ANNEXURE R

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF ARTS AND CULTURE

It is our intention to promote representativity in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference.

APPLICATIONS : The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or Physical address: 171 Boshoff Street, Pietermaritzburg, 3200
FOR ATTENTION : Mrs NIS Mbhele.
CLOSING DATE : 15 July 2016
NOTE : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and properly certified ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified.

MANAGEMENT ECHELON

POST 26/105 : DIRECTOR: ARTS DEVELOPMENT REF NO: DAC01/16

SALARY : R864 177.00 per annum [Salary Level 13] [An all-inclusive package to be structured in accordance with the rules of Senior Management Service]
CENTRE : Pietermaritzburg, Head Office
REQUIREMENTS : An appropriate Bachelor’s Degree/ NQF7 or equivalent qualification, coupled with a minimum of eight [8] years relevant experience in Arts Management, five [5] of which should be at a managerial level [MMS/SMS] Ability to work in a multi-disciplinary team. Good understanding of the Public Service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Competency and experience in strategic planning, project management and financial management. Extensive leadership experience. Good office administration, planning and organizational skills. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Good communication skills (written and verbal), Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license
DUTIES : Develop crafts and indigenous knowledge. Develop performing and non-performing arts. Identify, nurture, promote and support emerging Artists. Liaise with relevant stakeholders i.e Traditional Leaders, Municipalities, Artists and other Departments with regards to arts development programmes. Develop, implement and manage arts policies, programmes and processes for the Arts Development division Coordinate, facilitate and participate in the Masiskume Sakhe Flagship projects and other flagship projects in line with customer care vision. Supervise, develop and manage employees performance in accordance with the Employee Performance Management and Development System (EPMDS).
ENQUIRIES : Mr MB Mnguni: tel. [033] 264 3400
NOTE : All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the candidates will also be subjected to a generic managerial competency assessment.
### POST 26/106: DEPUTY DIRECTOR: UMZINYATHI DISTRICT- WESTERN REGIONAL OFFICE

**REF NO:** DAC02/16

**SALARY:** R726 276.00 per annum [Salary Level 12] [An all-inclusive package to be structured in accordance with the rules of Middle Management Service]

**CENTRE**: Ladysmith/ Western Regional Office

**REQUIREMENTS:** An appropriate Bachelor’s Degree/National Diploma or equivalent qualification in Fine Arts, Arts and Drama, Creative Arts, or equivalent qualification, coupled with a minimum of five [5] years relevant experience, three [3] of which should be at a managerial level and a proven track record in Arts and Culture. Ability to work in a multi-disciplinary team. Good negotiation and conflict resolution skills. Critical analysis, research, and project management skills. Ability to work independently, yet function optimally as part of a dynamic team. Competency and experience in strategic planning and financial management. Good office administration, planning and organizational skills. Good understanding of Public Service legislation and prescripts applicable to government, including systems and procedures. Knowledge of PFMA. Computer Literacy (MS Word, Excel, PowerPoint, etc). Advanced communication skills (written and verbal). Valid code 8/EB driver’s license.

**DUTIES:** Manage the implementation of developmental programmes for the creative industry (visual and performing) as well as business developmental programmes for Artists. Manage and implement social cohesion programmes, moral regeneration, indigenous knowledge system and culture advancement programmes. Manage translation services and literature development programmes. Provide support to arts and culture structures. Manage the functioning and implementation of programmes in arts and culture, cultural organisations and cultural institutions. Coordinate, facilitate and participate in the Masisukume Sakhe Flagship projects and other flagship projects in line with customer care vision. Ensure that there is monitoring and evaluation of all service delivery projects of the directorate. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRIES:** Dr BNF Biyela: tel. [036] 637 7978

### POST 26/107: DEPUTY DIRECTOR: ASSET MANAGEMENT

**REF NO:** DAC03/16/

**SALARY:** R612 822.00 per annum [Salary Level 11] [An all-inclusive package to be structured in accordance with the rules of Middle Management Service]

**CENTRE:** Pietermaritzburg, Head Office

**REQUIREMENTS:** An appropriate Bachelor’s Degree/ National Diploma in Supply Chain Management/Financial Management or equivalent qualification, coupled with a minimum of five [5] years relevant experience, three [3] of which should be at a managerial level. Knowledge of Public Service legislation and prescripts applicable to government, including systems and procedures. Knowledge of PFMA, Treasury Regulations, HardCat, BAS, SCM Framework Act, GAAP and GRAP. Good work ethics, honesty, reliability and team work. Knowledge of Project management, Research and Policy development. Good office administration, planning and organizational skills. Good communication skills [written and verbal]. Good interpersonal relation skills. Computer Literacy [MS Word, Excel, PowerPoint, etc. Valid code 8/EB driver’s license.

