

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SPORT, ARTS AND CULTURE**

- APPLICATIONS** : Applications should be submitted on form Z83 obtainable from any Public Service Department / Institution and should be accompanied by certified copies of qualifications, ID and CV to The Head of Department, Department of Sport, Arts and Culture, Private Bag X 9549, Polokwane, 0700 or submitted by hand at 21 Rabe Street, Polokwane.
- CLOSING DATE** : 03 July 2009
- NOTE** : The short listed candidates for SMS (senior management posts) will be subjected to competency assessment, security clearance and the appointed candidate will be expected to sign performance agreement and submit financial disclosure form within a month after assumption of duty. Women and disabled persons are encouraged to apply in order to redress the gender imbalances. If you have not been contacted within two months after closing date, kindly accept that your application is unsuccessful. DSAC is an equal opportunity and affirmative action employer. Faxed applications will not be considered

MANAGEMENT ECHELON

- POST 24/118** : **CHIEF FINANCIAL OFFICER (C.F.O) SAC 2009/01:**
- SALARY** : R746 181 per annum (All Inclusive Package)
- CENTRE** : Head Office (Polokwane)
- REQUIREMENTS** : NQF 6 (Three year qualification) in Public Finance, Commerce, Business Management or relevant equivalent qualification. 3+ years experience at Management level NQF 7 and experience and CA will be an added advantage
Management of Strategic, business plans and budgeting
Computer Literacy
Strong Interpersonal Relations
Understanding and knowledge of Financial Management
Proven Managerial skills
Knowledge of relevant legislations
Strategy and Policy formulation skills
Valid driver's licence.
Competencies:
Experience in Financial Management
Ability to implement internal control systems to ensure sound financial management
Proven leadership and project management skills.
Strategic capacity, implementation of turn around strategies
Knowledge of Public Finance Management Act, Treasury Regulations, Supply Chain Management and Corporate governance and Preferential Procurement Policy Framework Act.
- DUTIES** : Key Performance Areas: Guide and support the Head of Department and Senior Managers in the implementation of and compliance with the Public Finance Management Act, the Preferential Procurement Policy Framework Act and the Treasury Regulations. Establish and maintain appropriate policies, systems and procedures to ensure effective and efficient management of financial resources. Manage the demand, acquisition, logistics management and disposal of redundant/ obsolete stocks and equipment. Manage revenue, expenditure and financial systems in the department Provide sound budgetary control and financial management advice to Accounting officer Establish and maintain effective, efficient and transparent systems of financial risk management and internal control. Facilitate implementation and adherence of national norms and standards. Provide leadership and manage the human and financial capital within the branch. Liaise with the Provincial Treasury and Provincial Auditor. Manage the Departmental Supply Chain Management. Meeting external reporting and legal requirements e.g. monthly reports and annual financial statements
- POST 24/119** : **GENERAL MANAGER: SPORTS AND RECREATION SAC 2009/002**
- SALARY** : R746 181 per annum (All Inclusive Package)
- CENTRE** : Head Office (Polokwane)
- REQUIREMENTS** : NQF 6 (Three year qualification) or equivalent qualification in Sport Management
Minimum of 3 years experience at Senior Management level
Excellent communication and analytical skills
Computer Literacy
Strong interpersonal relation skills
Finance and Accounting skills
Project Management skills
Knowledge of relevant legislations
Strategy and Policy formulation skills
Candidates will be expected to do security clearance and competency assessment before appointment be finalised
The successful candidates will be expected to sign performance agreement
Valid drivers licence
Competencies:
Experience in Sports and Recreation management
Ability to implement internal and external control for competitive sports and recreation services
Proven leadership and project management skills.
Strategic capacity, implementation of

