



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF EDUCATION

Ref No: S3/1/1/1 Enq Ramaru TE Tel : 0836650946 E – Mai RamaruTE@edu.limpopo.gov.za

TO: All Heads of Departments - Limpopo Provincial Administration
All Deputy Director – Generals
All Chief Directors
All Directors

DEPARTMENTAL CIRCULAR NO. 132 OF 2025

ADVERTISEMENT OF POSTS ON THE ESTABLISHMENT OF THE LIMPOPO DEPARTMENT OF EDUCATION

1. Applications are hereby invited from suitably qualified candidates for the filling of the vacant posts, which exists in the Limpopo Department of Education. The details of the post are outlined on the attached **Annexure A of this Circular**.
2. Applications must be submitted on the new Z83 form obtainable from all Government Departments/ Institutions or can be downloaded from www.dpsa.gov.za / www.labour.gov.za.
3. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants:
 - 3.1. All the fields in **Part A, Part C and Part D** should be completed. In Part B all fields should be completed in full except the following:
 - (i) South African applicants need not provide passport numbers.
 - (ii) If an applicant responds "No" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State? If Yes (provide details), then it is acceptable for an applicant to indicate not applicable or leave a blank to the question. *"In the event that you are employed in the Public Service, will you immediately relinquish such business interests?"*
 - (iii) Applicants may leave the following question blank if they are not in possession of such: *"if your profession or occupation requires official registration, provide date and particulars of registration."*

- (iv) Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified.
 - (v) It must be noted that a CV is an extension of the application of employment on Z83, and applicants are accountable for the information that is provided therein.
 - (vi) The questions related to conditions that prevent re - appointment under Part F must be answered.
- 3.2. A specific reference number indicated on the post applied for must be quoted in the column "Reference Number" on the Z83 application form.
4. **For Public Service Act posts:** Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) are only required to be presented on the day of the interviews.
 5. **For Employment of Educators' Act posts:** Candidates must submit certified copies of educational qualifications and other relevant documents with applications as prescribed by the relevant Collective Agreement/s.
 6. All shortlisted candidates for the **Circuit Manager/CES posts** will be subjected to a Technical Competency Exercise Test, as well as oral interview. The Technical Competency Exercise Test is meant to test their ability to use MS Word, MS Excel and MS PowerPoint.
 7. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and provide proof of such evaluation.
 8. All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise and the other shall be an Integrity [Ethical Conduct], an Assessment as per Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024.
 9. The successful candidates will be expected to enter into a performance agreement and sign an oath of secrecy with the Department. All appointments are subject to - personal suitability checks (criminal records, credit record check and security vetting) and verification of educational qualifications and reference checks, that is, recommended candidates will be subjected to security clearance procedures. The Department reserves the right not to make any appointment/s to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Department.

10. Candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts.
11. **The closing date for submission of applications is 13 June 2025 at 14H00.** Late applications for the advertised posts will not be considered.
12. Failure to comply with the above requirements will result in the disqualification of the application.
13. **Applications should be submitted as directed below:**
 - 13.1. **Applications should be submitted on the following website:**
<https://erecruitment.limpopo.gov.za>

It is critical that applicants must register to apply on the above cited website.
 - 13.2. Or handed delivered at the following addresses:

The Acting Head of Department, Limpopo Department of Education,
Private Bag X 9489, Polokwane, 0700 or handed in at 113 Biccard Street,
Polokwane at Records Management Directorate – Office No. H03
[REGISTRY]
14. Correspondence will be limited to shortlisted candidates only, due to large numbers of applications we envisage to receive and if you have not heard from us within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of the Promotion of Access to Information Act 3 of 2000. Applications which are forwarded/submitted to the wrong address will not be considered.
15. Enquiries should be directed to: Messrs. Lukheli TV at 081 535 3675 and Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664, Tema MA at 081 387 2674 and Maupi MJ at 081 530 8921.
16. The Limpopo Department of Education is an equal opportunity, affirmative action employer with clear employment equity targets.
17. Note: The contents of the advertised vacant posts will also be posted on the following website www.limpopo.gov.za, www.limpopo.edu.limpopo.gov.za and www.dpsa.gov.za and Provincial Department social media.

