

## 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** : 21 December 2018
- 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) will be subjected to a Government specific competency assessment.

## MANAGEMENT ECHELON

- POST 49/01** : **DIRECTOR: LANGUAGE PLANNING AND DEVELOPMENT REF NO: 73/2018**  
Branch: Arts Culture Promotion and Development  
Chief Directorate: National Language Service
- SALARY** : R1 005 063 per annum (An all-inclusive remuneration package), consisting of a basic salary (70% of the total remuneration package), the 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** : A Bachelor's degree with a language/Linguistics/Sociolinguistics as a major. 5 years' experience at middle/senior management level, preferably in the Public Sector Proven general computer literacy. Sound knowledge of crucial background and current multilingual affairs will serve as a strong recommendation. Knowledge and in-depth understanding of language policy. Advanced research and report-writing skills. Knowledge of legislation supporting transformation in SA. Strategic capability and leadership. Programme and project management. Financial management. Problem solving and analysis. Knowledge of the Use of Official Languages Act, 2012, and its regulations.
- DUTIES** : As the Head of the Directorate, the incumbent will be responsible for the following:  
Develop, review and revise language policies and design implementation

strategies and projects. Design and conduct language research and surveys towards revision and adjustment of policy. Analyse research outputs and produce management reports. Draft and prepare content for language legislation. Provide advice to other government departments and provinces on development of language policies through workshops, seminars and written inputs. Prepare responses to parliamentary questions. Devise appropriate monitoring and evaluation mechanisms to ensure that policy implementation is successful. Facilitate the implementation of language legislation. Establish collaboration and partnerships with key role players such as universities, language units, Parliament, PanSALB and government departments. General supervision and management of finances and staff in the Directorate.

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

#### **OTHER POSTS**

**POST 49/02** : **DEPUTY DIRECTOR: TRANSLATION & EDITING: AFRICAN LANGUAGES REF NO: 74/2018**  
Branch: Arts and Culture Promotion and Development  
Chief Directorate: National Language Service

**SALARY** : R697 011 per annum (An all-inclusive salary package)  
**CENTRE** : Pretoria

**REQUIREMENTS** : A Bachelor's degree with an African language (as first language), Translation or Linguistics as major subject. Proven general computer literacy. 3-5 years' middle management experience in African languages translation and editing. Excellent command of English. Good communication and interpersonal skills. Ability to work under pressure. Supervisory and leadership skills. People management and empowerment. Knowledge of the Use of Official Languages Act, 2012, and its regulations.

**DUTIES** : The incumbent will be responsible for the following: Enhance access to information through the management of a translation and editing service in the official African languages. Translate and do quality control of documents in relevant African language. Manage and monitor document workflow in African Languages Sub-directorate. Manage administrative processes for outsourcing and payments. Facilitate training of Sub-directorate's staff. Liaise with internal and external stakeholders on translation and editing matters.

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

**NOTE** : Successful completion of a departmental translation and editing test.

**POST 49/03** : **DEPUTY DIRECTOR: MGE REF NO: 75/2018**  
Branch: Arts, Culture, Promotion and Development

**SALARY** : R697 011 per annum (An all-inclusive salary package)  
**CENTRE** : Pretoria

**REQUIREMENTS** : A 3-year Degree or National Diploma in Business Public administration or Project Management at least 3-5 years' experience in special projects/programme. Arts Culture Heritage Industry knowledge. Stakeholder Management. Knowledge and experience in SME development. Good communication. Knowledge and experience in financial and Project Management. Excellent report writing skills and excellent skills working with Word, Excel and PowerPoint.

**DUTIES** : Provide efficient project management support to the chief directorate on the implementation and evaluation of the MGE programme. Coordinate and manage the grant open call advertisement. Internal processes reviewing of applications. Secretariat function for the MGE adjudication Panel consisting of senior managers. Scheduling and coordinating of MGE adjudication panel sittings. Implementation of recommended cultural events projects. Financial planning and management of budget in line with the budget allocations and treasury regulations. Monitoring of the use and availability of funds. Liaise with legal unit and preparation of contracts with beneficiaries. Preparing reports in relation to the APP and ensuring the projects fits the APP strategic outcomes. Reporting and briefing documents to the

internal external reporting strategic outcomes. Reporting and briefing documents to the internal and external reporting structures such as MinMec, CEO's Forum and TIC Forum. Compilation and ensuring the timely delivery of any reporting required by M&E, Risk and Audit during all stages of reporting cycle. Planning and implementation of the MGE roadshows to the wider sector. Representing the department in government sector and industry process management and improvement. Define and manage a well-defined project management process and champion ongoing process improvement initiatives to implement best practices for Agile Project Management.

