



GAUTENG DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

NASI iSPANI!

**FOR ATTENTION:
HR RECRUITMENT AND SELECTION.
PLEASE NOTE DROP OFF TIME IS BETWEEN 8H00-16H00 (MONDAY TO FRIDAY)**

CLOSING DATE: 20 OCTOBER 2023

POST : Community Development Supervisor Grade 1 (06 Months contract)
REFERENCE : SARC/2023/01
CENTRE : Head Office
SALARY : R 410 289 per annum (37% in lieu of benefits)

REQUIREMENTS : The successful candidate should have Grade 12 certificate plus, a 3-year tertiary qualification, National Diploma (NQF level 6) bachelor's degree (NQF Level 7) or equivalent in an appropriate tertiary qualification. A minimum of 3-5 years recognisable experience in Community Development after obtaining the required qualification. Skills: Presentation skills, Problem solving skills, Computer skills, Written and verbal communication skills, Research and report writing skills, financial management and Supervisory skills. Knowledge: 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.

DUTIES : 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. 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. Keep up to date with new developments in the community development field to enhance service delivery. Supervise and advise community development practitioners to ensure an efficient and effective service.

POST : Community Development Practitioner Grade 1 X5 (06 Months contract)
 REFERENCE : SACR/2023/02
 CENTRE / REGIONS : Johannesburg (Central)
 : North Corridor
 : South Corridor
 : East Corridor
 : West Corridor
 SALARY : R 251 283 per annum (Plus 37% in lieu of benefits)

REQUIREMENTS : The successful candidate should Grade 12 certificate plus a National Diploma (NQF Level 6)/Degree (NQF level 7) or equivalent in an appropriate three-year tertiary qualification. A minimum of years' experience 1-2 years' work experience. **SKILLS:** Presentation skills, Computer literacy, Written and verbal communication skills, Facilitation skills, Research skills and knowledge and understanding of basic financial management. **KNOWLEDGE:** Knowledge of community development work, skills, attitudes, and values 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.

DUTIES : Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g., in departments/provinces, NGOs, local community structures and faith-based organizations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community. Support communities and perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery.

POST : Youth Development Profiler X 600 (06 Months Contract)
 REFERENCE : SACR/2023/03
 CENTRE / REGIONS : Johannesburg (Central) x 140
 : North Corridor 140
 : South Corridor x 90
 : East Corridor x 140
 : West Corridor x 90
 STIPEND : R 6500.00 per month

REQUIREMENTS : The successful candidate should have a Grade 12 Certificate and no experience is required.
SKILLS : Communication Skills, Report writing skills and Computer literacy.
DUTIES : Households profiling on community youth. Household profile report analysis. Household referrals. Drafting of referral letters. Tracking of cases relating to Sport, Arts, Culture and Recreation. Attend ward-based meetings structures and ensure implementation of the Household profiling i.e., community-based plans to inform 'TISH' Strategy Interventions.

Note: Applicants can apply manually using new Z83 form accompanied by a detailed CV. Certified copies of qualifications and other supporting documents will be required from shortlisted candidates. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 01st January 2021, a new application form which can be downloaded at www.dpsa.gov.za/vacancies. From 01 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered". Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation. The Department reserves the right to withdraw posts if by doing so, the interests of the Department will be best served.
 Application printout (that indicates voting station, ward details) accessible from IEC website:
<https://www.elections.org.za/pw>.

Central Corridor Address:

Applications to be submitted at 115 Main Street, Mathomo Mall, Johannesburg.

East Corridor:

Applications to be submitted at Faranani Multi Purpose, Modjadji Street, Tsakane and Ferrari Street, Opposite Police Station, Edenpark.

Head of Office (Johannesburg):

35 Surrey House, Cnr Rissik & Fox Street, Johannesburg Central,

North Corridor:

111 Swaan Street, East Lynne, Pretoria.

South Corridor:

CCMA Building, Cnr Kruger Avenue & Edward Street, Vereeniging.

West Corridor:

Cnr Braam & Retief Street, Toekomsrus Stadium, Toekomsrus. 15048 Corner Uthmanong & Kagiso Drive (Provincial Archives)

Enquiries: Mr. Ouwen Gaveni Tel: 011 355 2861/ 2606 / 2539 / 2720