



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 01/2026

ADVERTISEMENT OF POSTS: DEPARTMENT OF SOCIAL DEVELOPMENT

The above-mentioned circular is attached for your information. The content thereof should be brought to the attention of all staff.

Please take note that all enquiries with regard to the circular should be made to the official as indicated in the circular. **Not to the Human Resource Advice, Co-ordination and Management Directorate: Office of the Premier.**

OFFICE OF THE PREMIER

DATE: 27/01/2026



FREE STATE PROVINCIAL GOVERNMENT

FREE STATE PROVINCE *The Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of this post and candidates whose appointment/promotion/transfer will promote representativity will receive preference.*



DEPARTMENT OF SOCIAL DEVELOPMENT

NOTE Applications must be submitted on a duly complete New Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, for SMS (senior management service) posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully signed Z83 form and detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 or 24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In the filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

APPLICATIONS:

Applications should be addressed to various institution as per the applicant's need: **Provincial Office, Charlotte Maxeke Treatment Centre and Dr Beyers Naude Substance Abuse Centre:** Please forward your application quoting the relevant reference number, Department of Social Development, Old Standard Bank Building Private Bag X20616, 14 Charlotte Maxeke & Wesburger Street, Bloemfontein, 9300 Attention to AW Molalenyane or Email to Recruitment@fssocdev.gov.za

Mangaung Metro: Please forward your application quoting the relevant reference number, Department of Social Development, P.O. Box 695, Bloemfontein, 9300 or hand deliver to Department of Social Development, Shop No:46, Lemo Mall, Dr Belcher Road, Bloemfontein, 9301 or Email to Recruitment.mangaung@fssocdev.gov.za

Lejweleputswa: Please forward your application quoting the relevant reference number hand deliver to Department of Social Development Macholo Building, 05 Elizabeth Street, Welkom, 9460 or Email to Recruitment.lejweleputswa@fssocdev.gov.za

Thabo Mofutsanyana: Please forward your application quoting the relevant reference number, Department of Social Development, Corner of Moremoholo & Setai Street, Old FDC Building, Setsing, 9870 or Email to Recruitment.tmfutsanyana@fssocdev.gov.za.

Fezile Dabi District: Please forward your application quoting the relevant reference number, P.O. Box1122, Kroonstad, 9595 or hand deliver to Department of Social Development, KGI Building, 20 Cross Street, Kroonstad or Email to Recruitment.Fdabi@fssocdev.gov.za **Xhariep District:** Please forward your application quoting the relevant reference number, Department of Social Development, 15 Dawid Street Trompsburg 9913 or Email to Recruitment.Xhariep@fssocdev.gov.za

Winkie Direko Secure Care Centre: Please forward your application quoting the relevant reference number, The Department of Social Development, Private Bag x 20616, Bloemfontein 9300. Attention Ms. AW Molalenyane – Human Resource Management (Recruitment Section) Old Standard Bank Building, or place applications in an application box at Cnr Charlotte Maxeke and West Burger Street, Old Standard Bank Building, Bloemfontein or Email to Recruitment@fssocdev.gov.za

Leratong Child & Youth Care Centre: Please forward your application quoting the relevant reference number, Department of Social Development, 1809 Mokheithi Street Phuthaditjhaba 9866 or Email to Recruitment.Leratong@fssocdev.gov.za
Matete Matches Secure Care Centre: Please forward your application quoting the relevant reference number, Plot 39 Smaldeel Road, Maokeng, 9499 or hand deliver to Department of Social Development, Matete Matches, Plot 39 Smaldeel Road, Maokeng, 9499 or Email to Recruitment.Matete@fssocdev.gov.za

CLOSING DATE : 6 February 2026

POST : **DIRECTOR: SUPPLY CHAIN MANAGEMENT: REF NO: DSDFS 01/26**

SALARY : R1 266 714 per annum. Level 13 - An all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13thcheque, motor car allowance, home owner's allowance and medical aid assistance

CENTRE : Provincial Office (Bloemfontein)

REQUIREMENTS : An appropriate Bachelor's Degree (NQF Level 7) in Financial Management/ Public Administration/ logistics/Purchasing or equivalent qualification as recognized by SAQA, coupled with a minimum of 5 years middle/senior managerial level experience in supply chain management. A valid driver's license. Knowledge and skills: Knowledge of code of conduct for Supply Chain Management Practitioners, Knowledge of LOGIS, BAS, CSD and other relevant information management systems and Public Service SCM policies and procedures. Interpersonal relations skills, communication, negotiation skills, facilitation, presentation, report writing computer literacy skills, honesty and integrity, problem solving and decision-making skills. Note: A requirement for appointment at Director Level is the successful completion of the Senior Management Pre-entry Programme (Nyukela certificate) as endorsed by the National School of Governance.

DUTIES : Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure.
 NB: Shortlisted candidates will be subjected to technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated.

