

**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.

<u>APPLICATIONS</u>	:	Department of Sport, Arts Culture and Recreation, - Human Resource Management (Recruitment Division), Private Bag X20606, Bloemfontein 9300 or place applications in an application box, 1 st Floor, Warden Building, Henry Street Bloemfontein
<u>FOR ATTENTION</u>	:	Ms T Modupe
<u>CLOSING DATE</u>	:	29 December 2017
<u>NOTE</u>	:	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

<u>POST 49/139</u>	:	<u>CHIEF DIRECTOR: CULTURAL AFFAIRS (REF NO 2000/1)</u>
<u>SALARY</u>	:	R1 127 334. Per annum .This all-inclusive remuneration package consists 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.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein Applicants must be in possession of a NQF level 7 qualification in an Arts and Culture, Heritage or any relevant field. At least 5 years working experience at a Senior Management level. Extensive knowledge and understanding of the culture affairs Sector (Visual & Performing Arts, Heritage and Museum as well as Language Services) Well develop strategic thinking, financial, human Resource and Asset Management skills. Ability to interpreted and apply various Arts and Culture legislation as well as Public Service Legislation in general e.g. PFMA, Public Service Act etc. Valid Driver's Licence
<u>DUTIES</u>	:	Provide Strategic advice and direction to the Culture Affair Chief Directorate which include inter alia the provision and protection of sustainable heritage resources in the province , develop en manage a strategy that promotes language development and overall improvement, implementation of practices that add to development and growth of all disciplines related to visual and performing arts. Manage the interpretation and implementation of Arts, Culture and Heritage related policies as well as related White Papers. Oversee the implementation of programs that encourage participation/ access to all Arts, Culture and Heritage related activities to promote social cohesion, enhance job creation and sustainable livelihood. Indirectly accept responsibility for physical resources e.g. Museums, Community Art Centres etc. and oversee the overall management of other resources allocated to these institutions. Develop, maintain and monitor sound relations with a variety of stakeholder to ensure establishment of cultural affairs programs that address needs of the province. Responsibly for overall management of assets, human and financial resources within the Chief Directorate including the preparation and

submission of strategic. operational plans and reports. Liaise with provincial, national and international stakeholders and structure in order to establish partnerships in support of the Provincial Geographic Names Committee, Provincial Arts & Culture Council, Provincial Language Committee and Provincial Heritage Resource Authority to drive the agenda of social cohesion and nation building

ENQUIRIES : Ms Irene Ntulini at 051 410 3687

POST 49/140 : **DIRECTOR: LIBRARY SERVICES (REF NO 3000/2)**

SALARY : R948 174. Per annum .This all-inclusive remuneration package consists 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
: Applicants must be in possession of a NQF level 7 qualification in a Library and Information related study field. At least 5 years working experience at a middle managerial level, preferably in the public sector. Knowledge in sound management, planning, organisation, policy development and strategic as well as financial planning. Valid Driver's Licence

DUTIES : Provide Strategic advice and direction to the Library Services Directorate, to ensure operational effectiveness of all public libraries within the province as well as a establishment of a professional support service The monitoring and evaluation of programs presented by library services to ensure the promotion of libraries to ensure optimal utilization of resources available within the libraries. Manage the budget (Voted and Conditional grant funding) and expenditure on library operations, library collections and infrastructure / facilities. Direct management of middle managers with indirect responsibility towards assets, human and financial resources within various Sub-Directorates that reports to the Director. Analyse various research outputs provided by middle managers and prepare related management reports.

ENQUIRIES : Ms Irene Ntulini at 051 410 3687

OTHER POST

POST 49/141 : **ASSISTANT DIRECTOR: AFRIKAANS LITERATURE MUSEUM (REF NO: 2310. / 4)**

SALARY : A Basic Salary of R 334 545. per annum Level 9

CENTRE : Bloemfontein

REQUIREMENTS : At appropriate NQF level 7 qualification 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' strategic direction in line with the Department's strategic plan including generic functional areas e.g. 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. Verse 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 at 051 410 3687

NOTE : For Candidates who previously submitted an application for the above post - No need to re-submit an application, previous record will be taken in consideration