

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 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, Sechaba House (previously known as VWL Building), 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria
- CLOSING DATE** : 09 April 2018
- 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 short-listed candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to disclose memberships of boards and directorships that they may be associated with. The successful candidate will have to annually disclose his/her financial interests. Identified candidate(s) will be subjected to a Government specific competency assessment.
- MANAGEMENT ECHELON**
- POST 12/01** : **CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 19/2018**
- SALARY** : An all-inclusive remuneration package of R1 127 334 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** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of at least an undergraduate qualification (NQF level 7) in the field of Human Resource Management or related area. A post graduate qualification will be an added advantage, 5 years proven experience in a senior managerial position in Human Resource Management, preferably in Public Service, Knowledge of the following functional fields is critical: In-depth understanding of dynamics of the Public Service, Government Systems and Operations, good understanding of the PFMA, good understanding of the Public Service Human Resource Regulatory Framework, ability to work in cross / functional projects / teams, excellent co-ordination and project management skills, good understanding of Government policies and initiatives and the role of information in government decision-making, Demonstrated strategic and operational management ability and experience, experience in leading and managing transformation, change and diversity.
- DUTIES** : As the Head of the Human Resource Management Chief Directorate, the incumbent of this position will be responsible for providing overall strategic management and leadership in respect of the Human Resource Management and Auxiliary Services functions, to develop and implement a people strategy

and implementation plan, to facilitate the development and maintenance of an organisational structure that is in line with and supporting the strategic objectives of the department, to build capacity through Human Resource Development and Performance Management. to maintain an appropriate labour relations environment and maintain and develop relationships with organised labour and other key role-players, to ensure a workforce that is equitably represented at all levels and to ensure compliance with the Employment Equity Act, to facilitate processes for ensuring that the Department has adequate human resource capacity, to promote employee health and wellness in the department, to ensure a strategic HR planning and policy framework that supports the objectives of the department, to ensure a conducive and safe work environment including security management services, occupational health and safety and other key auxiliary services (i.e. central registry services, government transport, travel, building maintenance office cleaning services), to ensure the provision of HR support services in line with business requirements and departmental strategy.

ENQUIRIES : Ms S Botha, Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Tel 012 441-3646 / 3730 / 082 324 3637

POST 12/02 : **CHIEF DIRECTOR: HERITAGE REF NO: 20/2018**
Branch: Heritage Promotion and Preservation

SALARY : An all-inclusive remuneration package of R1 127 334 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
: An undergraduate qualification (NQF Level 7) as recognized by SAQA in Human or Social Sciences / Heritage / History of Art Studies or relevant field, a postgraduate qualification will serve as an added advantage, 5 years of experience at a senior managerial level, General knowledge of the heritage and heraldry sectors including relevant policy and legislative frameworks. The following are essential requirements: Knowledge of the Department's mandate and its relationship with stakeholders in the sector (including other National Government Departments, Provincial and Local Government and relevant institutions). Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management.

DUTIES : As Head of the Chief Directorate: Heritage, the successful candidate will be responsible: For the overall strategic management and coordination of the development and implementation of cultural and heraldic heritage, facilitate the formulation of policy, legislation and strategic programmes that result in socio-economic development. Specific areas of focus include the following: Effective and efficient management of the promotion, preservation and protection of South Africa's cultural and heraldic heritage, facilitate the implementation of Mzansi Golden Economy Projects through, amongst other things, Legacy Projects, Liberation Heritage Route and Cultural Precincts. Facilitate transformation of the South African heritage landscape by redressing past imbalances through the establishment and upgrading of commemorative heritage sites and institutions, development of strategic partnerships with different stakeholders for the promotion of heritage and heraldry in South Africa, ensuring an increase in the number of professionals to improve management of heritage and heraldry in the country, promotion of national identity and nation building through preservation and promotion of cultural heritage through the commemoration and celebration of historic and national days as well as the popularization of national symbols, promotion of various aspects of living heritage including Indigenous Knowledge Systems, facilitate the transformation and standardization of the naming landscape in South Africa, overseeing the management of financial and human resources in the Chief Directorate.

