



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 18/2020

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

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: 30/07/2020



social development

Department of
Social Development
FREE STATE PROVINCE



Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached, driver's license identity document and a C.V. (Separate application for every vacancy). **Applicants are requested to complete the Z83 form properly and in full. Hand delivery to Old Standard Bank Building, Charlotte Maxeke Street, where they must be placed in the appropriate marked box, OR by email to recruitment@fssocdev.gov.za** No Applications will be accepted by staff in the offices in the building. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. **NOTE: All short listed candidates will be subjected to screening. Successful candidate will be expected to enter into a performance agreement and undergo security vetting.**

POST: DIRECTOR BOTSHABELO SUBSTANCE ABUSE TREATMENT CENTER (FACILITY MANAGER)

REF NO: DC 17/12/20

SALARY: Level 13 – An all-inclusive package of R 1 057 326 per annum. 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 13th cheque, motor car allowance, home owner's allowance and medical aid assistance

CENTRE: BOTSHABELO SUBSTANCE DEPENDENCY TREATMENT CENTRE

REQUIREMENTS: A four year qualification in Social Work. 5-10 years' experience in middle management in the Social Work environment. Management of Substance Abuse Service will serve as an added advantage. Extensive knowledge and a clear understanding of all policies, directives and legislations pertaining to Social Work and Treatment for Substance Abuse Services. Strategic capabilities and leadership skills. Financial Management and empowerment. Change management skills.

NOTE: All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. All short listed candidates will be subjected to screening and security vetting to determine their suitability for employment, as well as qualification verification. Successful candidate will be expected to enter into a performance agreement.

DUTIES: Manage the rendering of psycho-support services and care to person with substance abuse addiction to change behavior patterns. Oversee the management of the rendering of medical treatment and detoxification to person with substance addiction disorders to mitigate the harm caused by substance abuse. Manage the provision of rehabilitative vocational skills development programmes as an alternative to addiction and dependencies. Manage the provision of administrative and auxiliary support services at the institution

ENQUIRIES: Ms. Makgotso Motsemme – 051 409 0630

POST: SOCIAL WORK MANAGER GRADE 1 REF NO: DC 17/01/20

SALARY: OSD (R794 889 – R894 666 per annum)

CENTRE: BOTSHABELO SUBSTANCE DEPENDENCY TREATMENT CENTRE

REQUIREMENTS: Appropriate Bachelor's Degree in Social Work. Current Registration with the SACSSP as a Social Worker. A Minimum of 10 years appropriate experience in Social Work

DUTIES: Provide a social work service of the highest, most advanced and specialized nature within (a) define area(s) 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 matters 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 service is delivered through the efficient and effective utilization of human resources. Keep up to date with the new

developments in the social work and management fields. Plan and ensure that social work research and development are undertaken. Undertake complex social work research. Perform and/or ensure that all the administrative functions required in the unit are performed

ENQUIRIES: Mr. Leloko Matsenyane on 060 984 1220

POST: CLINICAL PSYCHOLOGIST GRADE 1 REF NO: DC 17/27/20

SALARY: OSD R713 361 – 784 278 per annum. (The salary on appointment will be determined by the successful candidate's previous appropriate experience)

CENTRE: BOTSHABELO SUBSTANCE DEPENDENCY TREATMENT CENTRE

REQUIREMENTS: Master's degree in Clinical Psychology, Registration with the HPCSA as a Clinical Psychologist (Independent Practice), Proof of current registration with the HPCSA. No experience after registration with HPCSA in respect of RSA qualified employees who performed community service as required in South Africa. One (1) year relevant experience after registration with the Health Professional Council of South Africa in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Certificate of service from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills, Training and Competencies required: Comprehensive knowledge of psych-diagnostic and therapeutic interventions suitable for a hospital setting. Sound knowledge of policies, protocols and procedures applicable to the profession (including ethical and legal matters), Ability to function as part of a multi-disciplinary team, Good verbal and written communication skills. Good interpersonal, decision making and problem solving skills. Self- motivation, diligence and dedication to the service delivery. Computer skills.