Maintain and improve the departmental supply chain management system in line with legislative requirements and National Treasury's norms and standards. Manage and direct the provision of demand and acquisition management service. Develop efficient and cost-effective supply chain strategies. Manage the departmental bidding process i.e. specification, evaluation and adjudication processes in line with relevant policies and standard operating procedures. Responsible for asset management and disposal. Establish and maintain proper control systems for departmental assets and mechanisms aimed at eliminating theft and losses, wastage and misuse of assets. Manage and direct the provision of contract management services Manage Service Level Agreements (SLA's) with suppliers and service providers. Effective and efficient inventory management. Effective and efficient fleet management. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : Ms N Molikoe 0837627455

POST : **DIRECTOR HUMAN RESOURCES MANAGEMENT: REF NO: DSDFS 02/26**

SALARY : R1 266 714 per annum. Level 13 - An all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13thcheque, motor car allowance, home owner's allowance and medical aid assistance

CENTRE : Provincial Office (Bloemfontein)

REQUIREMENTS : An appropriate Bachelor's degree(NQF Level 7) or equivalent qualification in Human Resources as recognized by SAQA, coupled with a minimum of 5 years middle/senior managerial level experience in Human Resource Management. A valid driver's license. KNOWLEDGE: In depth knowledge of end-to-end Human Resources processes and best practices, Management systems, health and safety regulations, production and processing, Treasury regulations PFMA Human Resources, Management Framework Financial Management. SKILLS/CORE COMPETENCIES: Analytical, Communication, Presentation, Coordination, active listening,

Critical thinking, reading comprehension, writing, Organizational, interpersonal, Judgement and decision making, conflict management, multi-tasking, political sensitivity, persuasion and influencing. **VALUES/ATTITUDES:** Develop and maintain working environments that are health and safety conscious, lead by example and offer support, seek and incorporate input from others, empower employees to work independently, encourage and develop employees to use their strongest abilities and promote achievement and accomplishment, manage stakeholders needs/ expectations, demonstrate and advocate integrity and ethical behavior throughout the human resources (e.g. fair trade practices compliance, etc.) Note: A requirement for appointment at Director Level is the successful completion of the Senior Management Pre-entry Programme (Nyukela certificate) as endorsed by the National School of Governance.

Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure.

NB: Shortlisted candidates will be subjected to technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated.

NB: Shortlisted candidates will be subjected to technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated.

DUTIES : Manage the provision of human resource administration services. Manage and facilitate the provision of employee wellness and programmes. Manage and facilitate human resource planning and information management systems. Develop partnerships and network with relevant stakeholders. Managing Labour Relations processes in the department. Manage resource (Human, Financial and Physical). Promote corporate governance issues.

ENQUIRIES : Mr F Finger: 0729543160

POST : **DISTRICT DIRECTORS X2 POSTS**
Thabo Mofutsanyana District, Ref No: DSDFS 03/26
Xhariep District, Ref No: DSDFS 04/26

SALARY : R1 266 714 per annum. Level 13 - An all-inclusive package. The remuneration package consist of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13thcheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE : Thabo Mofutsanyana District: Qwaqwa Office, Xhariep District: Trompsburg Office
REQUIREMENTS : Bachelor's Degree in Social Work, Registration with the South African Council for Social Services Professions as a Social Worker. A valid driver's license. Minimum of 5 years work experience at middle/senior management level. **KNOWLEDGE:** Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Treasury Regulations, Fraud Prevention Strategies, Welfare Laws, Non-Profit Organization Act, Basic Conditions of Employment Act, Employee Performance Management and Development System, Public Participation, Service Delivery. **SKILLS/CORE COMPETENCIES:** Strategic capability and, People management and leadership, People management and empowerment, Financial Management, Change Management, Programm and Project Management, Knowledge Management, Service Delivery Innovation, Research, Presentation and Facilitation, Computer Literacy. Note: A requirement for appointment at Director Level is the successful completion of the Senior Management Pre-entry Programme (Nyukela certificate) as endorsed by the National School of Governance.

Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure.

NB: Shortlisted candidates will be subjected to technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated.

DUTIES : Manage the provision of Social Welfare Services. Manage the provision services to women, children and families. Manage the provision of restorative services. Manage and facilitate the provision of community development. Manage the provision of quality assurance. Manage the provision of corporate services. Manage resources and provide inputs to policies.

ENQUIRIES : Ms P Mphatsoe 0664876108

POST : **DIRECTOR: COMMUNITY DEVELOPMENT: REF NO: DSDFS 05/26**

SALARY : R1 266 714.00 per annum (Level 13) An all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13thcheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE : Provincial Office

REQUIREMENTS : National Senior Certificate plus B Degree (NQF level 7) in General Management / Public Administration / Social Science / Community Development/ Development Studies or equivalent qualification. Plus a minimum of 5 years' experience in middle/senior management. 2 - 3 years' experience in community development environment. A driver's license. Competencies:

Knowledge of the departmental constitutional mandate and relevant policy legislation and its relationship with national, local civil society and other stakeholders. Knowledge of current trends in social developmental issues. Knowledge and understanding of sustainable poverty reduction and the developmental stages required in building self-reliant society. Knowledge and understanding of Public Service Act and regulations, PFMA, procurement processes and policies, as well as specific legislation relating to the departmental mandate. The public service core and process competencies. Note: A requirement for appointment at Director Level is the successful completion of the Senior Management Pre-entry Programme (Nyukela certificate) as endorsed by the National School of Governance.

Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure.

NB: Shortlisted candidates will be subjected to technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated.

