

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF SPORTS, RECREATION, ARTS & CULTURE**

It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference.

APPLICATIONS : The Senior Manager: HRM; Department of Sport, Recreation, Arts and Culture; Private Bag X0020, Bhisho, 5605, Hand Delivery The Department of Sport, Recreation, Arts & Culture, Wilton Zimasile Mkwayi Building, Office No. 10, HR Section, King William's Town

FOR ATTENTION : Ms NP Nomvete

CLOSING DATE : 13 April 2017

MANAGEMENT ECHELON

POST 14/38 : **GENERAL MANAGER: DISTRICT OPERATIONS REF NO: HRM/1/4/17**

SALARY : R1 042 500 per annum, Level 14

CENTRE : Head Office – King William's Town

REQUIREMENTS : Honours Degree in Public Administration/Public Management. At least five (5) years' experience at Senior Management level with 10 years' experience in any of the core functions relating to the post. EDP will be an added advantage. Experience in developing strategic and business plans. Experience in government financial management. Extensive knowledge and experience in government policies and procedures. Excellent communication and analytical skills and Project Management Skills. Computer Literacy with emphasis on Excel and PowerPoint. An independent worker committed to meeting timeframes. A valid driver's license.

DUTIES : Managing District Operations branch which consists of 80 branches and Infrastructure Unit. Provide leadership, strategic direction and guidance inclusive of HRM, HRD, IT, Communication, Legal Services and Security Services. Managing the budget, programme 1 of vote 14 and the various responsibility managers who make up this programme. Working in partnership with line function General Managers in achieving Sport & Recreation and Cultural Affairs strategic goals and objectives. (This post is targeting women and persons with disability)

ENQUIRIES : Ms NP Nomvete Tel no: (043) 604 4110

OTHER POSTS

POST 14/39 : **MANAGER: SPORT DEVELOPMENT REF NO: HRM/2/4/17**

SALARY : R726 276 – R855 516 per annum, Level 12

CENTRE : Head Office – King William's Town

REQUIREMENTS : Appropriate Bachelor's Degree/Diploma in the field of Sport and Recreation coupled with 10 years' experience in the field of Sport and Recreation. Of which 3 years must be at Assistant Manager level. Knowledge of Preferential Procurement Policy Framework and Regulations, Public Finance Management Act, Division of Revenue Act(DORA), Sport and Recreation Mass Participation Conditional Grant (Framework), National Sport and Recreation Plan, Sport environment of the Eastern Cape. Must also have Good interpersonal skills, problem solving, and crisis management skills. Show good strategic capabilities and leadership and ability to work under pressure. Valid driver's licence.

DUTIES : Develop sub- directorate Plans. Ensure compliance with Conditional Grant Framework. Prepare budget, cash flow projections and procurement plans. Develop inputs into the Conditional Grant Business Plan. Provide strategic leadership and ensure capacity building for subordinates. Ensure implementation of Mass Participation Programmes in the following areas, Club Development, Provincial Programmes and Sport Confederation. Facilitate and manage Grant In - Aid transfers to the Eastern Cape Academy of Sport and Provincial Sport Confederation. Coordinate and manage international relations projects. Manage and monitor hosting of major sport events in the province. Manage the safe keeping of assets. Ensure healthy and productive organisational structure. (This post is targeting women and persons with disability)

