

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 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 (VWL Building), 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria
- CLOSING DATE** : 13 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.
- ERRATUM:** kindly note the post of **Assistant Director: Filing Systems National Archives of South Africa** Ref No: 27/2018 advertised in circular 12 dated 29 March 2018 with the closing date of 09 April 2018, the requirement has been amended to 2 – 3 years' experience. Kindly note the post of **Archivist Arrangement and Description** Ref No: 29/2018 advertised in circular 12 dated 29 March 2018 with the closing date of 09 April 2018, the number of post is 2 as it was not indicated in the previous advert. Kindly note that the post of **Deputy Director: Monitoring And Evaluation** Ref No: 24/2018(Branch: Institutional Governance) advertised in vacancy circular 12 dated 23 March 2018 the duties has been amended to the following: Coordinate the development and institutionalise comprehensive M&E policy, frameworks and relevant strategies, guidelines to enable M&E Directorate to function effectively and efficiently. Coordinate the development and institutionalise the departmental evaluation policy and three year rolling evaluation plan. Develop standards and templates to guide department in submitting the concept notes for proposed evaluations. Conduct regular briefing workshops with branches to deepen understanding of evaluations. Conduct evaluations on the programmes or projects as indicated by the management. Set up the evaluation committee/panel and serve as secretariat of the committee and facilitate approval of the proposed evaluation plans and submission to DPME. Review, analyse branches performance and prepare the performance reports such as monthly, quarterly and annual reports and other required reports. Serve as performance information specialist; coordinate meetings between quality assurance providers such as AGSA and management. Develop actions plans relating to performance information in order to reduce audit findings. Assist in managing the performance of M&E Directorate against its plans, budgets, and other resources and supervise subordinates. Report on the progress made in the implementation of the comprehensive monitoring and evaluation system to inform DAC planning. Enquiries: Ms Siena Botha, Tel 012 441-3646 / 082 324 3637

OTHER POSTS

- POST 13/01** : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: 34/2018**
Directorate: Legal Services
- SALARY** : MR-6 R420 909 – 1 023 054 per annum (Salary will be determined in accordance with the occupational specific dispensation (OSD) applicable to legally qualified personnel)
- CENTRE** : Pretoria
- REQUIREMENTS** : The applicants must have a minimum qualification of an LLB degree or equivalent qualification in Law. At least 8 years' postgraduate legal experience. The following are essential requirements: Knowledge and understanding of the role and functions of the Department of Arts and Culture and of broad Government imperatives. People management skills. Strong organizational and supervisory skills. Knowledge and competence in managing human, physical and financial resources. Knowledge and experience in drafting, legal editing and interpretation of contracts and legislation and the furnishing of well-researched and legally sound opinions and advice. General knowledge of all legal matters. Knowledge and understanding of the legislative framework governing the Public Service. Excellent communication skills (both verbal and written). Legal drafting skills and ability. Sound legal research and analytical skills. Excellent human relations and interpersonal skills. Negotiation skills.
- DUTIES** : The incumbent will be responsible for the following: Drafting and editing of legal documents such as contracts, letters, memoranda and related documents. Provide legal opinions and advisory notes on matters of statutory interpretation, the common law and various other matters. Provide general legal assistance to the Department to enable it to fulfil its mandate. Make input on law reform and legislation affecting the Department. Drafting and editing of departmental legislation. Provide advice and managing the departmental litigation matters. Liaison with the State Attorney, private lawyers, relevant Government departments and other stakeholders. Maintain linkages and networks with the State Attorney, Private Attorneys and all public sector lawyers. Undertake legal research and analysis on law and ascertain new developments affecting the Department. Conduct legal awareness and education including workshops and information sessions. Send out circulars and advisory notes on legal compliance. Assist with the management of the Legal Services Directorate and/or deputising for the Director on all managerial matters. Assist with the management and supervision of a team of Legal Administration Officers and Legal Interns within the Legal Services Directorate. Attend to Promotion of Access to Information Act (PAIA) requests and Parliamentary questions.
- ENQUIRIES** : Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha, Tel 012-441 3646/3730/0823243637
- POST 13/02** : **SENIOR SECRETARY REF NO: 35/2018**
Office of the Chief Director: National Archives of South Africa
- SALARY** : R226 611 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3-year degree or National Diploma and 3 years relevant secretarial experience or a Senior Certificate and a minimum of 5 years' experience in rendering secretarial/administration support services to a Senior Manager. Sound verbal and written communication skills. Good telephone etiquette and interpersonal skills. Sound organisational skills. The candidate must have the ability to act with tact and discretion autonomously. Intermediate to advanced knowledge of Microsoft office packages, including spreadsheet and presentation packages. Must demonstrate high level of reliability and be willing to travel when the need arises.
- DUTIES** : The purpose of this post is to provide a secretarial, clerical and administrative support service to the senior manager at an advanced level. Handle telephone and written enquiries. Manage the diary of the senior manager and keep it up to date. Liaise with travel agencies to do travel arrangements of the senior manager. Process subsistence and travel claims. Type and prepare presentations. Organise and manage logistics for workshops, seminars and meeting for the senior manager. Prepare agendas, programmes and record

minutes of meetings of the senior manager. Draft allocated correspondence and reports. Administration of leave register and telephone accounts. Maintain the office filling and administrative responsibilities. Handles the procurement of standard items like stationary, refreshments etc. for the activities of the Directorate. Supports the senior manager with the administration of the budget.

ENQUIRIES : Ms N Ngcama, Tel 082 324 3637

POST 13/03 : **SENIOR SECRETARY REF NO: 36/2018**
Office of the Director: Living Heritage

SALARY : R226 611 per annum
CENTRE : Pretoria

REQUIREMENTS : An appropriate 3-year degree or National Diploma and 3 years relevant secretarial experience or a Senior Certificate and a minimum of 5 years' experience in rendering secretarial/administration support services to a Senior Manager. Sound verbal and written communication skills. Good telephone etiquette and interpersonal skills. Sound organisational skills. The candidate must have the ability to act with tact and discretion autonomously. Intermediate to advanced knowledge of Microsoft office packages, including spreadsheet and presentation packages. Must demonstrate high level of reliability and be willing to travel when the need arises.

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ENQUIRIES : Ms N Ngcama Tel 082 324 3637