**DUTIES:** Manage fixed asset register for the department. Maintain an accurate fixed asset register and monthly reconciliation between BAS and HardCat. Monitor development, implementation and continuous review policy. Manage asset disposal process. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRIES:** Ms N Thomas: tel [033] 264 3400

### POST 26/108: ASSISTANT DIRECTOR: PLANNING AND POLICY DEVELOPMENT CORPORATE STRATEGY

**REF NO:** DAC04/16

**SALARY:** R311 784.00 per annum [Salary Level 09]

**CENTRE:** Pietermaritzburg, Head Office

**REQUIREMENTS:** An appropriate Bachelor’s Degree/ National Diploma in Public Administration or equivalent Diploma, coupled with a minimum of three [3] years relevant experience. High level of administration skills. Understanding of Public Service legislation and prescripts applicable to government, including systems and procedures and Departmental mandate Knowledge of project management, planning and organizational skills. Knowledge of reporting procedures and compilation of management reports. Good communication skills (written
DUTIES
Facilitate strategic planning process. Coordinate development of strategic documents of the department. Provide strategic public policy analysis to Components. Undertake departmental policy analysis •Coordinate implementation of Batho Pele programme in the department.

ENQUIRIES
Mr UM Ngcobo: tel. [033] 264 3400

POST 26/109
ASSISTANT DIRECTOR: EXECUTIVE SUPPORT REF NO: DAC05/16

SALARY
R311 784.00 per annum [Salary Level 09]

CENTRE
Pietermaritzburg, Head Office

REQUIREMENTS
An appropriate Bachelor’s Degree/ National Diploma or equivalent Diploma, coupled with a minimum of three [3] years relevant experience two [2] of which should be at a supervisory level. Knowledge of Public Service legislation and prescripts applicable to government, including systems and procedures. Good interpersonal relations skills. Knowledge of project management, planning and organizational skills. Knowledge of project management, planning and organizational skills Willingness to work outside normal working hours. Computer Literacy (MS Word, Excel, PowerPoint, etc.) •Good communication skills (written and verbal). Valid code 8/EB driver’s license.

DUTIES
Facilitate the provision of executive administrative support to the HOD. Provide institutional support to the department’s stakeholders. Provide document management support services. Ensure compliance in terms of mandates Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES
Ms N Hlophe: tel. [033] 264 34600

POST 26/110
ASSISTANT DIRECTOR: PROVINCIALISATION REF NO: DAC06/16

SALARY
R311 784.00 per annum [Salary Level 09]

CENTRE
Pietermaritzburg, Head Office

REQUIREMENTS
An appropriate Bachelor’s Degree/National Diploma or equivalent Diploma, majoring in Library and Information Science, coupled with a minimum of three [3] years library experience. Sound knowledge of Public Library administrative procedures and services. Good office administration, planning and organizational skills. Good communication skills (written and verbal). Computer literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.

DUTIES
Provide input into the development of the unit’s policies and strategies and advice and guide their implementation Implement the provincialization strategy by means of ensuring sound operational maintenance of all affiliated libraries. Guide and monitor the development and implementation of business plans and reporting. Maintain sound relations with affiliated stakeholders in terms of Library Services function. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES
Ms L Magazi: tel. [033] 345 2226

POST 26/111
LANGUAGE PRACTITIONER: LEXICOGRAPHY, TERMINOLOGY AND LITERATURE DEVELOPMENT REF NO: DAC07/16

SALARY
R211 194.00 per annum [Salary Level 7]

CENTRE
Pietermaritzburg, Head Office

REQUIREMENTS
An appropriate three (3) year National Diploma or equivalent Diploma, coupled with a minimum of two [2] years relevant experience within a Language field. Proficiency in IsiZulu/English. Good understanding of the Public Service legislation and prescripts applicable to Government, including systems and procedures. Good office administration, analysis and research. Good communication skills [written and verbal]. Computer literacy [MS Word, Excel PowerPoint, etc]. Valid code /EB driver’s license

DUTIES
Collect, systematize and document concept/ terms belonging to a particular field. Verify in order to establish their linguistic validity. Provide equivalents and coining terms. Edit, revise and update terminology. Provide an information service, thereby rendering terminology and linguistic assistance.

