



social development

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



CHIEF DIRECTORATE: CORPORATE SERVICES

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INCEPTION DATE: 13 February 2020

ADVERTISEMENT: DEPARTMENT OF SOCIAL DEVELOPMENT

CIRCULAR NO: 07 of 2019/20

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

Forward your applications to the following address:

For the following Posts : Institution Manager, Psychologist and Social Work Supervisor Grade 1: To The Director: Human Capital Management, Department of Social Development, Private Bag x 6, Mmabatho 2735 or hand delivered to Provident House, University Drive, Mmabatho for attention Human Resource Management.

All posts attached to Matlosana Secure care should be addressed to, Dr Kenneth Kaunda District, Department of Social Development, Private Bag x 5059, Klerksdorp, 2750 or hand delivered at Jade Square Building, cnr OR Tambo and Margrietta Prinsloo street, Klerksdorp for Attention **Ms A Bekker**.

All posts attached to Rustenburg Secure care should be directed to, Bojanala District , Department of Social Development, Private Bag x 82106, Rustenburg, 0300 or hand delivered at Office number 12, Kgwebo Drive, Mabe Office Park, Rustenburg for Attention **Ms N.Modise**.

Note: Applications must be accompanied by signed and dated Z83, a recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s), and ID-document/National Identity card. Failure to submit the requested documents will result in the application not being



considered. 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). Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/ transcript(s), 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. Faxed and e-mailed applications are not 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 Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Previous employment records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting.

CLOSING DATE IS : 02 MARCH 2020

CHIEF DIRECTORATE	SPECIALIST SOCIAL SERVICES
DIRECTORATE	CRIME PREVENTION
POST	INSTITUTION MANAGER X2
LEVEL	12
SALARY	R 869 007.00 p.a
CENTRE	MATLOSANA / RUSTENBURG CHILD AND YOUTH CARE CENTRES (SECURE CARE PROGRAMME)
REF NO	SD/07/40/19
REQUIREMENTS	A bachelor's degree in social work. A minimum of 10 years' appropriate experience in social work after registration as a social worker with the SACSSP, of which at least 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

	<p>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.</p>
ENQUIRIES	<p>MS O.D ITUMELENG TEL:018 388 1693</p>

CHIEF DIRECTORATE	SPECIALIST SOCIAL SERVICES
DIRECTORATE	CRIME PREVENTION
POST	PSYCHOLOGIST
LEVEL	OSD GRADE 1
SALARY	R 713 361.00 p.a
CENTRE	RUSTENBURG CHILD & YOUTH CARE CENTRE (SECURE CARE PROGRAMME)
REF NO	SD/07/41/19
REQUIREMENTS	An appropriate qualification that allows registration with the Health Professional Council of South Africa HPCSA as Psychologist in a relevant registration category e.g. clinical, counselling, educational, industrial, research, psychology. Registration with HPCSA as Psychologist in any of the identified registration categories. No experience required after registration with HPCSA as Psychologist in respect of South African qualified employees who performed community service, as required in South Africa. Computer literate. Valid driver's licence.
COMPETENCIES	Knowledge of public service regulations and legislation regarding psychological services. Problem solving and analytical skills. Listening and communication skills. Networking, liaison and negotiation skills. Report writing and conflict resolution skills. Interpersonal and facilitation skills. Programme and people management. Policy development analysis and implementation. Honesty and integrity. Ability to conduct research. Project management. Financial management. Interpersonal skills.
DUTIES	Conduct research and design psychological programmes. Policy development and analysis of psychological programmes. Development of systems in the

	management of psychological programmes. Keep up to date with new developments in the psychological and management fields. Monitoring and evaluation of psychological programmes. Monitor implementation and evaluate the effectiveness of the psychological programmes. National standard setting. Management of human resources, finance and assets.
ENQUIRIES	MS O.D ITUMELENG TEL: 018 388 1693

CHIEF DIRECTORATE	SPECIALIST SOCIAL SERVICES
DIRECTORATE	CRIME PREVENTION
POST	SOCIAL WORK SUPERVISOR X 2
LEVEL	GRADE 1
SALARY	R 384 228.00 p.a
CENTRE	MATLOSANA/ RUSTERNBURG CHILD & YOUTH CARE CENTRE (SECURE CARE PROGRAMME)
REF NO	SD/07/42/19
REQUIREMENTS	A Degree in Social Work or qualification as a Social Worker. Registration with the South African Council for Social Service Professions as Social Worker. Knowledge on supervision and Rehabilitation Programme. A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Computer literacy. A valid Driver's license. Experience in secure care/ probation services will be added advantage.
COMPETENCIES	The following knowledge and skills are required for

	<p>appointment: Understanding social dynamics, human behavior and social systems. Social Intervention and empowerment. Protecting vulnerable individuals. Social Work research. Monitoring and Evaluation. Stakeholder support. Understanding social work legislation. Planning and organizing; Networking skills; Communication (written and verbal); Project Management; Team work and collaboration. Diversity Management. Understanding social work values and principles. Conversant with Probation services and legislative frameworks and interpretation thereof</p>
DUTIES	<p>Ensure that supervisees challenge structural sources on poverty, inequality, oppression, discrimination, and exclusion. Provide relevant programme interventions to children in conflict with the law admitted to secure care. Conduct social work research. Interpret, apply and provide advice and guidance on social work policies, legislation, and related legal and ethical social work practices. Implementation of capacity building programmes; Monitor and evaluate compliance to norms and standards for relevant programs. Ensure submission of validated monthly and quarterly reports. Perform all administrative duties as required. Resource management (human, financial, assets).</p>
ENQUIRIES	<p>MR W. SEATLE TEL:018 388 2829</p>

