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, Corner Madiba and Paul Kruger Streets, Pretoria

CLOSING DATE

04 October 2019 at 15:00

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) for SMS positions will be subjected to a Government specific competency assessment.

MANAGEMENT ECHELON

POST 34/01 : DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: 22/DAC/2019

SALARY : R1 521 591 per annum, (All-inclusive remuneration 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 : A post graduate qualification (NQF 8) as recognized by SAQA, 8-10 years of experience at a senior managerial level preferably in the Public Extensive. Knowledge and understanding of the dynamics of the Public Service, Government systems and operations Good understanding of the PFMA. Good understanding of the Public Service Regulatory Framework Extensive experience in a senior management role Ability to work in cross-functional projects/teams Excellent coordination and project management skills Good understanding of Government policies and initiatives and the role of information in Government decision-making process. Demonstrated strategic, operational and project management ability and experience. Experience in leading and managing transformation, change and diversity. Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management.
DUTIES: As Head of the Branch: Corporate Services, the appointee will: Implement transformation and service delivery enhancement programmes in order to create a high-performing organization and a safe and conducive work environment. Ensure the communication of DAC programmes and the effective management of stakeholder and partner relations to increase awareness of the image and profile of the DAC and its programmes. Ensure the development and implementation of human resource and employee relations strategies, policies and plans to ensure the development and implementation of an Information and Communication Technology strategy and solutions aligned to the Department’s overall strategy. Ensure the effective implementation and support of enterprise risk management within the Department. Ensure a professional, credible, accessible and quality assured legal service to the Department. Ensure the establishment of a unit that will be responsible for the development and management of a knowledge management system for the Department. Promote continuous service delivery improvement through the use of total quality management principles. Oversee the management of budgets and resources of the Branch. Manage and provide strategic leadership for all components reporting to this Branch. Represent the DAC in relevant forums.

ENQUIRIES: Ms NP Maloka Tel No: (012) 441 3730

NOTE: The position is targeted to promote representatively at the senior management level. African, Coloured and Indian female including Women with Disabilities are encouraged to apply.

POST 34/02: CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT

REF NO: 23/DAC/2019

SALARY: R1 251 183 per annum (An all-inclusive remuneration 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. The position is based in Pretoria. Women are encouraged to apply.

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of an NQF level 7 as recognized by SAQA in the field of Human Resource Management or related area. A post graduate qualification will be an added advantage. 5 years proven experience in a senior managerial position in Human Resource Management, preferably in Public Service. Knowledge of the following functional fields is critical: In-depth understanding of dynamics of the Public Service, Government Systems and Operations, good understanding of the PFMA. Good understanding of the Public Service Human Resource Regulatory Framework. Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management.

DUTIES: As the Head of the Human Resource Management Chief Directorate, the incumbent of this position will be responsible to provide overall strategic management and leadership in respect of the Human Resource Management and Auxiliary Services functions. To develop and implement a people strategy and implementation plan. To facilitate the development and maintenance of an organizational structure that is in line with and supporting the strategic objectives of the department. To build capacity through Human Resource Development and Performance Management. To maintain an appropriate labour relations environment and maintain and develop relationships with organised labour and other key role-players. To ensure a workforce that is equitably represented at all levels and to ensure compliance with the Employment Equity Act. To facilitate processes which will ensure that the Department has adequate human resource capacity. To promote employee health and wellness in the department. To ensure a strategic HR planning and policy framework that supports the objectives of the Department. To ensure a conducive and safe work environment including security management services. Occupational health and safety and other key auxiliary services (i.e central registry services, government transport, travel, building maintenance office cleaning services). To ensure the provision of HR support services in line with business requirements and Departmental Strategy. Oversee the management of budgets and resources of the Branch.

ENQUIRIES: Ms NP Maloka Tel No: (012) 441 3730
NOTE: The position is targeted to promote representativity at the senior management level African, Coloured and Indian female including Women with Disabilities are encouraged to apply.