ENQUIRIES
Mr AWS Ngcobo: tel. [033] 897 9000

POST 26/112
LIBRARIAN: MBAZWANE DEPOT REF NO: DAC08/16

SALARY
R211 194.00 per annum [Salary Level 7]
CENTRE: Mbazwane Library


ENQUIRIES: Ms Z Mdletshe: tel. [035] 571 6202

POST 26/113: LIBRARIAN: PINETOWN DEPOT REFNO: DAC09/16

SALARY: R211 194.00 per annum [Salary Level 7]

CENTRE: Pinetown/ Durban


DUTIES: Co-ordinate the library material exchange system. Provide professional support to affiliated libraries. Liaise with community/ affiliated libraries. Develop and maintain the library depot collection. Co-ordinate the provision of promotions service to affiliated Libraries.

ENQUIRIES: Ms PP Sidlova: tel. [031] 701 3237

POST 26/114: LIBRARIAN: PLANNING & RESEARCH REF NO: DAC10/16

SALARY: R211 194.00 per annum [Salary Level 7]

CENTRE: Pietermaritzburg, Head Office

REQUIREMENTS: An appropriate three (3) year National Diploma, majoring in Library and Information Science, coupled with a minimum of two [2] years library experience [postgraduate qualification will be an added advantage]. Sound knowledge of Public Library administrative procedures and services. Good office administration, planning and organizational skills. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.

DUTIES: Undertake research on the development of library services. Coordinate and monitor implementation of library services special projects. Provide support in the monitoring of implementation of library policies and professional standards. Train affiliated Librarians on required procedures. Undertake the administration of library records for the Directorate guidance to affiliated libraries. Coordinate the provision of training for depot and library staff on policies and standards.

ENQUIRIES: Ms A Steenkamp: tel. [033] 341 3000

POST 26/115: ARCHIVIST: RECORDS MANAGEMENT: NORTHERN REGIONAL OFFICE REF NO: DAC11/16

SALARY: R211 194.00 per annum [Salary Level 7]

CENTRE: Zululand, Ulundi

REQUIREMENTS: An appropriate three (3) year National Diploma with majors in History, Political Science or Public Administration. Knowledge of the Archives Act and relevant legislation. Excellent communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.

DUTIES: Design, evaluate, implement and maintain records classification system. Provide records management training. Conduct appraisal of records for the issuing of disposal authorities. Conduct inspections to ensure compliance with proper records management practices. Provide professional support and guidance to client offices and governmental bodies on records management. Collect, arrange, describe and preserve non-public and public records. Promote and market archival functions and services.

ENQUIRIES: Mrs PP Mwandla: tel. [035] 879 8500

POST 26/116: CYBERCADET [COMMUNITY LIBRARY, COMPUTER ASSISTANT] X 2 POSTS

SALARY: R142 461.00 per annum [Salary Level 5]

CENTRE: Qhudeni Library Ref No: DAC12/16
REQUIREMENTS: Standard 10/Grade 12 certificate or equivalent certificate plus Comp Tia Accredited A*, coupled with a minimum of six [6] months relevant experience. Good communication skills [written and verbal]. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.

DUTIES: Provide advice to Library users on the use of Information and Communication Technology [ICT]. Conduct ICT training for public library users and ensure that ICT hardware, software and network connectivity are maintained. Ensure adherence to ICT policies and guidance. Provide support to the Librarian on the usage of ICT.

ENQUIRIES: Ms G Mchunu [Qhudeni Library] tel. [034] 212 2459
Ms N Nkosi [Maphumulo Library] tel. [033] 701 1234

POST 26/117: ADMINISTRATION CLERK: ACQUISITION MANAGEMENT REF NO: DAC14/16

SALARY: R142 461.00 per annum [Salary Level 5]
CENTRE: Pietermaritzburg, Head Office
REQUIREMENTS: Senior Certificate /Grade 12 certificate or equivalent certificate, coupled with a minimum of one [1] year relevant experience or as an Intern. Numeracy and literacy skills •Good interpersonal relations. Ability to work under pressure and handle conflict situations. Good verbal and written communication skills. Computer literacy (MS Word, Excel, PowerPoint etc).