.....
Mr. MASHABA KM
ACTING HEAD OF DEPARTMEN

2025/05/23
DATE



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF EDUCATION

ADVERTISEMENT OF POSTS

ANNEXUREA

Name of Post : Chief Education Specialist (CES)/Circuit Managers x 09
Posts
Sub - Directorate : District Co - Ordination & Support
Post Status : Permanent
Salary Level : 12
Salary Notch : R 1 049 106.00 per annum (All-inclusive package)
Centre : Molototsi Circuit, Mopani East, Ref No: LDoE 01/04/2025
Baltimore Circuit, Mogalakwena, Ref No: LDoE 02/04/2025
Babenberg Circuit, Mogalakwena, Ref No: LDoE 03/04/2025
Tubas Circuit, Sekhukhune East, Ref No: LDoE 04/04/2025
Malamulele West Circuit, Vhembe East, Ref No: LDoE 05/04/2025
Mutshindudi Circuit, Vhembe East, Ref No: LDoE 06/04/2025
Niani East Circuit, Vhembe East, Ref No: LDoE 07/04/2025
Vhumbedzi Circuit, Vhembe East, Ref No: LDoE 08/04/2025
Vhuronga 1 Circuit, Vhembe East, Ref No: LDoE 09/04/2025

MINIMUM REQUIREMENTS:

- A recognized three (03) or four (04) year qualification, which includes professional teacher education.
- A post graduate qualification in education will be an added advantage.
- Nine (09) years' experience in the educational field.
- Registration with SACE as a professional educator.
- Valid South African driver's license (with exception of person with disability).

JOB PURPOSE:

- To ensure the effective supervision, management functionality and performance of schools, in relation to administration, governance and curriculum delivery through professional and educational leadership, guidance and development.

KEY PERFORMANCE AREAS:

- a) Supervision and management of school principals in curriculum delivery and administration of schools.

- b) Support school principals, school management teams and school governing bodies in the management and governance of schools.
- c) Conduct performance reviews and appraisals of principals.
- d) Monitor and support the implementation of performance management systems in schools; e) Provide support for professional growth of educators in line with the Circuit Improvement Plan (CIP);
- e) Evaluate the physical infrastructure of schools and communicate to the relevant section of the Department in terms of the needs of schools.
- f) Assist the circuit and the district in ensuring that examinations and assessments are implemented according to plan.
- g) Assist schools in maintaining a fair labour environment.
- h) Manage selection processes, especially the appointment of principals in schools;
- i) Guide the process of school establishment, rationalisation and extension of curriculum in the circuit.
- j) Develop a profile of all schools allocated to him/her as per the required format.
- k) Moderate examination schedules.
- l) Facilitate and coordinate the effective running of examinations.
- m) Drive the implementation of relevant teaching and learning initiatives in the districts in line with departmental objectives.
- n) Advise Principals and school management teams on the Departments strategic plans so as to assist them with the development of school improvement plans in order to achieve the desired objectives.
- o) Analyze and identify professional, education and resource needs of districts (including physical, human and financial resources); and
- p) Ensure that Principals manage their budgets in line with the South African Schools Act and maintain financial records for audit purposes

COMPETENCIES:

- a) Monitoring and evaluation b) Performance Management c) Decision making and initiating action d) Adhering to principles and values e) Analysis and interpreting f) Writing and reporting g) Creating, conceptualizing and innovating h) Organizing and executing i) Coping with pressures and setbacks j) Time management
- b) Knowledge & Skills
- c) Knowledge of the constitution as well as other relevant Acts and Policies.
- d) Experience in research on the latest developments related to curriculum transformation.
- e) Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom.
- f) A sound understanding of curriculum transformation issues and capacity building processes in education.
- g) Interpret, analyze and apply current legislation and departmental policies
- h) Supervisory, organizational and interpersonal skills.
- i) Proven written and verbal skills.
- j) Attention to details and a high level of accuracy, effective public relations and public speaking skills.
- q) Computer Literacy - MS Word, Ms Excel, MS Power Point and MS Outlook

