

**CIRCULAR:13**

**POSTED ON: 10 OCTOBER 2019**

**CLOSING DATE: 16 OCTOBER 2019**



**DEPARTMENT OF SOCIAL DEVELOPMENT**

**SOCIAL WORK MANAGER GRADE 1**

*Salary Package: R 794 889 per annum (osd)*

*Ref no. DSD B 01/10/2019 Burgersdorp Youth Care Centre*

**Requirements:** Standard 10/ Grade 12, B Degree in Social Work plus a minimum of 10 years' appropriate experience in social work after registration as Social Worker with the SACSSP (latest copy of registration/ current year). A valid South African driver's license is a prerequisite. Additionally 1 Year work Experience in a Secure Centre for Sentenced Children is necessary.

**Competencies:** Expert knowledge of the Children's Act, 2005, Prevention of and Treatment for Substance Abuse Act, 2008, Child Justice Act, 2008, Mental Health Act, 2002 and Restorative Justice Process. An understanding of child and youth care systems. inherent enthusiasm for work with children in conflict with the law. Experience in working with children in trouble with the law. Strategic planning skills. Financial management skills. Stakeholder relations skills. Project management skills. Leadership and good interpersonal relations skills. Policy analysis. Computer literacy. Good communication and writing skills. Facilitation, monitoring and evaluation skills.

**KPA's:** Provide strategic leadership to the Centre through planning, budgeting and development of monitoring and evaluation systems. Manage and empower personnel in the Centre in line with the Public Service Act and other policies. Develop and strengthen relationships with the NGO and Government sectors within the Criminal Justice System. Ensure alignment of plans and budgets. Manage the finances of the Centre in line with the Public Finance Management Act. Analyse policies and develop programmes at the Centre for the management of children in conflict with the law. Coordinate other departments and civil society for integrated services and programmes for children admitted at the Centre. Provide a social work service of the highest, most advanced and specialised nature within defined area(s) of specialization with regard to the care, support, protection and development of children 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. Willingness to travel.



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## **SOCIAL WORK SUPERVISOR GRADE 1**

*Salary Notch: R 384 228 per annum (osd)*

*Ref no. B 02/10/2019 Burgersdorp Youth Care Centre*

**Minimum Requirements:** Standard 10/ Grade 12, B Degree in Social Work plus a minimum of 7 years' appropriate experience in social work after registration as Social Worker with the SACSSP (latest copy of registration/ current year). A valid South African driver's license is a prerequisite. Additionally 1 Year Work Experience in a Secure Centre for Sentenced Children is necessary.

**Competencies:** Expert knowledge of the Children's Act, 2005, Prevention of and Treatment for Substance Abuse Act, 2008, Child Justice Act, 2008, Mental Health Act, 2002 and Restorative Justice Process. An understanding of child and youth care systems. Inherent enthusiasm about children in conflict with the law. Strategic planning skills. Financial management skills. Stakeholder relations skills. Project management skills. Leadership and good interpersonal relations skills. Policy analysis. Computer literacy. Good communication and writing skills. Facilitation, monitoring and evaluation skills will be an added advantage. Knowledge and understanding of human behaviour and social systems. The understanding and ability to provide social work services towards protecting people who are vulnerable and at risk. Ability to lead the professional multi-disciplinary team.

**KPA's:** Provide strategic leadership to the social work unit through planning, budgeting and development of monitoring and evaluation systems. Manage and empower the personnel in the Centre in line with the Public Service Act and other policies. Develop and strengthen relationships with the NGO and Government sectors within the Criminal Justice System. Implement policies and programmes for the management of children in conflict with the law. Coordinate other departments and civil society for integrated services and programmes for children admitted at the Centre. Provide a social work service of the highest, most advanced and specialised nature within defined area(s) of specialization with regard to the care, support, protection and development of children 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. Willingness to travel.

