

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION**

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representatively (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representatively will receive preference.

- APPLICATIONS** : Department of Sport, Arts Culture and Recreation, - Human Resource Management (Recruitment Division), Private Bag X20606, Bloemfontein 9300 or place applications in an application box, 1st Floor, Warden Building, Henry Street Bloemfontein
- FOR ATTENTION** : Ms I Ntulini
- CLOSING DATE** : 31 August 2018
- NOTE** : Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that shortlisted candidates are subjected to Personnel Suitability checks. If no notification of appointment is received within 4 months of the closing date, applicants must accept that their application was unsuccessful.

OTHER POSTS

- POST 32/53** : **ASSISTANT DIRECTOR – INTERNAL AUDIT (X2 POSTS)**
- SALARY** : A Basic Salary of R356 289 per annum (Level 09)
- CENTRE** : Bloemfontein:
Internal Compliance (Ref No: 1104/ 1)
Internal Performance (Ref No: 1105/2)
- REQUIREMENTS** : A relevant tertiary qualification at NQF level 7. Completion of the General Internal Auditing [including IAT learnership- (Three Year)] from the IIA plus 2 years internal audit experience.
- DUTIES** : Supervise and participate in the development of strategic internal audit plans. Supervise assistance to and assist the accounting officer in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department's controls / objectives, to determine their effectiveness and efficiency through Review, collect information and compile reports to the accounting officer and audit committee. Keep up to date with new developments in the internal audit environment. Direct Supervision to ensure effective internal audit service.
- ENQUIRIES** : Ms Irene Ntulini - at 051 410 3687
- POST 32/54** : **LIBRARIAN (X4 POSTS)**
- SALARY** : A Basic Salary of R242 475 per annum (Level 07)
- CENTRE** : Van Stadensrus Public Library (Ref No: 3323 / 15)
Edenville Public Library (Ref No: 3615 / 20)
Zamdela Public Library (Ref No: 3633 / 22)
Kopanelang Thuto - Zamdela (Ref No: 3630 / 21)
- REQUIREMENTS** : A National Diploma or Degree in Library and Information Science. Computer literacy Knowledge of information and internet search techniques. Good communication skills.
- DUTIES** : Oversee Library collections by selecting library material eg identify the appropriate library resource/material needed as well as library resources that are due for discarding (weeding). Render reference and information services eg monitor the circulation of library resources, handle interlibrary loans, attend to reference queries. Market and promote library service eg inform users of special library collections, display library

material in general and displays during library/departmental events as well as the facilitation of awareness programs. Facilitate the provision of library and information management systems thus co-ordinate the integration / implementation of all library systems and builds capacity for usage of information systems. Perform administrative and supervisory services e.g. the supervision of human resources, monitor the collection of revenue as well as utilization of library facilities/ equipment, overall asset management and gathering and analysing of library matter and compile reports.

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POST 32/55 : **CULTURAL OFFICER**

SALARY : A Basic Salary of R242 475 per annum (Level 07)
CENTRE : Lejweleputswa Community Art Centre (Welkom) (Ref No: 2150 / 51)
REQUIREMENTS : A National Diploma or B Degree in Arts or equivalent Qualification. A Valid driver's licence. Project Management principles, background with ability to do research / gather information and analyse it. Good communication skills as verbal exchange of information to various stakeholders and compilation of reports are a fundamental part of the post. Competency to relate to different matters within the Arts and culture sphere which have common denominators.

DUTIES : Identify, Develop and promote (emerging) artist and crafters as well as implementing projects related to performing and visual arts and crafts. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and provide professional advice on performing, visual arts and crafts. Render administrative functions in relation to programmes that are implemented

ENQUIRIES : Ms Irene Ntulini - at 051 410 3687
NOTE : for posts below preference will be given to applicants who reside in area where post is advertise.

POST 32/56 : **SENIOR COOK (REF NO: 2221 / 52)**

SALARY : A Basic Salary of R163 563 per annum (Level 05)
CENTRE : Basotho Cultural Village (Qwaqwa)
REQUIREMENTS : Senior Certificate or equivalent qualification. Vocational studies (equivalent qualification) in catering and hospitality. 2-3 years' experience in catering and hospitality field. Skills to operate catering equipment and knowledge of food production standards.

DUTIES : Ensure adherence to Health and Safety regulations by maintaining a hygienic work environment. Oversee food preparation and serving thereof (Quality Control). Receive revenue from paying customers and issue receipts including. Overall responsible for staff supervision, asset management, and stock control, including procurement of food and ingredients.

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POST 32/57 : **MUSEUM ASSISTANT (REF NO: 2213 / 35) (X2 POSTS)**

SALARY : A Basic Salary of R136 800 per annum (Level 04)
CENTRE : Basotho Cultural Village (Qwaqwa)
REQUIREMENTS : ABET Qualification combined with detailed knowledge of the Basotho Culture (rituals, music, dance forms, music instruments etc, Willingness to work shifts (Weekend & Public Holidays).