Name of Post : **Social Work Manager x 01 Post**
Sub - Directorate : **ECD Conditional Grant**
Ref No. : **LDoE 11/04/2052**
Post Status : **Permanent**
Salary Level : **12**
Salary Notch : **R 970 686.00(inclusive package)**
Centre : **Head Office**

MINIMUM REQUIREMENTS:

- Bachelor's degree in social work.
- Minimum of 10 years' experience in social work after registration as a Social Worker with the SACSSP of which 5 years must be appropriate experience in ECD Conditional Grant.
- Registration with the South African Council for Social Service Professions as a Social Worker.
- Computer literacy
- A valid South African driver's licence (with exception of person with disability)

CORE AND COMPETENCIES PROCESS:

- Strategic Capability and Leadership skills
- People management and Empowerment skills
- Programme and Project Management skills
- Financial Management Skills.
- Computer Literacy

KEY PERFORMANCE AREAS:

- Coordinate services and resources needed to meet the needs of ECD Centres, Plan, manage,
- Maintain accurate and up-to-date database of refurbished and low cost ECD Centres through Conditional grant.
- Manage and implement the ECD conditional grant registration packages.
- Facilitate stakeholders' engagement meetings for the construction of low-cost ECD Centres.
- Manage and facilitate the implementation of ECD policies, strategies, minimum technical norms and standards, including practice guidelines in respect of early childhood development conditional grant.
- Provide technical support to the ECD programme and ensure that all deliverables of the ECD conditional grant are met.
- Consolidate provincial reports in line with the ECD Conditional Framework.
- Manage and facilitate capacity building on the ECD conditional grant.
- Advocate for ECD Centres and the rights of children.
- Manage and monitor funded ECD Centres. Supervise Social workers and Social auxiliary workers.

- Attend Stakeholders, District, Provincial and National meetings. Prepare ECD conditional grant reports

Name of Post : Deputy Director Quantity Survey Grade A x 01 Post
Sub - Directorate : ECD
Ref No. : LDoE 12/04/2052
Post Status : Permanent
Salary Level : OSD
Salary Notch : R 896 436 (inclusive package)
Centre : Head Office

MINIMUM REQUIREMENTS:

- A bachelor's degree/BTech in Quantity Survey or a relevant equivalent qualification (NQF level 7) as recognised by SAQA.
- 3 - 5 years' relevant experience at a lower management level as an Assistant Director in Building Construction and Building Maintenance
- Computer literacy
- A valid South African driver's licence (with exception of person with disability)

CORE AND PROCESS COMPETENCIES:

- People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication.

KEY PERFORMANCE AREAS:

- Manage and coordinate all aspects of facility projects and facility maintenance.
- Be responsible for project and maintenance planning, implementation monitoring, reporting and evaluation in line with project management methodology.
- Do maintenance planning.
- Be responsible for project and maintenance accounting and financial management.
- Report project and planned and unplanned maintenance progress.
- Manage project and maintenance budget resources in consultation with the Supervisor.
- Do maintenance trend analysis and facility cost research.
- Contribute to the human resource-related activities.

Name of Post : Town & Regional Planner x 01 Post
Sub - Directorate : Infrastructure Delivery Management
Ref No. : LDoE 13/04/2052
Post Status : Permanent
Salary Level : OSD
Salary Notch : R 866,304 (inclusive package)
Centre : Head Office

MINIMUM REQUIREMENTS:

- University B Degree in Town and Regional Planning or equivalent qualification.
- Registered as Built Environment Professional: Town Planner with SACPLAN.
- Valid Driver's Licence.
- Computer literate.
- Minimum of Six Years' experience post qualification.

