

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

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representively (race, gender and disability) in the department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in regard will facilitate the processing of applications.

<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Director: Administrative Support Services
<u>CLOSING DATE</u>	:	16 November 2018 at 16H30
<u>NOTE</u>	:	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

<u>POST 44/246</u>	:	<u>DIRECTOR: ANTHROPOLOGY SERVICES AND RESEARCH REF NO: 2018/CATA/30/NW</u> Chief Directorate: Traditional Affairs
<u>SALARY</u>	:	R1 005 063 per annum (Level 13) (All Inclusive Package)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	Bachelor's degree in Social/Cultural Anthropology, Extensive post-qualification experience. Proven managerial experience. Sound knowledge of customary law. Good command of Setswana. Problem solving and management skills. Valid driver's license. Computer literacy. Knowledge of applicable legislation and policies. Good communication and inter-personal skills.
<u>DUTIES</u>	:	Conduct research into Traditional Communities. Compile Family Trees. Handle succession disputes. Render expert services during Commissions and Litigations. Collect and manage information on the institution of Traditional Leadership. Collect and compile data of anthropological nature for publication. Advice on traditional communities and the institution of traditional leadership. Facilitate recognition of traditional leaders and communities.
<u>ENQUIRIES</u>	:	Mr Simon Ruthoane Tel No: (018) 388 4492

OTHER POSTS

<u>POST 44/247</u>	:	<u>SERVICE POINT MANAGER REF NO: 2018/CATA/31/NW</u>
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<u>SALARY</u>	:	R444 693 per annum (Level 10)
<u>CENTRE</u>	:	Bojanala District (Moses Kotane Service Point)
<u>REQUIREMENTS</u>	:	Appropriate 3-year degree in Social Sciences and/or Management or equivalent qualification. At least 5 years' experience at supervisory level (junior management). Ability to interpret and implement policies and regulations of Public Service, PSA, BCEA, PSR, EEA, PPPFA and PMDS. Excellent supervisory, human relations, report-writing, administrative and organisational skills. Good financial skills, including knowledge of financial systems budgeting, the PFMA and supply chain management. Proven experience of office systems management. Overall excellent verbal and written communication skills.
<u>DUTIES</u>	:	Analyse the Service Point's long-, medium- and short-term outputs and activities to achieve required outputs. Supervise and support all service point employees to ensure implementation and management of programmes in the service point. Ensure implementation and promotion of Arts and Culture programmes. Coordinate all Traditional Affairs activities at the service point. Ensure coordination and implementation of Library Service activities at the service Point. Forge partnership with relevant stakeholders. Manage and supervise the achievement of the service point. Compile reports of the departmental programmes. Coordinate skills development and skills audits of staff. Manage budget, revenue collection and usage of resources. Liaise with all existing structures at service point. Ensure adherence to occupational health and safety regulations.
<u>ENQUIRIES</u>	:	Mr A.R.P. Sekati Tel No: (014) 594 8500
<u>POST 44/248</u>	:	<u>ASSISTANT DIRECTOR: TECHNICAL SERVICES REF NO: 2018/CATA/32/NW</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	Degree in Library and Information Science / Information studies or Bachelor's Degree with postgraduate Diploma in Library and Information Science, Good knowledge and skills of an automated library management system. Three years relevant experience in the specialised area of selection and acquisitions and or cataloguing and classification and Computer skills.
<u>DUTIES</u>	:	Manage Technical Services Unit which involves managing the selection and acquisition of library material for community libraries in the province and the Central Reference Library; cataloguing and classification of library materials procured for community libraries; physical processing and dispatch of library materials to District Libraries. Managing of inventory (library material) procured for community libraries and stored in the receiving warehouse.
<u>ENQUIRIES</u>	:	Mr L Segone Tel No: (018) 388 3962
<u>POST 44/249</u>	:	<u>ASSISTANT DIRECTOR: BOJANALA DISTRICT LIBRARY REF NO: 2018/CATA/33/NW</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Bojanala District
<u>REQUIREMENTS</u>	:	Degree in Library and Information Science or Bachelor's Degree with postgraduate Diploma in Library Science. A valid driver's license and willingness to travel. Good communication skills. Supervisory skills. Computer skills, minimum of 3 years' experience in Community Library Services.
<u>DUTIES</u>	:	Monitor and support the transfer payments to community libraries. Provide assistance in the implementation of the conditional grant for community libraries. Monitor the implementation of the infrastructure program for community library services. Monitor, support provide professional guidance in the provision of community library services in the District. Manage the human and financial resources. Manage the operations of the Bojanala District Library, Rustenburg.
<u>ENQUIRIES</u>	:	Ms Rosa De Klerk Tel No: (018) 388 3964
<u>POST 44/250</u>	:	<u>ASSISTANT DIRECTOR – ASSISTANT SYSTEM CONTROL & BANKING SERVICES REF NO: 2018/CATA/34/NW</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09)