ENQUIRIES : Ms S Botha, Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Tel 012 441-3646 / 3730 / 082 324 3637

<u>POST 12/03</u>	:	<u>DIRECTOR: PERFORMING ARTS REF NO: 21/2018</u> Chief Directorate: Cultural Development Branch: Arts Culture Promotion and Development
<u>SALARY</u>	:	An all-inclusive remuneration salary package of R948 174 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
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An undergraduate qualification (NQF Level 7) as recognized by SAQA in the field of Public Administration, Arts or equivalent fields, 5 years of experience at middle/senior managerial level, preferably in the Public Service, a broad understanding of national policies and international trends including UNCTAD, UNESCO, African Union related to cultural and creative industries, knowledge of the economic development of the cultural and creative industries, knowledge and understanding of key strength international development for the cultural and creative industries, an understanding of cultural and creative industries value chain, candidate must be an analytical, creative and innovative thinker, strategic development and resourcing of creative industries, good communication and interpersonal relations, planning and organising, financial management, negotiation skills, and report writing skills, Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management.
<u>DUTIES</u>	:	The successful candidate will be responsible for executing the following: manage the Directorate at a strategic, functional and administrative level, managing and monitoring programmes and projects in accordance with the vision and mission of the Chief Directorate, commence of policy process for the performing arts sector and technical services industries, promotion and the implementation of strategies for the sector, implement development programmes and strategies to impact economically on secondary economy intervention, create strategic linkage with other sectors, liaise with stakeholders and partners to deliver on departmental objectives.
<u>ENQUIRIES</u>	:	Ms S Botha, Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Tel 012 441-3646 / 3730 / 082 324 3637
<u>POST 12/04</u>	:	<u>DIRECTOR: STRATEGIC MANAGEMENT REF NO: 22/2018</u> Chief Directorate: Coordination, Monitoring and Evaluation Branch: Institutional Governance
<u>SALARY</u>	:	An all-inclusive remuneration salary package of R948 174 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
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An undergraduate qualification (NQF Level 7) as recognized by SAQA in Public and Development Management/Social Sciences, Post graduate degree will be an advantage, 5 years of experience at middle/senior managerial level in strategic management, research management, policy development and analysis, programme and project management, in depth technical knowledge to effectively manage organisational strategy and planning processes, experience and skills in applying strategic management principles and practices, strong analytical skills, facilitation skills, creative and innovative thinking, Strong management and/or administrative skills, computer literacy, good communication and interpersonal relations, understanding of and interest in the public sector and the arts and culture sector, negotiation skills, knowledge of government policies, procedures, regulations and laws, including the PFMA, Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management.
<u>DUTIES</u>	:	The incumbent of this positions will be responsible for the following: coordinate and facilitate the development, implementation of the strategic management function and systems, conduct environmental scans and research to document emerging trends, risks and opportunities for the sector, lead the development and reviews of the outcomes-based Medium Term Strategic

Framework (MTSF), the 5-year Strategic Plan, the Annual Performance Plan (APP) and the Operational Plans of the Department, ensure compliance with the prescripts governing planning in government, ensure the integration of risk management processes with the planning processes, liaise with key stakeholders to ensure that synergies are harnessed and initiatives are aligned to the strategic thrust of the Department, manage personnel, budget and the performance of the strategy and planning unit.