DUTIES :

Develop and manage integrated community and poverty alleviation strategies and guidelines. Manage and monitor poverty alleviation programmes. Manage and monitor the implementation of special projects for sustainable livelihood programmes and Expanded Public Works programmes. Administer and monitor community development ventures. Research, evaluate and review strategies and programmes on community development and poverty alleviation services. Strengthen and maintain stakeholder relations. Develop strategies, policies, programmes, frameworks for community development and effective programme management guided by the social development sector mandate. Coordinate planning, implementation, monitoring, reporting and evaluation of the community development program. Participate in provincial integration programmes and in all national and provincial committees and forums that are relevant to the area of responsibility and are relevant by reason of the incumbent being a member of the departmental senior management. Ensure effective human resources management, financial management, risk management and effective audit improvement planning and responsiveness.

ENQUIRIES :

Ms W Direko Tel No: 066 487 6191

POST

CENTRE MANAGER X 2 POSTS

SALARY

: R896 436 per annum (Level 11), all-inclusive remuneration package. The package includes a basic salary (70%/75% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30%/25% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTER

: Matete Matches Secure Care Centre, (Ref No: DSDFS 39/26)
Leratong Children's Home, (Ref No: DSDFS 40/26)

REQUIREMENTS

: An appropriate Bachelor's degree in Social Work. Current registration with the appropriate South African Council for Social Service Professions. A minimum of 6-10 relevant working experience. Computer literacy. Valid Driver's License. (applicants are not submitting copies/attachments/ certificates/ID/Driver license/qualifications on application, **only when shortlisted**)

DUTIES

: Management of the Residential Care Centre. Facilitate and plan development programmes for children. Implementation of strategic and operational plans. Ensure effective budgetary planning, administration and financial management. Facilitate and monitor the development of relevant internal policies. Manage provision of integrated development and therapeutic services to children in need of care or in conflict with the law. Ensure good governance through effective management of systems, processes and resources. Manage and Develop Performance of personnel. Ensure good governance through effective management of systems, processes and research.

ENQUIRIES

: Matete Matches: Ms. F Nondabula: 0609851798,
Leratong Children's Home: Ms. M Mbuyisa: 0832745610

POST

DEPUTY DIRECTOR: NPO MONITORING & EVALUATION: REF NO: DSDFS 08/26

SALARY

: R896 436 per annum. Level 11 - An all-inclusive package.

CENTRE

: Provincial Office (Bloemfontein)

REQUIREMENTS

: Appropriate Three Year National Diploma (NQF Level 6) in General Management / Public Administration / Social Science / Community Development/ Development Studies or equivalent qualification in the Management Services . 6 -10 years in the field. Drivers license. Special Knowledge: Proven working knowledge on the area of specialization. Skills And Abilities:

Facilitation, Leadership, Report writing, Analytic, Problem solving, Strategic planning, Training, Computer skill especial MS word, Excel, Power point and Outlook. Values And Attitudes: Professional, Client oriented, Integrity, Committed and Loyalty.

DUTIES : Ensure the development of the Department's Monitoring and Evaluation policy and/ or Implementation strategy (in line with national and/ or provincial Frameworks). Ensure that the Department's Monitoring and Evaluation Reporting Format (inclusive of reporting time frame) as well as the department's annual report framework are developed in line with relevant annual performance plan of the department and communicated such to all senior managers in the Department for future completion. Ensure that the capacity of the Department on matters related to monitoring and evaluation (of non- financial performance) is improved continuously. This includes the provision of information session and/or advice to manager and senior managers, inclusive of resource / verification documents as required by the auditor-general. Monitor and report on the performance of the department in relation to the following: Outcome Based Provincial Plan, Department Annual Performance Plan, SOPA and/or MEC Budget injections and Government Programmes of Actions (national and provincial).

ENQUIRIES : Ms W Direko Tel No: 066 487 6191

POST : **DEPUTY DIRECTOR: SALARIES REF NO: DSDFS NO 09/26**

SALARY : R896 436 per annum (Level 11), all-inclusive remuneration package.
CENTRE : Provincial Office (Bloemfontein)
REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 6. A 3 years relevant experience in Financial Accounting at supervisory/management (ASD) level. A valid driver's license.

DUTIES : Manage the financial revenue, expenditure management and accounting sub directorate, monitor the policy and legislative framework to ensure that cognizance is taken of new developments, develop and maintain policies and processes, Undertake revenue, expenditure management and accounting work as required, Manage the sub-directorate revenue, expenditure management and accounting, Management of performance and development, Develop and Manage the operational plan of the sub- directorate and report on progress as required, Compile and submit all required administrative reports, Procurement and asset management for the sub directorate, quality control of work delivered by employees, planning and allocate work and Functional technical advice and guidance.

ENQUIRIES : Ms N Molikoe 0837627455

POST : **SOCIAL WORK MANAGER GRADE 1: REF NO:DSDFS 10/26**

SALARY : R970 686 per annum, all-inclusive remuneration package
CENTRE : Charlotte Maxeke Treatment Centre
REQUIREMENTS : An appropriate Bachelor's degree in Social Work. Registration with the South African Council for Social Services Professions as Social Worker. A Minimum of 10 years Appropriate/recognizable experience in Social Work after registration as Social Work with SACSSP including four years supervisory/middle management experience.

DUTIES : Provide a social work services highest, most advanced and specialized nature within (a define areas) or specialization with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matter that could result in, or stem from, social instability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient economical and effective utilization of financial resources. Manage a social work unit to ensure that an efficient and effective social work services delivered through the efficient and effective utilization of human resource. Keep up to date with new developments in the social work and management fields. Perform and or ensure that all the administrative functions required in the unit performed.