## **SOCIAL WORKER GRADE 1 (2 posts)**

*Salary Notch: R R257 592 per annum(osd)*

*Ref no.B 03/10/2019 Burgersdorp Youth Care Centre*

**Minimum Requirements:** Standard 10/ Grade 12 plus B Degree in Social Work, registration with the South African Council for Social Service Profession as a Social Worker. A valid South African driver's license is a prerequisite. Additionally 1 Year work Experience in a Secure Centre for Sentenced Children is necessary.

**Competencies:** Expert knowledge of the Children's Act, 2005, Prevention of and Treatment for Substance Abuse Act, 2008, Child Justice Act, 2008, Mental Health Act, 2002 and Restorative Justice Process. An understanding of child and youth care systems. Inherent enthusiasm about children in conflict with the law. Strategic planning skills. Financial management skills. Stakeholder relations skills. Project management skills. Leadership and good interpersonal relations skills. Policy analysis. Computer literacy. Good communication and writing skills. Facilitation, monitoring and evaluation skills. Knowledge



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and understanding of human behavior and social systems. The understanding and ability to provide social work services towards protecting people who are vulnerable and at risk. Ability to lead the professional multi-disciplinary team.

**KPA's:** Render support and restorative services within the multi-disciplinary team regarding the care, support, and reintegration of children in conflict with the law. Development of vulnerable individuals, groups, families and communities affected by crime. Manage aftercare and reintegration services. Adhere to prescribed record keeping and reporting mechanisms. Keep up to date with new developments in the social work and social welfare field. Perform all the administrative functions required of the post.

## ADMINISTRATION OFFICERS (2 posts)

*Salary Notch: R 257 508 per annum (Level 7)*

*Ref no. B 04/10/2019 Burgersdorp Youth Care Centre*

**Requirements:** Standard 10/ Grade 12 plus appropriate Degree/National Diploma. Must have One-two years work experience in a Secure Care Centre for sentenced children. A valid code 8 EB driver's license will be an added advantage. Computer literacy. Additionally 1 Year Work Experience in a Secure Centre for Sentenced Children is necessary.

**Competencies:** Knowledge of procurement systems, PFMA, PSA and regulations and SCM imperatives (PPPFA and BBBEE). Extensive communication skills and analytical ability. Knowledge of Public Sector Policies.

**KPA's:** Conduct records and document management both manually and in advanced computer systems. Procure and provide goods and service for the institution. Render financial management support to the centre. Offer supervision services to administration clerks. Arrange and co-ordinate meetings, workshops, seminars and brainstorming sessions with relevant stakeholders. Draft submissions and memorandums for tenders and travelling arrangements. Monitor and track submissions/memorandums of tenders and orders. Provide logistics support functions such as transport administration and monitor budget expenditure patterns and monthly projections for the institution

## ADMINISTRATION CLERKS (2 posts)

*Salary Notch: R 173 703 per annum (Level 5)*

*Ref no. B 05/10/2019 Burgersdorp Youth Care Centre*

**Requirements:** Standard 10/Grade 12 Certificate. NQF Level 4. Computer literacy. A valid code 8 EB driving license will be an added advantage. No work experience. Additionally 1 Year Work Experience in a Secure Centre for Sentenced Children is necessary.

**Competencies:** Must be able to work under pressure with minimum supervision. Good communication skills, verbal and written presentation. Act as a team player contributing to holistic outcomes within the centre.

**KPA's:** Provide financial administration support services to the institution. Provide personnel administration and clerical support. Provide supply chain clerical support. Design data capturing templates. Capture and verify documentation and information for processing using spread sheets. Store information according to prescribed filling and archiving procedures.

## RECEPTIONIST

*Salary Notch: R 173 703 per annum (Level 5)*

*Ref no. B 06/10/2019 Burgersdorp Youth Care Centre*

**Requirements:** Standard 10/ Grade 12. NQF Level 4. A valid code 8 EB driving license will be an added advantage. Computer literacy. No work experience.

