



social development

Department:
Social Development
NORTHERN CAPE
REPUBLIC OF SOUTH AFRICA

POST NAME: Social Work Manager (Grade 1-2) x 1
DISTRICT: Pixley Ka Seme District
SERVICE POINT: Pixley Ka Seme District
REFERENCE: SWM/PKS/2022/04/22

SALARY RANGE PER ANNUM: R 806 811.00 – R1 116 831.00 (Salary will be in accordance with OSD Determination)

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

To ensure that a social work service is delivered by the unit/sub directorate/component and/or to provide social work services through the promotion of social change, problem solving in human relationships and the empowerment and liberation of people to enhance social well-being.

REQUIREMENTS AND COMPETENCIES

- ❖ Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP;
- ❖ A minimum of 10 years appropriate experience in social work after registration as a Social Worker registered with the SACSSP;
- ❖ The following knowledge and skills are required for appointment:
 - Expert skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion.
 - Expert knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being.
 - The ability and competence to assist and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem solving capacities, prevent and alleviate distress and use resources effectively in cases where expert knowledge is required
 - The understanding and ability to provide complex social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves;
 - The ability to compile complex reports.
- ❖ A Valid Driver's License.

MAJOR JOB FUNCTIONS

- ❖ Provide a social work service of the highest, most advanced and specialised nature within (a) defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities 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 utilisation of financial resources.
- ❖ Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilisation of human resources. This would, *inter alia*, include the following:
 - General consultation with clients and advising subordinates regarding follow-up actions to be taken.
 - Management of a social work unit. This would, *inter alia*, entail the following:
 - Ensure that the necessary personnel are recruited and retained within the budgetary constraints.
 - Ensure sound employment relations.
 - Quality control of the work delivered by subordinates.
 - Advising subordinates with regard to all aspects of the work.
 - Manage the performance and conduct of subordinates and the social work unit.
 - Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of, *inter alia*, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriated skills.
 - Establish, implement and maintain efficient and effective communication arrangements in the unit.
 - Ensure that subordinates maintain their professional registration as required.
 - The development and management of the business plan of the unit and reporting on progress as required.
- ❖ Keep up to date with new developments in the social work and management fields. This would, *inter alia*, entail the following:
 - Study professional journals and publications to ensure that cognisance is taken of new developments.
 - Monitor and study the social services legal and policy framework continuously to ensure that the work of the unit is aligned with the requirements of such acts and policies.
 - Liaise/attend meetings with other departments and non-government institutions to take cognisance of the latest developments in the relevant field and to provide inputs, where required, into the work of such departments and other organisations.
 - Engage in continuous professional development activities as prescribed.
 - Monitor and study the human resource, financial and general management frameworks of the Public Service to stay abreast of the latest developments.
- ❖ Plan and ensure that social work research and development are undertaken. Undertake complex social work research.
- ❖ Perform and/or ensure that all the administrative functions required in the unit are performed.

Enquiries: Mr.H.N Biko

Tel. (053) 632 7600 (Pixle Ka Seme District)

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:

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)

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.

