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

12 August 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.

MANAGEMENT ECHELON

POST 27/01

DIRECTOR: HERITAGE INSTITUTIONAL DEVELOPMENT

REF NO: 15/DAC/2019

Branch: Heritage Promotion and Preservation

SALARY

R1 057 326 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


DUTIES

The successful candidate will manage the development and implementation of policy and legislative frameworks, programmes and projects for the safeguarding and promotion of Heritage. Provide strategic direction and support for the establishment of new commemorative structures. Strengthen...
and support programmes in heritage institutions. Establish strategic partnerships for maximum impact of heritage programmes, Liaison with all structures and role players in the Heritage sector. Provide strategic support for implementation of international conventions and its governance structures, Management of financial and human resources of the unit.

ENQUIRIES : Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: (012) 441 3646 / 3730, 082 324 3637

NOTE : Women, Coloureds, Indians and persons with disabilities are encouraged to apply

OTHER POSTS

POST 27/02 : CHIEF LANGUAGE PRACTITIONER: SESOTHO (TRANSLATOR) REF NO: 16/DAC/2019
Chief Directorate: National Language Services
Sub-Directorate: African Languages

SALARY : R376 596 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognised Bachelor’s degree with Sesotho or Translation or Linguistics as a major subject. Sesotho as first language. 3-5 years’ proven Sesotho translation and editing 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. Additional Requirements: Successful completion of a departmental Sesotho translation and editing test.


ENQUIRIES : Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: (012) 441 3646 / 3730, 082 324 3637

NOTE : Persons with disabilities are encouraged to apply

POST 27/03 : ARCHIVIST: FILING SYSTEMS REF NO: 17/DAC/2019
National Archives of South Africa

SALARY : R257 508 per annum
CENTRE : Pretoria
REQUIREMENTS : A 3 year Degree/National Diploma in the relevant field with appropriate major subject such as Public Administration or Information Management or the BA Degree in Archives and Records Management. A relevant post-graduate qualification such as Archival Studies/Information Management would be an advantage. No experience necessary. The incumbent will receive on the job training from his supervisor. Further Requirements: Computer literate. Organising and planning skills. Good analytical skills. Problem solving skills. Good communication and interpersonal relations.

DUTIES : The purpose of this post is to ensure that governmental bodies implement and maintain filing systems that are approved by the National Archives to support sound records management. The incumbent will be responsible for the following: Register and evaluate file plans for Ministries, Deputy Ministries, government departments and statutory bodies on national level. Provide guidance and advice on filing systems. Appraise records of governmental bodies. Carry out records management compliance inspections. Carry out off-site storage inspections. Assist with internal records management in the NARSSA with specific reference to its file plan.

ENQUIRIES : Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: (012) 441 3646 / 3730, 082 324 3637

NOTE : Coloureds, Indians and whites are encouraged to apply

POST 27/04 : AUDIOVISUAL ARCHIVIST: LEGAL DEPOSIT REF NO: 18/DAC/2019
Branch: Heritage Promotion and Preservation

SALARY : R257 508 per annum
CENTRE : Pretoria
REQUIREMENTS: A three-year bachelor’s degree or National Diploma in Archival or Library and Information Science and at least 2 – 3 years’ cataloguing experience or a Matric Certificate and 5 years’ cataloguing experience as well as a working knowledge of the administration of legal deposit matters and legal deposit collections in accordance with the Legal Deposit Act and related legislation. Extensive knowledge and experience in the field of cataloguing, collecting, preserving and disseminating film, video and sound records. Research, planning and organising skills. Ability to work in a team. Good communication and interpersonal skills. Knowledge of the South African audio-visual fraternity. Excellent computer skills. Knowledge and understanding of both analogue and digital audio-visual formats as well as a clear understanding of digital asset management systems.


ENQUIRIES: Ms P Mulandzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: (012) 441 3646 / 3730, 082 324 3637

NOTE: Coloureds, Indians and whites and persons with disabilities are encouraged to apply