

**PROVINCIAL ADMINISTRATION: NORTH WEST  
DEPARTMENT OF CULTURE, ARTS AND TRADITIONAL AFFAIRS**

*The Department is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of posts. Candidates whose transfer/promotions/appointment will promote representivity will receive preference. People from the designated groups are encouraged to apply and will be given preference. Preference will be given to women and disabled people.*

- APPLICATIONS** : The Head of Department, Department of Culture, Arts and Traditional Affairs, Private Bag X90, Mmabatho 2735 or delivered to Gaabomotho Building, between Mmabatho Convention Centre and Broadcasting Centre
- FOR ATTENTION** : Director: Administrative Support Services.
- CLOSING DATE** : 24 August 2018 at 16H30
- NOTE** : Applications must be accompanied by signed and dated Z83, a recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s), and ID document/National Identity card. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of foreign qualifications must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidate requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointment and correspondence will be limited to shortlisted candidates only. Previous employment records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

**MANAGEMENT ECHELON**

- POST 32/109** : **DIRECTOR: FINANCIAL ACCOUNTING REF NO: 2018/CATA/21/NW**
- SALARY** : All Inclusive Package: R948 174 per annum (Level 13)
- CENTRE** : Head Office, Mmabatho
- REQUIREMENTS** : BCom Degree (Accounting) or equivalent qualifications (NQF7 & SAQA recognized) Five (5) years' Middle Management experience. Valid driver's licence. Knowledge: Sound knowledge of Government policies, legislation and intergovernmental relations. Financial management skills. Strategic capability and leadership abilities. People management and empowerment abilities. Change management skills. Sound managerial and administrative skills. Good facilitation and presentation skills. Advanced computer literacy Sound understanding of the PFMA, PPPFA, Treasury Regulations and other related prescripts. Result-driven, customer focused approach with excellent planning, organisational, communication (written and verbal) and presentation skills. Analytical and innovative thinking. Knowledge of Human Resource and Financial Management. Good computer literacy in Microsoft Office suite (Word, Excel and PowerPoint) and accounting systems. (PERSAL, WALKER and BAS). Ability to work under pressure and deliver to tight deadlines. Code 08 driver's license.
- DUTIES** : Coordinate the preparation of the MTEF process and adjustment budget as well as cash flow management. Implementation of budgetary controls for the effective & optimum use of funds. Render creditors accounts and salaries administration. Develop, implement and review financial policies and procedures. Render creditors payments and ensure improved turnaround time of payments within 30 days. Preparation and coordination of Interim and Annual financial statements. Coordinate and attend to internal and external

audit queries. Render the reporting of the departmental books of accounts. Render Human resources and risk management of the directorate.

**ENQUIRIES** : Ms P Mojaki, Tel No: 018 388 2667

**POST 32/110** : **DISTRICT DIRECTOR: ARTS, CULTURE & HERITAGE (X2 POSTS)**

**SALARY** : All Inclusive Package: R948 174 per annum (Level 13)  
**CENTRE** : Ngaka Modiri Molema District Office Ref No: 2018/CATA/22/NW (Re-Advertisement)  
DR Ruth Segomotsi Mompoti District Office Ref No: 2018/CATA/23/NW

**REQUIREMENTS** : Appropriate Bachelor's Degree/ National Diploma (NQF7 & SAQA recognized). Five (5) years Middle Management experience. Valid driver's licence. Knowledge: Sound knowledge of Government policies, legislation and intergovernmental relations. Financial management skills. Strategic capability and leadership abilities. People management and empowerment abilities. Change management skills. Sound managerial and administrative skills. Good facilitation and presentation skills. Advanced computer literacy. Knowledge of arts and culture related policies and Acts, such as the PANSALB Act, the SAHRA Act, the National Heritage Council (NHC) Act, and White Paper on Arts, Culture and Heritage are essential requirement. Skills. Excellent communication and report writing skills. Computer Literacy. Sound understanding of Public Financial Management Act and Treasury Regulations. Policy formulation. The ability to analyse policy and Legislative frameworks. Financial and project management skills. People Management. Planning and organizing. Presentation and problem solving Skills.