**Competencies:** Communication and interpersonal skills. Procurement for the institution



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**KPA's:** Receive correspondence addressed to the institution. Attend to visitors to the institution. Act as switchboard operator. Retain filing, courier services and deliveries.

## **CHILD AND YOUTH CARE WORKER SUPERVISOR GRADE1**

*Salary Notch: R 199 188 per annum (osd)*

*Ref no. B 07/10/2019 Burgersdorp Youth Care Centre.*

**Requirements:** Standard 10/ Grade 12 NQF Level 4 (Grade 12) or equivalent qualification. A minimum of 10 years' appropriate experience in Child and Youth work post after obtaining the required qualification and 5 years' experience in a substance abuse environment. Computer Literacy. A valid driver's license will be an added advantage as well as FET or BQCC qualification in Child and Youth Care.

**Competencies:** Knowledge of minimum standards, performance management system, the Child Care Act, Batho Pele Principles, administrative procedures, and new development and methodologies in child and youth care work. Good communication skills. Conflict management and problem-solving skills. The ability to interpret policies and legislation. Planning and organising skills. Basic research and analytical skills. Presentation and facilitation skills. Monitoring and evaluation skills. People management and empowerment skills. Non-judgmental. Respectful and caring. Assertive. Tolerant. The ability to motivate.

**KPA's:** Facilitate and supervise implementation of developmental secure programmes by child care workers. Monitor life space interventions for sentenced children. Form part of a multidisciplinary team. Supervise staff to ensure an effective care service. Identify and submit child care related training needs. Keep up to date with new developments in the child and youth care field. Supervise and perform relevant administrative clerical/ functions.

## **CHILD AND YOUTH CARE TEAM LEADERS: GRADE 1(4 posts)**

*Salary Notch: R157 245 per annum (osd)*

*Ref no. B 08/10/2019 Burgersdorp Youth Care Centre.*

**Requirements:** Standard 10/Grade 12 NQF Level 4 (Grade 12) plus an appropriate Qualification in Child Care or an Equivalent. Qualification. Must have One-year work experience in a Secure Care Centre for sentenced children. Computer literacy.

**Competencies:** • Knowledge of minimum standards, performance management system, the Child Care Act, Batho Pele Principles, administrative procedures, and new development and methodologies in child and youth care work. Good communication skills. Conflict management and problem-solving skills. The ability to interpret policies and legislation. Planning and organising skills. Basic research and analytical skills. Presentation and facilitation skills. Monitoring and evaluation skills. People management and empowerment skills. Non-judgmental. Respectful and caring. Assertive. Tolerant. The ability to motivate.

**KPA's:** Facilitate and supervise implementation of developmental secure programmes by child care workers. Monitor life space interventions for sentenced children. Form part of a multidisciplinary team. Supervise staff to ensure an effective care service. Identify capacity building needs and make submissions on child care training requirements. Keep up to date with new developments in the child and youth care field. Supervise and perform relevant administrative clerical/ functions.

## **CHILD AND YOUTH CARE WORKERS GRADE1 (24 posts)**

*Salary Notch: R 140 958 per annum (osd)*

*Ref no. B 09/10/2019 Burgersdorp Youth Care Centre.*

**Requirements:** Standard 10/ Grade 12 plus an appropriate Qualification in Child Care or One-year work experience in a Secure Care Centre for sentenced children. Computer literacy.



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**Competencies:** Knowledge of minimum standards, performance management system, the Child Care Act, Batho Pele Principles, administrative procedures, and new development and methodologies in child and youth care work. Good communication skills. Conflict management and problem-solving skills. The ability to interpret policies and legislation. Planning and organising skills. Basic research and analytical skills. Presentation and facilitation skills. Monitoring and evaluation skills. People management and empowerment skills. Non-judgmental. Respectful and caring. Assertive. Tolerant. The ability to motivate.

