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 of 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

07 June 2019

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) will be subjected to a Government specific competency assessment.

OTHER POST

POST 18/01: ASSISTANT DIRECTOR: AFRICA AND MIDDLE EAST REF NO: 12/DAC/2019

(X2 POSTS)
(12 Months Contract)

SALARY: R376 596 per annum (plus 37% in lieu of benefits)

CENTRE: Pretoria

REQUIREMENTS: A three-year degree or National Diploma in International Relations or equivalent qualification majoring in International Relations or Political Studies, 2 – 3 years’ relevant experience, knowledge of international relations, foreign policy, knowledge of the arts and culture sector, basic financial knowledge, good communication skills, planning and organising skills, problem solving and analysis, strategic, good communication and interpersonal relations.

DUTIES: The incumbent will be responsible for the following: assist with co-ordination and facilitation of the Department’s engagements in Multi-lateral and Bilateral activities within specific countries in Southern and Western Africa, promoting relations with countries through representation in bi-lateral meetings, facilitating the negotiation, processing and signing of bilateral and multilateral agreements, monitoring implementation of international instruments and ensure adherence of departmental policies to these instruments, advise on foreign policy and protocol, promoting arts and culture in specific countries in Africa through special projects,
represent the Department at international forums and events, initiating and maintaining good contact with stakeholders, preparing reports and briefing notes for the office of the Minister, Deputy Minister and the office of the Director-General.

ENQUIRIES

Ms Siena Botha Tel No: 012 441-3646 / Ms N Ngcama Tel No: 012 441-3430