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| | | turn around strategies Knowledge of Public Service Act, Public Service Regulation and Resolutions. |
| <u>DUTIES</u> | : | Key Performance Areas: Provide competitive sport and recreation services Promote physical healthy life style amongst communities Promote sport and transformation initiatives Development of Policies for the branch Promote strategic leadership and manage the human and financial resources within the branch Implement special programmes Funding for Provincial federation and micro bodies Responsible for all strategic management and performance management of sports and recreation Manage and controlling of the budget of the branch |
| <u>POST 24/120</u> | : | <u>SENIOR MANAGER: LANGUAGE SERVICES SAC 2009/03</u> |
| <u>SALARY</u> | : | R615 633 (All Inclusive Package) |
| <u>CENTRE</u> | : | Head Office (Polokwane) |
| <u>REQUIREMENTS</u> | : | NQF 6 (Three year qualification) in Language Services or relevant equivalent qualification. Five years experience at Management level NQF 7 and experience and practical experience will be an added advantage Communication skills (both verbal and written) Computer Literacy Strong Interpersonal Relations Financial Management skills an Project Management skills Proven Managerial skills Knowledge of relevant legislations Strategy and Policy formulation skills Valid driver's licence |
| <u>DUTIES</u> | : | Key Performance Areas: Render translations and editorial services Facilitate provisioning of interpretation services Support the language development and research centres Coordinate development of technical scientific terminology Promote literature and encourage authorship and coordinate Indigenous knowledge system and research Facilitate conduction of research on indigenous knowledge systems Facilitate documentation of historical information Increase awareness of government language policy and citizen's language rights Provide Leadership and manage human and physical capital within the sub-branch Compile Annual Report in consultation with line managers. |
| <u>POST 24/121</u> | : | <u>SENIOR MANAGER: SCHOOL SPORT & RECREATION SAC 2009/04</u> |
| <u>SALARY</u> | : | R615 633 (All Inclusive Package) |
| <u>CENTRE</u> | : | Head Office (Polokwane) |
| <u>REQUIREMENTS</u> | : | NQF 6 (Three year qualification) in Sport and Recreation or equivalent qualification Three years experience at Management level and in Sport NQF 7 and experience and practical experience will be an added advantage Communication skills (both verbal and written) and analytic skills Computer Literacy Strong Interpersonal Relations Financial Management skills an Project Management skills Proven Managerial skills Knowledge of relevant legislations Strategy and Policy formulation skills Valid driver's licence |
| <u>DUTIES</u> | : | Key Performance Areas: Promotion of Mass Participation Facilitate provisioning of upgrading or recreation facilities Coordinate school sport by managing school and tertiary sport and implementation of development programmes Develop and maintain the standardised framework for monitoring and evaluation Monitor participation by disadvantaged learners in sport and recreation activities Provide support and build capacity on governance for interschool / tertiary competitions Coordination of recreational programmes General management of human, financial and physical capital in the sub-branch Compile Annual Report in consultation with line managers. |
| <u>POST 24/122</u> | : | <u>SENIOR MANAGER: COMMUNICATIONS & EVENTS MANAGEMENT SAC 2009/05</u> |
| <u>SALARY</u> | : | R615 633 (All Inclusive Package) |
| <u>CENTRE</u> | : | Head Office (Polokwane) |
| <u>REQUIREMENTS</u> | : | NQF 6 (Three year qualification) or relevant equivalent qualification. 3+ years experience at Management level NQF 7 and experience in Communication will be an added advantage Excellent Communication with knowledge of Communication disciplines Computer Literacy Strong Interpersonal Relations Understanding and knowledge of development communication Knowledge of Financial Management Project management skills Knowledge of relevant legislations Strategy and Policy formulation skills Valid driver's licence |
| <u>DUTIES</u> | : | Key Performance Areas: Develop partnership with governmental and non-governmental stakeholders towards the development of communication programmes Organise information campaigns at local level Co-ordinate media liaison activities with established community media agencies through various communication methods Provide information in the Department, which enhances development experiences Manage the information Centre Provide a research |

and publication service Management of events Manage and control the budget of the branch

POST 24/123 : **SENIOR MANAGER: MUSEUM & HERITAGE SAC 2009/06**

SALARY : R615 633 (All Inclusive Package)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : NQF 6 (Three year qualification) or equivalent qualification in relevant field NQF 7 or Qualification in Museum and Heritage will be an added advantage Minimum of 3 years experience in management level Strategic capabilities and implementation of turn around strategies Research and Leadership skills Strong communication skills (verbal and written) and Information skills Computer literacy Knowledge and application of legislation and policies Diversity and Change Management Presentation and Facilitation skills Project Management skills Valid Driver's licence

DUTIES : Key Performance Areas: Ensure revitalization of museums Ensure Development of museums Monitor Heritage management in the Province Render support services in museums and sites developments Ensure revitalisation of heritage Ensure development of heritage Support and provide strategic direction to the Geographical Place committee Initiate legacy projects and programmes Provide Leadership and manage the human and financial capital within the branch Render support to the Provincial Geographic Names Committee and the Limpopo Heritage Resources Authority