ENQUIRIES : Ms NP Nomvete Tel no: (043) 604 4110

<u>POST 14/40</u>	:	<u>ASSISTANT MANAGER: SCHOOL SPORT REF NO: HRM/3/4/17</u>
<u>SALARY</u>	:	R389 145 per annum, Level 10
<u>CENTRE</u>	:	Head Office – King William’s Town
<u>REQUIREMENTS</u>	:	A 3-year Degree/Diploma in the field of Sport & Recreation coupled with 3 years’ experience in the field of Sport & Recreation or Matric coupled with 10 years’ experience in the field of Sport & Recreation. Project Management will be an added advantage. Knowledge of wide range of work processes and procedures such as Events Management, Government Procurement and Monitoring & Evaluation. Must possess the following skills; decision-making, analytical and negotiation, financial management, strategic and operational, planning and organizing, people management, problem-solving, conflict management verbal and written communication, leadership, relationship management and computer literacy. A valid driver’s license is essential.
<u>DUTIES</u>	:	Implement strategic partnership programmes with the Department of Education and Federations. Develop and maintain a database of participants and officials. Manage projects in partnership with stakeholders and partners. Set up standing meetings with clients and manage the annual school sport calendar. Monitor compliance to policies and procedures related to School Sport. Coordinate and organize the training of identified educators and volunteers. Monitor and evaluate School Sport programmes.
<u>ENQUIRIES</u>	:	Ms NP Nomvete Tel no: (043) 604 4110
<u>POST 14/41</u>	:	<u>ASSISTANT MANAGER: RECREATION DEVELOPMENT REF NO: HRM/4/4/17</u>
<u>SALARY</u>	:	R389 145 per annum, Level 10
<u>CENTRE</u>	:	Head Office – King William’s Town
<u>REQUIREMENTS</u>	:	A 3-year Degree/Diploma in the field of Sport & Recreation coupled with 3 years’ experience in the field of Sport & Recreation or Matric coupled with 10 years’ experience in the field of Sport & Recreation. Project Management will be an added advantage. Knowledge of wide range of work processes and procedures such as Events Management, Government Procurement and Monitoring & Evaluation. Must possess the following skills; decision-making, analytical and negotiation, financial management, strategic and operational, planning and organizing, people management, problem-solving, conflict management verbal and written communication, leadership, relationship management and computer literacy. A valid driver’s license is essential.
<u>DUTIES</u>	:	Implement strategic partnership programmes with the Department of Education and Federations. Develop and maintain a database of participants and officials. Manage projects in partnership with stakeholders and partners. Set up standing meetings with clients and manage the annual recreation development calendar. Monitor compliance to policies and procedures related to recreation development. Coordinate and organize the training of identified educators and volunteers. Monitor and evaluate recreation development programmes. Knowledge of provincial language policy. Good Report Writing Skills; Computer literacy and good interpersonal relations; knowledge of excel and PowerPoint. Ability to translate technical and legal documents in at least two of the Eastern Cape provincial languages. Should be able to work independently and under pressure.
<u>ENQUIRIES</u>	:	Ms NP Nomvete Tel no: (043) 604 4110
<u>POST 14/42</u>	:	<u>ASSISTANT MANAGER: LANGUAGES & LITERATURE REF NO: HRM/5/4/17</u>
<u>SALARY</u>	:	R389 145 per annum, Level 10
<u>CENTRE</u>	:	Head Office – King William’s Town
<u>REQUIREMENTS</u>	:	A 3-year BA degree with Language being a major and another at a lower level, or a Degree /Diploma in Translation /Interpreting. A post Graduate Qualification in Language; Knowledge of language and language related issues such as Constitution of the Republic of South Africa 1996; National Language Act ,2012; Provisional language Act. Experience in translation and working in language related environment. Good written and verbal communication skills.
<u>DUTIES</u>	:	Coordinate and Supervise Languages Development projects in the province, such as Manuscript Development; Creative Writing Workshops etc. Provide and facilitate any language related development initiative, such as language festivals, creative writing workshops. Provide interpreting service when required. Other requirements:

Computer literacy, Bilingualism /Multilingualism, high proficiency in language, spelling grammar. Genetic Competencies: Creative thinking, Customer Service orientation, Problem analysis, self -driven, High level of diligence and competence. (This post is targeting persons with disability)