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

**POST 49/04** : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: 76/2018**  
Chief Directorate: Human Resource Management

**SALARY** : An all-inclusive remuneration package of R697 011 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate three-year Bachelor's Degree or National diploma in labour relations plus 3-5 years' experience as an Assistant Director involved in employee relations field. Experience and knowledge of handling disciplinary hearing and grievances including handling complaints. Experience in representing employer in dispute resolution forums and departmental bargaining chamber. Knowledge and understanding of employment legislation and public service regulatory framework. Good communication and negotiation skills. Strong report writing and presentation skills. Knowledge of policy development. A valid driver's licence and willingness to travel.

**DUTIES** : Develop departmental strategies and systems relating to dispute resolution mechanism, including policies, procedures and processes. Ensure compliance with relevant legislations and regulatory frameworks. Ensure uniform implementation of Employee Relations guidelines. Policies and directives within the Department by providing Employee Relations Training. Render advisory services to management and employees on dispute prevention. Resolution and bargaining matters. Facilitate and manage the resolution of disputes in the Department. Facilitate and represent the Department at the Departmental Bargaining Chamber. Facilitate the management of discipline and grievances in the Department.

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

**POST 49/05** : **ASSISTANT DIRECTOR: GEOGRAPHICAL NAMES REF NO: 77/2018**

**SALARY** : R356 289 per annum (Level 09)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a three-year Degree / National Diploma in Geographical Information Systems.

**DUTIES** : To provide support and assist the South African Geographical Names Council to fulfil its mandate of advising the Minister on the standardisation of geographical names in South Africa. Manage and coordinate the national database on geographical names. Liaison with national, provincial and local government departments. Coordinate the capturing and processing of geographical names at all levels. Compile reports for the department and the South African Geographical Names Council. Ensure that geographical names information is on the departmental website and packaged for electronic publications.

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

**POST 49/06** : **ASSISTANT DIRECTOR: LIBRARY POLICY AND CO-ORDINATION REF NO: 78/2018**  
Directorate: Library Policy and Co-Ordination

**SALARY** : R356 289 per annum  
**CENTRE** : Pretoria

<b><u>REQUIREMENTS</u></b>	:	An appropriate three-year degree or National diploma in Library and Information Science with a minimum of 5 years' experience. Knowledge and understanding of national legislation and policies pertaining to library and information services and records management, specifically the Legal Deposit Act, 1997. Ability to liaise with stakeholders. Project management. Working experience in the national and/or provincial spheres of Government will be an advantage. Strong planning skills. Proven written and verbal communication skills. Reliability and good administrative skills. Problem-solving skills. Ability to work in a team. Willingness to travel outside Pretoria as required. Membership of LIASA is preferred.
<b><u>DUTIES</u></b>	:	The incumbent will co-ordinate policy and handle legal deposit matters relating to the Legal Deposit Committee in accordance with the Legal Deposit Act, 1997 and other relevant legislation. Administer special investigations into certain national library and information services (LIS) policy matters (as required). Conduct research on certain national LIS policy matters and their impact on access to national information resources (e.g. Braille, legal deposit, copyrights and preservations). Administer ad hoc grants to certain national LIS projects. Assist with community library conditional grants. Administer records management within the Directorate and maintain its File Plan.
<b><u>ENQUIRIES</u></b>	:	Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: 012-441 3646/3730/0823243637
<b><u>POST 49/07</u></b>	:	<b><u>CHIEF LANGUAGE PRACTITIONER: SESOTHO (TRANSLATOR) REF NO: 79/2018</u></b> Chief Directorate: National Language Services Sub directorate: African Languages
<b><u>SALARY</u></b>	:	R356 289 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised Bachelor's degree with Sesotho or Translation or Linguistics as a major subject. Sesotho as first language. 3-5 years' proven Sesotho translation and editing experience. Excellent command of English. Proven general computer literacy. Ability to translate and edit text electronically. Good written and verbal communication skills. Ability to work under pressure. Good interpersonal skills. Knowledge of the Use of Official Languages Act, 2012, and its regulations. Additional Requirements: Successful completion of a departmental Sesotho translation and editing test.
<b><u>DUTIES</u></b>	:	Translate official documents from English into Sesotho and vice versa. Edit official documents in Sesotho. Liaise with stakeholders and give advice to clients on language matters. Do research to obtain information about work and consult on translation issues. Coin and record new terms. Exercise quality control of translated documents. Supervise staff.
<b><u>ENQUIRIES</u></b>	:	Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: 012-441 3646/3730/0823243637