

## 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, VWL Building, 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria
- CLOSING DATE** : 20 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](http://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.

## OTHER POSTS

- POST 14/01** : **ASSISTANT DIRECTOR: LOGISTICS REF NO: 37/2018**  
Directorate: Supply Chain Management
- SALARY** : R334 545 per annum
- REQUIREMENTS** : A 3 year Degree/National Diploma in Purchasing Management / Logistics / Supply Chain Management or equivalent qualification 2 - 3 Years' experience in the Supply Chain Management environment. The following are additional essential requirements: Inventory management skills. Knowledge of Supply Chain Management. Computer literacy. Problem-solving skills. Presentation skills. Analytical and creative thinking abilities. Planning and organising skills. The ability to work independently and under pressure. Good communication and writing skills. In-depth knowledge of LOGIS mainframe / online and BAS systems. Knowledge of LOGIS, PFMA, PPPFA, Supply Chain policies and procedures, Treasury Regulations and BBBEE Acts.
- DUTIES** : The successful appointee will be responsible for the following: Effective and efficient management of stores. Ensure optimum stock levels are kept and maintained. Monthly reporting and reconciliation of items issued, stock values and balances. Provide Management with a LOGIS Balance scorecard on a monthly basis. Ensure the stocktaking is conducted on a quarterly basis on items kept in the stores. Report on quarterly stocktaking discrepancies, identify and report on redundant, obsolete and damaged items. Coding and reclassification of store items. Ensure that issued items are closed timeously and posted with a correct

SCOA codes. Complete monthly reports on outstanding commitments. Approve orders on the system, Register new users on LOGIS, Manage the issuing of orders to suppliers registered on database, Reset the users password upon receipt of request, Request reports & investigate the batch run reports generated by LOGIS, Generate and analyse reports from LOGIS for reporting on monthly basis. Maintain comprehensive records of logistics process, expenditure commitments for audit and record purposes. Management of filing system (0-9 filing). Logis system controller. Attend to HR-related issues, which include personnel development and supervision of staff.

**ENQUIRIES** : Ms N Ngcama, Tel 012 441-3430

**POST 14/02** : **SENIOR SUPPLY CHAIN MANAGEMENT PRACTITIONER: DEMAND AND ACQUISITION REF NO: 38/2018**  
Directorate: Supply Chain Management

**SALARY REQUIREMENTS** : R226 611 per annum  
: A Three year Diploma/Degree in Logistics/Purchasing management or Public Management/Administration. 3 - 5 years relevant in demand and acquisition management. Knowledge of Supply Chain Management. Computer literacy. Problem solving skills. Presentation skills. Analytical and creative thinking. Planning and organising skills. Ability to work independently and under pressure. Good communication and writing skills. In depth knowledge of LOGIS mainframe/on-line and BAS. Knowledge of LOGIS, PFMA, PPPFA, Supply Chain policies and procedures, Treasury Regulations and BBBEE Acts.

**DUTIES** : The purpose of this post is to render an acquisition management service and to implement supply chain demand management framework and policies. Research, analyse and plan the procurement requirements of the department. Collect and collate information for the annual procurement plan. Compile tender/quotation specifications as required. Execution of the bidding process. Compilation of prospective list of providers from National Treasury Supplier Database (CSD) for quotations. Oversee Sourcing of quotations and approve thereof. Provide administrative support to the Bid committees. Ensure proper filing of tender files. Maintaining deviation register. Supervision of staff.

**ENQUIRIES** : Ms N Ngcama, Tel 082 324 3637

**POST 14/03** : **ADMINISTRATION OFFICER: SOCIAL COHESION REF NO: 39/2018**  
Chief Directorate: Social Cohesion and Targeted Groups

**SALARY REQUIREMENTS** : R226 611 per annum  
: 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 P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel 012 441-3646 / 3730 / 082 324 3637