



## social development

Department:  
Social Development  
NORTHERN CAPE  
REPUBLIC OF SOUTH AFRICA

**POST NAME:** Community Development Supervisors (Grade 1-2) x 2

**DISTRICT:** Namakwa District x 1

**SERVICE POINT:** Namakwa Cluster 3: Khai Ma, Kamiesberg and Richterveld Local Municipalities

**REFERENCE:** CDS/NAM/KKR/2022/04/14

  

**DISTRICT:** John Taolo Gaetsewe District

**SERVICE POINT:** Joe Morolong Local Municipality

**REFERENCE:** CDS/JTG/JM/2022/04/15

**SALARY RANGE PER ANNUM:** R 369 258.00 – R524 121.00 (Salary will be in accordance with OSD Determination)

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

### REQUIREMENTS AND COMPETENCIES:

- ❖ A Grade 12 certificate plus an appropriate 3-year Tertiary qualification in Community Development or related to community development
- ❖ A 7 years recognisable experience as Community Development Practitioner in Community Development after obtaining the required qualification
- ❖ Valid drivers' license
- ❖ The following knowledge and skills are required:
  - Community development knowledge, skills, attitudes and values to engage in the social development of communities
  - Knowledge and understanding of human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment
  - The ability and competence to co-ordinate community development structures and ability to manage projects
  - The ability to influence individuals and group to participate in their own self-empowerment ventures
  - The understanding of social dynamics of communities
  - Skills: Problem Solving skill, Computer skill, Written and verbal communication skills
  - Research and report writing skills
  - Financial management
  - Supervisory skills



## Major Job Functions:

- ❖ To supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and to assist employees engaged in this function by resolving problems on, inter alia, the following:
  - Establishment of social relationships: Delimit/scoping the community, gain their trust and get to know the current community services, service delivery blockages, resources and the state of the community
  - Community Profiling: Assess the community's structures, background information including historical, needs profile, resources and strengths. Strengthen and build structures that can assist in this regard
  - Planning and prioritization: Facilitate the planning and prioritization of the activities required to develop the community by formulating goals and objectives, assessing the available resources, set time frames and compile budgets for projects
  - The facilitation and implementation of integrated development activities identified according to the plans developed by involving the community and the mobilisation of resources
  - The entrenchment/consolidation of best community development practices
  - Monitoring and evaluation of implementation, give feedback to the community and other relevant stakeholders and re-plan the actions where required
- ❖ Supervise and support community development practitioners to ensure that there is communication and co-ordination with all relevant role players, internal and external (e.g. in departments/provinces, NGOs, local community structures and faith based organisations) and stakeholders to facilitate intersectoral collaboration, integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community.
- ❖ Supervise and guide community development practitioners to enhance their performance on community development and to perform administrative support on community development and related activities. This would, inter alia, entail the following:
  - Provide and collate all inputs for policy development and improvements when required.
  - Monitor and provide guidance and advice on operationalization of policies.
  - Ensure the maintenance of relevant records, e.g. reports, statistics, minutes of meetings, documents on participatory research, and the administration of client funds.
  - Assign supervisees to monitor and evaluate other community development ventures in terms of the evaluation framework and report on the progress thereof.
  - Ensure the registration of emerging local structures such as Non-Profit Organisations (NPOs) with the Department of Social Development and other appropriate authorities through, inter alia, training and capacity building are facilitated.
  - Ensure that NPOs are monitored for compliance with the NPO Act and PFMA Act. Formulate guidelines and procedures to facilitate this process.
  - Facilitate, coordinate and participate in various awareness campaigns and public appearances aimed at educating communities and other stakeholders on self-empowerment.
  - Ensure that databases of stakeholders and projects are developed, maintained and updated.
  - Ensure that financial measures are adhered to by beneficiary organisations and structures and monitor the utilization of funds by such institutions. This would, inter alia, entail the following:



Advising on the procedures for securing funds and facilitates the processing of financial requests  
Monitor and report regularly on the utilization of funds

- ❖ Keep up to date with new developments in the community development field to enhance service delivery. This would, *inter alia*, entail the following:
  - Study professional journals and publications to ensure that cognisance are taken of new developments and keep abreast of current practice
  - Continuously familiarize and study the community development legal and policy frameworks.
  - Liaise/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognisance of the latest developments in the relevant field.
  - Contribute to indigenous knowledge on social and community development through documentation of practices and research.
  - Undertake dedicated and applied social research to contribute to community development.
  - Attend capacity building and training programs to enhance development skills and knowledge and management skills. Devise ways and means to transfer knowledge and skills to community development practitioners.
- ❖ Supervise and advise community development practitioners to ensure an efficient and effective service. This would, *inter alia*, entail the following:
  - Identify, facilitate and implement integrated development programs where workload and complexity is a problem for supervisees
  - Professional and general supervision of community development practitioners
  - Monitor supervisees to ensure that quality work is delivered
  - Advise, guide and support supervisees on all aspects of the work
  - Manage performance, conduct and discipline of supervisees
  - Ensure that all supervisees are trained and developed to deliver work of the required standard efficiently and effectively

**Enquiries: Ms. CF Smous**

**Tel. (053) 714 3400 (John Taolo Gaetsewe District)**

**Mr. S Cloete**

**Tel. (027) 712 8600 ( 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:**

**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 )**

**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.*

