

CIRCULAR

POSTED ON:

CLOSING DATE:

DEPARTMENT OF SOCIAL DEVELOPMENT

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

DISTRICT OFFICES:

Alfred Nzo: The District Director, Department of Social Development, Private Bag X 401, Mount Ayliff, 4735 or hand deliver at Room 7 Mt Ayliff Counseling Centre, Garane Street for the attention of Mr S Zondo. Enquiries may be directed to **Mr S Zondo at 039 – 2540900**

Amathole: The District Director, Department of Social Development, Private Bag X 9066, East London, 5200, or hand delivered at Absa Building, No. 85 Oxford Street, East London for the attention of Ms Z. Habe. Enquiries may be directed to **Ms Z. Habe at 0437116626**

Buffalo City Metro: The District Director, Department of Social Development, Private Bag X9066, East London 5200, or hand deliver at Ideal Homes Building, No 170 Oxford Street, East London, for the attention of Ms P. Kula Enquiries may be directed to **Mr M. Yonana at 043 705-5650 / Ms P. Kula 043 705-5638.**

Chris Hani: The District Director, Department of Social Development, Private Bag X7191, Queenstown 5320 or hand deliver at Pandarosa Building, 54 Ebden Street, Queenstown, for the attention of Ms N Mzinjana. **Enquiries may be directed to Ms Mzinjana at (045) 808-3709**

Joe Gqabi: The District Director, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at 76 Old Balmoral Hotel, Somerset Street, Aliwal North Enquiries may be directed to **Ms N. Duba at 051 633-1616 OR Mr S Mdlunya at 051 633-1600 OR Ms N Magxa at 051 633 1611.**



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR

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Nelson Mandela Metro: The District Director, Department of Social Development, Private bag X 3906 North End 5056 or hand delivered at Room 208, Ibhayi Bulding, Straundale Road Enquiries may be directed to **Ms L. Thompson 041 406-5750**

Sarah Baartman: The District Director, Department of Social Development, Private Bag X 1008, Grahamstown, 6139, or hand delivered at Room 11, 2nd floor, Corner African and Hill Street, Old SABC Building, Grahamstown Enquiries may be directed to **Ms P. Kewuti at 046 636-1484:**

O.R. Tambo: The District Director, Department of Social Development, Private Bag X 6000, Umtata, 5099 or hand delivered to at Room No 1045, 10th floor Botha Sigcau Building, for the attention of Ms Z. Dlanjwa. Enquiries may be directed to **Ms Z. Dlanjwa at 047 - 5310944.**

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

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



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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: @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 OR www.dpsa.gov.za