CHIEF DIRECTORATE	SPECIALIST SOCIAL SERVICES
DIRECTORATE	CRIME PREVENTION
POST	SOCIAL WORKER X4
LEVEL	GRADE 1
SALARY	R 257 592.00 p.a

CENTRE	MATLOSANA/ RUSTERNBURG CHILD & YOUTH CARE CENTRE (SECURE CARE PROGRAMME)
REF NO	SD/07/43/19
REQUIREMENTS	A Degree in Social Work or qualification as a Social Worker. Registration with the South African Council for Social Service Professions as Social Worker. Computer literacy. A valid driver's license. The following knowledge and skills are required for appointment: Understanding social dynamics, human behavior and social systems. Social Intervention and empowerment. Social support. Protecting vulnerable and dealing with children in conflict with the law. Understanding Social Work legislation. Communication (written and verbal). Team work and collaboration. Planning and organizing. Diversity Management. Understanding social work values and principles.
DUTIES	Challenging structural sources of poverty, inequality, oppression, discrimination, and exclusion. Provide relevant programme interventions. Provide social protection services to children in conflict with the law. Interpret and apply social work policies, legislation, and related legal and ethical social work practices. Implementation of capacity building programmes; Monitor and evaluate compliance to norms and standards for relevant programmes. Ensure submission of validated monthly and quarterly reports. Perform all administrative duties as required.
COMPETENCIES	The following knowledge and skills are required for appointment; Understanding social dynamics, human behavior and social systems. Social interventions and empowerment programmes. Social work research, report

	writing, understanding and being able to interpret Social work and Probation services Legislation. Understanding Social work values and principles. Being able to work with children in conflict with the law and having interviewing and communication skills.
ENQUIRIES	MR W. SEATLE TEL:018 388 2829

CHIEF DIRECTORATE	SPECIALIST SOCIAL SERVICES
DIRECTORATE	CRIME PREVENTION
POST	PROFESSIONAL NURSE X 4
LEVEL	GRADE 1
SALARY	R 256 905.00 p.a
CENTRE	MATLOSANA/ RUSTERNBURG CHILD & YOUTH CARE CENTRE (SECURE CARE PROGRAMME)
REF NO	SD/07/44/19
REQUIREMENTS	Degree/National Diploma in Nursing or equivalent qualification that allows for registration with the South African Nursing Council as a Professional Nurse. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 Current proof of registration with the South African Nursing Council must be attached. Appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Understanding of nursing legislation and related legal and ethical nursing practices. Dispensing license. Ability to network with other institutions. Be able to work overtime and be on standby.
COMPETENCIES	The following competencies will be required for appointment; Understanding health standards, patient care, able to interpret Health legislative frameworks and

	nursing ethics. Develop SOPs for health care. Understanding human behavior and be able to communicate with patients. Report writing skills. Planning, organizing. Record keeping and be conversant with patients' Rights Charter and Batho pele principles.
DUTIES	Provide a comprehensive nursing service in the institution. Implement appropriate measures and systems to ensure quality patient care. Effectively communicate with patients, supervisors and other clinicians, including report writing when required. Display concern for patients and assess each young person on admission, promoting and advocating proper care. Plan and organize own work to ensure proper nursing care. Manage cases and refer when necessary. Provide developmental health-related programmes. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Provide emergency care (overtime/standby). Ensure the implementation of, and adherence to Patients' Rights Charter and Batho Pele principles. Manage medication. Monitor admission and discharge criteria. Ensure proper record-keeping. Ensure quality services delivery. A valid driver's license.
ENQUIRIES	MR W. SEATLE TEL:018 388 2829

CHIEF DIRECTORATE	SPECIALIST SOCIAL SERVICES
DIRECTORATE	CRIME PREVENTION
POST	PROVISIONING ADMIN OFFICER X 2
LEVEL	7
SALARY	R 257 508.00 p.a

CENTRE	MATLOSANA/ RUSTERNBURG CHILD & YOUTH CARE CENTRE (SECURE CARE PROGRAMME)
REF NO	SD/07/45/19
REQUIREMENTS	A Bachelor's Degree or National Diploma in Finance, Commerce, Auditing or Relevant qualification. One year relevant experience. A valid Driver's Licence.
COMPETENCIES	Computer Literacy, Practical knowledge of Walker-BAS system and SCM procurement systems. Clear understanding and application of PFMA, Treasury regulations and practice notes. Communication, report writing, presentation and investigation skills.
DUTIES	Implementation of SCM policies (Demand, acquisition, logistics & supplier performance). Ensure compliance to Laws and regulations. Implement a sound system for procurement and provisioning. Ensure timely processing of requisitions and orders. Monitor and record deliveries of goods and services. Managing stock and inventory. Ensure that transactions that are processed comply with PFMA and related prescripts.
ENQUIRIES	MR W. SEATLE TEL:018 388 2829

