

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** : 14 December 2018, 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. 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) will be subjected to a Government specific competency assessment.

MANAGEMENT ECHELON

- POST 48/01** : **DIRECTOR: MULTILATERALS AND RESOURCING REF NO: 60/2018**
Chief Directorate: International Relations
- SALARY** : R1 005 063 per annum (An all-inclusive remuneration salary package), consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines
- CENTRE** : Pretoria
- REQUIREMENTS** : An NQF Level 7 qualification as recognized by SAQA in International Relations / Law / Political Science / Economics / Social Sciences / Public Administration. A Post graduate degree in one of these fields or in Public International Law will be an added advantage. 5 years proven experience at middle / senior managerial level particularly working with United Nations organisations or agencies. Knowledge of International Relation / international law and diplomacy. Knowledge and understating of conventions and workings of multilateral organisation such as UN. Knowledge of global political, socio-economic issues and government policies. The candidate should demonstrate the ability to translate international policies to strategic national interventions and vice versa. Knowledge of

intergovernmental relations. Understanding of development aid. Strategic and leadership capabilities, programme, people management and empowerment, financial management and project management. Lobbying and negotiation skills, research and drafting, innovative and creative thinking, client orientation and customer focus. Project management. Computer literacy.

DUTIES : The successful candidate will be responsible for executing the following: Develop and review policies and strategies for multilateral international cultural relations for the Department, as well as strategies for harnessing of international financial and development resources for the Department. Effect synergy between multilateral and bilateral activities to promote regional development and cooperation in the cultural sector. Increase resources available for arts and culture through partnership with foundations, cultural agencies, private sector, multi and bi-laterals donors, aid grants and ODA partnership. Coordinate development of SA's position on international cultural policy issues. Active participation in meetings and discussions of UN, UNESCO, EU, ACP. Commonwealth Foundation, multilateral fora and working groups as appropriate. Provide strategic leadership and empowerment to subordinates. Manage projects and the Directorate's budget. Contribute to the well-functioning of the Chief Directorate and Department.

ENQUIRIES : Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: 012-441 3646/3730/0823243637

POST 48/02 : **DIRECTOR: COMMUNICATIONS REF NO: 62/2018**
Branch: Corporate Services

SALARY : R1 005 063 per annum (An all-inclusive remuneration salary package), consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines

CENTRE REQUIREMENTS : Pretoria
: An NQF7 qualification as recognized by SAQA in Communications, Public Relations, Journalism or Marketing. 5 years' experience at middle / senior managerial level in communication. Strategic capability and leadership. People management and empowerment. Programme and project management. Financial management. Change management. Financial management.

DUTIES : The incumbent of this position will be responsible for the following: Conceptualise, develop and implement communication strategies for programmes and projects (media invitations, media packages, write media releases, key messages) of the Department. Manage and lead the development of media relations strategies for projects and other ad hoc campaigns as requested. Build and maintain relationship between the department and media. Write and sending out press releases and follow up calls to ensure media attend events. Arrange interactions with media. Develop media responses to negative reports. Manage the monitoring of media and analysis. Lead, develop and manage staff in the directorate and ensure that allocated resources are used. Allocated resources are used in line with policies and regulations. Provide media support to executive management. Provide support to communication support to Entities and Provincial Department of Arts and Culture departments. Promote and profile Department of Arts and Culture programmes through various platforms. Plan, develop, execute and measure effective communications programmes, media relations, and online communications. Manage the media buying and marketing agency to implement Department of Arts and Culture awareness campaigns and National Days. Manage budget. Facilitate the approval of SLA's with the communication service providers. Develop and write speaking notes and speeches for the Principals.