- ENQUIRIES** : Ms NP Nomvete Tel no: (043) 604 4110
- POST 14/43** : **ASSISTANT MANAGER: EVENTS MANAGEMENT REF NO: HRM/6/4/17**
- SALARY** : R311 784 per annum, Level 09
CENTRE : Head Office – King William’s Town
REQUIREMENTS : A three-year Degree /Diploma in studies relating to Public Relations and Events Managements coupled with three (3) years’ experience in the field or Matric coupled with 10 years’ experience in the field and 3 years’ supervisory experience. Knowledge of public communication. Knowledge of Constitutional, legal and institutional arrangements governing in South Africa public sector. Knowledge of events management and organization. Strong interpersonal skills, planning and organizing, Excellent verbal and written communication skills. Computer literacy skills. Valid driver’s licence.
- DUTIES** : Develop and implement events management strategy for the Department. Render events management and protocol services in Departmental events. Coordinate invitations to events approved by Manager Communication. Prepare closeout reports for the events.
- ENQUIRIES** : Ms NP Nomvete Tel no: (043) 604 4110
- POST 14/44** : **ASSISTANT MANAGER: FLEET MANAGEMENT REF NO: HRM/7/4/17**
- SALARY** : R311 784 per annum, Level 09
CENTRE : Head Office – King William’s Town
REQUIREMENTS : An appropriate Bachelor ‘s Degree/National Diploma in Public Administration or any related field with 3 years’ experience in government fleet environment and at least 3 years’ supervisory level or Matric coupled with 10 years’ experience in government fleet environment. Computer literacy. A valid drivers’ license.
- DUTIES** : Assume responsibility for managing the government vehicle fleet and subsidized vehicles I the Department. Responsible for maintenance of Fleet registers. Responsible for timeous payment of invoices for all leased vehicles. Manages personnel in the Fleet Management Component.
- ENQUIRIES** : Ms NP Nomvete Tel no: (043) 604 4110
- POST 14/45** : **ASSISTANT MANAGER: OFFICE SERVICES (FACILITIES MANAGEMENT) REF NO: HRM/8/4/17**
- SALARY** : R311 784 per annum, Level 09
CENTRE : Head Office – King William’s Town
REQUIREMENTS : An appropriate Bachelor’s Degree/National Diploma in Facilities Management or any equivalent qualification with 5 years’ experience in the government facilities management environment, 3 years of which must be at supervisory level or Matric coupled with 10 years’ experience in government facilities management. A valid drivers’ license.
- DUTIES** : Assume responsibility for all the departmental used facilities. Responsibility for the development of facilities User -Asset Management Plan of the Department. Facilitate leasing of office space by the Department of Public Works on behalf of the Department. Responsible for the cleaning and gardening services in all facilities. Responsible for the general up keep of the facilities. (This post is targeting persons with disability).
- ENQUIRIES** : Ms NP Nomvete Tel no: (043) 604 4110
- POST 14/46** : **PRINCIPAL MUSEUM HUMAN SCIENTIST (HERITAGE) REF NO. HRM/9/4/17**
- SALARY** : R262 272 per annum, Level 08
CENTRE : Nelson Mandela District – Port Elizabeth
REQUIREMENTS : A Degree in History/Heritage/Philosophy/Social Science with 3 years’ relevant experience or Matric with 5 years’ experience in the field of Museums and Heritage. Knowledge and understanding of government processes. Project management skills. Good communication and interpersonal skills. Ability to work under pressure without supervision. Computer literacy. A valid driver’s license.

DUTIES : Assist in the implementation of projects aimed at identifying, conserving and managing Heritage resources. Assist in implementation of projects aiming at promoting cultural heritage Tourism. Assist in hosting of national days and significant Heritage events. Auditing of cultural and historically significant Heritage sites and objects in the Province. Identification, development and promotion of intangible cultural heritage and indigenous knowledge systems. Strengthening relations with local authorities, traditional and religious leaders. Facilitate in changing names for geographical areas around the District. Assist in raising community awareness and development of strategies to promote protection and proper management of Heritage resources.

ENQUIRIES : Ms NP Nomvete Tel no: (043) 604 4110

POST 14/47 : **LABOUR RELATIONS PRACTITIONER REF NO. HRM/10/4/17**

SALARY : R262 272 per annum, Level 08
CENTRE : Joe Gqabi District–Aliwal North
REQUIREMENTS : Degree/diploma in Labour Law/Labour Relations/Human Resource Management with 2 years. Relevant experience in the field. Matric certificate with 5 years' relevant experience in the field. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, PSCBC and GPSSBC Regulations. Conflict resolution capabilities and confidentiality. Negotiations and research skills. Policy evaluation analysis skills. Innovation and change management. Be able to give basic counselling. Knowledge of PERSAL. Valid driver's License.