DIRECTORATE	CRIME PREVENTION
POST	PRINCIPAL INSTRUCTOR x2
LEVEL	08
SALARY	R 316 791.00
CENTRE	MATLOSANA/ RUSTERNBURG CHILD & YOUTH CARE CENTRE (SECURE CARE PROGRAMME)
REF NO	SD/07/46/19
REQUIREMENTS	Degree/National diploma in Education. And must be registered with SACE. Knowledge in performing instructional services of vocational and occupational

	subjects, such as ABET Literacy and Basic computers/technology, Culinary Art, Art and Craft, Welding, Carpentry, and Educational Programmes.
COMPETENCIES	Knowledge in management and supervision. Knowledge of principles and methods of curriculum and vocational training design, teaching and instruction. Presentation and Facilitation. Communication skills. Computer design skills. Good interpersonal relations. Technical skills. Knowledge of OHS.
DUTIES	Supervising vocational and curriculum programmers. Ensure the preparation and submission of quarterly training program objectives and learning outcomes based on the training curriculum. Conduct moderation of Instructors performance. Conduct moderation of lesson plans and continuous assessment. Ensure the appropriate ordering of training equipment and materials within allocated budget. Manage the logistical resources (equipment; tools and materials) within the workshops. Conduct monthly supervision of Instructors. Conduct research of Vocational Training accreditation. Ensure the implementation of researched and approved developments of Education and Training. Ensure Protective Workshops conduct of monthly hazard identification, health and safety inspections, consolidate and submit reports. Conduct Vocational Training/ Protective workshops OHS meetings. Ensure proper disposal of finished products (revenue generation). Liaise with the school where learner comes from and assist with school work for continuity purpose. Arrangement of exams and tests for learners.
ENQUIRIES	MR W. SEATLE TEL:018 388 2829

CHIEF DIRECTORATE	SPECIALIST SOCIAL SERVICES
DIRECTORATE	CRIME PREVENTION
POST	STATE ACCOUNTANT X 2
LEVEL	07
SALARY	R 257 508.00 p.a
CENTRE	MATLOSANA/ RUSTERNBURG CHILD & YOUTH CARE CENTRE (SECURE CARE PROGRAMME)
REF NO	SD/07/47/19
REQUIREMENTS	Bachelor's Degree or National Diploma in Finance, Commerce, Auditing, or relevant qualification. One year relevant experience. A valid driver's license.
COMPETENCIES	Practical knowledge in Walker-Bas and Persal system. Clear understanding and application of PFMA and Treasury regulations. Computer literacy. Communication, report writing, interpersonal relations, presentation and investigation skills. Innovative and effective problem solving skills.
DUTIES	Assist in providing budgetary and expenditure control services and preparation of related documentation to Provincial Office. Control and execute timely payment of service providers. Ensure that transactions that are processed comply with PFMA and related prescripts. Implement effective processes to meet deadlines.
ENQUIRIES	MR W. SEATLE TEL:018 388 2829

CHIEF DIRECTORATE	SPECIALIST SOCIAL SERVICES
DIRECTORATE	CRIME PREVENTION
POST	INSTRUCTOR: WELDING X 2
LEVEL	7
SALARY	R 257 508.00 p.a
CENTRE	MATLOSANA/ RUSTERNBURG CHILD & YOUTH CARE CENTRE (SECURE CARE PROGRAMME)

REF NO	SD/07/48/19
REQUIREMENTS	National diploma, Trade test plus Facilitator and Assessor certificate in Welding
COMPETENCIES	Knowledge of principles and methods of curriculum and vocational training design, teaching and instruction. Product design and creation. Specialized knowledge of welding and Carpentry. Presentation and Facilitation. Coordination. Communication skills. Computer design skills. Good interpersonal skills. Good interpersonal relations. Technical skills. OHS Knowledge.
DUTIES	Provide Training in Welding. Conduct orientation for learners in and around the Protective Workshop. Prepare and submit lesson plans. Prepare materials for classroom activities. Facilitate lessons. Assess learners and provide feedback. Identify and report hazard in and around the Protective Workshop. Instruct and monitor learners in the proper and efficient use of equipment and materials. Establish and enforce rules for behavior and procedures for maintaining order amongst the learners. Complete and maintain daily attendance register of learners. Develop and maintain each learner Portfolio of Evidence. Attend and participate in the stakeholders (parents; learners) meetings. Attend and participate in sectional and general staff meetings
ENQUIRIES	MR W. SEATLE TEL:018 388 2829

CHIEF DIRECTORATE	SPECIALIST SOCIAL SERVICES
DIRECTORATE	CRIME PREVENTION
POST	INSTRUCTOR: ABET LITERACY LEVEL 1-4 AND BASIC COMPUTER LITERACY X 2
LEVEL	7
SALARY	R 257 508.00 p.a
CENTRE	MATLOSANA/ RUSTERNBURG CHILD & YOUTH CARE CENTRE (SECURE CARE PROGRAMME)
REF NO	SD/07/49/19
REQUIREMENTS	Degree/National diploma in Education. And must be registered with SACE. Knowledge with performs instructional services of vocational and occupational subjects, such as ABET Literacy and Basic computers.
COMPETENCIES	Knowledge of principles and methods of curriculum and vocational training design, teaching and instruction.
DUTIES	Conduct orientation for learners in and around the Protective Workshop. Prepare and submit lesson plans. Prepare materials for classroom activities. Facilitate lessons. Assess learners and provide feedback. Planning, preparing and delivering lessons to all learners in the class. Teaching according to the educational needs, abilities and achievement of the individual learner and groups of learners. Assigning work, correcting and marking work carried out by learners. Assessing, recording and reporting on the development, progress, attainment and behavior of one's learners. Providing or contributing to oral and written assessments, reports and references relating to individual learners or groups of learners. Participating in arrangements within an agreed national framework for the appraisal of learners

	performance. Promoting the general progress and well-being of individual learners, groups of learners or class entrusted to him/her. Providing guidance and advice to learners on educational and social matters and on their further education and future careers; providing information on sources of more expert advice.
ENQUIRIES	MR W. SEATLE TEL:018 388 2829