**KPA's:** Implement secure care programme and life space interventions for sentenced children. Form part of a multidisciplinary team. Ensure an effective and efficient care service. Keep up to date with new developments in the child and youth care field. Perform relevant administrative clerical/ functions.

## VOCATIONAL INSTRUCTORS (6 posts)

*Salary Notch: R 173 703 per annum (Level 5)*

*Ref no. B 10/10/2019 Burgersdorp Youth Care Centre.*

**Requirements:** Standard 10/ Grade 12. NQF Level 4. Registration with SACE. Qualified assessor, moderator and experience in training College students will be an added advantage. A valid code 8 driver's license will be added advantage. No work experience.

**Competencies:** Knowledge of the TVET sector. Knowledge of occupational programmes. Sound Computer Skills in MS Office (Beginners).

**KPA's:** Facilitate the teaching, integrated learning and practical training in the various subjects within related programme (through lesson planning according to the Subject & Assessment Guidelines). Participate in all other related teaching responsibilities, including academic support. Manage students within the subject at all times (discipline). Create an environment that is, conducive to learning. Develop training material and identify relevant techniques/ models for training needs. Develop relevant assessment material related duties. Attend relevant training workshops and apply knowledge, where applicable. Keep up to date with the latest development in field of study. Assist to prepare students for the world of work. Be prepared to assist with any other teaching & learning activity that might be expected of applicant.

## OCCUPATIONAL THERAPIST GRADE 1

*Salary Notch: R 358 886 per annum (osd)*

*Ref no. B 11/10/2019 Burgersdorp Youth Care Centre.*

**Requirements:** Standard 10/ Grade 12 plus a Bachelor's degree in Occupational Therapy or equivalent appropriate qualification in Occupational Therapy. Expert knowledge and execution of Occupational Therapy. Must have One-year work experience in a Secure Care Centre for sentenced children A valid registration certificate with the HPCSA as an Occupational Therapist.

**Competencies:** Sound knowledge of Occupational Therapy as a profession, and/or diagnostic, and therapeutic procedures, including treatment media. Knowledge of appropriate legislation applicable to the profession. Knowledge of ethical code of conduct and scope of practice. Knowledge of Health and Safety principles. Good administrative skills. Quality assurance awareness. Computer literacy. Good communication and interpersonal skills. The ability to work within a multidisciplinary team.

**KPA's:** Advise on specialist equipment to assist with daily activities. Develop a rehabilitation programme to help rebuild lost skills and restore lost confidence. Teach anxiety management techniques. Coach people with learning difficulties or poor social skills, eg social interaction. Mentor young people on how to control their own behavior. Liaise with a wide variety of other professionals, such as doctors, physiotherapists, social workers, equipment suppliers as well as children admitted at the centre and their families. Write reports and attend multidisciplinary case meetings to plan and review ongoing treatment. Organise support and rehabilitation groups for children at the centre.



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## PROFESSIONAL NURSE GRADE1 (2 posts)

*Salary Notch: R 198 462 per annum (osd)*

*Ref no. B12/10/2019 Burgersdorp Youth Care Centre.*

**Requirements:** Standard 10/ Grade 12 plus a tertiary qualification in Nursing Science. Registration as a Professional Nurse with the SA Nursing Council. Expert implementation of professional nursing services. Must have One-year work experience in a Secure Care Centre for sentenced children. Supervisory management skills. Qualification in psychiatry will be an additional advantage. Willingness to work shifts, including night duty and public holidays. Computer Literacy is essential.

**Competencies:** Knowledge of nursing care processes and procedures. Basic knowledge of Public Service Regulations. Leadership, supervisory and good communication skills. Teambuilding and cross-cultural awareness. Special interest in substance use and working with children. Be able to function in a multi-disciplinary team.

**KPA's:** Participate actively in provision of nursing care to children. Administer treatment plans in common and minor primary health conditions in accordance with prescribed norms and standards. Refer problems to doctor or clinic. Prevention of diseases, cross infection control and health promotions. Treat emergencies in an efficient and effective manner. Engage in continuous professional activities as prescribed. Check quantities of medication when received from Pharmacy.

