

## 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** : 15 June 2018 at 16:00
- 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.
- ERRATUM:** Kindly note that the post of Senior Supply Chain Management Practitioner: Demand and Acquisition advertised in the Public Service Vacancy Circular 14 dated of 06 April 2018 with Ref No: 38/2018 has been withdrawn.

## MANAGEMENT ECHELON

- POST 22/01** : **CHIEF DIRECTOR: EXECUTIVE AND STRATEGIC SUPPORT REF NO: 40/2018 (1 YEAR CONTRACT)**  
Office of the Director-General
- SALARY** : An all-inclusive remuneration package of R1 127 334 per annum, consisting of a basic salary (70% of the total remuneration package) and a flexible portion that may be structured in terms of applicable rules and guidelines
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised Bachelor's Degree (NQF level 7) in Public Administration Management or relevant field ,a post graduate qualification will be an added advantage, a minimum of 5 years' experience in the senior managerial level, preferably in government, proven experience and knowledge of technical, human and conceptual skills, knowledge of Public Service Policies and the Regulatory Framework, ability to think strategically, analyse information and form conclusions, innovative and creative thinker, advanced project management skills, proven knowledge in strategic and leadership capabilities, financial management, change management, project and program management and people management and empowerment.

**DUTIES** : The incumbent of the position will be expected to execute the following: Establish, coordinate and manage the Project Management Office to ensure proper management of strategic events, projects and programmes identified to meet short, medium and long term objectives of the Department. Liaising with internal stakeholders (departmental) to ensure coordination, implementation and follow-through of high-level decisions within the Department. Oversee and facilitate the Department's engagements with external stakeholders which includes CEO's forums, TIC, Members of Executive Committees, Portfolio and Select Committees and also the Cluster meetings that are chaired by the DG and to follow-through on decisions taken in such engagements. Manage the relationships between the Director-General's Office, the Ministry as well as the Portfolio Committee and Members of Parliament. Ensure support to the Ministry with regard to the Cabinet and Parliamentary matters. Attend meetings on behalf of the Director-General, serve on the Director-General task teams and follow-through on decisions taken. Advise Senior Managers including the Director-General on policy related issues flowing from the Director-General Cluster and other task teams. Manage and coordinate the process of delivery on the implementation plan and Government Programme of Action and brief the Director-General and Minister on the Department's performance. Ensure overall oversight of the strategic and administrative support to the Director-General. Ensure high-level coordination of systems, processes and other content issues involved with the Office of the Director-General including quality assurance on all administrative matters including effective document flow. Conduct high level research to be able to provide the Director-General with support and advice on a wide range of issues and compilation of quality reports.

**ENQUIRIES** : Ms P Mulaudzi, Ms B Manqaba, Ms S Botha Tel No: 012 441 3716  
Ms N Ngcama cell 082 324 3637

**OTHER POSTS**

**POST 22/02** : **DEPUTY DIRECTOR: IT GOVERNANCE REF NO: 41/2018**  
Branch: Corporate Services  
Directorate: Information Systems

**SALARY CENTRE REQUIREMENTS** : R657 558 per annum (Level 11) All-inclusive salary package  
: Pretoria  
: Three-year National Diploma/Degree in ICT or Auditing. Certification in COBIT, ITIL, PRINCE 2 and CISO/CISA will be an added advantage. 3-5 years' experience in the implementation of IT governance initiatives like ITIL, PRINCE 2, COBIT. Experience in: ICT Network management, Project management, Information Systems Security and IT maturity assessments. Knowledge of IT Risk management and Information Systems Security. Computer literacy. Problem solving skills. Creativity and analytical skills. Good communication and interpersonal relations.

**DUTIES** : Development, implementation and maintenance of an IT governance framework. Monitoring and evaluation of the governance framework. Develop, implement and maintain IT policies and procedures. Implement initiatives to address internal and external audit findings. Lead IT risk management within the Unit and maintain an IT risk register. Develop and monitor the implementation of an Information Systems Security framework. Development and implementation of a Project management methodology for the Unit. Implement the Business continuity and Disaster recovery plan for the Department. Manage financial and human resources within the sub-directorate.

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**POST 22/03** : **DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: 42/2018**  
Branch: Corporate Services  
Directorate: Supply Chain Management

**SALARY CENTRE** : R657 558 per annum (Level 11) All-inclusive salary package  
: Pretoria

**REQUIREMENTS** : National Diploma or degree in Accounting / Financial Accounting / Commerce or relevant qualification, plus 5-8 years' experience in the Assets Management field, of which (5) five years must be at Assistant Director Level. Knowledge of the Supply Chain Management framework, Public Finance Management Act & Treasury Regulations, as well as GRAP is essential. The candidate must be proficient in MS Office (Ms Word, Ms Excel and Ms PowerPoint) as well as have Code B driver's license. Supervisory and managerial skills. Proven experience in resolving complex reconciling items, reviewing work, monthly and quarterly statutory reporting.

