

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 Chief 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, 122 Madiba Street, corner Madiba and Paul Kruger, Pretoria
- CLOSING DATE** : 15 September 2017
- NOTE** : Applications are hereby invited from suitably and qualified person to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at 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 shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose memberships of boards and directorships that they may be associated with. The successful candidate will have to disclose his/her financial interests annually. 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 35/04** : **DEPUTY DIRECTOR-GENERAL: ARTS, CULTURE PROMOTION AND DEVELOPMENT**
- SALARY** : An all-inclusive remuneration package of R1, 299 501 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 REQUIREMENTS** : Pretoria
- : The candidates must be 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 level in government or at a parastatal. 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 arts, culture and heritage (ACH) sector. Proven capabilities in general core competencies for SMS in the Public Service including. Strategic and leadership abilities, Programme and Project

DUTIES

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.

: The successful candidate will be responsible for executing the following
Contributing to the growth and enhancement of competitiveness of the creative industries, Stimulating market access and increasing market demand and supply capacity across all sectors, promoting and developing the arts broadly, developing, promoting and protecting official languages in South Africa, Enhancement of the linguistic diversity of the country through policy formulation and implementation
Ensure that the translation and editing services to Government Services are rendered, Coordinate and monitor the Government Language structures, Develop of multilingual terminologies to support communication in official languages. Support the development of human language technologies that promote the usage of and access to official languages, Oversee management of the budget and resources of the branch.

ENQUIRIES

: Ms N Ngcama, Tel no: 082 324 3637