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 March 2019, 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) for the SMS will be subjected to a Government specific competency assessment as well as a technical practical exercise as part of the selection process.

MANAGEMENT ECHELON

POST 06/01

CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT

REF NO: 1/DAC/2019

Branch: Corporate Services

SALARY

R 1 189 338 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. The position is based in Pretoria. Women are encouraged to apply.

CENTRE

Pretoria

REQUIREMENTS

Applicants must be in possession of an NQF 7 as recognized by SAQA in the field of Human Resource Management or related area. A post graduate qualification will be an added advantage, 5 years proven experience in a senior managerial position in Human Resource Management, preferably in Public Service, Knowledge of the following functional fields is critical: In-depth understanding of dynamics of the Public Service, Government Systems and Operations, good understanding of the PFMA, good understanding of the Public Service Human Resource Regulatory Framework, ability to work in
cross / functional projects / teams, excellent co-ordination and project management skills, good understanding of Government policies and initiatives and the role of information in government decision-making. Demonstrated strategic and operational management ability and experience, experience in leading and managing transformation, change and diversity.

**DUTIES**

As the Head of the Human Resource Management Chief Directorate, the incumbent of this position will be responsible for providing overall strategic management and leadership in respect of the Human Resource Management and Auxiliary Services functions, to develop and implement a people strategy and implementation plan, to facilitate the development and maintenance of an organizational structure that is in line with and supporting the strategic objectives of the department, to build capacity through Human Resource Development and Performance Management, to maintain an appropriate labour relations environment and maintain and develop relationships with organised labour and other key role-players, to ensure a workforce that is equitably represented at all levels and to ensure compliance with the Employment Equity Act, to facilitate processes for ensuring that the Department has adequate human resource capacity, to promote employee health and wellness in the department, to ensure a strategic HR planning and policy framework that supports the objectives of the department, to ensure a conducive and safe work environment including security management services, occupational health and safety and other key auxiliary services (i.e. central registry services, government transport, travel, building maintenance office cleaning services), to ensure the provision of HR support services in line with business requirements and departmental strategy.

**ENQUIRIES**

Ms S Botha Tel No: 012 441 3646

**POST 06/02**

DIRECTOR: FINANCIAL ADMINISTRATION REF NO: 2/DAC/2019

Office of the Chief Financial Officer

**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. The position is based in Pretoria. This is a re-advertisement. Applicant who previously applied are encouraged to still apply for the post.

**CENTRE**

Pretoria

**REQUIREMENTS**

The applicants must be in possession of a (NQF Level 7) qualification as recognized by SAQA in the field of Financial Management or equivalent qualification. 5 years of experience at middle/senior managerial level, preferably in the Public Service. Knowledge of policies such as PFMA, Travelling, debt recovering Policy, Petty Cash, Suspense Accounts Policy, Salary Advance Policy, Dona funding Policy, Band ad Cash Management policy) Adequate experience in financial administration, bookkeeping and reporting. Strategic and leadership capabilities. Management and leadership skills, computer skills, problem solving skills, good communication and interpersonal relations, strategic planning, stakeholder relations, numeracy and entire controls.

**DUTIES**

The successful candidate’s responsibility will be to manage and provide effective and efficient financial services to the Department. Establishment of a system of internal control to mitigate risks, including the segregation of duties. To provide effective and efficient financial administration services to the Department and ensure that all financial transaction is accounted for accurately and timely during specific financial year. Conducting regular reviews of existing fees, tariffs etc. relating to revenue accruing to the relevant revenue fund. Compile interim and annual financial statement. Ensuring that the Department monthly expenditure is in accordance with cash flow projections Establishment age analysis reports and effective processes to collect outstanding debts. Establishment age analysis reports and effective processes to settle liabilities within 30 days. Ensure the implementation of PFMA treasury regulation and compliance thereof. Liaise with stakeholders, External and Internal auditors.
POST 06/03 : AUDIT COMMITTEE MEMBER (X1 POST)

SALARY : Remuneration will be in line with the requirement of the Treasury Regulation – TR 20.2.3. Terms of Office: Three (3) years

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of an appropriate NQF 8 qualification (a higher qualification will be an added advantage) in any of the following fields: Information Technology/ Legal/ Social Sciences/ Risk Management/ Accounting and Auditing. Applicants should have more than ten (10) years’ management experience. Preference will be given to applicants who are Chartered Accountants with strong ICT knowledge and skills. Expertise gained from either or a combination of the following fields, preferably in the public sector: Internal and External Audit. Accounting. Risk Management. Financial Management. Information Technology. Knowledge of Information Technology Governance. Legal and compliance. Project Management. Excellent communication skills (verbal and written). Extensive leadership and experience in serving on an audit committee, but not a political office bearer. Preference will be given to applicants who are serving as professionals in other Government departments, public entities, private sector institutions, academic institutions or a retired professional. Applicants may not be in the employment of the department, and must have no business or personal relationships with the Department. Knowledge of the Arts and Culture sector will serve as an advantage. Knowledge of the Public Finance Management Act and its Treasury Regulations, and other relevant legislations / policies / governance best practices. Successful candidates will be required to enter into a contract with the Department.

DUTIES : The Audit Committee will carry out its responsibilities as legislated by the Public Finance Management Act and Treasury Regulations, and operate according to its approved charter. The roles and responsibilities of the Audit Committee are clearly defined in the approved charter: The Audit Committee will fulfil its oversight responsibilities to ensure that the Department maintains effective, efficient and transparent systems of financial, risk management, governance and internal control. The committee will amongst others, review the effectiveness of the Internal Audit activity and provide direction, review the work of external auditors, the Department’s financial statements, and monitor compliance with legislation. Assist the Accounting Officer in the effective execution of his / her responsibilities by reporting and making recommendations to the Accounting Officer.

ENQUIRIES : Ms N Ngcama Tel No: 012 441 3430