DUTIES : Facilitate and render training and workshops on Labour Relations and wellness related issues. Facilitate proper administration of discipline and grievance procedures. Render advisory service to district management and officials in order to enhance service delivery. Facilitate and represent the department in all grievance and dispute resolution meetings. Implement outcomes of dispute resolutions and grievance hearings. Facilitate and administer the relationship processes between management and organized labour. Risk identification management. Compilation of monthly and quarterly reports.

ENQUIRIES : Ms NP Nomvete Tel no: (043) 604 4110

POST 14/48 : **LIBRARIAN REF NO: HRM/12/4/17**

SALARY : R211 194 per annum, Level 07
CENTRE : Head Office – King William's Town
REQUIREMENTS : A Degree in Library and Information Science or equivalent qualification with at least 2 years' experience in Library work. Must be able to translate policies into implementation strategies. Good supervisory and communication skills. Able to catalogue and classify knowledge of Provincial Libraries and Information Act and other relevant legislation.

DUTIES : Responsible for procurement of Library material. Liaise with all publishers and booksellers. Responsible for selection and acquisition of library material. Supervise Library Assistants and General Assistants. Generate monthly report on procurement of Library material. Conduct book reviews. Conduct performance reviews. (This post is targeting persons with disability)

ENQUIRIES : Ms NP Nomvete Tel no: (043) 604 4110

POST 14/49 : **LIBRARIAN 2 POSTS**

SALARY : R211 194 per annum, Level 07
CENTRE : Amathole District – East London Ref. HRM/13/4/17 and Sarah Baartman District (Graham's Town) Ref. HRM/14/4/17
REQUIREMENTS : A Degree in Library and Information Science or equivalent qualification with at least 2 years' experience in Library work. Must be able to translate policies into implementation strategies. Good supervisory and communication skills. Be able to catalogue and classify knowledge of Provincial Libraries and Information Act and other relevant legislation.

DUTIES : Develop collection in Libraries. Audit all Public Libraries within the District/Province. Conduct workshops for public Libraries. Conduct book van tours. Catalogue and classify material. Assist in stock taking. Coordinate and implement Library projects. Supervise Library Assistants and monitor Public Library activities.