CHIEF DIRECTORATE	SPECIALIST SOCIAL SERVICES
DIRECTORATE	CRIME PREVENTION
POST	INSTRUCTOR: ART AND CRAFT X 2
LEVEL	7
SALARY	R 257 508.00 p.a
CENTRE	MATLOSANA/ RUSTERNBURG CHILD & YOUTH CARE CENTRE (SECURE CARE PROGRAMME)
REF NO	SD/07/50/19
REQUIREMENTS	Degree/National Diploma in Arts and Craft (Painting/Drawing/Sculpture/ Graphic Arts etc).
COMPETENCIES	Knowledge and skills in art and crafts .Ability and knowledge of how to use arts and craft materials. Ability to teach children and youth how to do crafts. Prior experience teaching or leading art is preferred. Knowledge of OHS.
DUTIES	Provide Training in Arts and Crafts. Conduct orientation for learners in and around the Protective Workshop. Prepare and submit lesson plans. Prepare materials for classroom activities. Facilitate lessons. Assess learners and provide feedback Prepare a craft area to include

	displays to stimulate interest. Ensure that the craft area is Clean, organize, and maintained after each program time and at the end of each day. Ensure procurement of craft materials. Maintain a safe work environment for learners in art workshops. Prepare a variety of completed samples of each craft to display for arts and crafts workshops. Ensure that the arts and crafts first-aid kit is up to date and fully checked each day. Supervise and lead arts and crafts activities.
ENQUIRIES	MR W. SEATLE TEL:018 388 2829

CHIEF DIRECTORATE	SPECIALIST SOCIAL SERVICES
DIRECTORATE	CRIME PREVENTION
POST	INSTRUCTOR: CARPENTRY AND WOODWORK X 2
LEVEL	7
SALARY	R 257 508.00 p.a
CENTRE	MATLOSANA/ RUSTERNBURG CHILD & YOUTH CARE CENTRE (SECURE CARE PROGRAMME)
REF NO	SD/07/51/19
REQUIREMENTS	National diploma in Carpentry, Trade test plus Facilitator and Assessor certificate in Carpentry.
COMPETENCIES	Knowledge of principles and methods of curriculum and vocational training design, teaching and instruction. Product design and creation. Specialized knowledge of Carpentry. Presentation and Facilitation. Coordination. Communication skills. Computer design skills. Good interpersonal skills. Good interpersonal relations. Technical skills. Knowledge of OHS.
DUTIES	Provide Training in Carpentry and Woodwork. Conduct

	<p>orientation for learners in and around the Protective Workshop. Prepare and submit lesson plans. Prepare materials for classroom activities. Facilitate lessons. Assess learners and provide feedback. Identify and report hazard in and around the Protective Workshop. Instruct and monitor learners in the proper and efficient use of equipment and materials. Establish and enforce rules for behavior and procedures for maintaining order amongst the learners. Complete and maintain daily attendance register of learners. Develop each learner Portfolio of Evidence. Maintain learners' Portfolio of Evidence. Attend and participate in the stakeholders (parents; learners) meetings. Attend and participate in sectional and general staff meetings.</p>
ENQUIRIES	<p>MR W. SEATLE TEL:018 388 2829</p>

CHIEF DIRECTORATE	SPECIALIST SOCIAL SERVICES
DIRECTORATE	CRIME PREVENTION
POST	INSTRUCTOR: CULINARY ART X 2
LEVEL	7
SALARY	R 257 508.00 p.a
CENTRE	MATLOSANA/ RUSTERNBURG CHILD & YOUTH CARE CENTRE (SECURE CARE PROGRAMME)
REF NO	SD/07/52/19
REQUIREMENTS	National Diploma in Food Management or Hospitality Management or relevant Qualifications in food services.
COMPETENCIES	Knowledge in cuisine arts of food preparation, cooking and presentation of food in the form of meals. Knowledge in baking and have practical cooking skills. Knowledge in utilization of tools and techniques. Knowledge in OHS.
DUTIES	Provide Training in Culinary. Conduct orientation for learners in and around the Protective Workshop. Prepare and submit lesson plans. Prepare materials for classroom activities. Teach culinary classes according to course curriculum. Provide personal and professional guidance to students when needed. Develop creative instructional methods to engage learners in learning process. Prepare course assignments, tests, projects to improve learner's academic performance. Maintain learner's attendance and grade records and report the same to Supervisor. Evaluate each learner's academic performance and provide feedback appropriately. Attend trainings and workshops for professional and skills development. Ensure that learners follow disciplinary and behavioral

	standards in the center. Develop cohesive, safe and positive learning environment for learners. Attend staff meetings and communicate budget needs to management.
ENQUIRIES	MR W. SEATLE TEL:018 388 2829

