevant experience. Valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge And Skills: Knowledge and application of relevant legislative frameworks applicable to Records management, i.e. Promotion of Access to Information Act, Promotion of Administrative Justice Act, Protection of Personal Information Act, National Archives and Records Services Act. Good Communication skills. Organizing and planning. Interpersonal. Creativity. Report writing skills. Networking Driving

DUTIES

: Key Performance Areas: Coordinate the implementation of the approved records classification systems through awareness workshops. Develop implementation program for the approved Records Classification Systems. Implement the program through awareness workshops. Conduct audit on all files opened/closed to monitor compliance. Ensure that Registry maintains and updates registers of files opened/closed. Ensure that files are opened according to the File Plans and correlate with the provisions in the File Plans. Coordinate regular inspections of all records within the district and sub-districts to ensure compliance according to records guidelines. Provide continuous support on record keeping. Coordinate PAIA/POPIA activities and awareness workshops. Facilitate HR and general records, messenger and postal services. Coordinate the implementation of the disposal programs.

ENQUIRIES

: General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.

POST 07/159

SOCIAL WORKER GRADE 1 (11 POSTS)

SALARY CENTRE

: R325 200.per annum
: **Capricorn District (5 Posts)**
Mathabatha Clinic: Ref: DSD/2026/24 (1 Post)
All Days: Ref: DSD/2026/25 (1 Post)
Molelji-Moshate: Ref: DSD/2026/26 (1 Post)
Manamela Clinic: Ref: DSD/2026/27 (1 Post)
Senwabarwana: Ref: DSD/2026/28 (1 Post)
Vhembe District:
Fondwe Clinic Ref: DSD/2026/29 (1 Post)
Mopani District:
Kgapane Office Ref: DSD/2026/30 (2 Posts)
Rotterdam Ref:DSD/2026/30A (1 Post)
Giyani Ref: DSD/2026/30B (1 Post)
Namakgale Ref: DSD/2026/30C (1 Post)

REQUIREMENTS

: An appropriate qualification at NQF 7 or equivalent qualification in Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). Valid motor vehicle driver's license (with exception of persons with disabilities). Knowledge: Skills And Competencies: Knowledge and understanding of human behaviour, social system and skills to intervene at a point where people interact with their environmental environment in order to promote their well-being. Knowledge of programme and project management skills. Information and knowledge management skills. Communication and coordination skills. Computer literacy.

DUTIES

: Key Performance Areas: Render an advanced and specialized social work services with regards to care, protection and development of children and youth in the centre. Provide individual and group counselling. Conduct advance and specialized assessment aimed at identifying condition and justify relevant intervention. Implement the recommendations on the appropriate intervention required to address the needs and provide continuous support. Produce and maintain records of social work interventions, processes and outcomes. Undertake social work research and development, contribute to and assist with the development of policies. Perform all the administrative functions required of the job. Management of child and youth care information management system (CYCA).

ENQUIRIES

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POST 07/160

SOCIAL WORKER GRADE 1 REF NO: DSD/2026/31 (2 POSTS)

SALARY CENTRE

: R325 200.per annum
: Seshego Treatment Centre

- REQUIREMENTS** : An appropriate qualification at NQF 7 or equivalent qualification in Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). Valid motor vehicle driver's license (with exception of persons with disabilities). Knowledge: Skills And Competencies: Knowledge and understanding of human behaviour, social system and skills to intervene at a point where people interact with their environmental environment in order to promote their well-being. Knowledge of programme and project management skills. Information and knowledge management skills. Communication and coordination skills. Computer literacy.
- DUTIES** : Key Performance Areas: Conduct intake, assessment, and development of individualised treatment plans for clients. Provide therapeutic interventions and rehabilitation. Provide aftercare, reintegration, and community linkages. Contribute to substance abuse prevention and strengthen collaboration with stakeholders. Ensure compliance with administrative requirements and promote ongoing professional growth.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.
- POST 07/161** : **PERSONNEL PRACTITIONER: PERFORMANCE MANAGEMENT & DEVELOPMENT SYSTEM (PMDS) REF NO: DSD/2026/32 (1 POST)**
- SALARY** : R325 101.per annum, (Level 7)
CENTRE : Sekhukhune District
REQUIREMENTS : An appropriate recognized at NQF level 6 or equivalent qualification in HRM / HRD as recognised by SAQA. A minimum of 2 years' relevant experience. Valid motor vehicle driver's licence. (with the exception of persons with disabilities).Knowledge And Skills: PERSAL literacy. Knowledge and understanding of the legislative framework governing the Public Service. Coordination skills. Report writing skills. Presentation skills. Computer skills.
- DUTIES** : Key Performance Areas: Monitor compilation and submission of the performance agreements (PAs), Mid- term and Annual assessments reports. Conduct quality assurance of PMDS reports. Facilitation of moderation committees. Compile PMDS reports. Capture PMDS reports on PERSAL. Process PMDS incentives. Conduct PMDS workshops.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.
- POST 07/162** : **PERSONAL ASSISTANT REF NO: DSD/2026/33 (1 POST)**
- SALARY** : R325 101.per annum, (Level 07)
CENTRE : Mopani District
REQUIREMENTS : An appropriate NQF 6 in Management Assistant / Secretarial / Office Management /Public Administration / Management or equivalent qualification as recognised by SAQA. A minimum of 1-2 years' experience in rendering support to senior management. Valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge And Skills: Sound and in-depth knowledge of relevant legislation/policies/prescripts and procedures governing the public service. Basic knowledge on financial administration. Excellent written and verbal skills. Good telephone etiquette. Computer literacy. Sound organisational skills. Interpersonal relations. High level of reliability. Ability to act with tact and discretion. Ability to conduct research, document analysis and situations. Self-management and motivation. Presentation skills.
- DUTIES** : Key Performance Areas: Provide a secretarial/receptionist support service to the manager. Render administrative support service. Provide support to manager regarding meetings. Support the manager with the administration of the manager's budget. Obtain inputs and compile reports. Respond to enquiries received from internal and external stakeholders. Keep abreast with the procedures and processes applicable in the office of the Manager.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.