ANNEXURE R

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.

APPLICATIONS:

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.

FOR ATTENTION:

Director: Administrative Support Services.

CLOSING DATE:

22 March 2019 at 16h30

NOTE:

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

POST 09/243:

DIRECTOR: ARTS AND CULTURE

REF NO: 2018/CATA/01/NW

Chief Directorate: Arts, Culture, Libraries and Archives Services

SALARY:

R1 005 063 per annum (Level 13) (All Inclusive Package)

CENTRE:

Mmabatho, Head Office

REQUIREMENTS:

A 3-year National Diploma or Bachelor’s degree in the field of Arts and Culture, Heritage or any other relevant field. A Postgraduate qualification in Social Science will be an advantage. At least 5 years’ proven experience in a managerial and leadership position. Extensive knowledge and understanding of the arts and culture sector. In-depth knowledge of Government legislation, policies and the National Programme of Action. A high level of financial and people management skills. The ability to inspire staff and communicate effectively in a wide range of situations. Change and knowledge management skills. Programme management and Service Delivery Innovation (SDI). Problem-solving and analytical skills. Client orientation and customer focus. Strong strategic and leadership abilities. Good communication and interpersonal skills. Good networking skills.

DUTIES:

Develop and implement an SSME Development Plan geared towards the establishment of a business culture within the Creative Industries Sector. Develop a sustainable, integrated Heritage Resource Management Plan involving the community, thereby ensuring that they benefit from the heritage of the Province. Develop a financial plan and budget management process. Develop and manage a plan that promotes language development aimed at integrating society, thereby
contributing towards the social cohesion project. Develop a competency framework designed to measure performance of Human Resource within the Directorate. Infuse Batho Pele culture into Directorate activities. Provide strategic leadership as well as effective and efficient management and administration of the Arts, Culture and Heritage Directorate. Oversee the interpretation and implementation of Arts, Culture and Heritage-related policies, as well as the development of regulations in line with the White Paper on Arts, Culture and Heritage, the Mmabana Act and Provincial Arts and Culture Council Act and other related legislation. Promote and encourage access to, participation in and enjoyment of arts, culture and heritage activities. See to the integration of arts and culture into all aspects of socioeconomic development. Ensure timeous preparation and submission of business plans, budgets and reports. Advise the office of the Chief Director on matters related to arts, culture, heritage, language and museums. Develop appropriate procedures relating to all aspects of the Directorate as well as procedures in terms of the new Public Service regulations. Continuously study and analyse arts and culture policies, programmes and practices, so as to keep Senior Management informed of new developments. Plan, implement and monitor the development of arts, culture and heritage physical resources such as art centres, museums and heritage sites and monuments. Develop, maintain and monitor sound relations with all our stakeholders and partners. Plan and develop proper research practices in relation to the national, international trends on all matters relating to the arts, culture, heritage and museums. Develop and maintain appropriate records of all provincial and national heritage resources within the Province.

ENQUIRIES: Mr T Mabe Tel No: (018) 388-2902

OTHER POST

POST 09/244: DEPUTY DIRECTOR: EXPENDITURE MANAGEMENT REF NO: 2018/CATA/02/NW
Directorate: Financial Accounting

SALARY: R697 011 per annum (Level 11) (All Inclusive Package)
CENTRE: Mmabatho, Head Office
REQUIREMENTS: A minimum 3 year Bachelor’s Degree / National Diploma in Financial Management/Accounting or equivalent qualification (NQF Level 6). Minimum of five (5) years relevant experience in a public financial administration / budget planning environment of which three (3) years should be at a Junior Management level / Assistant Director. Knowledge: Sound knowledge of Government policies, legislations and intergovernmental relations. Proven sound management and administrative skills. Change management skills. Good facilitation and presentation skills. Sound understanding of the PFMA, Treasury Regulations and other related prescripts. Communication (written and verbal). Analytical thinking. Good computer literacy in Microsoft Office suite (Word, Excel and Power-Point) and Financial Systems (PERSAL, WALKER, and BAS). Ability to work under pressure and deliver to tight deadlines. A valid driver’s licence.

DUTIES: Oversee the overall management of the payment processes to suppliers including Transfers. Administer and manage payroll and ensure the employer’s obligations as prescribed by the Receiver of Revenue (SARS) are met. Render Creditors Payments and ensure improved turnaround time of payments within 30 days. Ensure compliance with the best practice accounting norms and standards. Establish and maintain effective, efficient and transparent system within the department. Preparation of Financial Statements and facilitate internal and external audits. Respond to internal and external audits. Ensure effective and efficient management of bookkeeping for purposes of improved service delivery. Supervise staff in the Financial Accounting Sub-Directorate.

ENQUIRIES: Ms M. Moleele Tel No: 018-3882661