



# social development

Department:  
Social Development  
NORTHERN CAPE  
REPUBLIC OF SOUTH AFRICA

**POST NAME:** Community Development Managers (Grade 1-2) x 3  
**DISTRICT:** John Taolo Gaetsewe District  
**SERVICE POINT:** John Taolo Gaetsewe District  
**REFERENCE:** CDM/JTG/2022/04/23

**DISTRICT:** Namakwa District  
**SERVICE POINT:** Namakwa District  
**REFERENCE:** CDM/NAM/2022/04/24

**DISTRICT:** Pixley Ka Seme District  
**SERVICE POINT:** Pixley Ka Seme District  
**REFERENCE:** CDM/PKS/2022/04/25

**SALARY RANGE PER ANNUM:** R 806 811.00 – R 1 116 831.00 (Salary will be in accordance with OSD Determination)

**\*\*Applications must include Certificates of Service for recognition of previous work experience\*\***

## REQUIREMENTS AND COMPETENCIES:

- ❖ An appropriate 3-year Tertiary qualification in Community Development or related to community development
- ❖ A ten years recognisable experience as Community Development Supervisor in Community Development after obtaining the required qualification
- ❖ Valid divers' license
- ❖ Understanding of Community Development programs
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- ❖ Must be able to indentify, define problems and develop solutions
- ❖ Knowledge of Financial Management
- ❖ Maintain a network of professional relationship
- ❖ Planning and organising skills
- ❖ Must be innovative in generating ideas and innovative approach in order to contribute solutions problems
- ❖ Good communication, conflict management skill and diversity management skill
- ❖ Able to work with other, build and manage cohesive work teams to achieve the required outputs
- ❖ Must be a strategic thinker and have a project management skill



- ❖ Must be able to apply and advice on principle applied in community work

#### MAJOR JOB FUNCTIONS:

- ❖ Manage the indentification. Facilitation, and implementation of intergrated development intervention/programs in partnership with the community and other stakeholders through the efficient, effective and economical utilisation of resources by the unit
- ❖ Able to interpret, advice, develop proposals on legislation and policies are still relevant and comply with current requirements
- ❖ Must be able to undertake / facilitate complex community development research
- ❖ Must be to operationalize and implement the strategic imperatives and policies
- ❖ Plan the unit budget required to achieve unit objectives
- ❖ Develop, coach and foster long term learning of other in the unit
- ❖ Keep up to date with new development in the commuiuty development and management field to enhance service delivery.
- ❖ Supervise work of Community Development Supervisors at District level.
- ❖ Participate at the District Development Model Concept.
- ❖ Manage performance of the Community Development unit.

**Enquiries: Ms. CF Smous  
Mr. H.N Biko  
Mr. S Cloete**

**Tel. (053) 714 3400 (John Taolo Gaetsewe District)  
Tel. (053) 632 7600 ( Pixley Ka Seme District )  
Tel. (027) 712 8608 ( Namakwa District )**

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**The Northern Cape Social Development is an equal opportunity, affirmative action employer. The Employment Equity Plan of the Department shall inform employment decision. It is the Department's intention to promote equity (race, gender and disability) through filling of the post (s). Women and persons with disability are encouraged to apply.**

The post advertised is in line with PHSDSBC Resolution 1 of 2009 – Agreement on implementation of an occupational specific dispensation for Social Service Professions. It is the Department's intention to promote equity through the filling of posts, according to the set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required. **Applications must be submitted on form of new Z83**, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> 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 licence [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). **No faxed or emailed applications will be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short listed candidates ONLY.** 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 the security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probationary period of twelve (12) months, should such a need be identified. **The Department reserves the right not to make appointment(s) to the advertised post(s).**



All applications, quoting the relevant reference number, must be directed to:

**KURUMAN**

Postal Service:  
Registry (John Taolo Gaetsewe District)  
Department of Social Development  
Private Bag X556  
Kuruman  
8460

Hand delivery to Registry:  
Summerdown Building 2<sup>ND</sup> Floor  
Voortrekker Street  
Kuruman  
8460

Attention: Mr. T Setlhabetsi ( John Taolo Gaetsewe District )

**DE AAR**

Postal Service:  
Registry (Pixley Ka Seme District)  
Department of Social Development  
Private Bag X1001  
De Aar  
7000

Hand delivery to Registry:  
Orion Hostel  
Alpha Road  
De Aar  
7000

Attention: Mr. L. Pula ( Pixley Ka Seme District )

**SPRINGBOK**

Postal Service:  
Registry (Namakwa District)  
Department of Social Development  
Private Bag X11  
Springbok  
8240

Hand delivery to Registry:  
Van Riebeeck Street  
Springbok  
8240

Attention: Ms. A Witbooi ( Namakwa District )

Publication Date: 24 April 2022

Closing date: 13 May 2022 @ 16h00

Appointment Date: 01 August 2022

*If you have not received any correspondence within 6 weeks of the closing date, please assume that your application has been unsuccessful and the process has been concluded.*

