ANNEXURE A

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

01 February 2019 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. 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.

MANAGEMENT ECHELON

POST 02/01

CHIEF DIRECTOR: NATIONAL ARCHIVES AND LIBRARIES REF NO: 83/2019
Branch: Heritage Promotion and Preservation

SALARY

R1 189 338 per annum (An all-inclusive remuneration 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

The applicants must be in possession of a (NQF Level 7) qualification as recognized by SAQA in the field of Archival/Library Studies or equivalent qualification, 5 years proven experience in a senior managerial position preferably in Public Service. The following are essential requirements: Knowledge of Archives and libraries. Knowledge of records management processes and procedures. Knowledge and understanding of developing policies and procedures relevant to the archives and libraries. Knowledge of relevant legislation and prescripts that govern Archives and Libraries. Generic management competencies including strategic capability and leadership, programme and project management, people management and empowerment and financial management.

DUTIES

As Head of the Chief Directorate: National Archives and Libraries, the successful candidate will be responsible for the following: Overall strategic management and coordination of the archival and library sectors. Facilitating the formulation and
revision of policy, legislation and strategic programmes that will result in the preservation and protection of Government records. Developing and reviewing policies and strategies relevant to the Library Information Services (LIS). Management of records systems in National Government departments and provinces. Establishing mutually beneficial partnerships with institutions that promote life-long learning and the culture of reading. Transformation of Archival and Library sectors in keeping with the fourth industrial revolution. Management of LIS, community libraries and conditional grant funding. Overseeing the promotion of access to archival records. Overall management of the Chief Directorate's human and financial capital.

ENQUIRIES:
Ms N Ngcama Tel No: 012 441-3430