CORE AND COMPETENCIES PROCESS:

- Strategic Capability and Leadership skills
- People management and Empowerment skills
- Programme and Project Management skills
- Financial Management Skills.
- Computer Literacy

KNOWLEDGE

- South African Schools Act of 1996, Regulations and Proclamations.
- Guidelines issued by DBE in terms of functional and technical Norms and Standards.
- Construction Industry Development Board Act of 2000 and Regulations.
- Spatial planning systems and norms of Government.
- National Building Standards Act of 1977 and Regulations.
- Town and Regional Planner Act of 1994.
- PFMA, Treasury Regulations, Treasury Practice Notes and Circulars.
- Government Immovable Asset Management Act of 2007.
- Occupational Health and Safety Act of 1993 and Regulations.
- Public Service Act 1999 and Regulations. National Environmental Management Act of 1998.
- Relevant Provincial Land Administration Legislation

KEY PERFORMANCE AREAS:

- Assist in aligning town planning infrastructure modelling to the Departmental Service Plan.
- Assist in preparing input for Strategic Plan, Annual Performance Plan and Annual Report.
- Assist in preparing inputs to the Directorate Infrastructure Delivery Management in terms of the implementation of Project Briefs and related requests on town planning specific information.
- Assist to prepare inputs to the Directorate Infrastructure Delivery Management for the procurement strategy and the Infrastructure Programme Management Plan [IPMP].
- Assist in preparing inputs to Directorate Infrastructure Delivery Management for the Medium, Annual and Adjustment Budgets

Name of Post : **Electrical Engineer Grade A x 01 Post**
Sub - Directorate : Infrastructure Delivery Management
Ref No. : LDoE 14/04/2052
Post Status : Permanent
Salary Level : OSD
Salary Notch : R 866 304.00(inclusive package)
Centre : Head Office

MINIMUM REQUIREMENTS:

- A university degree in Engineering and/or equivalent qualification.
- Registration with ECSA as a Professional Engineer: Electrical Engineer.
- Minimum of Three Years' experience post qualification.
- Computer literacy.
- A valid South African driver's licence (with exception of person with disability)

CORE AND COMPETENCIES PROCESS:

- Strategic Capability and Leadership skills
- People management and Empowerment skills
- Programme and Project Management skills
- Financial Management Skills.
- Computer Literacy

KNOWLEDGE

- PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars.
- Provincial/Departmental Supply Chain Management Policies.
- National Building Standards Act of 1977 and Regulations.
- Occupational Health and Safety Act of 1993 and Regulations.
- Government Immovable Asset Management Act of 2007.
- South African Schools Act of 1996, Regulations and Guidelines.
- Promotion of Access to Information Act of 2000.
- Promotion of Administrative Justice Act of 2000.

KEY PERFORMANCE AREAS:

- Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Education Facilities Guidelines and National Education norms & standards.
- Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice.
- Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice.
- Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises.

- Maintain electrical engineering norms

Name of Post : Deputy Director: Quantity Survey Grade A x 01 Post
Sub - Directorate : Infrastructure Delivery Management
Ref No. : LDoE 15/04/2052
Post Status : Permanent
Salary Level : 11
Salary Notch : R 896 436 (inclusive package)
Centre : Head Office

MINIMUM REQUIREMENTS:

- A bachelor's degree/BTech in Quantity Survey or a relevant equivalent qualification (NQF level 7) as recognized by SAQA.
- 3 -5 years relevant experience at lower management level as a Quantity Surveyor in Building Construction and Building maintenance.
- Computer literacy
- A valid South African driver's licence (with exception of person with disability)

CORE AND PROCESS COMPETENCIES:

- People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication.

KEY PERFORMANCE AREAS:

- Manage and coordinate all aspects of facility projects and facility maintenance. Be responsible for project and maintenance planning, implementation monitoring, reporting and evaluation in line with project management methodology.
- Do maintenance planning.
- Be responsible for project and maintenance accounting and financial management.
- Report project and planned and unplanned maintenance progress.
- Manage project and maintenance budget resources in consultation with the Supervisor.
- Do maintenance trend analysis and facility cost research.
- Contribute to the human resource-management

Name of Post : Assistant Director, Expenditure Management x 01 Post -
Sub - Directorate : ECD Conditional Grant
Ref No. : LDoE 16/04/2052
Post Status : Permanent
Salary Level : 09
Salary Notch : R 468 459.00 per annum
Centre : Head Office