CHIEF DIRECTORATE	SPECIALIST SOCIAL SERVICES
DIRECTORATE	CRIME PREVENTION
POST	CHILD AND YOUTH CARE SUPERVISOR X 2
LEVEL	GRADE 1
SALARY	R 199 188.00 p.a
CENTRE	MATLOSANA/ RUSTERNBURG CHILD & YOUTH CARE CENTRE (SECURE CARE PROGRAMME)
REF NO	SD/07/53/19
REQUIREMENTS	Grade 12 plus an appropriate NQF level 4 qualification in Child and Youth Care. A minimum experience of 10 years' in Child and Youth Care Work after obtaining the required qualification. A valid driver's license. Valid Registration with SACSSP council as Child and Youth Care Worker. Experience in Child and Youth Care Work (Secure care environment) will be added advantage.
COMPETENCIES	Good communication skills. Problem solving and conflict management skills. Planning and organizing skills. Computer literate, Monitoring and Evaluation skills. Basic research and analytical skills, Presentation and Facilitation skills. People management and empowerment. Knowledge of relevant legislations, policies and procedures in Child and Youth Care. Interpersonal and leadership skills.

DUTIES	<p>Facilitate and supervise (secure) the caring for and life space interventions of children and young people. Build a positive relationship with children and young people. Create a caring and stimulating environment for children and young people. Form part of multi-disciplinary team. Ensure that the recommended developmental programmes are implemented by providing continuous support, guidance and advise to supervisees. Monitor and participate in the evaluation of the recommended developmental programmes. Ensure reporting on programmes. Participate in the identification of further interventions. Supervise staff to ensure an effective are services. Assist and support staff with social challenges impacting on their performance. Quality control of the work delivered by supervisees. General supervision of the relevant staff. Maintain a healthy interpersonal relationship with staff. Manage performance, conduct and discipline of supervisees. Ensure that all supervised are trained and developed to be able to deliver work of the required standard. Keep up to date with new development s in the child and youth are field. Ensure the completion of daily registers eg log books, medication registers, incident reports etc. Ensure that attendance registers are signed and kept up to date. Perform al clerical functions required by the job. Interpret analyse and give guidance on relevant policy and legislation to supervisees. Compile reports as required. Recommended the requisitions and purchasing of goods.</p>
ENQUIRIES	<p>MR W. SEATLE TEL:018 388 2829</p>

CHIEF DIRECTORATE	SPECIALIST SOCIAL SERVICES
DIRECTORATE	CRIME PREVENTION
POST	ACCOUNTING CLERK X 2
LEVEL	5
SALARY	R 173 703.00 p.a
CENTRE	MATLOSANA/ RUSTERNBURG CHILD & YOUTH CARE CENTRE (SECURE CARE PROGRAMME)
REF NO	SD/07/54/19
REQUIREMENTS	A Grade 12 Certificate/ equivalent qualification plus National Diploma in Finance. Computer literacy. Reporting writing skills. Experience in finance will serve as advantage.
COMPETENCIES	Knowledge of legislations and policies, communication skills, interpersonal relations, computer literacy, good verbal and written skills.
DUTIES	Provide basic general administrative duties. Provide support to state accountant in provision of finance related duties. Assist with reviews of claims prior processing. Provide support in monitoring of payments to service providers and generation of reports. Provide and maintain filing system for finance section. Assist with typing, record system and handle Human Resource related matters for the sub-directorate.
ENQUIRIES	MR W. SEATLE TEL:018 388 2829

CHIEF DIRECTORATE	SPECIALIST SOCIAL SERVICES
DIRECTORATE	CRIME PREVENTION
POST	SUPERVISOR: SECURITY OFFICER X 4
LEVEL	5
SALARY	R 173 703.00 p.a
CENTRE	MATLOSANA/ RUSTERNBURG CHILD & YOUTH CARE CENTRE (SECURE CARE PROGRAMME)
REF NO	SD/07/55/19
REQUIREMENTS	Grade 12. Grade B certificate plus credible 1 – 2 years relevant experience. Registration with PSIRA.
COMPETENCIES	Good communication skills. Good interpersonal relations. Assertiveness, Honesty and trustworthy. Listening Skills. Ability to keep records and control of access to the centre. Ability to control / deal with children with behavioural problems.
DUTIES	Coordinate comprehensive security services within the centre. Facilitate meetings with outsourced security company. Facilitate and conduct body search on children. Ensure participation during the room search operation. Monitor and evaluate the operation of the outsourced security service. Liaise with the Departmental Security Official. Oversee and inspect the site. Responsible for addressing the security challenges within the institution. Ensure compliance by the outsourced security company in all safety and security related issues. Identify and mitigate security risks within the institution. Coordinate and Compile security reports to be submitted to the management.
ENQUIRIES	MR W. SEATLE TEL:018 388 2829

CHIEF DIRECTORATE	SPECIALIST SOCIAL SERVICES
DIRECTORATE	CRIME PREVENTION
POST	PERSONNEL OFFICER X 2
LEVEL	05
SALARY	R 173 703.00 p.a
CENTRE	MATLOSANA/ RUSTERNBURG CHILD & YOUTH CARE CENTRE (SECURE CARE PROGRAMME)
REF NO	SD/07/56/19
REQUIREMENTS	A Degree or National Diploma in Human Resource Management, Public Administration. One year practical PERSAL experience will serve as an advantage. Computer Literacy. A Valid driver's license.
DUTIES	Ensuring correct implementation and capturing of appointments, promotions, translations, secondments, and transfers on the PERSAL System. Administering of service benefits and allowances on PERSAL. Attending Human Resource related enquiries. Timely capturing of leave forms Provide Human Resource technical support during shortlistings and interviews. Managing and controlling the establishment. Administer PILIR applications within the Service Point. Provide support in the implementation of the employee Performance Management and Development System.
ENQUIRIES	MR W. SEATLE TEL:018 388 2829