ENQUIRIES : Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: 012-441 3646/3730/0823243637

OTHER POSTS

- POST 48/03** : **DEPUTY DIRECTOR: HERITAGE POLICY AND LEGISLATION REF NO: 63/2018**
Chief Directorate: Heritage
- SALARY** : R697 011 per annum (All-inclusive remuneration salary package)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a relevant 3-year Bachelor's degree/National Diploma in Heritage. A postgraduate qualification in the field of heritage will be an added advantage. 3-5 years' middle management experience in the arts, culture and heritage sector preferably in the public sector. A good understanding of the heritage sector. Strong policy formulation and research skills. People management and empowerment. Excellent interpersonal skills and the ability to work as part of a dynamic team. Good communication and interpersonal relations. Project management skills, Ability to work under pressure and meet deadlines.
- DUTIES** : Assist in the formulation of new and review of existing heritage policies and strategies. Implementation new strategic policy initiatives for the heritage sector. Develop implementation strategies for intangible cultural heritage and digitisation policies. Facilitate the implementation of skills development plan for the heritage sector. Liaise with heritage stakeholders, including other Government departments. Statutory institutions and civil society. Facilitate and co-ordinate research projects, supervise and manage service providers and policy panels.
- ENQUIRIES** : Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcamu, Ms S Botha Tel No: 012-441 3646/3730/0823243637
- POST 48/04** : **DEPUTY DIRECTOR: STRATEGIC MANAGEMENT REF NO: 64/2018**
Branch: Institutional Governance
- SALARY** : R697 011 per annum (All-inclusive remuneration salary package), consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines
- CENTRE** : Pretoria
REQUIREMENTS : An appropriate three-year Higher Education qualification, Degree in Public or Development Management/ Social or an equivalent qualification. A minimum of 4 years' relevant experience with at least 2 of those years in the use of performance information management, planning and reporting in a substantive service delivery department. Experience and a clear understanding of Strategic and Annual Performance Planning including Operational Planning. Innovative and creative thinking, systems and processes development for enriching detail in Strategic Plans and Operational Plans. Initiate interventions with relevant networks and structures. Develop Strategies of ensuring that performance information is responding to audit is optimised. Knowledge of Government Planning Frameworks, and Strategic Management within the Public Sector. Attention to detail. Computer literacy. Project Management. Ability to present, communicate, analyse and report. Ability to work under pressure within strict timelines.
- DUTIES** : To provide support within the Directorate and assist in carrying out all the functions necessary for the effective, efficient management and administration of the Department of Arts and Culture, with a specific focus on the following areas: Development of the Medium- Terms Strategic Framework, the Strategic and Annual Performance Plans; Operational Planning; ENE Chapter of DAC, Organizational Performance Management; Organizational Performance Audit; and ensure Organizational compliance with governance and prescribed legislative requirements. Coordinate and review the development of the Medium- Term Strategic Framework, Strategic Plans, and Annual Performance Plans within the organisation. Coordinate the development of the Operational Planning and provide support on the compilation of the ENE Chapter of the organisationSupport the Risk management unit with regards to organisational planning and performance management function, and ensure effective public entities oversight support provided. To institutionalise an integrated strategic planning process and deliver