DUTIES : Demonstrate cultural activities to visitors/ tourist and provide information on related cultural matters to them. Handle the maintenance and neatness of the living museum according to the heritage of the Basotho. Ensure that artefact are kept safe and in good condition and where needed repair artefacts. Effective management of assets (tools, equipment, museum collectables) assigned to the post .and report damages and/or losses

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POST 32/58 : **LIBRARY ASSISTANT (X13 POSTS)**

SALARY : A Basic Salary of R136 800 per annum (Level 04)
CENTRE : Fauresmith Public Library (Ref No: 3209 / 9)
 Smithfield Public Library (Ref No: 3219 / 10)
 BP Leinaeng Public Library (Ref No: 3304/ 12)
 Bainsvlei Public Library (Ref No: 3306 / 13)
 Fichardpark Public Library (Ref No: 3307 / 14)
 Nkhobiso School (Qwaqwa) (Ref No: 3428 / 16)
 Bothaville Public Library (Ref No: 3533/ 18)
 Welkom Public Library (Ref 3502 / 25) (X2 Posts)
 Odendaalsrus Public Library (Ref No: 3508 / 29)
 Kutlwanong Public Library (Ref No: 3511 / 30)
 Virginia Public Library (Ref No: 3514 / 32)
 Meloding Public Library (Ref No: 3515 / 33)
 Mmamahabane Public Library (Ref No: 3517 / 34)

REQUIREMENTS : Senior Certificate or equivalent qualification and Certificate supporting computer literacy.

DUTIES : Assist Librarian / Assistant Librarian in rendering library and information service to the community. Register library users. Handle the issue desk. Shelve (interfile) library materials. Perform administrative duties attached to the post including cashier duties and asset control/management.

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POST 32/59 : **COOK REF NO: 2221 / 7)**

SALARY : A Basic Salary of R115 437 per annum (Level 03)
CENTRE : Basotho Cultural Village (Qwaqwa)

REQUIREMENTS : Senior Certificate or equivalent qualification in catering and hospitality. 1-2 years' experience in catering and hospitality field. Skills to operate catering equipment and knowledge of food production standards.

DUTIES : Preparation of traditional and modern meals, Serve the tourist visiting and ordering refreshment at the restaurant and/or tea garden. Receive revenue from paying customers and issue receipts. To maintain stock level at the restaurant and tea garden. Responsible for proper asset management and maintenance of all equipment, cooking utensils, used in tea garden and restaurant and report defaults and losses

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POST 32/60 : **GROUNDSMAN (X13 POSTS)**

SALARY : A Basic Salary of R96 549 per annum (Level 02)
CENTRE : Koffiefontein Public Library (Ref No: 3204/36)
 Selosesha Public Library (Ref No: 3309/38)
 Majwemasweu Public Library (Ref No: 3521 / 39)
 Phiritona Public Library (Ref No: 3616/40)
 Schonkenville Public Library (Ref No: 3619/41)
 Tweeling Public Library (Ref No: 3628/42)
 Zamdela Public Library (Ref No: 3633 / 43)
 Odendaalsrus Public Library (Ref No: 3508/45)
 Nyakollong Public Library (Ref No: 3510/46)
 Phomolong Public Library (Ref No: 3513/47)
 Virginia Public Library (Ref No: 3514/48)
 Mmamahabane Public Library (Ref No: 3517/50)
 Welkom Public Library (Ref No: 3502/ 26)
 Verkeerdevlei Public Library (Ref No: 3524/53)

REQUIREMENTS : ABET Qualification as minimum requirement.

DUTIES : Provide general cleaning services outside surrounding of the library. Maintain the garden which includes inter alia watering the garden, prune and trim of flowers and

trees, remove weeds and refuse, apply insecticides etc. Maintain gardening equipment and tools by repairing minor defects and to detect and report malfunctioning of gardening equipment and tool. Assist with load and off load of library consignments and cleaning duties inside the library more specific days the weather conditions hinder outside working.

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POST 32/61 : **GENERAL WORKER (REF NO: 3451 / 17)**

SALARY : A Basic Salary of R96 549 per annum (Level 02)
CENTRE : Bethlehem (District Office-Library Services)
REQUIREMENTS : ABET Qualification as minimum requirement.
DUTIES : Perform general assistance work which include load and off load of furniture, equipment and library consignments. Responsible for cleaning of government vehicles allocated to the district office. Clean working area.

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POST 32/62 : **CLEANER (X4 POSTS)**

SALARY : A Basic Salary of R96 549 per annum (Level 02)
CENTRE : Bloemfontein (Communication Directorate) (Ref No: 1410 / 6)
Hydro Park Public Library (Ref No: 3224/37)
Thabong 1 Public Library (Ref No: 3503/44)
Virginia Public Library (Ref No: 3514/49)

REQUIREMENTS : ABET Qualification as minimum requirement.
DUTIES : Provide general cleaning services by cleaning (dusting, sweeping, vacuuming, emptying and clean dirt bins, in offices /Library, corridors and boardrooms, Responsible for cleaning kitchens and restrooms to ensure a hygienic environment at all times. Keep stock of kitchen utensils and of restroom accessories eg toilet papers .hand towel etc to be replaced. Safe keeping and maintain cleaning material and equipment. Cleaning of machines eg microwaves, vacuum machines, etc. Request cleaning materials

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