CHIEF DIRECTORATE	SPECIALIST SOCIAL SERVICES
DIRECTORATE	CRIME PREVENTION
POST	FOOD SERVICE MANAGER X2
LEVEL	5
SALARY	R 173 703.00 p.a
CENTRE	MATLOSANA/ RUSTERNBURG CHILD & YOUTH CARE CENTRE (SECURE CARE PROGRAMME)
REF NO	SD/07/57/19
REQUIREMENTS	Grade 12, degree/ diploma or equivalent qualification in food service management, Five (5) years' experience in a professional Kitchen service. Computer literacy.
COMPETENCIES	Ability to understand and communicate instruction orally and in writing. Ability to document approaches used within the institution. Good knowledge of OHS and food service guideline for universal precautions. Customer driven, Customer focused. Ability to work under pressure in a fast-paced environment and be a great team player. Understanding of operations of Rehabilitation and Treatment Centres. Ability to plan and supervise others. Ability to establish and maintain working relationship with other units' supervisors and coordinate food services. Respect for the principle of clients rights and Confidentiality.
DUTIES	Responsible for planning, organising, developing and directing the overall operation of the kitchen Department according to the State regulations. Monitor menu, food preparatory methods portion sizes, garnishing and presentation of food in order to ensure that food is prepared and presented in line with the prescribed standard. Monitor budget and review financial transaction in order to ensure that expenditure are

	authorised and budgeted for. Coordinate assignments of catering service providers in order to ensure economical use of food and timely preparation. Arrange for equipment maintenance and repairs and coordinate variety of services such as waste removal and pest control. Establish and enforce nutritional standards based on accepted industry standards. Perform administrative activities and other delegated responsibilities.
ENQUIRIES	MR W. SEATLE TEL:018 388 2829

CHIEF DIRECTORATE	SPECIALIST SOCIAL SERVICES
DIRECTORATE	CRIME PREVENTION
POST	CHILD AND YOUTH CARE TEAM LEADER X 8
LEVEL	OSD GRADE 1
SALARY	R 157 245.00 p.a
CENTRE	MATLOSANA/ RUSTERNBURG CHILD & YOUTH CARE CENTRE (SECURE CARE PROGRAMME)
REF NO	SD/07/58/19
REQUIREMENTS	An appropriate NQF level (Grade 12). A minimum of 7 years' experience in Child and Youth Care. After obtaining the required qualification. A valid driver's license. Registration with the SACSSP council as Child and Youth Care work. Experience in CYCC will be added advantage.
COMPETENCIES	Good communication skills. Problem solving skills. Planning and organizing skills. Knowledge of relevant legislations, policies and procedures in Child and youth Care. Interpersonal and Leadership skills. Able to do

	shift work.
DUTIES	Supervise Child & Youth Care Workers. Manage work performance development of supervisee. Oversee the admission and related activities of children and youth to the care facility. Oversee the access of children/ youth to medical services. Oversee the implementation of planned activities, residential developmental and therapeutic programmes. Oversee basic life space work. Undertake inspections during a shift and report on incidents and challenges identified. Perform administrative work relevant to the job. Oversee the completion of daily registers e.g log books, medication registers, incident reports etc. Ensure the attendance registers are signed and kept up to date. Perform all the administration functions required by the job.
ENQUIRIES	MR W. SEATLE TEL:018 388 2829

CHIEF DIRECTORATE	SPECIALIST SOCIAL SERVICES
DIRECTORATE	CRIME PREVENTION
POST	SOCIAL AUXILIARY WORKER X 4
LEVEL	GRADE 1
SALARY	R 148 215 .00 p.a
CENTRE	MATLOSANA/ RUSTERNBURG CHILD & YOUTH CARE CENTRE (SECURE CARE PROGRAMME)
REF NO	SD/07/59/19
REQUIREMENTS	Grade 10. Learnership certificate that allows registration with the South African Council for Social Service professions as Social Auxiliary Worker.
DUTIES	Provide assistance and support to Social Workers with the promotion of social change, problem solving in

	human relationships. Empowerment and liberation of people to enhance social well-being under the guidance and supervision of the Social Worker. Implementation of policies and programmes. Keep abreast with new developments in the social work and social services field. Perform administrative support functions in support of social workers as required.
ENQUIRIES	MR W. SEATLE TEL:018 388 2829

CHIEF DIRECTORATE	SPECIALIST SOCIAL SERVICES
DIRECTORATE	CRIME PREVENTION
POST	CHILD AND YOUTH CARE WORKER X 84
LEVEL	GRADE 1
SALARY	R 140 958.00 p.a
CENTRE	MATLOSANA/ RUSTERNBURG CHILD & YOUTH CARE CENTRE (SECURE CARE PROGRAMME)
REF NO	SD/07/60/19
REQUIREMENTS	Grade 12 and certificate in child and youth care. Experience in CYCC will be added advantage.
COMPETENCIES	Good communication skills. Interpersonal skills. Motivational skills. Planning skills. Report writing skills.
DUTIES	Provide a secure, caring and therapeutic developmental programme for young people. Build positive relationship with young people. Render developmental work with young people and their families. Responsible for daily logging and report writing. Engage young people in developmental programmes. Ensure adequate supervision. Conduct life space interviews. Work within a multidisciplinary team to ensure the formulation and

	implementation of individual developmental plans for young people. Escort young people to hospital clinics and other referrals.
ENQUIRIES	MR W. SEATLE TEL:018 388 2829