ENQUIRIES : Ms. D Monare 0833819931

POST : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (BANKING AND REVENUE) REF NO:11/26**

SALARY : R468 459 per annum. (Level 9)
CENTRE: Provincial Office (Bloemfontein)
REQUIREMENTS : A relevant tertiary qualification in financial management at NQF level 6. A valid driver's license. Minimum of 3 years relevant supervisory experience.

DUTIES : Collection and recording of revenue. Cashier, banking service and electronic payments. Oversee that the banking of monies are done in accordance with the prescribed processes, Oversee that the bank reconciliations are performed and are correct. Debt Management, Oversee the identification and accurate recording of debts owed to the department. Oversee the accurate of monies received. Monitoring and reporting on revenue, Oversee and monitor income against

budget and review reconciliations, Ensure completeness and accuracy of financial information. Expenditure Management, Compensation of employees, oversee quality assure all payroll transactions, oversee verification of information for payroll certification. Goods and services, oversee verification of source documents, ensure that quality is in line with budget and item provisioning. Transfers and subsidies, Oversee and reconcile payment request with budget provisions and the availability of funds, authorize the payment of transfers and subsidies processed on the accounting system. Reporting, Oversee the processing of information to determine expenditure against budget, ensure the safeguarding of all source documents. Supervise employees to ensure an effective financial accounting service. This would, inter alia, entail the following: General supervision of employees, allocate duties and do quality control of the work delivered by supervisees. Inherent requirements, consult the draft competency framework for financial management.

ENQUIRIES : Ms N Molikoe 0837627455

POST : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (BOOKKEEPING SERVICES)**
REF NO: DSDFS 12/26

SALARY : R468 459 per annum. (Level 9)
CENTRE : Provincial Office (Bloemfontein)
REQUIREMENTS : A relevant tertiary qualification in financial management at NQF level 6. A valid driver's license. Minimum of 3 years relevant supervisory experience.

DUTIES : Collection and recording of revenue. Cashier, banking service and electronic payments. Oversee that the banking of monies are done in accordance with the prescribed processes, Oversee that the bank reconciliations are performed and are correct. Debt Management, Oversee the identification and accurate recording of debts owed to the department. Oversee the accurate of monies received. Monitoring and reporting on revenue, Oversee and monitor income against budget and review reconciliations, Ensure completeness and accuracy of financial information. Expenditure Management, Compensation of employees, oversee quality assure all payroll transactions, oversee verification of information for payroll certification. Goods and services, oversee verification of source documents, ensure that quality is in line with budget and item provisioning. Transfers and subsidies, Oversee and reconcile payment request with budget provisions and the availability of funds, authorise the payment of transfers and subsidies processed on the accounting system. Reporting, Oversee the processing of information to determine expenditure against budget, ensure the safeguarding of all source documents. Supervise employees to ensure an effective financial accounting service. This would, inter alia, entail the following: General supervision of employees, allocate duties and do quality control of the work delivered by supervisees. Inherent requirements, consult the draft competency framework for financial management.

ENQUIRIES : Ms N Molikoe 0837627455

POST : **ASSISTANT DIRECTOR: FINANCIAL, PLANNING BUDGETING AND MONITORING**
REF NO: DSDFS 27/26
(This is a re-advertisement, applicants who previously applied are encouraged to re-apply).

SALARY : R468 459 per annum. (Level 9)
CENTRE : Provincial Office (Bloemfontein)
REQUIREMENTS : A relevant tertiary qualification in financial management at NQF level 6. Minimum of 3 years relevant supervisory experience.

DUTIES : Planning- Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Check and verify the supporting information for various financial planning processes. Budgeting- coordinate, review, analyse and quality assure the budget preparation processes. Develop templates for the collection of budget information from line functionaries, coordinate the preparation and consultation for the MTET budget process, Align budget statements with the annual performance plan, strategic plan, national and provincial spending priorities. Asses were shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations, provide information for the preparation of the annual financial statements, monitor that all shifts/ virements are included in the adjusted budget. Reporting- coordinate, review, analyse and quality assure the management accounting reporting processes, Evaluation information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary, monitor that all shift/ virements are included in the In year monitoring report, Provide advice and guidance to role players on the use of forecasting methods and tools. Manage the operational processes, resources and procedures associated with the management accounting functions, develop and review departmental policies and procedures applicable to management accounting (planning

and budgeting), Monitor performance of employees and determine training needs, determine workflow requirements

Ms H Hildegard 0664876139

ENQUIRIES

POST

SOCIAL WORK POLICY DEVELOPER GRADE 1 (SUBSTANCE ABUSE)
REF NO: DSDFS 13/26

SALARY

R453 201 per annum

CENTRE

Provincial Office (Bloemfontein)

REQUIREMENTS

Appropriate Bachelor's Degree in Social Work. Current Registration with the South African Council for Social Services Professions (SACSSP). A minimum of 8 years' experience in Social Work.

DUTIES

Understanding Social Dynamics, must ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination. Understanding human behavior and social system, must have knowledge and understanding of more complex and advanced human behavior and social systems. Social work intervention, must ensure that supervisees intervene efficiently and effectively points where people interact with their environments in order to promote social well-being. Social empowerment: assist, advocate and empower individuals, families, groups organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively and efficiently. Protecting vulnerable individuals: provide social work services towards protecting people who are vulnerable, at risk and vulnerable to protect themselves. Social work research, must be able to conduct social work research. Monitoring and evaluation, must be able to monitor, evaluate and quality assure all policies and legislation. Stakeholder support: must be able to provide support to stakeholders. Understanding social work legislation, must be able to review, develop, interpret, apply, provide guidance, analyze impact on social work policies, legislation, related legal and ethical social work practices and ensure that new policies are understood and implemented.