DUTIES: Ensure effective and efficient management of all MCHU referred for psychological services. Perform psychological assessment (including psychometric testing). Manage MCHU within the multidisciplinary team framework. Ensure compliance with policies and procedures. Ensure maintenance of adequate and efficient record keeping and reporting. Liaise with the general public for the purposes of mental health promotion. Liaise with stake holders e.g. other governmental departments, NGO etc. Perform medico-legal duties.

ENQUIRIES: Mr. Leloko Matsenyane on 060 984 1220

POST: SOCIAL WORK SUPERVISOR GRADE 1 (GENERIC SERVICES) REF NO: DC 17/02/20

SALARY: OSD R384 228 – 445 425 per annum. (The salary on appointment will be determined by the successful candidate's previous appropriate experience)

CENTRE: BOTSHABELO SUBSTANCE DEPENDENCY TREATMENT CENTRE

REQUIREMENTS: Appropriate Bachelor's Degree in Social Work. Current Registration with the South African Council for Social Services Professions (SACSSP) as a Social Worker. A minimum of 7 years appropriate experience in Social Work

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. Attend to any other matters that could

result in, or stem from social instability in any form. Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field. Supervise all administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES: Mr. Leloko Matsenyane on 060 984 1220

POST: SOCIAL WORK GRADE 1- 4 X2 REF NO: DC 17/03/20

SALARY: OSD R257 592 – 581 178 per annum (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)

CENTRE: BOTSHABELO SUBSTANCE DEPENDENCY TREATMENT CENTRE

REQUIREMENTS: An appropriate Bachelor's Degree in Social Work. Current Registration with the SACSSP

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. Attend to any other matters that could

result in, or stem from social instability in any form. 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

ENQUIRIES: Mr. Leloko Matsenyane on 060 984 1220

POST: CHILD AND YOUTH CARE TEAM LEADER GRADE 1 X4 REF NO: DC 17/04/20

SALARY: OSD R157 245 – 176 982 per annum. (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)

CENTRE: BOTSHABELO SUBSTANCE DEPENDENCY TREATMENT CENTRE

REQUIREMENTS: Grade 12/National Certificate (Vocational). A minimum of 7 years appropriate experience in Child and Youth Care Work after obtaining the required qualification

DUTIES: Serve as a team leader for Child and Youth care Worker during a shift. Undertake inspections during a shift and report on incidents and problems identified. Perform administrative work relevant to the job. Assist with the care of children as the need arise.

ENQUIRY: Mr. Leloko Matsenyane on 060 984 1220

POST: CHILD AND YOUTH CARE WORKER X24 REF NO DC 17/05/20

SALARY: OSD R140 958 – 157 245 per annum. (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)

CENTRE: BOTSHABELO SUBSTANCE DEPENDENCY TREATMENT CENTRE

REQUIREMENTS: An appropriate recognized NQF level 4 (grade 12). FET level 4 will be an added advantage

DUTIE: Receive children and youth to the care facility after admission. Ensure that children/youth receive medical services. Assist with the implementation of planned activities, developmental and therapeutic programmes. Engage in basic life space work to promote the development and care of children and youth. Perform administrative work relevant to the job

ENQUIRIES: Mr. Leloko Matsenyane on 060 984 1220

POST: ASSISTANT MANAGER NURSING (AREA) REF NO: DC 17/07/20

SALARY: OSD R562 800 – 852 437 per annum. (The salary on appointment will be determined by the successful candidate's previous appropriate experience)

CENTRE: BOTSHABELO SUBSTANCE DEPENDENCY TREATMENT CENTRE

REQUIREMENTS: Appropriate Bachelor's Degree / Diploma in Nursing or equivalent qualification, Registration with SANC as Professional Nurse. A minimum of 8 appropriate / recognizable experience in nursing as Professional Nurse with the SANC in General Nursing. At least 3 years of that period referred to above must be appropriate recognizable experience at management level

DUTIES: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery, Ensure that the clinical nursing practice by the nursing team (area/facility) is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility, Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility, Demonstrate a basic understanding of HR and financial policies and practices, Demonstrate a basic understanding of the legislative framework governing the public service

ENQUIRIES: Mr. Leloko Matsenyane on 060 984 1220

POST: OCCUPATIONAL THERAPIST GRADE 1 REF NO: DC 17/08/20

SALARY: OSD Salary of R317 976 per annum.