ENQUIRIES : Ms NP Nomvete Tel no: (043) 604 4110

<u>POST 14/50</u>	:	<u>STATE ACCOUNTANT: PRE-AUDIT REF NO: HRM/15/4/17</u>
<u>SALARY</u>	:	R211 194 per annum, Level 07
<u>CENTRE</u>	:	Sarah Baartman District – Graham’s Town
<u>REQUIREMENTS</u>	:	A 3-year Degree/Diploma in Finance Administration or equivalent qualification coupled with 1 year’s relevant experience or Matric certificate coupled with a minimum of 3 years’ experience working in the finance environment. Understanding of the PFMA, Treasury regulations and expenditure process and other relevant governmental prescripts. Knowledge of BAS and PERSAL and LOGIS. Good communication skills. Accuracy and attention to detail. Ability to work under pressure. Computer Literacy. A valid driver’s license will be an added advantage.
<u>DUTIES</u>	:	Apply internal control when the activity/programme/project/event is still in progress to ensure all procedures are compliant to all Treasury Regulations and PFMA. Examine documents to ensure all information is correct before department undergoes expenditure as well as the continuous process of monitoring finance throughout the year. Ensure adherence of internal controls and authorizing orders. Ensure that payment requests and advises comply with internal controls and prescripts. Day to day and monthly reporting on irregular, unauthorized, wasteful and fruitless expenditure to the supervisor.
<u>ENQUIRIES</u>	:	Ms NP Nomvete Tel no: (043) 604 4110
<u>POST 14/51</u>	:	<u>ADMINISTRATIVE OFFICER: SPORT DEVELOPMENT REF NO: HRM/16/4/17</u>
<u>SALARY</u>	:	R211 194 per annum, Level 07
<u>CENTRE</u>	:	Head Office - King William’s Town
<u>REQUIREMENTS</u>	:	A recognized (3) year degree or Diploma in Public Administration /Management/ Social Science. Senior Certificate with three (3) years working experience in the related field. Three (3) years’ experience as an Admin Officer. Client Orientation and customer care focus with an understanding and application of Batho Pele principles. A good understanding of PFMA, procurement processes and policies related hereto. Computer literacy. Valid driver’s license.
<u>DUTIES</u>	:	Provide Administration support within the unit. Compile reports for the Unit. Ensure that procurement for the Unit is done. Compile minutes for Unit Meetings Responsible for coordination and verification of the budget for the Unit. Manage the salary register and leave register for the unit. Compile monthly and quarterly expenditure reports for the unit.
<u>ENQUIRIES</u>	:	Ms NP Nomvete Tel no: (043) 604 4110
<u>POST 14/52</u>	:	<u>PRINCIPAL HUMAN RESOURCE OFFICER REF NO: HRM/17/4/17</u>
<u>SALARY</u>	:	R211 194 per annum, Level 07
<u>CENTRE</u>	:	Nelson Mandela District – Port Elizabeth
<u>REQUIREMENTS</u>	:	A 3-Year or Diploma in Human Resource Management or equivalent qualification coupled with one (1) year experience within the field. Matric coupled with three (3) years’ experience in the field of Human Resource Management. Knowledge of the PERSAL System. Knowledge of Public Service Regulations and policies. Knowledge of Human Resource policies. Communication Skills and computer Literate. Report Writing Skills. A valid driver’s license will be an added advantage.
<u>DUTIES</u>	:	Supervise the subordinates. Implement conditions of service and provisioning administration. Maintain a personnel information System. Ensure that Personnel files meet the required standards set by NMIR. Ensure maximum level of confidentiality in the office. Facilitate recruitment process. Ensure corrections of staff appointments. Implement salary adjustment of employees. Compiling Reports.
<u>ENQUIRIES</u>	:	Ms NP Nomvete Tel no: (043) 604 4110
<u>POST 14/53</u>	:	<u>SPORT PROMOTION OFFICER 2 POSTS</u>
<u>SALARY</u>	:	R211 194 per annum, Level 07
<u>CENTRE</u>	:	Joe Gqabi District – Aliwal North Ref. HRM/18/4/17; OR Tambo District– Mthatha Ref. HRM/19/4/17
<u>REQUIREMENTS</u>	:	A 3-year Degree/ Diploma in Sport Management or equivalent qualification coupled with 1 Year experience in the field of Sport or Matric certificate coupled with 3 years’ experience in Sport Management environment. Good communication and

organising Skills. Ability to work under pressure. Basic computer skills. Knowledge of relevant prescripts. Experience in working in sport and recreation environment. A valid code 08 driver's license.

DUTIES : Facilitate, organisation and implementation of Sport development programmes in the District. Oversee and implement all approved sport projects and programmes in the district. Preparation of documentation for submissions. Planning and implementation of sport and recreation programmes. Organise and co-ordinate sport and recreation activities in the district and provincially, in accordance with the provincial sport policy. To implement approved operational plans of the district/ department. Implement, Assist and co-ordinate district and / or departmental projects. Liaise with communities, structures, associations and maintain Partnerships. Administration of sport and recreation programmes. Organize coaching clinics for coaches and officials in the district. File documents. Compile reports.