**DUTIES** : Develop and implement the District programmes by ensuring effective and efficient provision of leadership and administration, Implementation of all Culture, Arts, Library Services and Traditional Affairs programmes. Develop and implement the District Strategies and Annual Performance Plans. Plan and manage the District budget in line with Public Financial Management Act and Treasury Regulations, Monitor and evaluate the implementation of Culture, Arts, Library Services and Traditional Affairs programmes. Liaising and managing stakeholder relations within the District. Manage and mitigate all Risks within the District. Prepare management information, reports statistics and reporting. Supervision of staff. Management and coordination of Service points.

**ENQUIRIES** : Mr T Mabe, Tel No: (018) 388 2794

#### **OTHER POSTS**

**POST 32/111** : **DEPUTY DIRECTOR: MUSEUMS AND HERITAGE REF NO: 2018/CATA/24/NW**  
Directorate: Arts and Culture

**SALARY** : R697 011 per annum (Level 11)

**CENTRE** : Head Office, Mmabatho

**REQUIREMENTS** : An appropriate three year Degree in Arts, coupled with 3-5 years 'relevant experience in information of data analysis and data processing. The ability to work with Geographical Information System. In-depth knowledge of policy formulation. The ability to analyse policy and legislative documentation. Financial and project management skills. Excellent communication skills. Computer Literacy. A valid driver's license.

**DUTIES** : Manage the human and material resources of the Sub-directorate. Develop and formulate policy regarding the role of museums, monuments and other exhibitions of South African and North West Cultural heritage in the socio-economic development of the South African society. Research and interpret existing policy in the fields of culture and heritage. Create awareness among the public and other stakeholders regarding heritage and cultural conservation. Compile administrative and capital budgets. Maintain and revise business systems, databases and procedures. Develop a policy for the Province regarding heritage and cultural conservation. Manage the establishment or consolidation of the Provincial Heritage Resource Authority (PHRA) and the Provincial Geographic Names Council. Monitor legacy, oral history and indigenous knowledge systems.

**ENQUIRIES** : Ms N Sekhabi, Tel No: 018 388 2815

**POST 32/112** : **DEPUTY DIRECTOR: CULTURAL INDUSTRIES REF NO: 2018/CATA/25/NW**  
Directorate: Arts and Culture

**SALARY** : R697 011 per annum (Level 11)  
**CENTRE** : Head Office, Mmabatho  
**REQUIREMENTS** : An appropriate three year Degree or equivalent qualifications, coupled with 3-5 years 'relevant experience in business development or support preferably in the creative industries. An in-depth knowledge of the sector and its contribution to the economy of the country. A working understanding of the PFMA and the Public Service Act. Excellent analytical and research skills. Ability to liaise with stakeholders on all levels. Proven project management skills. Excellent verbal and written communication skills. Computer literacy and proficiently in MS Office Suite packages. Valid Driver's license.

**DUTIES** : Develop, implement and monitor sector Development Initiative programmes geared towards the creation of a sustainable creative industries sector. Facilitate comprehensive programs to industrialise the Arts and Culture Sector in the Province. Identify investment and export opportunities within the sector in consultation with the relevant stakeholders. Research and evaluate global and domestic subsectors and engage with local and international companies within the subsectors. Identify and evaluate possible private/public partnerships that would support the development of customised sector programmes within the relevant sector. Interpret research and reports on issues related to competitiveness and development of subsectors within the cultural industries sector. Assist in the planning, managing and developing of skills development programme for staff and interns in the Sub-directorate. Identify, develop and implement relevant skills development programme for the different projects identified as potential businesses.

**ENQUIRIES** : Ms N Sekhabi Tel No: 018 388 2815

**POST 32/113** : **ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: 2018/CATA/26/NW**  
Directorate: Human Resource Management

**SALARY** : R356 289 per annum (Level 09)  
**CENTRE** : Head Office, Mmabatho  
**REQUIREMENTS** : An appropriate three year Degree/equivalent Diploma in Human Resource Management/related field. 2-3 years relevant experience. A generalist with an in-depth understanding of enabling HR legislative framework. (E.g. BCEA, EEA, OHSA, SDA, LRA etc). Extensive knowledge of the PERSAL System. Excellent communication skills, spoken and written. Computer literacy. Strong leadership skills, presentation skills, managerial skills and experience in Human Resource. Sound interpersonal skills.

