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:
23 April 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.

OTHER POSTS

POST 13/01:
DEPUTY DIRECTOR: ENTITIES MANAGEMENT REF NO: 04/DAC//2019
Directorate: Entities Management

SALARY:
R697 011 per annum (all-inclusive salary package)

CENTRE:
Pretoria

REQUIREMENTS:
Applicants must be in possession of a Bachelor of Commerce degree or a Diploma in Financial Management. 3 – 5 years Corporate Governance experience in a business management or public service environment. Extensive knowledge and understanding of Corporate Governance (finance and performance management) principles and compliance monitoring. Extensive knowledge and understanding of and the ability to interpret Financial Statements. Extensive knowledge and understanding of and the ability to interpret the Standards of Generally Recognised Accounting Practice (GRAP). Good research and analytical skills. Problem identification and solving skills. Project management skills as well as strategic thinking abilities. Computer literacy. Excellent written and verbal skills. Good interpersonal skills.

DUTIES:
The incumbent will be responsible for the following: Coordinate the appointment and induction of Councils/Boards and ensure that a database of Council / Board members is maintained. Provide secretariat support to governance forums. Oversee the planning processes of public entities by ensuring that strategic plans
and annual performance plans are submitted and analysed. Manage the performance of public entities by ensuring that shareholder compacts are signed with all public entities; quarterly reports are submitted and analysed; and annual reports of public entities are tabled in parliament. Provide oversight to public entities through site visits and performance feedback sessions. Oversee the development and submission of the MTEF database and the Estimates of National Expenditure. Ensure that public entities adhere to all applicable legislative requirements.

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

POST 13/02: HUMAN RESOURCE PRACTITIONER: PERFORMANCE MANAGEMENT REF NO: 5/DAC/2019 (12 months contract)
Chief Directorate: Human Resource Management

SALARY: R242 475 per annum (Level 07)
CENTRE: Pretoria
REQUIREMENTS: A Three-year degree or a National Diploma in Human Resource Management or equivalent qualification plus 2 – 3 years relevant experience in the implementation of Performance Management in the Public Service, practical experience in working on PERSAL. PERSAL Certificates (Introduction) would be an added advantage. Good communication skills (written and verbal), good planning and organising skills, computer literacy, ability to work under pressure, Knowledge of Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Chapter 4 of the SMS handbook, Human Resource Policies and Procedures. Planning and organising skills. Computer literacy. Excellent verbal and written skills. Problem solving and analytical skills.

DUTIES: The successful candidate will be responsible for receiving and checking the quality of performance agreements received, provide support service towards the implementation of PMDS in the department, provide advice on the developing of performance agreements and personal development plans. Provide administrative support and serve as a secretariat during committee meetings. Draft reports/submission, capture performance agreements and awards on PERSAL, advice line and support functions on the PMDS, assist with the formulation of the performance standards for the department, monitor compliance with PMDS in the department. Provide support to the HRD Unit in coordination and implementation of personal development initiatives.

ENQUIRIES: Ms N Ngcama, Ms B Manqaba, Ms P Mulaudzi Tel No: 012 441 3430/3650/3716

POST 13/03: ARCHIVIST: READING ROOM REF NO: 6/DAC/2019
National Archives and Records Service of South Africa (NARSSA)

SALARY: R242 475 per annum (Level 07)
CENTRE: Pretoria
REQUIREMENTS: A Three-year degree or a National Diploma with an appropriate major subject such as History or Information Management. A relevant post graduate qualification, such as Archival Studies, would be an added advantage. Knowledge of relevant legislation which impacts on the National Archives, including the National Archives and Records Service of South Africa Act No 43 of 1996 (as amended). Knowledge or experience of customer care and client services. Good interpersonal skills. Computer skills. Writing skills.