MINIMUM REQUIREMENTS:

- A National Diploma or degree in Finance/Accounting as recognised by SAQA.A minimum of three (3) years' experience
- Experience in ECD will be an added advantage.
- A valid South African driver's licence (with exception of person with disability)

CORE AND PROCESS COMPETENCES

- Sound knowledge of the Public Finance Management Act and Treasury Regulations will serve as a strong recommendation.
- Ability to understand, interpret and correctly apply financial policies and prescripts. Must be computer literate and have knowledge of Microsoft packages, understanding of the financial and accounting processes.
- Well-developed reasoning, mathematical, analytical, innovative thinking and problem-solving ability.
- Ability to effectively compile and present reports.
- Must be knowledgeable with Human Resource Management (People Management)

KNOWLEDGE:

- Sound knowledge of the Public Finance Management Act and Treasury Regulations will serve as a strong recommendation.
- Ability to understand, interpret and correctly apply financial policies and prescripts. Must be computer literate and have knowledge of Microsoft packages, understanding of the financial and accounting processes.
- Well-developed reasoning, mathematical, analytical, innovative thinking and problem-solving ability.
- Ability to effectively compile and present reports.
- Must be knowledgeable with Human Resource Management (People Management) practices

SKILLS:

- Well-developed verbal, written communication skills with good interpersonal relations.
- Ability to effectively lease and communicate with clients.

- Team player, receptive to suggestions and focused on zero defect.
- Positive, loyal, creative and trustworthy.

KEY PERFORMANCE AREAS:

- Ensuring payments to all funded ECD centres on time.
- Ensure a detailed check on documentation.
- Execute all queries emanating from suppliers promptly and compile a prompt response to all audit queries relating to accounts payable.
- Reporting and rectifying any deviation found i.r.o contract/instruction and delegations prior to approval of payments.
- Follow up on all payment documents received late for payments and make sure that appropriate preventative action taken with respect to thereof.
- Preparation of journals and reconciliation of all ECD centres paid quarterly. Knowledge in respect of foreign payments.
- Reporting all financial misconduct as required by the prescripts.
- Keeping the relevant statistics for management purposes.
- Ensure the safe keeping of all transactions supporting documentation, files and data for audit purposes in accordance with prescripts.
- Evaluate and maintain security measures.
- Train, guide, supervise and develop finance admin clerks in the sub-directorate. Consolidate Means of Verification (MOV) of funded ECD centres.
- Ensure call for proposal for funding of ECD centres is conducted on time.
- Maintain database of funded ECD centres.
- Consolidate weekly, monthly, and quarterly reports. Attend National, Provincial and District meetings.

Name of Post : Assistant Director Quantity Survey x 01 Post
Sub - Directorate : ECD
Ref No. : LDoE 17/04/2052
Post Status : Permanent
Salary Level : 09
Salary Notch : R 468 459.00 per annum
Centre : Head Office

MINIMUM REQUIREMENTS:

- A bachelor's degree/BTech in Quantity Survey or a relevant equivalent qualification (NQF level 7) as recognized by SAQA.
- A minimum of three (3) years' experience at supervisory level in Building Construction and Building Maintenance
- Computer literacy
- A valid South African driver's licence (with exception of person with disability)

CORE AND PROCESS COMPETENCIES:

- People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication.

KEY PERFORMANCE AREAS:

- Manage and coordinate all aspects of facility projects and facility maintenance.
- Be responsible for project and maintenance planning, implementation monitoring, reporting and evaluation in line with project management methodology.
- Do maintenance planning.
- Be responsible for project and maintenance accounting and financial management.
- Report project and planned and unplanned maintenance progress.
- Manage project and maintenance budget resources in consultation with the Supervisor.
- Do maintenance trend analysis and facility cost research.
- Contribute to the human resource- management

Name of Post : Administration Officer x 01 Post
Sub - Directorate : ECD
Ref No. : LDoE 18/04/2052
Post Status : Contract
Salary Level : 07
Salary Notch : R 325 101.00 per annum
Centre : Head Office

MINIMUM REQUIREMENTS:

- An appropriate Bachelor's Degree in Office Administration or a relevant equivalent qualification (NQF level 7)
- Appropriate experience in Construction/ Facility Maintenance or Project Management
- A minimum of three (03) years' experience in administrative
- A valid South African driver's licence (with exception of person with disability)

CORE AND PROCESS COMPETENCIES:

- Computer Literacy
- Advanced skills in excel, word and power point.
- Data capturing skills.
- Good communication skills and flexibility.
- Time management, planning and organisation skills.
- Ability to function independently and as part of a team.