		on quality and credible strategic planning, reporting and monitoring support in the organisation. Compile and present detailed presentation in terms of Departmental Strategic and Annual Performance Planning including drafting briefing notes as and when required. Coordinate and manage audit findings in terms of Performance Information and identify audit innovations.
<u>ENQUIRIES</u>	:	Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: 012-441 3646/3730/0823243637
<u>POST 48/05</u>	:	<u>DEPUTY DIRECTOR: EVENTS MANAGEMENT REF NO: 65/2018</u> Chief Directorate: Communication and Marketing
<u>SALARY</u>	:	R697 011 per annum (All-inclusive remuneration salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three-year Bachelor's Degree or National Diploma in Marketing, Communications or Media Studies plus 3-5 years' experience on Assistant Director level in Marketing, Communications or Media Studies field. A valid EB driver's licence and a willingness to travel. Good knowledge of Events management, Planning and organizing skills, Quality orientation and attention to detail, Ability to persuade others to deliver on their goals and objectives. Knowledge of procurement management. Knowledge of government protocol. Problem solving abilities. Analysing abilities. Good communication and written skills. The ability to work in a team.
<u>DUTIES</u>	:	To manage National and International events support services to the Department. Manage administration and design services in Events. Manage budgets and reconciliation for events of the Department. Manage payment of Service Providers. Deploy and manage staff at events. Document and deadline management. Manage the event wrap up process for each event. Manage the procurement process in Events Management. Manage promotional items at events of the Department. Manage operations during Events. Develop strategies to guide the management of events. Monitor and evaluate the success of all events of the Department. Manage human resources.
<u>ENQUIRIES</u>	:	Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: 012-441 3646/3730/0823243637
<u>POST 48/06</u>	:	<u>DEPUTY DIRECTOR: TRANSFER PAYMENT THEFT AND LOSS CONTROL REF NO: 66/2018</u> Directorate: Financial Administration
<u>SALARY</u>	:	R697 011 per annum (All-inclusive remuneration salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A BCom degree or a National Diploma in Commercial Studies (Accounting, Internal audit, Cost and Management Accounting, Accounting Sciences). 3 – 5 years' experience as Assistant Director in financial administration. Good understanding of the DORA, PFMA and Treasury Regulations. Knowledge and understanding of financial administrative procedures and processes. Problem solving skills. Good communication and interpersonal relations. Knowledge and experience in Basic Accounting System (BAS) and Government Financial Policies. Computer literacy. Research and report writing skills. Management and supervisory skills.
<u>DUTIES</u>	:	The incumbent of this position will be responsible for the following: Render a supportive function to the department in matters pertaining to transfer payment control, theft and losses and financial in order to enhance efficiency. Provide financial / administrative support to the department. Manage MTEF allocation to museums and arts institutions. Manage lease agreements, lease register and payments of DAC public entities office accommodation. Manage BAS payments regarding ad hoc funding. Monthly reconciliation of actual expenditure with budget. Manage the monitoring of transfer payment report system indicating the outstanding reports. Manage the development and maintenance of database on the memorandum of agreement. Produce regular expenditure reports as a management tool to indicate the actual flow of funds in comparison with budget. Determine responsibilities in respect of the theft and loss of State money and goods. Perform administration in respect of the collection of Departmental debts

and writing off of debts. Perform responsibilities of Losses and Claims secretariat. Keep the register of lost cases and assist in investigating the cases. Supervise subordinates.

ENQUIRIES : Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: 012-441 3646/3730/0823243637

POST 48/07 : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: 67/2018**
Directorate: Legal Services

SALARY : MR-6 R448 268 – R805 179 per annum (Salary will be determined in accordance with the occupational specific dispensation (OSD) applicable to legally qualified personnel)

CENTRE : Pretoria

REQUIREMENTS : The applicants must have a minimum qualification of an LLB degree or equivalent qualification in Law. At least 8 years' postgraduate legal experience. The following are essential requirements: Knowledge and understanding of the role and functions of the Department of Arts and Culture and of broad Government imperatives. People management skills. Strong organizational and supervisory skills. Knowledge and competence in managing human, physical and financial resources. Knowledge of and experience in drafting, legal editing and interpretation of contracts and legislation and the furnishing of well-researched and legally sound opinions and advice. General knowledge of all legal matters. Knowledge and understanding of the legislative framework governing the Public Service. Excellent communication skills (both verbal and written). Legal drafting skills and ability. Sound legal research and analytical skills. Excellent human relations and interpersonal skills. Negotiation skills.

DUTIES : The incumbent will be responsible for the following: Drafting and editing of legal documents such as contracts, letters, memoranda and related documents. Provide legal opinions and advisory notes on matters of statutory interpretation, the common law and various other matters. Provide general legal assistance to the Department to enable it to fulfil its mandate. Make input on law reform and legislation affecting the Department. Drafting and editing of departmental legislation. Provide advice and managing the departmental litigation matters. Liaison with the State Attorney, private lawyers, relevant Government departments and other stakeholders. Maintain linkages and networks with the State Attorney, Private Attorneys and all public sector lawyers. Undertake legal research and analysis on law and ascertain new developments affecting the Department. Conduct legal awareness and education including workshops and information sessions. Send out circulars and advisory notes on legal compliance. Assist with the management of the Legal Services Directorate and/or deputising for the Director on all managerial matters. Assist with the management and supervision of a team of Legal Administration Officers and Legal Interns within the Legal Services Directorate. Attend to Promotion of Access to Information Act (PAIA) requests and Parliamentary questions.