## SESSIONAL MEDICAL DOCTOR

*Salary Notch: Sessional*

*Ref no. B 13/10/2019 Burgersdorp Youth Care Centre.*

**Appointment to this post will be on a sessional basis. The incumbent is expected to conduct 4 sessions per month. Preference will be given to candidates within the area so that he/she may be available when needed. The successful candidate is expected to sign a contract with the District Director.**

**Requirements:** Standard 10/ Grade 12, an MBChB degree plus registration with HPCSA as a Medical Practitioner. Proof of current registration with HPCSA as a Medical Practitioner. A year relevant experience after registration. Additionally 1 Year Work Experience in a Secure Centre for Sentenced Children is necessary.

**Competencies:** Sound clinical knowledge. Knowledge of sound ethical medical practice. Good interpersonal skills. The ability to work under pressure. Assessment analysis and management skills. The ability to work under pressure and maintain good working relationships at all times. Knowledge and understanding of Batho Pele principles. Excellent communication skills (verbal and written). The ability to function as part of a multidisciplinary team.

**KPA's:** Provision of medical services, examinations, diagnosis and treatment of emergencies. Diagnosis and facilitation of referrals to a higher level of care. Implement quality standards and practices and treatment to ensure correct and effective management of patients. Participate in ongoing medical education.

## DRIVER

*Salary Notch: R 145 281 per annum (Level 4)*

*Ref no. B14/10/2019 Burgersdorp Youth Care Centre.*

**Requirements:** Standard 8 /Grade 10. Abet level 4 or NQF Level 1. A valid code 8 driving licence.

**Competencies:** Good verbal and written communication. Must be able to work night duty, weekends and public holidays.

**KPA's:** Provide transport services for the institution. Fill log sheets before and after trips. Receive work instructions and respond on time. Receive and record documents. Transport goods and officials according between relevant destinations. Render vehicle maintenance functions. Regular check and verification of vehicle condition. Check fuel, water and oil levels. Check vehicle validity of vehicle licence and relevant supplies. Report identified defects. Clean and vacuum vehicles and perform any other relevant duties as assigned.





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## **GROUND'S MAN (2 posts)**

*Salary Notch: R102 534 per annum (level 2)*

*Ref no. B 15/10/2019 Burgersdorp Youth Care Centre.*

**Requirements:** ABET/Grade 8. NQF Level 1 to 3. No work experience.

**Competencies:** Ability to read and write. A good health record.

**KPA's:** Clean grounds. Load and offload goods. Removal of weeds, plant flowers and pruning, cut grass, ensure waste removal and provide other assistance instructed by the supervisor.

## **LAUNDRY AIDS (3posts)**

*Salary Notch: R R102 534 per annum (Level 2)*

*Ref no. B 16/10/2019 Burgersdorp Youth Care Centre.*

**Requirements:** ABET Level 1-4 or Grade 8 certification. Implementation of Laundry Services. No work experience.

**Competencies:** Ability to read and write. Good interpersonal and communication skills. Ability to operate washing and ironing equipment. No work experience.

**KPA's:** Collect soiled and dirty linen. Be responsible for washing, drying, ironing, folding and storing all laundry in linen closets. Keep equipment and laundry area clean. Report any damaged laundry. Adherence to safety measures.

## **LAUNDRY SUPERVISOR**

*Salary Notch: R 122 595 per annum (Level 03)*

*Ref no. B 17/10/2019 Burgersdorp Youth Care Centre.*

**Requirements:** ABET Level 1-4 or NQF Level 1 to 3. Grade 10 certification. No work experience.

**Competencies:** Ability to guide and supervise laundry staff. Good interpersonal and communication skills. Ability to operate washing and ironing equipment. Expert Implementation and supervision of Laundry services.

