



# NORTHERN CAPE DEPARTMENT OF EDUCATION

**Post: Manager Social Work Policy Grade 1**  
**Salary: R806 811.00 – R908 085.00 (Salary will be in accordance with OSD Determination and applicants must include Certificates of Service for recognition of previous work experience).**  
**Centre: Provincial Office, Kimberley**  
**Reference No.: HO/ECD/POLICYMAN/08/2022**

**Requirements:** A Bachelor of Social Work Degree that allows professional registration with the South African Council for Social Work Professions (SACSSP) as a Social Worker. A minimum of ten years appropriate/recognizable experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development. \*Must be able to plan and organize the work of the work unit and groups. \*Must demonstrate social work values and the principles of human rights and social justice. \*Must be able to operationalize and implement the strategic imperatives and policies. \*Must be able to plan the work- unit's budget required to achieve unit objectives.

**Duties:** \*Review, develop, implement, 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. \*The registration of ECD Services and programs. \*Manage the ECD Sub-program to ensure that legislation, policies and procedures are implemented through the effective utilization of human resources. \*Develop programs to implement policies and legislation. \*Ensure Research or data is analyzed to inform planning of services. Manage performance of Unit and program. \*Monitoring, evaluation and quality assurance of all social work interventions and programs.

**Enquiries:** Ms M. Fani at (053) 8396500

**Post: Social Worker Grade 1**  
**Salary: R261 456.00 – R303 093.00 (Salary will be in accordance with OSD Determination and applicants must include Certificates of Service for recognition of previous work experience)**  
**Centre: ZF Mgcawu District Office, Upington**  
**Reference No.: ZFM/ECD/SOCIALWORKER/08/2022**

**Requirements:** A Bachelor of Social Work Degree that allows professional registration with the South African Council for Social Work Professions (SACSSP) as a Social Worker. \*Must demonstrate an understanding of social work policies, legislation and related legal and ethical social work practices. \*Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. \*Knowledge and understanding of the human behaviour and social systems to intervene at the points where people interact with their environments in order to promote social well-being. \*Ability and competence to assist, develop, advocate for and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capabilities. \*Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. \*The understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

**Duties:** \*Service registered and funded ECD Centers. \*Registration and re-registration of ECD facilities and programs. Monitoring and support to registered and unregistered ECD Centers. Implementation of parent support programs to parents with children in and outside ECD Centers. \*Support to ECD services to access funding. \*Capacity building of ECD services (staff and management committees). \*Convene stakeholder forums and implementation of special projects. \*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 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. \*Performing all the administrative functions required of the post.

**Enquiries:** Mr G.G. March at (054) 339 0372

**Post: Social Auxiliary Worker Grade 1**  
**Salary: R150 438.00 – R169 332.00 (Salary will be in accordance with OSD Determination and applicants must include Certificates of Service for recognition of previous work experience)**  
**Centre: District Office, De Aar**  
**Reference No.: PKS/ECD/AUXSOCIALWORKER/08/2022**

**Requirements:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker. \*Basic understanding of the SA social welfare context, the policy and practice of developmental social welfare services and their role within this context. \*Basic understanding of the SA judicial system and legislation governing and impacting of social auxiliary work and social work. \*Must have basic knowledge and understanding of human behaviour, relationship system and social issues.

**Duties:** \*Registration and re-registration of ECD facilities and programs. Implementation of parent support programs to parents with children in and outside ECD Centers. \*Support to ECD services to access funding. \*Capacity building of ECD services (staff and management committees). \*Render a social auxiliary work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. \*Keep up to date with new developments in the social work- and social welfare fields. \*Performing all the administrative functions required of the post.

**Enquiries:** Mr F. Silengile at (053) 631 0505

**NOTE: PLEASE DO NOT RESPOND TO THIS ADVERT IF YOU DO NOT MEET THE ABOVE REQUIREMENTS OF THE POST(S).**

The Northern Cape Department of Education (NCDOE) is committed to providing equal opportunities and practicing affirmative action employment, including the employment of persons with disabilities. Women and people with disabilities are therefore encouraged to apply. It is our intention to promote representivity (race, gender, disability) in the Department through the filling of these posts and a candidate whose transfer/promotion/appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees. To facilitate this process successfully, an indication in this regard is required on applications.

Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service Department, District Office or from the website of the NCDOE at <http://ncdoe.ncpg.gov.za/vacancies.php>, which must be originally signed, dated by the applicant and accompanied by a comprehensive recently updated CV (including three contactable references). Only shortlisted candidates will be required to submit certified copies of original qualifications (matric certificate, degrees, diplomas, and certificates), drivers licence (where applicable) and ID document and proof of citizenship if not a South African Citizen on the day of the Interviews to the Interview Committee. Applicants in possession of foreign qualifications must attach certified copies of the evaluation certificates from the South African Qualifications Authority (SAQA) and the Department of Higher Education (where applicable).

All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, faxed applications, emailed applications, applications sent or delivered to the wrong address or applications received after the closing date will be disqualified. Separate Z83 forms, accompanying CVs must be completed for each post and candidates must quote the relevant reference number of each post and the name of the relevant publication in which the advert appeared.

Shortlisted candidates must be available for interviews on a date, time and place as determined by the NCDOE.

Applicants will be required to meet vetting requirements as prescribed by the Minimum Information Security Standards. Applicants must note that pre-employment checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records and previous employment. Candidates will also be vetted in terms of the Criminal Law (Sexual Offences and Related matters) Amendment Act of 2007 and the Children's Act of 2005 as amended. A candidate whose particulars appear in either the National Register of Sex Offenders or Part B of the Child Protection Register will be disqualified from appointment to the post. The successful candidate will have to sign an Annual Performance Agreement.

Due to the large volume of applications to be processed, receipt of applications will not be acknowledged and correspondence will be limited to shortlisted candidates only. Applicants who have not received a response from the Department within three (3) months from the closing date of this advertisement must accept that their applications were unsuccessful. Applicants should note that applications will not be returned or given back to the applicant once it has been submitted to the department.

The NCDOE is under no obligation to fill the position and reserves the right not to make an appointment. Although advertised, the post may thus either be withdrawn or re-advertised.

Send all applications stating the post for which you are applying to the respective office for attention of the appropriate official as listed below.

OFFICE	DIRECTOR	POSTAL ADDRESS	HAND-DELIVERY ADDRESS	TELEPHONE
Provincial Office	Att: Mr M.C. Mothelesi	Private Bag X 5029, Kimberley, 8300	I.K. Nkoane Education House, 156 Barkly Road, Homestead, Kimberley	053 8396500
Pixley Ka Seme	Mr F. Silengile Att: Ms. N. Mabedla	Private Bag X1013, De Aar, 7000	Alpha Street, Happy Valley, De Aar	053 631 0505
ZF Mgcauwu	Mr. GG March Att: Mr. B. Mathupi	Private Bag X891, Upington, 8800	2 JG Smith Street Morning Glory, Upington	054 339 0372

**Closing Date: 02 September 2022 @16h00**