ENQUIRIES : Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: 012-441 3646/3730/0823243637

POST 48/08 : **ASSISTANT DIRECTOR: INFORMATION SYSTEMS SECURITY REF NO: 68/2018**
Directorate: Information Technology

SALARY : R356 289 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : Three-year National Diploma / Degree in ICT qualification, Certification in Information Systems Security. ICT network management. 2-3 years' experience in the support and maintenance of security solutions. Experience in the design and implementation of information system security solutions and technologies. Knowledge of backup systems and storage area networks. Good communication and interpersonal relations. Risk management. Project management, ICT Research. Knowledge in the design of Information System Security solutions and

- technologies. Computer literacy. Planning and organizational skills. Problem solving skills.
- DUTIES** : Implementation and maintenance of an Information Systems Security framework for the department. Monitor the security of DAC information and systems through the deployment and monitoring of anti-virus software, patch management. Firewall, mail and web filtering products and network monitoring tools. Perform regular vulnerability assessment, cyber threats assessments and penetration tests to ensure adequacy of security solutions on a regular basis. Assist with the performance of Risk management and the implementation of a Disaster recovery and Business continuity plan. Identify information systems security threats and recommend adequate solutions. Implement recommendations from internal and external audits regarding information systems security. Ensure compliance with various ICT security legislation. Regulations and good practices. Assist in the development and implementation of Information Systems Security policies and procedures. Participate in technical network audit and security audits, Maintain IT access control solutions and systems. Check that system/security logs are kept accordingly. Audit the reports generated by access control systems. Identify information systems security threats and recommend adequate solutions. Assist with IT governance initiatives including IT change management.
- ENQUIRIES** : Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: 012-441 3646/3730/0823243637
- POST 48/09** : **ASSISTANT DIRECTOR: ENTITIES MANAGEMENT REF NO: 69/2018 (4 POSTS)**
6 Months Contract
Branch: Institutional Governance
- SALARY** : R356 289 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor of Commerce degree or Diploma in Financial Management or Accounting/ Social Sciences/ Humanities or equivalent qualifications. 3 years' professional experience in Accounting/ Financial Management/ corporate governance/ performance monitoring or similar position within the public service environment. Experience in Public Entities financial/non-financial performance monitoring. Understanding of good corporate governance principles. Knowledge of strategic planning and budgeting processes. Understanding of the Accounting Standards. Report writing and presentation skills. Ability to function independently and as part of the team. Problem solving and analysis. Project and people management skills. Knowledge of relevant legislations including PFMA and Treasury regulations. Understanding of government planning processes and cycle. Good communication skills. Computer literacy.
- DUTIES** : Provide support and exercise oversight to Public Entities reporting to the department. Co-ordinate the submission of Annual Performance Plans, Strategic Plans, quarterly and annual reports and perform analysis thereof. Analyse financial statements and Audit reports of the Department's Public Entities. Facilitate the planning and budgeting of the Department's Public Entities. Monitor Public Entities compliance with PFMA and Treasury Regulations and other relevant legislations. Provide support by coordinating and rendering secretarial services to the internal and external forums. Respond to Parliamentary questionnaires and provide comments on Cabinet Memoranda submitted to the Department. Supervise subordinates.
- ENQUIRIES** : Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: 012-441 3646/3730/0823243637
- POST 48/10** : **ASSISTANT DIRECTOR: EVENTS MANAGEMENT REF NO: 70/2018**
Chief Directorate: Communication and Marketing
- SALARY** : R356 289 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a three-year Degree / National Diploma in Marketing, Communications or Media Studies plus 2 – 3 years' relevant experience

in marketing, communications or media studies. Valid Code 8 driver's licence. Procurement experience Events Management experience. Protocol experience. Good communication skills. Computer literacy and financial management experience. Knowledge of government policies and procurement processes. Knowledge of safety standards at events.

