

## 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, Corner Madiba and Paul Kruger Streets, Pretoria
- CLOSING DATE** : 19 October 2018 at 15:00
- 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) for SMS positions will be subjected to a Government specific competency assessment.

## OTHER POSTS

- POST 40/01** : **DEPUTY DIRECTOR: GEOGRAPHICAL NAMES REF NO: 55/2018**
- SALARY** : R697 011 per annum (Level 11) (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a three-year Degree/National Diploma in the field of Arts or Humanities. Post Graduate Qualification will be an added advantage. A minimum of 3-5 years' in information analysis, research and data processing. Knowledge and understanding of all relevant legislation, such as the South African Geographical Names Act 118 of 1998. Knowledge and understanding of Geographical Information Systems (GIS). Knowledge in research and publication of place names, guidelines and procedures, GIS and other related computer hardware and Software. Demonstrable experience in management of an advisory body. Must be kept abreast of language developments and orthography rules. Ability to operate at national, provincial and local levels (issues of governance).

- DUTIES** : Strategic planning for the activities of the South African Geographical Names Council. Facilitation of the standardization of geographical names in the country. Establishment, enhancement and maintenance of GIS Database. Establishment and functioning of the South African Geographical Names Council (SAGNC) and Provincial Geographical Names Committees (PGNCs) Processing and approval of Geographical Names, Research and Database Co-ordination. Gazetting of all approved geographical names.
- POST 40/02** : **PERSONAL ASSISTANT TO THE DIRECTOR-GENERAL REF NO: 56/2018**
- SALARY** : R697 011 per annum (Level 11) (all-inclusive salary package plus 10% Secretarial Allowance)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Degree or National Diploma and 3-5 years' relevant experience or a Senior Certificate with a minimum of 8-10 years' experience in rendering executive administration support services to a Senior Manager. Sound verbal and written communication skills, Good telephone etiquette, Good interpersonal skills, Sound planning and organizational skills. The incumbent must have the ability to act with tact and discretion autonomously. Intermediate to advanced knowledge of Microsoft office packages, including spreadsheet and presentation packages. Must demonstrate high level of integrity, reliability and resilience and be willing to work late hours and travel when the need arises.
- DUTIES** : As the first point of contact for the office of the Director-General, the Personal Assistant must demonstrate excellent verbal and written communication skills, diary management, provide secretarial / receptionist support services to the Director-General by staying organized and managing his time and workspace, organize and schedule meetings and business travel, prepare and organize information packs for the meetings. When the Director-General has conflicting priorities, the Personal Assistant must balance those duties to make sure key projects meet deadlines, must demonstrate the ability to make sound decisions without supervision, need to anticipate or recognize problems and refer them immediately to the relevant section for resolution. Liaise with travel agencies to do travel arrangements and process the S&T claims, liaise with foreign missions to make visa arrangements, to ensure efficient and effective support to the Director-General, this would, amongst others, entail the following: studies the relevant Public Service and Department prescripts / policies and other documents and ensure that the application thereof is understood properly. Remain abreast with procedures and processes that apply in the office of the Director-General and the Department.
- ENQUIRIES** : Ms N Ngcama Tel No: 012 441-3430