ENQUIRIES

Ms. M Jafta on 0664876135

POST

ENGINEERING TECHNICIAN (BUILDING) REF NO: DSDFS 14/26

SALARY

: A basic salary of R391 671 – R586 665 (OSD)

CENTRE

: Provincial Office (Bloemfontein)

REQUIREMENTS

National Diploma in Engineering (Building). Three years post qualification technical experience. (Proof of recognized experience will be requested from the shortlisted candidates). Valid driver's licence. Compulsory registration with ECSA as a Professional Engineering Technician. Candidate who are registered as Candidate Engineering Technologist may also apply.

DUTIES:

Render technical services: - (i) Assist Engineers, Technologists and associates in field, workshop and technical office activities. (ii) Promote safety in line with statutory and regulatory requirements; (iii) Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; and (iv) Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. (b) Perform administrative and related functions: - (i) Provide inputs into the budgeting process as required; (ii) Compile and submit reports as required; (iii) Provide and consolidate inputs to the technical/engineering operational plan; (iv) Develop, implement and maintain databases; and (v) Supervise and control technical and related personnel and assets. (c) Research and development: - Continuous professional development to keep up with new technologies and procedures; (ii) Research/literature studies on technical engineering technology to improve expertise; and (iii) Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES:

Ms M Mosupa: 0609846758

POST

: SOCIAL WORK SUPERVISOR GRADE 1 REF NO: DSDFS 15/26

SALARY

: A basic salary of R477 564 per annum.

CENTRE

: Dr Beyers Naude Halfway House

REQUIREMENTS:

Bachelor's Degree in Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). A minimum experience of seven (07) years in social work after registration with the SACSSP. Valid motor vehicle driver's licence. (with exception of persons with disabilities). Knowledge And Skills: Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes

in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment. Knowledge of NPO Governance.

DUTIES

: Ensure that social work services are rendered with regard to the care, support, protection and development of vulnerable individual, groups, families and communities through the relevant programmes. Ensure service compliance to norms and standards. Ensure social worker's compliance with South African Council for Social Service Professions [SACSSP] projects. Supervise and advise social workers and social auxiliary workers. Coordinate and manage all programmes including transformation of social welfare services. Rendering support and mentoring social workers. Rendering counselling to clients. Monitoring and evaluation of non-profit organisations.

ENQUIRIES

: Ms L Masangane on 0664866906

POST:

SOCIAL WORK GRADE 1 X 2 POSTS REF NO: DSDFS 16/26

SALARY:

Salary: R325 200 per annum.

CENTRE

: Thabo Mofutsanyana District (Bethlehem Office)

REQUIREMENTS:

An appropriate Bachelor's Degree in Social Work (NQF 7) or equivalent qualification. Registration with the South African Council for Social Service Professions as Social Worker. Knowledge of relevant Public Service Legislation. Proficient in any of the official languages in the Free State Province. Internship / practicum placement at Social Development setting will be an added advantage. A valid South African driver's license will be an added advantage. The applicant must be computer literate. and Knowledge: Counselling, Communication, Planning and organising. Problem solving, time management, stress management, diversity management, conflict resolution. Ability to work in a multidisciplinary team. Knowledge and understanding of the South African Legislation pertaining to social services.

DUTIES

: Render Social work services regarding the care, support, protection and development of vulnerable individuals, groups, families, and communities through the relevant programs. Attend to any other matter that could result in, or stem from, social instability in any form. Keep up to date with new developments in the social work and social welfare fields. This would, inter alia, entail the following: Study professional journals and publications to ensure that cognizance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Engage in continuous professional development activities as prescribed. Perform all the administrative functions required of the job.

ENQUIRIES

Ms Mphuthi Tel No: 0664859606

POST

COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 X 5 POSTS

SALARY

: A basic salary: R278 169 per annum (OSD Salary Package)

CENTRE

: Mangaung District, (Thaba Nchu Office), Ref No: DSDFS 17/26 X1 post

Xhariep District, Ref No: DSDFS 18/26 X2 posts

Fezile Dabi District, Ref No: DSDFS 19/26 X2 posts

REQUIREMENTS

: National Senior Certificate plus an appropriate three-year tertiary degree (NQF level 7) in Community Development or Bachelor of Social Sciences (Human and Societal Dynamics). Exposure to community development environment will serve as advantage. Must have exposure of legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment. Must be able to conduct research relating to community development work. Must be able to facilitate, identify, plan and implement various community development programs/interventions.

DUTIES

: Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Liaise and co-ordinate with all relevant role players, internal and external and stakeholders e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community. Support communities and perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery.