DUTIES:

- Record, organise, store, capture and retrieve correspondence and data (line function).
- Update registers and statistics.
- Handle routine enquiries. Make photocopies and receive or send facsimile.
- Distribute documents/packages to various stakeholders as required.
- Keep and maintain the filing system for the infrastructure unit.
- Type basic letters and/or other correspondence when required.
- Keep and maintain the incoming and outgoing register of the infrastructure unit, distribute documents/packages to various stakeholders as required.
- Render secretariat services for the Departmental Infrastructure unit.

Name of Post : Administration Clerk x 01 Post
Sub - Directorate : ECD
Ref No. : LDoE 19/04/2052
Post Status : Permanent
Salary Level : 05
Salary Notch : R 228 321.00 per annum
Centre : Head Office

MINIMUM REQUIREMENTS:

- Grade 12 or equivalent qualification with 1-2 years' experience in administration.
- Experience in ECD will be an added advantage.
- A valid South African driver's licence (with exception of person with disability)

KNOWLEDGE: SKILLS AND COMPETENCIES

- Computer Literacy. Advanced skills in excel, word and power point, Data capturing skills. Good communication skills, Organisation skills,
- Teamwork and Flexibility.
- Knowledge of legal framework governing the public service,
- Keep and maintain personnel records.
- Presentation skills, Knowledge of Education strategies and programmes pertaining to ECD will be an added advantage

KEY PERFORMANCE AREAS:

- Consolidate ECD Means of Verification (MOV), record, organize, store, capture and retrieve correspondence and data (line function),
- Handle routine enquiries, Update registers and statistics.
- Make photocopies, receive, and send mails.
- Distribute documents/packages to various stakeholders, as required.
- Keep and maintain the filing system for the subsidy components and all ECD databases. Type basic letters and/or other correspondence when required.

- Keep and maintain incoming and outgoing registers.
- Book venue for meetings, prepare agendas and file attendance
- Type and record minutes of the meetings.

Name of Post : **Social Worker x 02 Post**
Sub - Directorate : ECD
Ref No. : LDoE 20/04/2052
Post Status : Permanent
Salary Level : OSD
Salary Notch : R 325 200.00 per annum
Centre : Sekhukhune South

MINIMUM REQUIREMENTS:

- A Degree in Social Work.
- Registration with the South African Council for Social Service Professions as Social Worker.
- A valid driver's license.

CORE AND PROCESS COMPETENCIES

- Good verbal and written communication,
- Good report writing skills,
- Ability to intervene and resolve conflict of a complex nature,
- Problem solving, Planning and organizing work and working independently, Non-judgmental, Understanding, Assertive and Caring. Analytical skills,
- Knowledge and experience in working with Children's Act.
- Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion.
- Knowledge and understanding of 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.
- The 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.
- The 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.
- The understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Skills and Computer literate (excel skills will be an added advantage).

DUTIES:

- 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.

- Regulating the stay of children in alternative care; managing and facilitating the movement of children within the child and youth care system; and discharging or releasing children from the provisions of the Act.
- Attend to any other matters that could result in, or stem from, social instability in any form. Conduct assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions.
- Support social auxiliary workers and volunteers.
- Keep up to date with new developments in the social work and social welfare fields.
- Perform all the administrative functions required of the job.
- It will be expected from the Social Workers Grade 4 to mentor and coach the Social Workers Grade 1 to enable them to render an effective and efficient social work service, good record keeping.
- Register and Monitor Early Childhood Development programmes.
- Maintain and update databases of registered and funded ECD centres