

## 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** : 16 November 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](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 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 POST

- POST 44/01** : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: 57/2018**
- SALARY** : R356 289 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A 3 Years National Diploma/Degree in Human Resource Management or equivalent qualification. 2 – 3 years' experience in Human Resource environment including Performance Management Development System. Good knowledge of Human Resource prescripts and procedures. Good knowledge of Public Service Regulations of 2016 and the Public Service Act and relevant policies. Good communication and interpersonal relations skills. Functional knowledge of PERSAL. Knowledge of PMDS framework. Planning and organising skills. Research and presentation skills.
- DUTIES** : To administer all the aspects of the PMDS including probations and assessments. Provide support and advice to all employees in the crafting of performance agreements. Provide Secretarial and advisory service to the moderating committee meeting at branch and departmental levels. Drafting of submissions for approval of implementation of the moderating committee recommendations to the Minister/Director-General. Assist in policy formulation and implementation of the PMDS policy. Assist in developing performance development plans for officials and ensure implementation with HRD. Conduct workshops. Ensure implementation of relevant incentive annual performance assessment schemes in line with the policy.

**ENQUIRIES**

:

Facilitate payments of performance bonuses and pay progressions. Correctly capturing on PERSAL and give notice for approval. Communicate outcomes to officials via letters.  
Ms N Ngcama Tel No: 012 441-3430