ENQUIRIES : Ms S Botha, Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Tel 012 441-3646 / 3730 / 082 324 3637

OTHER POSTS

POST 12/05 : **DEPUTY DIRECTOR: RECORDS MANAGEMENT AND INFORMATION SYSTEMS REF NO: 23/2018**
Chief Directorate: National Archives and Records Service of South Africa
Branch: Heritage Promotion and Preservation

SALARY : An all-inclusive remuneration salary package of R657 558 per annum, consisting of a basic salary (70/75% 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
A National Diploma or Degree in History, Public Administration or Information Management or a post-graduate qualification, such as Archival Studies, 3-5 year's archival experience in the archival field, with specific specialization in records management and information systems, and extensive generic management experience, Knowledge of National Archives and Records Service of South Africa Act No.43 of 1996 (as amended) and other legislation which impact on archives, records management and information systems, Appraisal of records, international standards and best practices, Approval of records classification systems, international standards and best practices, Training strategies, methods and best practices, Electronic records management and preservation principles, international standards and best practices, Organising, planning, monitoring and reporting principles and practices, Information technology principles and applications and financial management, procurement and managing consultancy services, Must have good supervisory and management skills, People management, mentoring and empowerment skills, Strong negotiation and conflict management skills.

DUTIES : The incumbent will be responsible for the following: Organising, managing and leading the sub-directorate Records Management and Information Systems, Managing regulatory, transversal records management services to governmental bodies, including formulation of policy and strategy, Managing services related to the statutory regulation of the conditions subject to which electronic records systems are managed in governmental bodies and the archival preservation thereof, Managing archival information systems including the National Automated Archival Information Retrieval Systems (NAAIRS), and the National Registers of Non-public Records, such as Oral Sources, Photographs, Audio-Visual records and Manuscripts.

ENQUIRIES : Ms S Botha, Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Tel 012 441-3646 / 3730 / 082 324 3637

POST 12/06 : **DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: 24/2018**
Chief Directorate: Coordination, Monitoring and Evaluation
Branch: Institutional Governance and Evaluation

SALARY : An all-inclusive remuneration salary package of R657 558 per annum, consisting of a basic salary (70/75% 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
A 3 year Degree or National Diploma in Public and Development Management/Social Sciences, Auditing, Financial Audit, Post graduate degree will be an advantage, at least 3-5 years' experience in monitoring and evaluation, programme and project management, strategic management, policy analysis and development.

<u>DUTIES</u>	:	Coordinate the development and implementation of comprehensive M&E policy, frameworks and relevant strategies, guidelines to enable fully effective and functioning M&E Directorate, Coordinate and lead the departmental performance review sessions. Attend the national M&E steering committee meetings and advise the management on the latest trends in the M&E terrain, Serve as performance information specialist; review the performance objectives, indicators and SMART targets on the draft APP and SP and advise the management on the performance thereof against the department strategy, Serves as central person, between management and quality assurance provider such AGSA, Internal Audit in coordination and reporting on the performance information findings. Develop action plans to reduce findings. Create reliable and user friendly data repository for the performance information. Benchmark with other government departments and develop departmental performance information tools and template, ensuring the department is abreast with developments, Review, analyse branches performance and prepare the performance reports such as monthly, quarter and annual reports and other required reports, Assist in managing the performance of M&E Directorate against its plan, budgets and other resources and supervise subordinates, Report on the progress made in the implementation of the monitoring and evaluation system to inform DAC planning.
<u>ENQUIRIES</u>	:	Ms S Botha, Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Tel 012 441-3646 / 3730 / 082 324 3637
<u>POST 12/07</u>	:	<u>DEPUTY DIRECTOR: COMMUNICATION REF NO: 25/2018</u> Chief Directorate: Communications and Marketing Branch: Corporate Services
<u>SALARY</u>	:	An all-inclusive remuneration salary package of R657 558 per annum, consisting of a basic salary (70/75% 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
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A National Diploma or Degree in Communication, Public Relations, Marketing or equivalent qualification, 3-5 years' experience in communication, Good communication and interpersonal relations,, Computer proficient, Project and programme management skills, Knowledge of Government Communication System, Presentation skills, Familiarity with government cluster system, Planning and organizing skills, Public relations and marketing skills.
<u>DUTIES</u>	:	The incumbent of this position will be responsible for the following: Establish database of all stakeholders within the sector and work closely with them in matters that involve the DAC, Generate information/documents for the DAC inter-departmental forums such cabinet briefings, Government Communicators Forum, etc., Attend strategic planning meetings of the programme and proactively communication activities of their projects, Provide administrative support on structure such as government communicators forum, pre-cabinet meetings, post cabinet meetings, inter-departmental communications teams, etc. coordinated by GCIS, Establish a plan regarding the standing interaction with the GCIS, DAC programmes and other relevant structures, Facilitate liaison with DAC and its stakeholders such as GCIS transversal campaigns (Imbizo, letsema, etc.), develop communication strategies, write media statements / releases, manage media events, e.g. media briefings and launches, manage media planning and buying, Develop content for the unit, adverts, scripts cabinet briefings etc. and manage media relations for the unit.
<u>ENQUIRIES</u>	:	Ms S Botha, Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Tel 012 441-3646 / 3730 / 082 324 3637
<u>POST 12/08</u>	:	<u>CHIEF LANGUAGE PRACTITIONER: TERMINOLOGY CO-ORDINATION: TSHIVENDA REF NO: 26/2018</u>
<u>SALARY</u>	:	R334 545 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A 3 year Degree or National Diploma or equivalent qualification with Tshivenda as a major subject, at least 2 - 3 years' experience in terminological/lexicographical work. Further Requirements: Specialist