<u>CENTRE REQUIREMENTS</u>	:	Head Office, Mmabatho
	:	Bachelor's Degree in Financial Management with Accounting as one of the major subject and / or equivalent qualifications (NQF Level and Credits). 3 – 5 years' experience in Budgeting and Expenditure Management of which 2 years must be at a Supervisory level.
<u>DUTIES</u>	:	To carry out Financial Accounting and Bookkeeping for the Office as well as implementation of Financial Accounting Policies, Regulations and Acts. Administration of Bank Account and Bank Reconciliation. Reconciliation and Monitoring of Assets & Liabilities. Prepare quarterly Financial Statements and Annual Financial Statements. Verification of information on the Basic Accounting System monthly, quarterly and annually. Ensure that Walker/BAS is reconciled and accurate before submission to Provincial Treasury. Prepare relevant Suspense Accounts reconciliation reports for submission to Provincial Treasury.
<u>ENQUIRIES</u>	:	Ms. J Jayalath Tel No: (018) 388 2669/2661
<u>POST 44/251</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: 2018/CATA/35/NW</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	Three year Bachelor's Degree (Information Technology / Information Systems) or equivalent National Diploma plus a minimum of 3 years' experience in IT Support environment OR an MCSE, A+ and N+ Certification plus a minimum of 4 years in IT support environment, minimum of 1 year management experience and a valid driver's licence.
<u>DUTIES</u>	:	Ensure effective IT support for entire departmental desktop environment. Ensure backing up and securing of officials' data. Ensure proper procurement of IT goods and services for the department. Ensure automation and network maintenance of departmental offices, libraries and centres. Management and development of the unit.
<u>ENQUIRIES</u>	:	Mr M Kolojane, Tel No: (018) 388 2751
<u>POST 44/252</u>	:	<u>ASSISTANT DIRECTOR: RECORDS ADMINISTRATION REF NO: 2018/CATA/36/NW</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Mahikeng Head Office
<u>REQUIREMENTS</u>	:	An appropriate three (3) year tertiary qualification majoring in Public Administration, Political Science, History, Information Management, Archival science and Records Management, coupled with 3-5 year experience in state Archives and Records Services, computer literacy, valid driver's licence.
<u>DUTIES</u>	:	Designing, evaluation and implementation of records classification systems of governmental bodies, implementation appraisal and disposal of records management programmes in governmental bodies, Design and implement training programme and courses for registry/ records management in government bodies, Design and implement records management inspection programme to ensure compliance and proper records management in governmental bodies, Provide professional support and guidance on designing and implementation of mandatory records control tools such as records management policy, Registry Procedure Manual, section 14 PAIA Manual and prescribed registers in records management, Manage resources and central registry of the sub-directorate.
<u>ENQUIRIES</u>	:	Mr. F. Mkhize Tel No: (018) 388 3986