**DUTIES** : Manage and maintain Asset Register and all other associated reports. Management of asset life cycle. Management of the asset management unit. Management of losses and disposal of redundant and obsolete assets. Maintenance and updating of the fixed asset policies and procedures. Management and reporting on asset verification findings and quarterly spot checks. Ensure that reconciliation between the Asset register performed monthly, Preparation of Annual and Interim Financial Statements inputs on assets. Verification of assets in Provinces if required. Provide support service to the Director: Supply Chain and Asset Management. Management and supervision of staff.

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**POST 22/04** : **ASSISTANT DIRECTOR: SECURITY SERVICES REF NO: 43/2018**  
Branch: Corporate Services  
Directorate: Auxiliary Services

**SALARY** : R334 545 per annum (Level 09)  
**CENTRE** : Pretoria

**REQUIREMENTS** : A Bachelor's degree/National Diploma in Security Management or equivalent qualification. At least more than 5 years' relevant experience. A Code 08 driver's license. Grade A PSIRA registration. Excellent understanding of Minimum Information Security Standards (MISS). Excellent understanding of the Minimum Physical Security Standards (MPSS). Good interpersonal skills. Good knowledge and understanding of electronic security systems, as well as Legislation and Security Services in the Public Service. Proven management abilities as well as administrative and organising skills. Good communication skills, both written and verbal. Excellent computer skills. Excellent problem-solving skills.

**DUTIES** : Plan, manage, coordinate, implement and control all aspects of information and physical security in the Department. Ensure implementation of and adherence to all policies pertaining to Security inclusive of Physical, Documentation, Information Security, Vetting and all operational aspects of a Security section. Manage and coordinate security policy development and review. Conduct security threat and risk assessments, audits and inspections. Investigate security incidents / breaches and report back. Promote and conduct security awareness and education programmes. Coordinate security training. Manage both in-house and private security personnel, including performance assessments and all related matters. The incumbent will need to work irregular hours and must be able to perform in a demanding environment. The incumbent will be required to draft reports, memos, submissions, terms of reference and other relevant documents, conduct internal investigations on breaches, manage and implement all requirements for vetting of staff, manage all aspects of procurement and appointment of service providers, contract management.

**ENQUIRIES** : Ms P Mulaudzi, Ms B Manqaba, Ms S Botha Tel No: 012 441 3716  
Ms N Ngcama cell 082 324 3637

**NOTE** : The successful candidate will be subjected to a security clearance.

**POST 22/05** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: 44/2018**  
Branch: Corporate Services  
Directorate: Risk Management

**SALARY** : R334 545 per annum (Level 09)  
**CENTRE** : Pretoria

- REQUIREMENTS** : A relevant three-year tertiary qualification in Commerce, Risk Management or related field. 2-3 years' relevant experience, working in a risk management environment. Practical knowledge and application of Risk Management Standards and risk management methodology and Business Continuity Management. Understanding of the Public Finance Management Act, and public sector prescripts. Computer literacy including the ability to create and manage a risk database. Working knowledge and understanding of recognized Enterprise Risk Management software in the industry BarnOwl/CURA. Written communication skills; assertiveness; and presentation capabilities. Project risk management skills will be an added advantage. Creativity, innovative and analytical thinking skills. Understanding of integrated planning and reporting by risk management with other assurance providers in the organization. Membership of the Institute of Risk Management South Africa will be an added advantage. Knowledge and practical application of risk industry Standards and legislative guidelines.
- DUTIES** : The incumbent will assist in enhancing the risk management philosophy and culture in the organization. Assist in policy development, review an update of such. Develop and maintain a risk and risk incident database including risk registers for the Department. Extract risk information and develop risk profiles for the Department and graphical reports for integrated reporting. Monitor, evaluate on risk movement and performance action plans trends and warning signals by maintaining key risk indicator registers for line function. Assist in the management the secretariat functions for the Risk Management Committee on behalf of the Directorate. Assist in the marketing and publicity initiatives of the unit on risk awareness; fraud, anti-corruption; and ethics and integrity programmes. Enhance ERM system modification and train end users on system changes.
- ENQUIRIES** : Ms P Mulaudzi, Ms B Manqaba, Ms S Botha Tel No: 012 441 3716  
Ms N Ngcama cell 082 324 3637
- NOTE** : The successful candidate will be subjected to a security clearance.