ENQUIRIES : Ms NP Nomvete Tel no: (043) 604 4110

POST 14/54 : **LIBRARIAN 2 POSTS**
Conditional Grant Posts (1 year fixed – term contract ending 31st March 2018)

SALARY CENTRE : R211 194 per annum, Level 07
Alfred Nzo District – Mbizana (Dudumeni) (Ref. HRM/25/4/17 and Sarah Baartman District– Graham's Town Ref.HRM/26/4/17

REQUIREMENTS : Bibl. Degree / B. Tech in library & Information Studies/ National Diploma in Library and Information Studies. Knowledge of reader interest levels. Ability to plan, lead and supervise. Good verbal and written skills. Ability to work in a team environment. Ability to speak effectively in public. Be computer literate (EXCELL; PowerPoint and Microsoft Word) Experience in cataloguing and classification. Knowledge of Eastern Cape Library and Information Services Act. Possession of a driver's license will be an added advantage.

DUTIES : Management of library where necessary. Create library awareness programmes. Organize orientation and outreach programmes. Collects needs analysis from users/potential users. Facilitate formation of library structures. Compile library reports and statistics. Receive and check library materials received from district, Head Office and donations. Facilitate and coordinate library awareness programmes and promoting culture in libraries. Responsible for collection of user needs in public libraries. Co-ordinate formation/revival of library structures. Able to work independently. Responsible for the maintenance of assets in the library; maintain staff attendance registers; leave register of staff appointed on conditional grant. Compile library reports and statistics. Attend meetings where/ when necessary.

ENQUIRIES : Ms NP Nomvete Tel no: (043) 604 4110

POST 14/55 : **LIBRARY ASSISTANTS 5 POSTS REF NO: HRM/20/4/17**
Conditional Grant Posts (1 year fixed – term contract ending 31st March 2018)

SALARY CENTRE : R142 461 per annum, Level 05
Chris Hani District (Sabalele) Ref. HRM/27/4/17; Alfred Nzo District (Sukude) Ref. HRM/28/4/17; OR Tambo DistrictX 2 (Lawandile and Nqeketo) Ref. HRM/29/4/17; Joe Gqabi District (Tinana) Ref. HRM/30/4/17

REQUIREMENTS : Lower Diploma in Library & Information Studies / Matric with a minimum three years' experience at a public library. Computer literacy. Knowledge of library operations. Ability to work with people. Good communication and reporting skills. Ability to work in a team environment.

DUTIES : Issue library materials to members of the public. Join / renew library membership. Shelving and circulation of library materials. Attend to reference queries brought by members of the public and learners. Maintains good public relations with the neighborhood, Community or target populations served by the library. Attends meetings where necessary. Assist in organizing and/ or involved in library awareness programmes. Able to work independently. Assist in the formation of library structures. Assist in receiving and checking library materials from districts; head office and donations. (These posts are targeting persons with disabilities).

ENQUIRIES : Ms NP Nomvete Tel no: (043) 604 4110

<u>POST 14/56</u>	:	<u>SCHOOL SPORT COORDINATOR 4 POSTS</u> (1-year Contract)
<u>SALARY</u>	:	R89 037 per annum
<u>CENTRE</u>	:	Head Office Ref. HRM/20/4/17; Buffalo City District Ref. HRM/21/4/17; OR Tambo District Ref. HRM/22/4/17; Sarah Baartman District Ref. HRM/23/4/17
<u>REQUIREMENTS</u>	:	Senior Certificate, National Diploma/Degree (Sport related) coupled with experience in Sport and Recreation sector i.e. working with structures and N.G. O's, Good verbal and communication skills, literate with special emphasis on Excel, Word and PowerPoint. Report writing skills, Planning and organizing skills. An independent worker, able to work under pressure, long unconventional hours to meet deadlines and servicing stakeholders. Be prepared to travel long distances. Valid code 08 drivers' license will be an added advantage.
<u>DUTIES</u>	:	Liaise with DoE, Schools (Principals and Sport Masters), Liaise with Local School Sport Structures (Federations and Sport Councils), Facilitate Implementation of School Sport activities (Registration of Schools to participate in Sport, Leagues and Tournaments) according to the Government Plan. Facilitate alignment of the programme to other community development initiatives. Submit monthly reports to Manager responsible for the programme. Monitor Equipment and Kit utilization.
<u>ENQUIRIES</u>	:	Ms NP Nomvete Tel no: (043) 604 4110