

## DEPARTMENT OF ARTS AND CULTURE

*The Department of Arts and Culture is an equal opportunity affirmative action employer and it is its intention to promote representatively in the Public Sector through the filling to this post. Persons whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications*

- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the number and the name of this publication to: The Acting Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, Kingsley Centre, 2nd Floor, Cnr Stanza Bopape and Steve Biko, Arcadia, Pretoria
- CLOSING DATE** : 28 February 2017
- NOTE** : Applications are hereby invited from suitably and qualified person to apply for the following posts. Applications must be submitted on Form Z83, obtainable from any Government department or online at [www.gov.za](http://www.gov.za). All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and Original Certified Copies of the applicant's ID and educational qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. 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. If an applicant wishes to withdraw an application it must be done in writing. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned post(s). The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Applicants are required to declare any conflict or perceived conflict of interest. Applicants are required to disclose memberships of boards and directorships that they may be associated with. The successful candidate will have to annually disclose his/her financial interests. Identified candidate(s) will be subjected to a Government specific competency assessment as well as a technical practical exercise as part of the selection process.

## MANAGEMENT ECHELON

- POST 07/13** : **DIRECTOR-GENERAL: ARTS AND CULTURE REF NO: DAC/14/2/1**
- SALARY** : An all-inclusive remuneration package of R1 689 750 per annum, consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : The Department of Arts and Culture is looking to recruit a creative, innovative thinker and seasoned administrator who is in possession of an undergraduate qualification (NQF level 7) and a post graduate qualification (NQF8) as recognized by SAQA Qualifications in the field of arts, culture and heritage, would be an added advantage, 8-10 years proven experience in a senior managerial position of which 5 years must be with any organ of state as defined in the Constitution, Act 108 of 1996. Additional requirements: Proven strong belief and commitment to good governance, development and excellence in arts and culture sector, The ability to drive transformation in the arts, culture and heritage sector, The candidate should demonstrate sound knowledge and understanding of government legislations/Act and Regulations pertaining to an administration of a government department, Knowledge, understanding and implementation of the Acts and Regulations pertaining to the arts, culture and heritage sector, Sound understanding of the National Programme of Action and the role of ACH sector, Proven capabilities in general core competencies for SMS in the Public Service including, Strategic and leadership abilities, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Excellent written and verbal communication skills, as well as broad understanding of policies in the national and international context.

- DUTIES** : The incumbent of this position would be expected to ensure top-class service delivery that will impact on all levels of society especially at grassroots level. He/she will be expected to deliver on the following: Transformation of arts, culture and heritage sector, Effective governance and accountability of all arts and culture public entities, Develop and promote arts, culture and heritage policy that mainstreams its role in social development, Improve economic and other development opportunities for South African arts and culture nationally and globally through mutually beneficial partnerships, thereby ensuring the sustainability of the sector, Ensure development of social cohesion and social justice programme plan, Oversee the effective and efficient use of DAC resources, Develop and monitor the implementation of policies, legislation and the strategic direction for the identification, conservation and promotion of cultural heritage, Guide, sustain and develop the archival, heraldic and information resources of the nation to empower citizens through full and open access to these resources, Develop and promote the official languages of South Africa and enhance linguistic diversity.
- ENQUIRIES** : Ms NP Maloka Tel no: 012 441 3730 / 012 441 3430
- POST 07/14** : **CHIEF DIRECTOR: SOCIAL COHESION AND NATION BUILDING REF NO: DAC: 1/14/2**  
Branch: Institutional Governance
- SALARY** : An all-inclusive remuneration package of R1 068 564 per annum - consisting of a basic salary (70% of total package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree in Social Science/ development studies (NQF7) as recognized by SAQA, A post graduate degree will be an added advantage, 5 years' experience at a Senior Managerial level, Knowledge of Government policy priorities and Programme of Action, Excellent stakeholder management skills, Good communication skills, excellent mobilization skills, Possess strategic leadership skills, financial as well as people management skills, Have knowledge of the arts and culture sector as well as other social development programmes, Possess good analytical skills, Experience in working with the NGO/ community structures, A driver's license is a pre-requisite.
- DUTIES** : The successful candidate will be responsible for the following: Lead and coordinate programme and projects on Social Cohesion and Nation Building, Facilitate reporting of Outcome 14 by delivery partners• Coordinate the implementation of programmes and projects to promote nation building and social cohesion, Facilitate signing and monitoring of compacts with social partners, Facilitate engagements with communities to dialogue on nation building, Set up structures at national, provincial and local sphere to promote social cohesion, Compile reports to various structures (Clusters, Cabinet, Inter-Ministerial Committee), Manage transfers to NGOs working within the nation building space, Monitor the performance of programmes and projects implemented, mainstream programmes to uplift conditions of Women, Youth and People with Disability within DAC and its entities, Manage stakeholder relations. Develop financial models to support target groups programmes.
- ENQUIRIES** : Ms NP Maloka Tel no: 012 441 3730 / 012 441 3430