knowledge in Tshivenda, Good communication skills (verbal and written), Technical skills, Problem solving and Analysis, Advanced computer skills, Planning and organising skills, Flexibility, Personal motivation skills, Interpersonal skills, Project management skills, Knowledge of the Guidelines on Terminology Development and Coordination, Knowledge and understanding of the National Language Policy Framework, Problem solving skills.

DUTIES : The purpose of this post is to ensure that multilingual technical/ scientific terminology is rendered in Tshivenda, Advanced production of source language content, Advanced production of target language content, Terminology management system administration (TMS), Planning and Coordination of terminology projects, Supervisory duties.

ENQUIRIES : Ms S Botha, Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Tel 012 441-3646 / 3730 / 082 324 3637

POST 12/09 : **ASSISTANT DIRECTOR: FILING SYSTEMS REF NO: 27/2018**
National Archives of South Africa

SALARY : R334 545 per annum

CENTRE : Pretoria

REQUIREMENTS : A 3 year Degree/National Diploma in the relevant field with appropriate major subject such as History, Public Administration or Information Management, A relevant post-graduate qualification such as Archival Studies/Information Management would be an advantage. 5 Years archival experience in the field of records management with specific specialization in appraisal, records classification systems and inspections. Further Requirements: Knowledge of the National Archives and Records Service of South Africa Act No 43 of 1996 (as amended) and other legislation which impact on records management. Knowledge of records classification systems and principles, international standards and best practices, Training strategies, methods and best practices, Supervisory and management principles, Organising and planning skills, Computer literate, People management and empowerment, Problem solving skills, Good communication and interpersonal relations.

DUTIES : The purpose of this post is to ensure that governmental bodies implement and maintain filing systems that are approved by the National Archives to support sound records management. The incumbent will be responsible for the following: Manage the Filing System Division, Manage the process of developing file plans for Ministries, Deputy Ministries, government departments and statutory bodies on national level, Provide guidance and advice on filing systems, Monitor and evaluate file plans, Train employees, Provincial Archivists and Archivists from other African countries on how to evaluate file plans, Supervise and mentor internal records management in the NARSSA with specific reference to its file plan

ENQUIRIES : Ms S Botha, Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Tel 012 441-3646 / 3730 / 082 324 3637

POST 12/10 : **ARCHIVIST: PRESERVATION REF NO: 28/2018**
National Archives of South Africa

SALARY : R226 611 per annum

CENTRE : Pretoria

REQUIREMENTS : A 3 year Degree/National Diploma in Archival Science or equivalent qualification. Preservation Training will be an added advantage. Further Requirements: Knowledge of the National Archives and Records Service of South Africa Act No. 43 of 1996 (as amended) and other relevant legislation which impacts on Archives, Good knowledge of scanning, bookbinding, repairs of Archival material, laminating, encapsulation, mounting and Computer Skills.