CHIEF DIRECTORATE	SPECIALIST SOCIAL SERVICES
DIRECTORATE	CRIME PREVENTION
POST	DRIVER/ MESSENGER X 2
LEVEL	4
SALARY	R 145 281.00 p.a
CENTRE	MATLOSANA/ RUSTERNBURG CHILD & YOUTH CARE CENTRE (SECURE CARE PROGRAMME)
REF NO	SD/07/61/19
REQUIREMENTS	Grade 10 or equivalent, Code 10 valid Driver's license with PDP plus 3 years driving experience.
COMPETENCIES	Good communication skills. Good interpersonal relations. Patience, Assertiveness, Honesty and trustworthy. Listening Skills. Recording skills and knowledge of Transport policies.
DUTIES	Daily transportation of service beneficiaries, staff members to various destinations. Record & compile monthly log-sheets for pool vehicles. Organize for service appointments for pool vehicles. Load and unload goods and sort delivered items. Deliver and or collect mails, documents, stores items and stationery for the centre.
ENQUIRIES	MR W. SEATLE TEL:018 388 2829

CHIEF DIRECTORATE	SPECIALIST SOCIAL SERVICES
DIRECTORATE	CRIME PREVENTION
POST	RECEPTIONIST X2
LEVEL	4
SALARY	R 145 281.00 p.a
CENTRE	MATLOSANA/ RUSTERNBURG CHILD & YOUTH CARE CENTRE (SECURE CARE PROGRAMME)
REF NO	SD/07/62/19
REQUIREMENTS	A National Senior Certificate /Grade 12 or An appropriate diploma or equivalent qualification in a relevant field, and 1 year experience will be an added advantage.
COMPETENCIES	Computer skills, good communication, coordination skills. Time management. Proactiveness, Professionalism, flexibility. Willingness to work under changing circumstances. Good interpersonal relations.
DUTIES	Answer telephone calls in an appropriate and professional manner. Direct calls to an appropriate staff member or department. Arrange appointments. Record messages and make sure they are attended to and brought to the attention of the relevant person. Make outgoing phone calls as requested. Greet clients on their arrival and courteously advise them. Respond to enquiries and queries and refer complex enquiries and queries to relevant staff members; Receive, attend to and direct visitors to the appropriate office/staff member they are visiting; Ensure that relevant staff members are informed of visitors; Monitor and ensure reception area and meeting areas are kept neat and quite; Ensure that pamphlets, brochures and other relevant information is available for visitors; Assist with adhoc office admin duties, sending faxes, photocopying and filing.
ENQUIRIES	MR W. SEATLE TEL:018 388 2829

CHIEF DIRECTORATE	SPECIALIST SOCIAL SERVICES
DIRECTORATE	CRIME PREVENTION
POST	DATA CAPTURE X2
LEVEL	4
SALARY	R 145 281.00 p.a
CENTRE	MATLOSANA/ RUSTERNBURG CHILD & YOUTH CARE CENTRE (SECURE CARE PROGRAMME)
REF NO	SD/07/63/19
REQUIREMENTS	Grade 12 certificate. Computer literacy. Report writing skills. Knowledge of statistics, monitoring and evaluation systems will be an added advantage. Good interpersonal relationship and communication skills. A valid driver's license.
COMPETENCIES	Knowledge in Statistical analysis and use of software packages. Knowledge of Public Service Legislation, regulations and policies related to data / information management. Computer literacy (Excel, Power point, etc.). Presentation Skills. Good interpersonal relations. A valid Driver's license.
DUTIES	Collect data from various sub-programmes. Check data for completeness, correctness and consistency. Capture and analyze data in departmental systems. Produce and disseminate monthly and quarterly reports to relevant sub-programme coordinators. Consolidate and submit reports to the Institution Manager / Service Point Manager, and District Office. Conduct data audits for in all programmes and provide feedback.
ENQUIRIES	MR W. SEATLE TEL:018 388 2829

CHIEF DIRECTORATE	SPECIALIST SOCIAL SERVICES
DIRECTORATE	CRIME PREVENTION
POST	TRADESMAN AID X 4
LEVEL	3
SALARY	R 122 595.00 p.a
CENTRE	MATLOSANA/ RUSTERNBURG CHILD & YOUTH CARE CENTRE (SECURE CARE PROGRAMME)
REF NO	SD/07/64/19
REQUIREMENTS	ABET Level 4 or Equivalent qualification. Knowledge of technical work. Ability to speak two official languages.
COMPETENCIES	Ensure a clean working environment *Carry out basic and routine functions in support of supervisory personnel *Comply with the Occupational Health & Safety Act (Act 83 of 1995).
DUTIES	Maintenance of office buildings, Conduct regular building inspections, Attend to minor electrical, plumbing, carpentry and other artisan trade related problems/ faults. Maintenance of office equipment and furniture. Carry out basic and routine functions in support of supervisory personnel. Comply with the Occupational Health and Safety Act (Act 83 of 1995).
ENQUIRIES	MR W. SEATLE TEL:018 388 2829