ENQUIRIES:

: Mangaung Metro: Ms M. Phori 0718645734, Xhariep District: Ms M Ramainoane: 0718645643, Fezile Dabi District: Ms H Thooe: 0746455362

POST

INTERNAL AUDITOR REF NO: DSDFS 20/26

SALARY

: R325 101 per annum (Level 7)

CENTRE

: Provincial Office (Bloemfontein)

REQUIREMENTS

: A qualification at (NQF6) as recognized by SAQA in Auditing/ Accounting/ Finance/Bcom Information Systems. One (1) year functional experience in Auditing. Statutory Body

Requirements: Institute of Internal Auditors (IIA) Knowledge: Applicable legislative and regulatory framework, Public Finance and Management Act, Treasury Regulations and guidelines, Organisational and government structures, National Treasury Internal Audit Framework, Internal audit concepts, frameworks and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance, Framework for managing performance Information, Departmental internal audit activity charter, audit and risk committee charters, General Recognized Accounting Standards (GRAP), International Professional Practices Framework (IPPF) of the Institute of Internal Auditors (IIA): (1) Definition, (2) Code of Ethics, (3) Standards, (4) Practice Advisories and (5) Practice Guides. Skills: Planning and Organizing, Computer, Project Management, Communication (verbal and written), Leadership, Analytical, Good Interpersonal, Presentation, Team Mate. Behavioural attributes: Assertive, Analytical, Client focused/centric, Sense of Responsibility, Disciplined and ability to meet deadlines, Ability to motivate team members, Organizational/goal driven, Ability to work under pressure.

DUTIES : Planning of audit engagements. Conduct Audit engagements in accordance with Audit programmes. Render administrative support to the Internal Audit within the Department of Social Development.

ENQUIRIES : Ms K Motthanke 0664859774

POST : **MONITORING AND EVALUATION OFFICER: NPO X9 POSTS**

SALARY : R325 101 per annum. (Level 7).
CENTRE : Mangaung Metro Ref No: DSDFS 21/26 X1 Post
 Thabo Mofutsanyane District, Ref No: DSDFS 22/26 X2 posts
 Lejweleputswa District, Ref No: DSDFS 23/26 X2 posts
 Fezile Dabi District, Ref No: DSDFS 24/26 X2 posts
 Xhariep District, Ref No: DSDFS 25/26 X2 posts

REQUIREMENTS : An appropriate National Diploma (NQF Level 6) as recognised by SAQA in Finances or equivalent qualification. Relevant experience in financial management and budget, monitoring and evaluation skills. Driver's licence. Knowledge And Values: The following knowledge and skills are required: Knowledge, skills attitudes and values to engage in the social development. Monitoring and evaluation skills. Financial management budgeting. Good communication skill. Presentation skill. Problem solving skill. Computer skill. Written and verbal communication. Report writing skill. Day to day administration.

DUTIES : Monitor compliance and management funds provided to CBO and NGOs in line with financial guidelines. Coordinate and monitoring the NPO funding cycle. Provide support and guidance to CBOs to ensure effective financial and accountability. Investigate irregularities and implement corrective measures: Screening/monitoring all the financial files, collect financial reports from the NPOs, check all the required documents and compile intervention report.

ENQUIRIES : Mr L. Salla: 066 487 6121

POST : **ADMINISTRATION OFFICER: SUPPORT SERVICES REF NO: DSDFS 26/26**

SALARY : R325 101 per annum. (Level 7.)
CENTRE : Dr Buyers Naude: Substance Dependency Halfway House

REQUIREMENTS : An appropriate National Diploma (NQF Level 6). 3-5 years' experience. Driver's licences. Knowledge Requirements: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Services. Knowledge of working procedures in terms of the working environment.

DUTIES : Supervise and render general clerical support service: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and retrieve or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence where required. Keep and maintain the incoming and outgoing register of the component. Supervise and provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of the office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the attendance register of the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component: Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms L Masangane on 0664866906

POST : **SUPPLY CHAIN PRACTITIONER: (DEMAND) REF NO: DSDFS 28/26**

SALARY : R325 101 per annum. (Level 7).
CENTRE : Provincial Office
REQUIREMENTS : An appropriate National Diploma (NQF Level 6) in Supply Chain Management/Public Management/ Administrative Management or any equivalent qualification as recognised by SAQA. 2-3 years' experience in demand environment. Knowledge Requirements: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Services. Basic knowledge of work procedures in terms of the working environment.

DUTIES : Supervise and render asset management clerical services: Oversee the compilation and maintenance of records. Oversee the verification of the asset registers. Verify the issuing of equipment and accessories to components and individuals in deed. Supervise and render demand and acquisition clerical services: Issue and receive bid documents. Ensure that all orders are place in time. Request and receive quotations. Ensure that supplies are captured and registered on the system. Supervise and undertake logistical support services: Receive and verify goods from suppliers. Check, place and verify orders for goods. Receive and verify goods from suppliers. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human resource/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance and apply discipline.

ENQUIRIES : Ms N Molikoe 0837627455

POST : **SUPPLY CHAIN PRACTITIONER: ACQUISITION REF NO: DSDFS 29/26**

SALARY : R325 101 per annum. (Level 7).
CENTRE : Provincial Office
REQUIREMENTS : An appropriate National Diploma (NQF Level 6) in Supply Chain Management/Public Management/ Administrative Management or any equivalent qualification as recognised by SAQA. 2-3 years' experience in acquisition environment. Knowledge Requirements: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Services. Basic knowledge of work procedures in terms of the working environment.

DUTIES : Supervise and render asset management clerical services: Oversee the compilation and maintenance of records. Oversee the verification of the asset registers. Verify the issuing of equipment and accessories to components and individuals in deed. Supervise and render demand and acquisition clerical services: Issue and receive bid documents. Ensure that all orders are place in time. Request and receive quotations. Ensure that supplies are captured and registered on the system. Supervise and undertake logistical support services: Receive and verify goods from suppliers. Check, place and verify orders for goods. Receive and verify goods from suppliers. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human resource/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance and apply discipline.