**KPA's:** Facilitate collection of soiled and dirty linen. Ensure washing, drying, ironing, folding and storing all laundry in linen closets. Ensure equipment and laundry area clean. Report any damaged laundry. Ensure compliance with safety measures. Set and record performance measures and standards for the unit functions. Identify training shortcoming of subordinates and arrange necessary skills development.



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## HANDYMAN

*Salary Notch: R122 595 per annum (Level 2)*

*Ref no. B 18/10/2019 Burgersdorp Youth Care Centre.*

**Requirements:** ABET Level 4. NQF Level 1 to 3. A valid code B driving license. Trade Certificate/qualification will be an Added advantage. No work experience. Additionally 1 Year Work Experience in a Secure Centre for Sentenced Children is necessary.

**Competencies:** A good understanding of the following: General farm work/activities; General farm infrastructure maintenance activities; Communication skills.

**KPA's:** Infrastructure maintenance; Conduct regular building inspections; General farm work/activities; Repair broken furniture and equipment; Report defects in terms of infrastructure and equipment; Safekeeping of maintenance tools and supplies; Attend to minor electrical, plumbing and carpentry problems.

## CLEANERS (4 posts)

*Salary Notch: R 102 534 per annum Level 2*

*Ref no. B 19/10/2019 Burgersdorp Youth Care Centre.*

**Requirements:** ABET Level 1-4 or NQF Level 1 to 3. Grade 8 certification. Be able to work shifts including weekends and public holidays. No work experience.

**Competencies:** Possess good communication skills. Possess physical strength to cope with the demands of the position. Be able to work in a team.

**KPA's:** Clean inside and outside premises as directed. Open windows every day for hygiene and infection control purposes. Ensure waste removal from workstations and within the premises. Safeguard all master and spare keys used for cleaning purposes. Prepare boardroom and refreshments for meetings and gatherings. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.

## SECURITY MANAGER

*Salary Notch: R 257 508 per annum (Level 7)*

*Ref no. B 20/10/2019 Burgersdorp Youth Care Centre.*

**Requirements:** Standard 10/ Grade 12 plus basic security officer's course Grade A. National Diploma in Security A valid PSIRA registration. Must have One- two year work experience in a Secure Care Centre for sentenced children. Ability to operate a security control room will be an added advantage. Driver's license code B will be an added advantage. Be able to work shifts including weekends and public holidays. Be able to rotate when required. Possess physical strength and cope with physical demands of the post.

**Competencies:** Leadership skills, knowledge of security procedures, rules and regulations. Good communication skills (verbal and written). Honest and reliable. Interpersonal skills. Good customer care. Be able to work as a team. Knowledge of relevant legislation. The successful candidate will be required to undergo vetting as the post will require the incumbent to be vetted to the level of secret.

**KPA's:** Manage the Security Services function within the institution. Co-ordinate and maintain all resources allocated to the function. Employ measures to mitigate security risks. Conduct security related investigations. Participate in management meetings. Manage security related administration. Command and Control all security operations.

## SECURITY SUPERVISORS (3posts)

*Salary Notch: R 173 703 per annum (Level 5)*

*Ref no. 21/10/2019 Burgersdorp Youth Care Centre.*





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**Requirements;** Standard 10/ Grade 12 plus basic security officer's course Grade B will be an Added advantage. A valid PSIRA registration. Security services experience gained within a secure care centre for sentenced children. Ability to operate a security control room will be an added advantage. A valid driver's license code B will be an added advantage. No work experience

Be able to work shifts including weekends and public holidays. Be able to rotate when required. Possess physical strength and cope with physical demands of the post.

**Competencies;** Knowledge of security legislation, procedures, rules and regulations. Good communication skills (verbal and written). Honest and reliable. Interpersonal skills. Good customer care. Be able to work as a team. Good leadership skills. The successful candidate will be required to undergo vetting as a post will require the incumbent to be vetted to the level of confidentiality.