DUTIES: Process received requisitions of items in the course of facilitating the acquisition of goods and services required by cost centers. Check received price quotations for compliance and follow the evaluation and awarding process. Capture entities and commitments on Basic Accounting System and/or HardCat asset management system. Verify, interpret and understand specifications to ensure that correct items are procured. Prepare payments for invoices certified by cost centers and forward complete documentation to Finance for final processing. Render general clerical and records management support services.

ENQUIRIES: Mr BR Dube tel. [033] 264 3400

POST 26/118: ADMINISTRATION CLERK: EXPENDITURE CONTROL REF NO: DAC15/16

SALARY: R142 461.00 per annum [Salary Level 5]
CENTRE: Pietermaritzburg, Head Office
REQUIREMENTS: Senior Certificate /Grade 12 certificate equivalent certificate, coupled with a minimum of one [1] year relevant experience or as an Intern. Numeracy and literacy skills •Good interpersonal relations. Ability to work under pressure and handle conflict situations. Good verbal and written communication skills. Computer literacy (MS Word, Excel, PowerPoint etc).

DUTIES: Receive and compile payments. Capture payments and journals on BAS and capture S&T claims on PERSAL for the Department. Maintain payment records and update files. Reconcile paid vouchers against disbursements, post and file stubs and batch vouchers on a monthly basis. Reissuing/ cancelling, interfaces Attend to queries related to the duties.

ENQUIRIES: Mr B Socenywa. tel. [033] 264 3400

POST 26/119: PERSONNEL OFFICER: CONDITIONS OF SERVICE-HRM&D REF NO: DAC16/16

SALARY: R142 461.00 per annum [Salary Level 5]
CENTRE: Pietermaritzburg, Head Office
REQUIREMENTS: Standard 10/Grade 12 certificate or equivalent certificate coupled with a minimum of one [1] year relevant experience or as an Intern. Good interpersonal relations. Basic knowledge of PERSAL. Ability to work under pressure. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc).

DUTIES: Administer and process leave for all employees within the Department. Process remuneration allowance and benefits on PERSAL. Process administration of Service Conditions •Provide assistance to line functionaries on utilization matters.

ENQUIRIES: Mr BS Mbatha: tel. [033] 341 3600

POST 26/120: ADMINISTRATION CLERK- COMPUTER SECTION REF NO: DAC17/16

SALARY: R142 461.00 per annum [Salary Level 5]
CENTRE: Pietermaritzburg, Head Office
REQUIREMENTS: Standard 10/Grade 12 certificate or equivalent certificate, coupled with a minimum of one (1) year relevant experience, preferably in a library or book environment. Computer Literacy (MS Word, Excel, PowerPoint, etc).

DUTIES: Assist with the procurement of computer equipment and other ICT services. Perform asset
management and distribution for ICT. Perform administrative duties for SLIMS support to the directorate. Provide administrative support to the Computer Section. Maintain records management for Computer Section.

ENQUIRIES
Ms G Odendaal: tel. [033] 341 3000

POST 26/121

ADMINISTRATIVE ASSISTANT (TRANSCRIBER) - ARCHIVES X2 POSTS REF NO: DAC18/16

SALARY
R142 461.00 per annum [Salary Level 5]

CENTRE
Pietermaritzburg, Head Office

REQUIREMENTS
Standard 10/Grade 12 or equivalent certificate (an appropriate qualification will be an added advantage). Good communication (written & verbal) skills. Good listening skills. Good results in both English & Isizulu. Good problem solving and analysis. Good office administration, planning and organizational skills. Intermediate computer skills (MS Word, Excel, PowerPoint, etc).

DUTIES
Transcribe audio data into an archivable documentation. Transcribe written documentation into archivable documentation. Proof - read other transcribed documentation. Authenticate all unclear data.

ENQUIRIES
Mr MM Hadebe. tel. [033] 341 3611

POST 26/122

LIBRARY ASSISTANT- PINETOWN DEPOT REF NO: DAC19/16

SALARY
R119 154.00 per annum [Salary Level 4]

CENTRE
Pinetown Depot

REQUIREMENTS
Standard 10/Grade 12 certificate or equivalent certificate, coupled with a minimum of one (1) year relevant experience, preferably in a library or book environment •Computer Literacy (MS Word, Excel, PowerPoint, etc).

DUTIES
Administer the library material exchange system. Maintain the Library Depot collection and environment. Receive Library material from Preparations Section. Prepare statistics for issued and returned library materials. Assist in maintaining collection and environment in affiliated libraries.

ENQUIRIES
Ms PP Sidlova. tel. [031] 701 3237