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: 19 July 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 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.

MANAGEMENT ECHELON

POST 24/01: DIRECTOR: LIBRARY POLICY AND COORDINATION REF NO: DAC13/2019
Chief Directorate: National archives and library services

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.

CENTRE: Pretoria

REQUIREMENTS: An NQF Level 7 qualification as recognized by SAQA in Library and Information Science. 5 – 8 years relevant experience in policy development, governance and legislative matters relating to library and information services (LIS) at middle / senior managerial level. Knowledge of the Public Management Act, 1999, the Local Government Structures Act, 1998 and Promotion of Access to Information Act. Extensive knowledge of the Division of Revenue Act, (DORA) 2007 as it relates to the planning, monitoring and implementation of conditional grants. In-dept knowledge of national policy, including norms and standards, in respect of planning, coordination and consultation of library services. Extensive knowledge of
policy development, governance and legislative matters relating to library and information services (LIS) and institutions at the national and provincial level. Extensive knowledge relating to the information society. Ability to work under pressure and meet deadlines. Computer literate. Presentation skills. Good communication and interpersonal relations. Conflict resolution and team building skills. Management skills.

**DUTIES**: The successful candidate will be responsible for executing the following: Lead the development, transformation and promotion of a legislative framework for libraries in the country. Ensure effective coordination and management of the Conditional Grant Funding to provinces for community libraries. Administer, promote and develop national legislation relating to National Council of Library and Information Services (NCLIS), National Library of South Africa (NLSA), South African Library for the Blind (BLINDLIB) as well as coordinate policy as it relates to rendering of library services. Liaising at high level with role players in the LIS sector, including the NCLIS, the Legal Deposit Committee, the NLSA, BLINDLIB, SABWO, the Provincial Library Services, the Provincial Library Services, the Library and Information Association of South Africa (LIASA) and IFLA. Managing the budgets, human resources and performance of the Directorate: Libraries, Policy and Coordination.

**ENQUIRIES**: Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: 012-441 3646/3730/0823243637

**POST 24/02**: CHIEF LANGUAGE PRACTITIONER: FOREIGN LANGUAGES (TRANSLATOR: FRENCH AND PORTUGUESE/SPANISH INTO ENGLISH) REF NO: DAC14/2019
Chief Directorate: National Language Service
Sub-Directorate: English, Afrikaans and Foreign Languages

**SALARY**: R376 596 per annum

**CENTRE**: Pretoria

**REQUIREMENTS**: An appropriate, recognised Bachelor’s degree with French, Portuguese / Spanish or Translation as a major subject. 3-5 years’ proven French and Portuguese / Spanish translation experience. Excellent command of English. Proven general computer literacy. Ability to translate and edit text electronically. Good written and verbal communication skills. Ability to work under pressure. Good interpersonal skills. Knowledge of the Use of Official Languages Act, 2012, and its regulations.

**DUTIES**: Translate official documents from French and Portuguese/Spanish into English. Do quality control of in-house and outsourced documents translate from the relevant languages? Do administrative work for in-house and outsourced documents. Liaise with clients, freelance translators and departmental staff. Give advice to clients on language matters. Supervise and report on subordinates and Foreign Languages Section.

**ENQUIRIES**: Ms P Mulauldzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: 012-441 3646/3730/0823243637