**KPA's;** Facilitate availability of security related equipment and personnel for all shifts. Facilitate maintenance of security equipment. Employ measures to mitigate security risks. Perform and monitor performance of access control functions. Ensure safety in the buildings and premises. Command and control the shift. Conduct parades, posting of security officers and inspections during shifts. Maintain discipline during shifts.

## **SECURITY OFFICERS (24posts)**

*Salary Notch: R 122 595 per annum (Level 3)*

*Ref no.B 22/10/2019 Burgersdorp Youth Care Centre.*

**Requirements;** Standard 8/ Grade 10. Grade 12 will be an added advantage. Basic security officer's course Grade C. A valid PSIRA registration. Ability to operate a security control room will be an added advantage. No work experience'

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Be able to work shifts including weekends and public holidays. Be able to rotate when required. Possess physical strength and cope with physical demands of the post.

**Competencies;** Key performance areas; Knowledge of security legislation, procedures, rules and regulations. Good communication skills (verbal and written). Honest and reliable. Interpersonal skills. Good customer care. Be able to work as a team. The successful candidate will be required to undergo vetting as a post will require the incumbent to be vetted to the level of confidentiality.

**KPA's;** Perform access control functions. Ensure safety in the buildings and premises. Ensure that equipment, documents and store essentials do not enter or leave premises unauthorised. Maintain prescribed security registers. Ensure that all incidents are recorded in the occurrence book. Escort children and visitors where necessary. Report breakages, theft, damages to the institution's property. Conducting patrols and searches during shift.

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**APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.**

**TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit**  
[www.ecprov.gov.za](http://www.ecprov.gov.za) **OR** [www.ecdsd.gov.za](http://www.ecdsd.gov.za) **OR** [www.dpsa.gov.za](http://www.dpsa.gov.za)

**Enquiries can be directed to Mr M Madonci 043 605 5101.**

**Applications can be forwarded to the following District:**

**HEAD OFFICE: Hand Delivery:** Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William's Town, for the attention of Mr. M Madonci or **POST TO**  
The Director : HRA: Social Development, Private Bag X0039, Bhisho, 5605 Enquiries can be

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directed to Ms Z. Moyeni at 043 605-5101 / Ms A. Njaba 043 605-5101/ Mr M. Madonci 043 605-5101.

## **DISTRICT OFFICE:**

**Joe Gqabi:** The District Director, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at Aliwal North Spar Hotel, Dan-Pienaar Street, Aliwal North Enquiries may be directed to **Ms N. Duba at 051 633-1616 OR Mr S Luzipho at 051 633-1609.**

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**Note:** Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable 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. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right



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not to make appointment(s) to the advertised post(s). Preference will be given to persons with disabilities.

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## NOTE FOR ALL POSTS

Applications must be submitted on the Z83 Form obtainable from any Public Service Department or internet at <http://www.info.gov.za/documents/forms/employ.pdf.Z83> which must be signed (**an unsigned Z83 form will disqualify an application**) and must be accompanied by a comprehensive CV indicating three reference person's Name, Contact Numbers and a relationship with reference as checks will be done on nominated candidate(s), attach copies (certified within the past three months) of Qualification(s), Matric certificate, proof of Professional Registration & Driver's license (where applicable), ID Document, Non-RSA Citizens to attach Permanent Resident Permits, Foreign Qualifications must be accompanied by South African Qualification Authority (SAQA) Evaluation Certificate. **Note:** Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which will include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the recruiting department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

**ADDITIONAL NOTE:** All shortlisted 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 recruiting department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. The filling of these posts will be in line with the Annual Recruitment Plan 2018/19. The recruiting department has a right not to fill these posts. The People with disabilities are encouraged to apply for these posts.

**Closing Date: 16 OCTOBER 2019 @16H00**

**APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.**

TO OBTAIN MORE INFORMATION ON MINIMUM REQUIREMENTS AND KEY RESPONSIBILITIES visit

[www.ecprov.gov.za](http://www.ecprov.gov.za)

