

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF ARTS AND CULTURE**

It is our intention to promote representivity 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** : Application quoting the relevant reference should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X9140, Pietermaritzburg, 3200 or Physical address: 171 Boshoff Street, Pietermaritzburg, 3200.
- FOR ATTENTION** : Mrs NIS Mbhele
- CLOSING DATE** : 07 April 2017
- 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 certified copy of 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. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo competency assessment as per DPSA directives.

MANAGEMENT ECHELON

- POST 12/67** : **DIRECTOR: SECURITY SERVICES REF NO: DAC 01/17**
- SALARY** : All-inclusive package of R898 743 per annum, Level 13
- CENTRE** : Pietermaritzburg: Head Office
- REQUIREMENTS** : An appropriate NQF Level 7 relevant tertiary qualification, coupled with a minimum of five (5) years relevant experience at a Middle/Senior Managerial level. 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. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Experience in the investigation of corruption and Forensic Audits as well as exposure to Criminal Procedures Act will be an added advantage. Direct experience in the following specific fields of security is recommended viz: Physical security, Personnel security, Document security, Communication security, IT security and Security investigation. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.
- DUTIES** : Manage security services and ensure the development and implementation of policies and procedures related to security in the Department. Manage the provision of administration services related to Security activities. Liaise with National Intelligence State Security Agency on the security systems in the Department. Ensure the provisioning of efficient security system. Render advice and support to the office of the MEC on security related matters. Coordinate security awareness programmes and develop disaster management plans in the Department. Supervise, develop and manage employees' performance in

accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES : Mr JM Mtshali Tel no: (033) 264 3400

POST 12/68 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DAC 02/17**

SALARY : All-inclusive package of R898 743 per annum, Level 13
CENTRE : Pietermaritzburg: Head Office
REQUIREMENTS : An appropriate NQF Level 7 relevant tertiary qualification, coupled with minimum of five (5) years relevant experience in Supply Chain Management at a Middle/Senior Managerial level. 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. Extensive leadership experience. Good understanding of Public Service legislation and prescripts applicable to government, including systems and procedures. Knowledge of PFMA, Supply Chain Management policies and regulations. Computer Literacy (MS Word, Excel, PowerPoint, etc). Good communication skills (written and verbal). Valid code 8/EB driver's license.

DUTIES : Implement Supply Chain Management and Asset Management to ensure effective, efficient and economical utilization of resources. Provide inputs into the departmental annual strategic and operational plan. Ensure compliance with all legislative mandates. Review and update all Supply Chain Management and Asset Management policies and procedures Align the organizational structure with the Supply Chain Management Policy Framework. Monitor and assess the programmes and projects that have been implemented for Operational Sukuma Sakhe in the Zululand District. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System [EPMDS].

ENQUIRIES : Ms N Thomas Tel no: (033) 264 3400

OTHER POSTS

POST 12/69 : **LIBRARIAN - DUNDEE DEPOT REF NO: DAC03/17**

SALARY : R211 194 per annum, Level 07
CENTRE : Dundee Depot
REQUIREMENTS : Minimum appropriate three [3] year tertiary qualification majoring in Library and Information Science, coupled with a minimum of two [2] 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 : Co-ordinate regional library material exchanges with affiliated Public Libraries. Assist in the administration of the Depot. Maintain and develop the Depot's library material collection. Train affiliated librarians in required procedures. Provide on-going professional support and guidance to affiliated libraries. Monitor user needs. Visit libraries and liaise with them.

ENQUIRIES : Ms CG Mtshali Tel no: (034) 212 2459

POST 12/70 : **CULTURAL OFFICER REF NO: DAC04/17**

SALARY : R211 194 per annum, Level 07
CENTRE : Umkhanyakude District
REQUIREMENTS : An appropriate three (3) years national tertiary qualification or equivalent qualification. Excellent communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.

DUTIES : Conduct research on different cultures prevalent in the KZN Province. Co-ordinate and facilitate the planning, implementation and management of cultural events. Administer database of different stakeholders and be able to communicate with them. Provide inputs for operational plans as well as implementation thereof. Assist in the compilation of both District and Regional Reports. Ensure the alignment of Flagship Programmes with departmental activities and enhance joint intervention within the District. Identify, develop and promote emerging artists, as well as

managing projects related to arts and culture within the District. Assist in the Monitoring and Evaluation of funded projects/organizations
ENQUIRIES : Mr LEN Zulu Tel no. (035) 874 3789

POST 12/71 : **ADMINISTRATION CLERK: SOUTHERN REGION REF NO DAC05/17**

SALARY : R142 461 per annum, Level 05
CENTRE : Ugu District
REQUIREMENTS : Standard 10/Grade 12 certificate or equivalent qualification, couple 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 Communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc).

DUTIES : Render general clerical and records management support services. Provide supply chain clerical support services within the component. Coordinate a personnel administration support services within the Component. Provide financial administration support services in the component.

ENQUIRIES : Ms NP Chiliza Tel no: (033) 341 3600