DUTIES : To manage events for and on behalf of the Department of Arts and Culture. Perform budget costing and reconciliations for events. Manage subordinates. Document management. Draft post project reports and statistics on each event. Perform procurement tasks per event. Manage event implementation strategies. Obtain relevant content for events. Develop social and entertainment programmes. Oversee signage and decoration at events. Develop event site plans. Develop and implement programmes for events. Protect the brand of the Department in events. Identify and implement suitable promotional items for events. Market the Department of Arts and Culture through events. Plan and implement events. Manage the invitation and accreditation process. Liaise with service providers and guests linked to an event. Manage on time infrastructure for an event. Perform protocol functions at an event. Monitor and evaluate the successes of an event. Manage the work of service providers. Develop and implement the event plan for each event. Manage the deadlines linked to an event. Manage the event budget for each event. Comply with safety standards for each event. Liaise with emergency and disaster management and security services for an event. Manage the contracts with service providers.

ENQUIRIES : Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: 012-441 3646/3730/0823243637

POST 48/11 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 71/2018**
Chief Directorate: National Archives of South Africa

SALARY : R356 289 per annum (Level 09)
CENTRE : Pretoria

REQUIREMENTS : A National Diploma or Degree in information studies/ sciences., a post-graduate qualification in Archival studies will be an added advantage, 2-3 years' archival experience in the field of records management with specific specialization in appraisal, records classification systems and inspection, Good communication and interpersonal relations, planning and organising skills, knowledge of records management, supervisory skills, knowledge of National Archives and Records Service of South Africa Act (Act No. 43 of 1996, as amended).

DUTIES : The incumbent of this position will be responsible for the following: Manage the Appraisal Programme; Supervision and mentoring appraisal of records; Supervision and mentoring inspections; train archivists re appraisal of public records; supervision, mentoring and evaluation of registry procedure manuals, records management publications, records management policies and training manuals and people management and empowerment.

ENQUIRIES : Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: 012-441 3646/3730/0823243637

POST 48/12 : **ASSISTANT DIRECTOR: LEGAL DEPOSIT REF NO: 72/2018**
Branch: Heritage Promotion and Preservation

SALARY : R356 289 per annum
CENTRE : Pretoria

REQUIREMENTS : A three-year bachelor's degree or National Diploma in Library and Information or Archival Science and at least 2 – 3 years' experience or Matric Certificate and 5 years' relevant/related experience in the administration and management of legal deposit matters and legal deposit collections in accordance with the Legal Deposit Act and related legislation. Extensive knowledge and experience in the field of collecting, preserving, describing/cataloguing and disseminating film, video and sound records. Planning and organising skills. Ability to work in a team. Supervise skills and research skills. Good communication and interpersonal skills. Sound knowledge of the management and description of museum objects. Knowledge of the South African audio-visual fraternity. Excellent computer skills. Knowledge and

DUTIES

understanding of both analogue and digital formats as well as a clear understanding of digital asset management systems.

: Manage the Legal Deposit section, Manage receipt and acknowledgement of all Legal Deposit submissions, Ensure registration of Legal Deposit collections, Prepare inventories and cataloguing/detailed descriptions of the Legal Deposit material according to prescripts, Manage dissemination of Legal Deposit collections to preservation units. Prepare reports and advise the Legal Deposit Committee on the Legal deposit collections, Handle all enquiries relating to the Legal Deposit of collections, Interact with relevant stakeholders, Prepare public programming materials on the collections, Responsible for all administrative activities relating to Legal deposit , manage museum object collections, Conduct research and describe each object ,Accession and prepare inventories of the objects, Ensure preservation management of the collections and co-ordinate preservation interventions ,Ensure compliance with the Archives, Legal Deposit and Access to Information Acts and Regulations. Supervise sub-ordinates.

ENQUIRIES

: Ms Siena Botha Tel No: 012 441-3646