**DUTIES** : Manage and co-ordinate human resource administration functions and practices matters within the Province to contribute to the rendering of a professional human resource management service: Conditions of Service and service benefits (Leave, PILIR, Terminations, Pension Administration, Medical Aid, Housing Allowances, Grade Progression and other related functions). Deal with Oversight Reports in terms of Leave, and address Human Resource Management enquiries to ensure the correct implementation of human resource management practices. Ensure the successful implementation of departmental / public service policies on matters related to human resource management to adhere to the relevant prescripts / legislation. Assist in the development of HRM policies and programmes. Render HR advisory support to line management and staff. Provide statistics and prepare consolidated reports on personnel administration issues. Provide technical support /advice and monitor compliance on service benefits issues to internal and external stakeholders including Traditional Leaders. Implementation of process and systems to improve workflow within HRM. Provision of monthly reports. Authorize/Approve users transactions on PERSAL according to delegations. Control HRM filing system and management of HR Registry. Supervise subordinates and provide mentoring and training.

**ENQUIRIES** : Ms W Jacobs Tel No: 018 388 2719

**POST 32/114** : **ASSISTANT DIRECTOR: BUDGET AND CASH FLOW MANAGEMENT REF NO: 2018/CATA/27/NW**

**SALARY** : R356 289 per annum (Level 09)  
**CENTRE** : Head Office, Mmabatho

**REQUIREMENTS** : A three year Bachelor's Degree / National Diploma qualifications with 2-3 years related budget and cash flow experience and supervisory level. Knowledge of the Code of Supply Chain Management and applicable. Financial Management Legislations (PFMA, BBBEEA and National Treasury Regulations. Exceptional Report writing, strong analytical skills, Assertiveness, ability to work under pressure and self-motivated. Accuracy and attention to detail. A valid drivers' licence.

**DUTIES** : Compile annual, monthly and quarterly reviews of the budget. Compile monthly expenditure report on the budget of the Department. Analyse early warning figures obtained from Walker and Vulindlela reports on a monthly basis. Move funds on the budget and provide outcomes of the departmental budget. Assist in the audit process, including year-end closure.

**ENQUIRIES** : Ms M Mogale, Tel No: 018 388 1309

**POST 32/115** : **ASSISTANT DIRECTOR: LOGISTICS AND DISPOSAL REF NO: 2018/CATA/28/NW**

**SALARY** : R356 289 per annum (Level 09)  
**CENTRE** : Head Office, Mmabatho  
**REQUIREMENTS** : A three year Bachelor's Degree / National Diploma qualifications with 2-3 years related logistics experience and supervisory level. Knowledge of the Code of Supply Chain Management and applicable. Financial Management Legislations (PFMA, BBBEEA and National Treasury Regulations. Exceptional Report writing, strong analytical skills, Assertiveness, ability to work under pressure and self-motivated. Accuracy and attention to detail. A valid drivers' licence.

**DUTIES** : Coordinate and review the processing of requisitions for goods and services. Coordinate the safekeeping and distribution of goods. Coordinate the control of stock. Coordinate the disposal of stock inventory. Verify, Capture and Authorise Procurement Source Documents and place the Order with Suppliers. Facilitate Authorisation and approval of Payment. Implement effective Supply Chain Management Procedures and Policies. Supervise employees to ensure an effective logistics and disposal management service and undertake all administrative functions required with regard to financial and HR administration. Control and safe guarding of all supply chain documentation.

**ENQUIRIES** : Ms T. Naphakade, Tel No: (018) 388 2471/2968

**POST 32/116** : **ASSISTANT DIRECTOR: TENDER ACQUISITION REF NO: 2018/CATA/297/NW**  
Re-Advertisement  
Directorate: Supply Chain Management

**SALARY** : R356 289 per annum (Level 09)  
**CENTRE** : Head Office, Mmabatho  
**REQUIREMENTS** : A three year Bachelor's Degree/National Diploma qualification with 2-3 years related supply chain experience at supervisory level. Knowledge of the public sector procurement processes, rules and regulations. Understanding of PFMA, Treasury Regulations, Preferential Policy Framework Act and other Supply Chain Management related prescripts. Good verbal and written communication skills. Interpersonal relations, time management, office management and administration skills. Knowledge of the Walker, BAS and transversal systems will be an added advantage. Good computer literacy in Microsoft Office Suite and accounting systems. Ability to work under pressure and deliver to tight deadlines. A valid Code 08 driver's license.

**DUTIES** : Coordinate (synergise), review and execute the bidding process. Coordinate, review, and compile the list of prospective providers for quotations suppliers. Coordinate review, and source quotations from database according to the threshold values determined by the National Treasury. Supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration.

**ENQUIRIES** : Ms T Naphakade, Tel No: 018 3882471/2968