

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION**

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representatively (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representatively will receive preference.

- APPLICATIONS** : Department of Sport, Arts Culture and Recreation, Attention Ms I Ntulini - Human Resource Management (Recruitment Division), Private Bag X20606, Bloemfontein 9300 or place applications in an application box, 1st Floor, Warden Building, Henry Street Bloemfontein
- CLOSING DATE** : 22 September 2017
- NOTE** : Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that shortlisted candidates are subjected to Personnel Suitability checks. If no notification of appointment is received within 4 months of the closing date, applicants must accept that their application was unsuccessful

MANAGEMENT ECHELON

- POST 35/73** : **CHIEF DIRECTOR: LIBRARY AND ARCHIVES SERVICES REF NO: 3000/1**
- SALARY** : R 1 068 564 per annum, This all-inclusive remuneration package consist of a basic salary, the State's contribution to the Government Employees Pension fund and a flexible portion that may be structured in term of the applicable rules. Appointment of the successful candidate is subject to SMS competency assessment as prescribed by the DPSA and signing of a performance agreement.
- CENTRE REQUIREMENTS** : Bloemfontein
- REQUIREMENTS** : Applicants must be in possession of a NQF level 7 qualification (A qualification in a Library related study field will serve as an advantage) Extensive working experience of which at least an intermediate term should have be in a Senior Management position. Knowledge in sound management, planning, organisation, policy development and strategic as well as financial planning. Good communication skills as communication with various stakeholder from different levels is required from the post Valid Driver's Licence.
- DUTIES** : Provide Strategic advice and direction to the Library and Archive Services Chief Directorate, Information Management as well Information technology in consultation with IT Directorate. Accept full accountability for the financial planning of financial resource this include voted as well as conditional grant funds. Contribute towards the promotion of intergovernmental relations/intra – governmental co-operations, including the co-ordination of the actions required from the Chief Directorate within set legislation .Add value to the implementation of the Free State Growth and Development Strategy so as to improve the functioning of the Chief directorate as a whole. Establish where needed and/or maintain a policy and planning framework that provided a reference context for the functioning and uphold effective communication on all matter within the Chief Directorate within all stakeholders.
- ENQUIRIES** : Ms Irene Ntulini Tel no: (051) 410 3656

OTHER POSTS

- POST 35/74** : **DEPUTY DIRECTOR: DIVERSITY MANAGEMENT REF NO: 1003/2**
- SALARY** : R657 558 per annum, Level 11. This all-inclusive remuneration package consist of a basic salary, the State's contribution to the Government Employees Pension fund and a flexible portion that may be structured in term of the applicable rules.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : Applicants must be in possession of a NQF level 7 qualification linked to the duties of the post. Extensive working experience in the special programmes environment, Job access in term of people with disabilities and exposure in addressing gender and youth related issues. Planning, organisation, policy development and strategic Management skills. Good communication skills as communication with various stakeholders from different levels are required from the post. Valid Driver's Licence.
- DUTIES** : To oversee the implementation of Gender mainstreaming and advocacy in the Department and in partnership with Municipalities and National Departments. Coordinate and Facilitate policy matters related to youth development, and the rights of children and the aged. Ensure the integrated of the needs of disabled person in all departmental programmes and in partnership with Municipality in the province. Develop and maintain departmental policies on the target group – which includes coordinate provincial and National mandated programmes on behalf of the target group. Manage the monitoring and evaluation of Departmental project and programs to assess their consistency with all legislature frameworks.
- ENQUIRIES** : Ms Irene Ntulini Tel no: (051) 410 3656
- POST 35/75** : **ASSISTANT DIRECTOR: AFRIKAANS LITERATURE MUSEUM REF NO: 2310/4**
- SALARY** : R334 545 per annum, Level 09
- CENTRE** : Bloemfontein
- REQUIREMENTS** : At appropriate NQF level 7 qualifications in Afrikaans Literature. Intermediate working experience preferable in a museum environment combined with supervision skills. Driver's license and willingness to travel regularly. Projects management and research experience in the field of literature. Proven knowledge of the Afrikaans language, literature, literacy movements, publications, authors etc. Computer literacy. Knowledge of linguistic field will serve as an advantage.
- DUTIES** : To manage the Afrikaans Literature Museums' provide strategic direction in line with the Department's strategic plan including generic functional areas eg work procedures, policies, finances, human resource and asset management To administer and execute musicological core function of collection, documentation, preservation, research, Interpretation and relevance of exhibitions as well as promotion and marketing of the museum. Overseer and report on the physical accommodation and infrastructure of the museum this include security matters, exhibition facilities and IT related infrastructure.
- ENQUIRIES** : Ms Irene Ntulini Tel no: (051) 410 3656
- POST 35/76** : **ARCHIVIST 2 POSTS REF NO: 3007/5**
- SALARY** : R226 611 per annum, Level 07
- CENTRE** : Bloemfontein – (Free State Archives)
- REQUIREMENTS** : An appropriate NQF level 7 qualification. A valid drivers' License.
- DUTIES** : Design, evaluate, implement and maintain record classification systems. Provide records management training. Conduct appraisal of records for disposal purposes. Conduct inspections to ensure compliance with proper records management practices. Provide professional support and advice to stakeholders. Collect, arrange, describe and Preserve non-public and public records. Promote and market archival functions and services.
- ENQUIRIES** : Ms Irene Ntulini Tel no: (051) 410 3656

POST 35/77 : **LANGUAGE PRACTITIONER 2 POSTS**
Post A English to Setswana translation and vice versa (Ref No 2332/6)
Post B : English to Isixhosa translation and vice versa (Ref No 233/7)

SALARY : R226 611 per annum, Level 07
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate NQF level 7 qualification in Language Studies or language practices. Translation as subject will be an advantage Knowledge of translating document and editing principles. Ability to provide language related advice to various clients/ stakeholders Computer literacy. Valid driver's licence.

DUTIES : Translate documents from source language to target language. Edit document submitted for editing. Conduct research and provide professional language advice and support. Render administrative function in relation to translation and editing programme.

ENQUIRIES : Ms Irene Ntulini Tel no: (051) 410 3656

POST 35/78 : **MUSEUM OFFICER REF NO: 2257/ 8**

SALARY : R152 862 per annum, Level 05
CENTER : Caledon Museum – Smithfield
REQUIREMENTS : An Senior Certificate or equivalent qualification .Certificate as proof of computer literacy, valid driver's license. Basic experience and/or knowledge related to museum administration principles and tour guide tasks will be an advantage. Ability to read, write and speak English and any provincial languages as it will be expected from the successful candidate to communicate with various stakeholders. Visitors, community members etc.

DUTIES : Manage the day to day running of the museum which includes the arrangement of public awareness programs as well as research, management of museum collections and the presentation of guided tours through the Museum by explaining the exhibition to visitors. In assistance with Assistant Director plan and execute projects to contribute to the transformation of museum collections by means of oral and living history. Responsible for human resource and asset management. Perform administrative duties attached to the post e.g. maintenance of filing system to keep record of visitors complaints, enquiries for example and submission of reports and statistics.

ENQUIRIES : Ms Irene Ntulini Tel no: (051) 410 3656