ENQUIRIES : Ms N Molikoe 0837627455

POST : **SUPPLY CHAIN PRACTITIONER: LOGISTICS REF NO: DSDFS 30/26**

SALARY : R325 101 per annum. (Level 7).
CENTRE : Provincial Office
REQUIREMENTS : An appropriate National Diploma (NQF Level 6) in Supply Chain Management/Public Management/ Administrative Management or any equivalent qualification as recognised by SAQA. 2-3 years' experience in logistics environment. Knowledge Requirements: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Services. Basic knowledge of work procedures in terms of the working environment.

DUTIES : Supervise and render asset management clerical services: Oversee the compilation and maintenance of records. Oversee the verification of the asset registers. Verify the issuing of equipment and accessories to components and individuals in deed. Supervise and render demand and acquisition clerical services: Issue and receive bid documents. Ensure that all orders are place in time. Request and receive quotations. Ensure that supplies are captured and registered on the system. Supervise and undertake logistical support services: Receive and

verify goods from suppliers. Check, place and verify orders for goods. Receive and verify goods from suppliers. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human resource/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance and apply discipline.

ENQUIRIES : Ms N Molikoe 0837627455

POST : **SENIOR HUMAN RESOURCE OFFICER REF NO:31/26 X3 POSTS**

SALARY : R325 101 per annum. (Level 7)
CENTER : Provincial Office (Bloemfontein)
REQUIREMENTS : National Diploma (NQF Level 6) as recognized by SAQA in Human Resource Management/ Public Administration/ Public Management or equivalent. Valid Driver's License. 3-5 years' experience required.

DUTIES : Supervise and undertake the more complex implementation and maintenance of human resource administration practices. HR provisioning, Appointments, Transfer, absorptions, probationary periods etc), termination of service, prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries and statistics. Supervision human resource/ staff, allocate and ensure quality of work, personnel development. Knowledge: knowledge of registry duties, practices as well as the ability to capture data, and operate computer, working knowledge and understanding of the legislative framework governing the public services. Understanding of the work in registry. Knowledge of storage and retrieval procedures in terms of the working environment.

ENQUIRIES : Ms. D Lebakeng 0664866668

POST: **CHIEF SECURITY OFFICER: FRAUD INVESTIGATION REF NO: DSD 07/26 X2 POSTS**

SALARY: R325 101 per annum. (Level 7)
CENTRE: Provincial Office (Bloemfontein)
REQUIREMENTS: Diploma in Policing/ Forensic Investigation/ Financial Accounting or equivalent qualification. 3-5 relevant work experience in Fraud of corruption investigations. A valid driver's license. Appointment subject to Security clearance. (applicants are not submitting copies/attachments/ proof/certificates/ID/Driver's license/qualifications on application, **only when shortlisted**)

DUTIES: Investigate allegations of fraud, corruption and maladministration reported within the department. Conduct witness interview and take statements in accordance with appropriate investigation standards. Conduct analysis of financial and non-financial record and make findings. Gather records and retain chain of evidence relating to any investigation reported according with code of practice. Prepare investigation dossier with findings and recommendations for approval by relevant authority. Refer cases to law enforcement agencies and internal stakeholders. Update fraud case register and conduct regular follow ups on the progress of cases reported. Represent the department on internal and external hearings. Maintain confidentiality and discretion in carrying out the responsibilities of the post. Identify fraud risks and update the fraud risk register and conduct awareness programmes.

ENQUIRIES: Mr M Molahloe 0832915468

POST: **CHIEF SECURITY OFFICER REF NO: DSD 32/26**

SALARY: R325 101 per annum. (Level 7)
CENTRE: Winkie Direko Secure Care Centre
REQUIREMENTS: Grade 12/National Certificate (Vocational) or equivalent qualification and 3-5 years relevant supervisory experience in Security Operations. Grade A PSIRA certificate. Knowledge of Private Security Industrial Regulating Act 56 of 2001, Control of access to public premises act 53 of 1985. Ability to implement counter measures within physical security component. Computer literate in MS Word, Excel, Power point. Ability to work under pressure. A valid driver's license. Appointment subject to Security clearance. (applicants are not submitting copies/attachments/ proof/certificates/ID/Driver's license/qualifications on application, **only when shortlisted**)

DUTIES: Undertake, organize and coordinate security operation in the Institution. Implementation of the standards on security operations e.g. access control, vehicle control and safe guarding of government assets. Compile misconduct reports and liaise with Centre Managers and Labour Relations office. Investigate alleged misconduct and take disciplinary action. Ensured effective and efficient execution of departmental policies. Draft duty roster and ensured proper supervision and audit of tool of trade. Manage all human resources function within the section. Conduct Risk assessment and provide advice/report to management.

ENQUIRIES: Mr M Molahloe 0832915468

POST : **NPO ADMINISTRATION CLERKS X4 POSTS**

SALARY : R228 321 per annum. (Level 5)

CENTER : Provincial Office, Ref No: DSDFS 33/26 X2 posts

Thabo Mofutsanyana District, Ref No: DSDFS 34/26 X2 posts

REQUIREMENTS : A grade 12 certificate or equivalent. Valid Driver's License. No previous experience required. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics, knowledge and understanding of legislative framework governing the public service and knowledge of working procedures in terms of the working environment. Skills and competencies job knowledge, computer, communication, planning and organizing, interpersonal relations, language, flexibility, good verbal and written communication skills and teamwork.