DUTIES: The incumbent will be responsible for the following: Management and general upkeep of the Reading Room. Assisting researchers in the Reading Room. Dealing with verbal and written enquiries. People management and empowerment. Adding relevant information on the archival collections to an electronic archival management system. Publish this information to a database for access on the NARSSA website. Verifying and editing the information already on the electronic archival management system. Updating registers including those on the electronic archival management system. Assisting with data clean-up on the electronic archival management system. Compiling various reports for the NARSSA.

ENQUIRIES: Ms N Ngcama, Ms B Manqaba, Ms P Mulaudzi Tel No: 012 441 3430/3650/3716
**POST 13/04** : **ARCHIVIST: ARRANGEMENT AND DESCRIPTION REF NO: 7/DAC/2019**
National Archives and Records Service of South Africa (NARSSA)

**SALARY** : R242 475 per annum (Level 07)

**CENTRE** : Pretoria

**REQUIREMENTS** : A Three-year degree or a National Diploma with an appropriate major subject such as History or Information Management. A relevant post graduate qualification, such as Archival Studies, would be an added advantage. Knowledge of relevant legislation which impacts on the National Archives, including the National Archives and Records Service of South Africa Act No 43 of 1996 (as amended). Knowledge or experience of customer care and client services. Computer skills. Writing skills.

**DUTIES** : The incumbent will be responsible for the following: The sorting and arranging of archival collections that have been transferred by client offices. Researching the history of the collections. Boxing of records in the collections. Adding relevant information on each collection to an electronic archival management system. Publish this information to a database for access on the NARSSA website. Verifying and editing the information already on the electronic archival management system. Updating registers including those on the electronic archival management system. Assisting with data clean-up on the electronic archival management system. Assisting researchers in the Reading Room. Dealing with verbal and written enquiries; and compiling various reports for the NARSSA.

**ENQUIRIES** : Ms N Ngcama, Ms B Manqaba, Ms P Mulaudzi Tel No: 012 441 3430/3650/3716

**POST 13/05** : **ARCHIVIST: LIBRARY REF NO: 8/DAC/2019**
National Archives and Records Service of South Africa (NARSSA)

**SALARY** : R242 475 per annum (Level 07)

**CENTRE** : Pretoria

**REQUIREMENTS** : A 3-year Bachelor degree or equivalent qualification with an appropriate major subject such as History or Information Management. A relevant post graduate qualification, such as Archival Studies, would be an added advantage. Knowledge of relevant legislation which impacts on the National Archives, including the National Archives and Records Service of South Africa Act No 43 of 1996 (as amended). Knowledge or experience of customer care and client services. Knowledge or experience working in a library environment. Computer skills. Writing skills.

**DUTIES** : The incumbent will be responsible for the following: Management of the National Archives Repository library and official publication collections. Adding relevant information on the library collection to an electronic archival management system. Publish this information to a database for access on the NARSSA website. Verifying and editing the information already on the electronic archival management system. Updating registers including those on the electronic archival management system. Assisting with data clean-up on the electronic archival management system. Assisting researchers in the Reading Room. Dealing with verbal and written enquiries. Compiling various reports for the NARSSA.

**ENQUIRIES** : Ms N Ngcama, Ms B Manqaba, Ms P Mulaudzi Tel No: 012 441 3430/3650/3716

**POST 13/06** : **ASSISTANT ARCHIVIST: PHOTOCOPY SECTION ASSISTANT REF NO: 9/DAC/2019**
National Archives and Records Service of South Africa (NARSSA)

**SALARY** : R136 800 per annum (Level 04)

**CENTRE** : Pretoria

**REQUIREMENTS** : Grade 12. Relevant experience working in a heritage institution would be a recommendation. Knowledge or experience of working with photocopying and/or scanning devices. Basic computer skills. Interpersonal skills.

**DUTIES** : The incumbent will be responsible for the following: The photocopying of archival collections. The retrieval and shelving of archival collections. Assisting researchers in the Reading Room. Dealing with requests from researchers wanting information on divorce decrees. Assisting with data clean-up on the electronic archival management system.
ENQUIRIES : Ms N Ngcama, Ms B Manqaba, Ms P Mulaudzi Tel No: 012 441 3430/3650/3716