DUTIES : The purpose of this post is to provide curative and preventive conservation service for all bound archival holdings thereby contributing to the long – term preservation of archival records within the National Archives; the incumbent will be responsible for the following: Conservation of bound and unbound archival material, Reformatting, Participation on institution-wide Preservation Programmes.

ENQUIRIES : Ms S Botha, Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Tel 012 441-3646 / 3730 / 082 324 3637

- POST 12/11** : **ARCHIVIST: ARRANGEMENT AND DESCRIPTION REF NO: 29/2018**
National Archives and Records Service of South Africa (NARSSA)
- SALARY CENTRE REQUIREMENTS** : R226 611 per annum
: Pretoria
: A 3 year Degree/National Diploma in Archival Studies or equivalent qualification. Further Requirements: Knowledge of the National Archives and Records Service of South Africa Act No. 43 of 1996 (as amended) and other relevant legislation which impacts on archives, Client Services, Customer Care, Computer Skills and, Court Enquiries.
- DUTIES** : The incumbent will be responsible for the following: The sorting, marking and boxing of public and non-public records, Listing the records according to archival principles, Writing of the administrative outline, Describing and indexing of records regarding the donations, Assistance to Researchers using the Reading Room, Handling of Telephonic and written enquiries, Handling payments by researchers, and provision of statistics regarding data coding forms, etc., for the reports generated for the NARSSA.
- ENQUIRIES** : Ms S Botha, Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Tel 012 441-3646 / 3730 / 082 324 3637
- POST 12/12** : **ADMINISTRATION OFFICER: COORDINATION, MONITORING AND EVALUATION REF NO30/2018**
Chief Directorate: Coordination, Monitoring and Evaluation
- SALARY CENTRE REQUIREMENTS** : R226 611 per annum
: Pretoria
: A three year Bachelor's Degree/National Diploma in Public Management and Administration or Public Administration, 1-2 years relevant experience, knowledge of administrative procedures, policies, prescripts relation to international relations and investing in culture, knowledge of office administration, good communication and interpersonal relations, computer literacy.
- DUTIES** : The purpose of this post is to provide an efficient and effective administrative support to the Chief Directorates, Preparation of submissions for the Chief Directorate, manage the workflow in the Office, provide administrative support services with regard to financial administration, personnel administration and provisioning administrative matters, take minutes and records of proceedings of the Chief Directorates meetings and follow-up on activities / decisions, Arrange seminars, conferences and workshops, perform any other office administration task as instructed by the Chief Directors, Implement and maintain an electronic document management system, render specific support to the Chief Directors with regards to monitoring and evaluation of the Chief Directorates activities.
- ENQUIRIES** : Ms S Botha, Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Tel 012 441-3646 / 3730 / 082 324 3637
- POST 12/13** : **CULTURAL OFFICER: PERFORMING SECTOR REF NO: 32/2018**
Chief Directorate: Cultural Development
- SALARY CENTRE REQUIREMENTS** : R226 611 per annum
: Pretoria
: A three year Bachelor's Degree/Diploma in Social Science, 1-2 years relevant experience, Good communication (verbal and written) skills, Knowledge and relevant legislation applicable to the cultural and creative industries sector, Interpersonal skills and client oriented focus.
- DUTIES** : The purpose of this post is to implement arts and culture programmes, identify, develop and promote emerging artists, implementing projects related to performing, create awareness programmes for performing, conduct needs analysis and provide professional advice on performing arts sector, render administrative functions in relation to programmes that are implemented.
- ENQUIRIES** : Ms S Botha, Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Tel 012 441-3646 / 3730 / 082 324 3637