DUTIES : Render general clerical support services, record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics, handle routine enquires, make photocopies and receive or send facsimiles, distribute documents/ packages to various stakeholders as required, keep and maintain the filing system for the component, Type letters and other correspondence when required, keep and maintain the incoming and outgoing document register of the component, Provide supply chain clerical support services within the component, liaise with the internal and external stakeholders in relation to procurement of goods and services, stock control of office stationery, arrange traveling and accommodation and provide financial administration support services in the component, capture and update expenditure in the component and check correctness of subsistence and travel claims of officials and submit to manager for approval.

ENQUIRIES : Provincial Office: Mr L Saila: 0664876121, Thabo Mofutsanyana: Ms P Litabe: 0664866749

POST : **SOCIAL AUXILIARY WORKER GRADE 1 X2 POSTS REF NO: DSDFS 35/26**

SALARY : A basic salary: R192 972 per annum (plus benefits) (OSD Salary Package)

CENTRE : Fezile Dabi District (Kroonstad Office)

REQUIREMENTS : An appropriate recognised NQF level 4 (Grade 12) or equivalent qualification and Social Auxiliary Certificate. Current registration with the South African Council for Social Service Professions [SACSSP]. Knowledge and Skills: Demonstrate basic understanding of the South African social welfare context, the policy and practice of developmental social welfare services and the role of social auxiliary worker within this context. Define and demonstrate understanding of the purpose of social auxiliary work and the role and functions of a social auxiliary worker in relation to a social worker within the South African context. Consistently reflect the values and principles contained in the Bill of Rights and the social work profession's Code of Ethics in service delivery as a social auxiliary worker. Demonstrate a basic understanding of the South African judicial system and the legislation governing and impacting on social auxiliary work and social work. Demonstrate a basic understanding of human behaviour, relationship system and social issues. Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems. Use appropriate resources in service delivery to client systems. Work effectively with social workers and members of multi-sectoral teams in social service delivery. Work effectively as a social auxiliary worker to address the special needs and problems experienced by at least 3 of the priority focus groups in the social welfare. Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately. Provide an efficient research and administrative support service to the social worker. Demonstrate basic knowledge of financial matters related to social auxiliary work. Demonstrate self-awareness regarding personal capacities, attitudes and skills and a willingness to develop them further under the supervision of a social worker.

DUTIES : 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. Keep abreast with new developments in the social work and social services field. Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES: : Ms M Martins 060 987 6799

POST : **CLEANER REF NO: DSDFS 36/26 (X4 POSTS)**

SALARY : R138 486 per annum (Level 2)

CENTRE : Provincial Office (Bloemfontein)

REQUIREMENTS : Junior Certificate or STD 8/Grade 10/ABET, or equivalent qualification. Knowledge and Skills: Knowledge of Batho Pele Principles. Knowledge of basic safety and hygiene practices.

DUTIES : Knowledge of infection control and hazard monitoring. Interpersonal skills. Communication skills. Time management.
Provide cleaning services. Keep and maintain cleaning materials and equipment. Request and manage the supply of cleaning materials and equipment. Implement and maintain hygiene and infection prevention measures.

ENQUIRIES : Mr Mahlaba 0664859660

POST : **GROUNDSMAN: POST REF NO 37/26**

SALARY : A salary of R138 486 per annum (Level 2)

CENTRE : Beyers Naude Halfway House

REQUIREMENTS : Junior Certificate or STD 8/Grade 10/ABET or equivalent qualification. Good communication skills (Verbal and written). An ability to work under pressure and ability to work in a team. Knowledge of work procedures in respect of working environment skills.

DUTIES : Maintain premises and surroundings. clean premises by providing gardening services of routine nature, watering the garden, prune and trim flowers and trees, mow the grass, remove weeds, and garden refuse, apply insecticides. Cultivate the soil for trees and flowers, monitor and keep gardening equipment and tools in good condition. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.

ENQUIRIES : Ms L Masangane on 0664866906

POST : **LAUNDRY AID POST REF NO 38/26**

SALARY : A salary of R138 486 per annum (Level 2)

CENTRE : Beyers Naude Halfway House

REQUIREMENTS : Junior Certificate or STD 8/Grade 10/AET/ABET, or equivalent qualification. Knowledge and Skills: Knowledge of Batho Pele Principles. Knowledge of basic safety and hygiene practices. Knowledge of infection control and hazard monitoring. Interpersonal skills. Communication skills. Time management.

DUTIES : Sorting items based on fabric type, colour and washing instructions. Operate washing machines and dryers. Iron items, fold them neatly for storage and deliver. Ensure maintenance of laundry equipment. Notify management of low stock level. Keep laundry area organised and clean.

ENQUIRIES : Ms L Masangane on 0664866906

APPLICATIONS FOR THE DEPARTMENT OF SOCIAL DEVELOPMENT TO BE SUBMITTED TO:

The Department of Social Development, Private Bag x 20616, Bloemfontein 9300. Attention Ms. AW Molalenyane – Human Resource Management (Recruitment Section) Old Standard Bank Building, or place applications in an application box at Cnr Charlotte Maxeke and West Burger Street, Old Standard Bank Building, Bloemfontein or E-mail to recruitment@fssocdev.gov.za. Tel No: 083 555 9270

CLOSING DATE : 6 February 2026