CENTRE: BOTSHABELO SUBSTANCE DEPENDENCY TREATMENT CENTRE

REQUIREMENTS: Professional qualification as an Occupational Therapist. Registration as an Occupational Therapist with the Health Professions Council of South Africa (HPCSA) (Professional Board for Therapists).

DUTIES: Render therapeutic services in groups in collaboration with the Multidisciplinary team in the context of holistic management. Render individual therapeutic services. Continuous Professional development. Keep up to date with new developments in the occupational therapist profession. Perform all the administrative functions required of the job.

ENQUIRIES: Mr. Leloko Matsenyane on 060 984 1220

POST: ASSISTANT OCCUPATIONAL THERAPIST GRADE 1 REF NO: DC 17/09/20

SALARY: OSD Salary of R170 958 per annum.

CENTRE: BOTSHABELO SUBSTANCE DEPENDENCY TREATMENT CENTRE

REQUIREMENTS: An appropriate qualification in Occupational Therapy or prescribed in-service training (with duration of less than two years) that allows for the required registration with the Health Professional Council of South African (HPCSA) in the relevant profession.

DUTIES: Assist the Occupational Therapist in the following; render therapeutic services in groups in collaboration with the Multidisciplinary team in the context of holistic management. Render individual therapeutic services. Continuous Professional development. Keep up to date with new developments in the occupational therapist profession. Perform all the administrative functions required of the job

ENQUIRIES: Mr. Leloko Matsenyane on 060 984 1220

**POST: PROFESSIONAL NURSE GRADE 1 (SPECIALTY SPECIALITY NURSING GRADE 1 (PHC) PN – B1 X3
REF NO: DC 17/10/20**

SALARY: OSD Salary: R383 226 – 444 276 per annum. (The salary on appointment will be determined by the successful candidate's previous appropriate experience)

CENTRE: BOTSHABELO SUBSTANCE DEPENDENCY TREATMENT CENTRE

REQUIREMENTS: Basic R425 (Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A post basic Nursing qualification with a duration of at least one year accredited with the SANC in one of the specialties. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

DUTIES: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant a health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of Human Resource and Financial policies and practices

ENQUIRIES: Mr. Leloko Matsenyane on 060 984 1220

POST: STAFF NURSE X6

REF NO: DC 17/11/20

SALARY: OSD Salary: R171 381 – 192 879 per annum (The Salary will commensurate with relevant years of previous experience in nursing)

CENTRE: BOTSHABELO SUBSTANCE DEPENDENCY TREATMENT CENTRE

REQUIREMENTS: Qualification that allows current registration with the SANC as Staff Nurse. Current registration with the South African Nursing Council as enrolled nurse

DUTIES: Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined as determined by the relevant health facility.

ENQUIRIES: Mr. Leloko Matsenyane on 060 984 1220

POST: ASSISTANT DIRECTOR: ADMINISTRATION SUPPORT

REF NO: DC 17/13/20

SALARY: Salary level 9 – A basic salary of R376 596 per annum

CENTRE: BOTSHABELO SUBSTANCE DEPENDENCY TREATMENT CENTRE

REQUIREMENTS: Bachelor's Degree Public Management/Human Resource Management/Financial management. 3 years work experience in Supply Chain Management, Human Resource Management and Financial Management. Certificates in BAS, PERSAL and LOGIS. Proven supervisory experience

DUTIES: Provide financial support service. Provide effective Human Resource Management and development. Ensure the implementation of SCM services. Render Auxiliary support services.

ENQUIRIES: Mr. Leloko Matsenyane on 060 984 1220

POST: FOOD SERVICES SUPERVISOR X2

REF NO: DC 17/23/20

SALARY: Salary level 4 – A basic salary of R145 281 per annum.

