

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** : 10 August 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. All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including three 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 30/01** : **ASSISTANT DIRECTOR: FORENSIC INVESTIGATIONS REF NO: 51/2018**
Directorate: Internal Audit
Sub-Directorate: Forensic Investigations
- SALARY** : R356 289 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma / Degree in Forensic Investigations / Law / Business Science, Auditing and Accounting (including Internal Auditing) / or Criminology. 3 – 5 years' experience in the forensic investigation field. Certified Fraud Examiner (CFE) is an added advantage. Must have a valid driver's license. Must be prepared to travel. Expected to work overtime. Must be prepared to disclose their financial interests. Must have worked in a team which involved supervisory responsibilities. Must possess analytical and investigation skills. Strong report writing skills. Good communication skills.
- DUTIES** : To manage the receiving and registering of allegations, pre-examining allegations, planning, executing forensic investigations, and reporting on assigned forensic investigations on behalf of the Department of Arts and Culture. Receive and record / update the Fraud Allegation Register. Pre-Examine allegations received and Develop investigation plans for approval. Implement forensic investigation operations / projects. Gather comprehensive and complete evidence of alleged fraud, corruption and serious mismanagement of resources or unprofessional conduct. Draft Reports on forensic investigations completed with clear findings, conclusions and recommendations. Assist with the management of appointed

forensic and Investigation Service Providers. Perform any other office administrative duties. Fraud examinations. Good corporate governance. Best practices in the prevention and combating of corruption and unprofessional conduct. Understanding of ethical values and behaviour. Departmental business systems and processes. Applicable legislative framework & public service legislation (PFMA and Treasury Regulations). Public Service Code of Conduct. Public Service Disciplinary Code and Procedures.

- ENQUIRIES** : Ms N Ngcama Tel No: 012 441-3646
- POST 30/02** : **ARCHIVIST: BOOK AND PAPER CONSERVATOR REF NO: 52/2018**
Chief Directorate: National Archives of South Africa
- SALARY** : R242 475 per annum
CENTRE : Pretoria
REQUIREMENTS : A National Diploma/degree in archival studies or information science. At least 3-5 years relevant experience. Knowledge and experience in general preservation practices. Good communication skills. Computer literacy.
- DUTIES** : The successful candidate will be responsible for executing the following:
Conservation of paper – based archival records. Conservation of bound archival records and books. Develop protective enclosures for archival records. Participate in institution - wide preservation programs. Provide technical expertise required in displaying all bound materials. Participate in all efforts to improve preservation management practices at the National Archives.
- ENQUIRIES** : Ms N Ngcama Tel No: 012 441-3646