OTHER POSTS

POST 24/124 : **MANAGER: SECURITY SAC 2009/07**

SALARY : R344 054 per annum (all inclusive package)
CENTRE : Head Office
REQUIREMENTS : NQF 6 (Three year National Diploma/Degree) in Security Management or related field and NIA Security Management Course, OHS training and Project Management will be an added advantage, Minimum of three (3) years experience in security management at managerial level, Registration with Private security industry regulation authority (PSIRA) with grade A or B, Understanding of relevant legislations and policies, Understanding of electronic physical security measures, Report writing skills, Excellent communication and presentation skills, Computer literacy with emphasis on Microsoft Office, Valid driver's license.

DUTIES : Key Performance Areas: Implementation of departmental Policy and Development of Security, Procedures, Coordinate the implementation of MISS, Ensure security of the Department documentation, personnel, communication and Physical Assets, Coordinate the vetting and background checks of officials, Conduct investigation on security related matters, Coordinate Strategic Planning of the security sub-branch, Manage security guard services, Manage the implementation of the Occupational Health and Safety Act, Coordinate security during departmental events, Identify potential security risk in the department.

POST 24/125 : **DEPUTY MANAGER: COMPLIANCE SAC 2009/08**

SALARY : R174 243 per annum
CENTRE : Head Office (Polokwane)
REQUIREMENTS : NQF 6 (Three year qualification) or equivalent qualification Presentation and reporting skills Knowledge and ability to translate relevant legislations Project Management skills Excellent Communication and analytical skills Computer literacy on Microsoft Office Valid driver's licence.

DUTIES : Key Performance Areas: Conduct internal audits / inspections Ensure the existence of internal control measures Ensure compliance with rules and regulations Investigate and coordinate claims against the department Coordinate Auditor-General's queries and enquiries Monitor work procedures, methods and control operations Check revenue collection and payroll.

POST 24/126 : **DEPUTY MANAGER RISK MANAGEMENT SAC 2009/09**

SALARY : R174 243 per annum
CENTRE : Head Office (Polokwane)
REQUIREMENTS : NQF 6 (Three year qualification) or equivalent qualification at least three years experience in risk management. One year management experience in financial and operational responsibilities. Presentation and reporting skills Computer literacy on Microsoft Office Knowledge and ability to translate relevant legislations Project management skills Driver's license.

- DUTIES** : Key Performance Areas: Develop risk management policies, including non-compliance with relevant statutes, regulations and early warning indications. Promote risk awareness culture through communication and training programmes. Plan and manage internal control of risk exposure. Investigate and evaluate internal control procedures and measures. Co-ordinate and evaluate inspection programmes and report deviations. Facilitate risk assessments in accordance with the Department's risk management strategy. Continuously monitor and evaluate the department's risk management strategy, fraud prevention strategy and fraud prevention policy.
- POST 24/127** : **PERSONAL ASSISTANT (8 POSTS) : CHIEF FINANCIAL OFFICER (CFO), GENERAL MANAGER: SPORTS & RECREATION, SENIOR MANAGER: HRM & D, SENIOR MANAGER LANGUAGE SERVICES, SENIOR MANAGER SPORT DEVELOPMENT, SENIOR MANAGER SCHOOL SPORT & RECREATION, SENIOR MANAGER COMMUNICATIONS AND EVENTS MANAGEMENT, SENIOR MANAGER MUSEUM & HERITAGE SAC 2009/010**
- SALARY** : R117 501 per annum
CENTRE : Head Office (Polokwane)
REQUIREMENTS : NQF 5 (Senior Certificate) or equivalent Extensive relevant experience Excellent communication skills (both verbal and written) Excellent administrative skills (planning, organizing and co-ordination). Computer literacy in MS Word, MS Excel, MS PowerPoint and Internet.
- DUTIES** : Key Performance Areas: Exclusive administrative and logistical duties rendered by the office Act as a personal assistant to the General Manager or Senior Manager Handle correspondence, take minutes, record keeping, make travel arrangements, organize meetings and workshops Provide general administrative support to General Manager or Senior manager Consolidate plans from other division Manage and prioritize events on the diary.
- ENQUIRIES** : Ledwaba Matsidiso /Ngobeni Mf