CHIEF DIRECTORATE	SPECIALIST SOCIAL SERVICES
DIRECTORATE	CRIME PREVENTION
POST	FOOD SERVICE AID X 10
LEVEL	2
SALARY	R 102 534.00 p.a
CENTRE	MATLOSANA/ RUSTERNBURG CHILD & YOUTH CARE CENTRE (SECURE CARE PROGRAMME)

REF NO	SD/07/65/19
REQUIREMENTS	A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed
COMPETENCIES	Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.
DUTIES	Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to the kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.
ENQUIRIES	MR W. SEATLE TEL:018 388 2829

CHIEF DIRECTORATE	SPECIALIST SOCIAL SERVICES
DIRECTORATE	CRIME PREVENTION
POST	CLEANER X 10
LEVEL	2
SALARY	R 102 534.00 p.a
CENTRE	MATLOSANA/ RUSTERNBURG CHILD & YOUTH CARE CENTRE (SECURE CARE PROGRAMME)
REF NO	SD/07/66/19
REQUIREMENTS	Grade 10 or equivalent qualification
DUTIES	Cleaning Services: Sweeping floor, emptying dustbins, cleaning offices and workshops (where applicable).

	Monitor cleaning material and report stock levels. Utilize cleaning equipment and ensure their safe-guarding. Comply to Occupational Health and Safety requirements.
ENQUIRIES	MR W. SEATLE TEL:018 388 2829

CHIEF DIRECTORATE	SPECIALIST SOCIAL SERVICES
DIRECTORATE	CRIME PREVENTION
POST	LAUNDRY AID X 2
LEVEL	02
SALARY	R 102 534.00 p.a
CENTRE	MATLOSANA/ RUSTERNBURG CHILD & YOUTH CARE CENTRE (SECURE CARE PROGRAMME)
REF NO	SD/07/67/19
REQUIREMENTS	Grade 10 or equivalent qualification. At last one year relevant experience.
DUTIES	Use laundry machinery and maintenance of equipment. Sorting and packing linen. Liaising with housekeeping and other staff with regard to laundry items and services. Perform general functions related to laundry
ENQUIRIES	MR W. SEATLE TEL:018 388 2829

CHIEF DIRECTORATE	SPECIALIST SOCIAL SERVICES
DIRECTORATE	CRIME PREVENTION
POST	GROUNDSMAN X 4
LEVEL	02
SALARY	R 102 534.00 p.a
CENTRE	MATLOSANA/ RUSTERNBURG CHILD & YOUTH CARE CENTRE (SECURE CARE PROGRAMME)
REF NO	SD/07/68/19
REQUIREMENTS	Grade 10 or equivalent AET qualification. One (1) year

	gardening experience. Basic literacy and numeracy skills. Communication skills. Good interpersonal relationship. Knowledge of Health and Safety Standards.
DUTIES	Sweeping and cleaning of the pavement and the surroundings. Maintenance of lawn, trees and flowers. Preparing grounds for functions. Loading and off-loading deliveries. Remove refuses to the relevant truck loading spot. Keep the Centre's yard and surrounding clean and tidy. Reporting defects and faulty equipment's.
ENQUIRIES	MR W. SEATLE TEL:018 388 2829

CHIEF DIRECTORATE	SPECIALIST SOCIAL SERVICES
DIRECTORATE	CRIME PREVENTION
POST	SEAMSTRESS X 2
LEVEL	02
SALARY	R 102 534.00 p.a
CENTRE	MATLOSANA/ RUSTERNBURG CHILD & YOUTH CARE CENTRE (SECURE CARE PROGRAMME)
REF NO	SD/07/69/19
REQUIREMENTS	Grade 10 or equivalent qualification. Knowledge of sewing, and laying out of patterns, different kind of fabric as well as working with an overlocker and sewing machine. Ability to read drawings/patterns and work with Industrial fabrics.
DUTIES	Taking measurements. Adapting an existing pattern, or producing a new pattern for the client. Tacking the fabric pieces together for fitting. Giving advice on which combination of fabrics and patterns may give the best results. Showing the client fabric samples and pattern books. Fitting the garment and making adjustments to create a perfect fit. Working out the cost of the work,

	taking into account the fabric, trimmings and time needed using the pattern to cut out the fabric pieces.
ENQUIRIES	MR W. SEATLE TEL:018 388 2829

CHIEF DIRECTORATE	SPECIALIST SOCIAL SERVICES
DIRECTORATE	CRIME PREVENTION
POST	ADMIN OFFICER X 2
LEVEL	07
SALARY	R 257 508 p.a
CENTRE	MATLOSANA/ RUSTERNBURG CHILD & YOUTH CARE CENTRE (SECURE CARE PROGRAMME)
REF NO	SD/07/70/19
REQUIREMENTS	Bachelor's Degree or National Diploma in Management, or Relevant qualification. 2-3 years relevant experience. A valid Driver's Licence will be an added advantage.
DUTIES	Supervise and render general clerical support services. Supervise and provide supply chain clerical support services within the component. Supervise and provide personnel administration clerical support services within the component. Supervise and provide financial administration support services in the component. Supervise human resources / staff.
ENQUIRIES	MR W. SEATLE TEL:018 388 2829