

## 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** : 13 July 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 26/01** : **ASSISTANT DIRECTOR: EMPLOYEE WELLNESS REF NO: 51/2018**  
Branch: Corporate Services  
Chief Directorate: Human Resource Management
- SALARY CENTRE REQUIREMENTS** : R356 289 per annum (Level 09)  
Pretoria
- REQUIREMENTS** : An appropriate three-year degree/diploma in Social Science or Industrial Psychology. Registration with the South African Council Services Professions (SACSSP) and or Health Professional Council of SA (HPCSA). 2-3 years' experience in the field of counselling, knowledge and experience in the implementation of the Wellness Programme preferably in the Public Service, good communication and writing skills, interpersonal relations, good planning and organizing skills, proven computer skills.
- DUTIES** : Review and monitor the implementation of Employee Wellness policy. Assess the impact of Employee Wellness programme initiatives to all stakeholders. Monitor the implementation of the provisions of the Public Service Wellness prescripts. Co-ordinate and manage the employee referral system and provide appropriate support in line with the recommended interventions. Provide basic counselling of troubled employees. Monitor the impact and effectiveness of operational activities. Liaise, co-ordinate and monitor service providers' deliverables and activities.
- ENQUIRIES** : Ms P Mulaudzi, Ms N Ngcama, Ms B Manqaba Tel No: 012 441 3730/ 082 324 3637

**POST 26/02** : **SENIOR SUPPLY CHAIN PRACTITIONER: STORES REF NO: 49/2018**  
Branch: Corporate Services  
Directorate: Supply Chain Management

**SALARY** : R299 709 per annum (Level 08)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Three Year Diploma / Degree in Purchasing / Logistics or Public Management / Administration. Plus 3-years' experience in Logistics or Supply Chain Management field. Knowledge of Legislative Frameworks: PFMA and Treasury Regulations. Strong Knowledge of LOGIS system coupled with LOGIS system certificates.

**DUTIES** : Coordinate warehouse stock-take process. Prepare annual stock-take report. Refurbish warehouse in terms of stock levels. Sub-system controller. Dispose unwanted or redundant store items. Review warehouse procedure manual. Assist in receiving goods for Department. Journalize issued items on LOGIS. Assist LOGIS users with regard to capturing and password reset. To coordinate, control and apply logistics and disposal management practices and procedures in order to administer and manage the receipt, safeguarding and issuing of store items. Dispatch store items to units. Retrievable filing system (0-9 filing). Handle enquiries from internal and external clients. Supervision of stores staff, and manage a register of orders for goods to be delivered and follow up with suppliers on outstanding deliveries.

**ENQUIRIES** : Ms N Ngcama, Tel No: 012 441 3730 / 082 324 3637

**POST 26/03** : **PRINCIPAL MESSENGER/DRIVER: REF NO: 50/2018**  
Branch: Corporate Services  
Directorate: Auxiliary Services

**SALARY** : R115 437 per annum (Level 03)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12, valid code 8 South African Driver's license and a valid PDP. A minimum of 5 years driving experience will be an advantage. Good communication and interpersonal relations. Ability to read and write in English. The Department requires a responsible and reliable individual with sober habits.

**DUTIES** : Shuttle staff members and as well as people living with disabilities daily. Sort internal and external mail. Collect and deliver documents, mail and parcels around Gauteng and surroundings areas. Record keeping of the utilisation of the allocated vehicle such as logbook, petrol and oil receipts. Etc. inspection of the allocated vehicle, routine maintenance on the allocated vehicle, report defaults to the transport rental company and take vehicle for repairs. Maybe required to work overtime.

**ENQUIRIES** : Ms N Ngcama, Tel No: 012 441 3730 / 082 324 3637