CENTRE: BOTSHABELO SUBSTANCE DEPENDENCY TREATMENT CENTRE

REQUIREMENTS: NQF level 3 (ABET level 4), 3-5 years food service experience

DUTIES: Supervise all activities in the food services, including food preparation, distribution and serving, Maintain hygiene and safety measures, Ensure that all equipment is in good working order and it is used effectively, Ensure replacement or repair of faulty/outdated equipment, Responsible for ordering, receiving, storage, stock control and stock taking, Responsible for completing monthly statistics, Perform administration functions linked to food services

ENQUIRIES: Mr. Leloko Matsenyane on 060 984 1220

POST: LAUNDRY AID X2

REF NO: DC 17/19/20

SALARY: Salary level 2- A basic salary of R102 534 per annum

CENTRE: BOTSHABELO SUBSTANCE DEPENDENCY TREATMENT CENTRE

REQUIREMENTS: NQF level 1 or 2 (Abet level 2 certificate or equivalent).

DUTIES: Clean laundry area and operate various machines in the laundry (i.e. washing, dryer and pressers. Iron, fold count and pack laundered items and seal, linen/clothes bags. Collect and deliver linen/clothes to clients. Sort, count and record dirty linen/clothes. Report any machine defaults to the supervisor.

ENQUIRIES: Mr. Leloko Matsenyane on 060 984 1220

POST: GROUNDSMAN X3

REF NO: DC 17/21/20

SALARY: Salary level 2 – A basic salary of R102 534 per annum

CENTRE: BOTSHABELO SUBSTANCE DEPENDENCY TREATMENT CENTRE

REQUIREMENTS: ABET

DUTIES: Maintain premises and surroundings. Maintain the garden. Maintain gardening equipment and tools.
ENQUIRIES: Mr. Leloko Matsenyane on 060 984 1220

POST: CLEANER X8

REF NO: DC 17/22/20

SALARY: Salary level 2 – A basic salary of R102 534 per annum.

CENTRE: BOTSHABELO SUBSTANCE DEPENDENCY TREATMENT CENTRE

REQUIREMENTS: ABET

DUTIES: Provision of cleaning services by cleaning offices corridors, elevators and boardrooms. Cleaning restrooms. Keep and maintain cleaning materials and equipment.

ENQUIRIES: Mr. Leloko Matsenyane on 083 060 984 1220

POST: FOOD SERVICES AID X6

REF NO: DC 17/24/20

SALARY: Salary level 2 – A basic salary of R102 534 per annum.

CENTRE: BOTSHABELO SUBSTANCE DEPENDENCY TREATMENT CENTRE

REQUIREMENTS: NQF level 1 or 2 (Abet level 2 certificate or equivalent).

DUTIES: Clean kitchen utensils and equipment, Provide catering support services, Keep tensils and equipment, Apply hygiene and safety measures, Maintain quality control measures of all food provided, Removal of garbage disposal, Prepare food, snack and beverages (water, tea, coffee, Id drinks), Setup and convey crockery, cutlery and equipment to dining areas, Serve food and beverages, Responsible for food supplies and report waste and losses

ENQUIRIES: Mr. Leloko Matsenyane on 060 984 1220

POST: HANDYMAN

REF NO: DC 17/18/20

SALARY: Salary level 3 – A basic salary of R122 595 per annum.

CENTRE: BOTSHABELO SUBSTANCE DEPENDENCY TREATMENT CENTRE

REQUIREMENTS: ABET level 4. 0 – 6 months experience

DUTIES: Maintenance of office buildings. Maintenance of office equipment and furniture

ENQUIRIES: Mr. Leloko Matsenyane on 060 984 1220

CLOSING DATE: 11 August 2020 @16H00

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

The Department of Social Development, Private Bag x 20616, Bloemfontein 9300. Attention Ms. M.V.

Mophethe – 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. Tel No: **083 577 2009 / 083 55 9270** or by email to: recruitment@fsssocdev.gov.za