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: 15 November 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 shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose memberships of boards and directorships that they may be associated with. The successful candidate will be required to disclose his/her financial interests annually. Identified candidate(s) for SMS positions will be subjected to a Government specific competency assessment as well as a technical practical exercise as part of the selection process.

MANAGEMENT ECHELON

POST 39/01: DEPUTY DIRECTOR-GENERAL: ARTS, CULTURE PROMOTION AND DEVELOPMENT REF NO: 26/DAC/2019
Branch: Arts, Culture Promotion and Development

SALARY: R1 521 591 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

CENTRE: Pretoria

REQUIREMENTS: The applicants must be in possession of a post graduate qualification (NQF8) as recognized by SAQA. Qualifications in the field of arts, culture and heritage, would be an added advantage 8 -10 years’ proven experience in a senior managerial level preferably in Government or at a Parastatal. Proven experience in initiatives/programs advocating for the development and promotion of arts, culture and languages. Strong belief and commitment to good governance, development and excellence in arts and culture sector. Strategic capability that will drive transformation in the arts, culture and heritage sector. In-depth experience, knowledge and interpretation of government’s regulatory framework pertaining to an administration of a government department. Proven capabilities in general core competencies for SMS in the Public Service including Strategic and leadership abilities, Programme and Project Management, Change Management, Financial
DUTIES: The successful incumbent will be responsible for executing the following: Lead programs that contribute to the growth and enhancement of competitiveness of the creative industries. Align and cohesively articulate the strategy that promotes the stimulation of market access and increase market demand and supply capacity with specific emphasis on Books and Publishing, Performing, Visual and Design Arts. Oversee the overall management and implementation of grant processes, including Mzansi Golden Economy (MGE). Oversee and ensure that policies, systems and processes are in place for the development, promotion and protection of official languages in South Africa in line with the regulatory framework and government priorities including enhancement of the linguistic diversity of the country, rendering of translation and editing services, development of multilingual terminologies to support communication in official languages and development of human language technologies that promote the usage of and access to official languages. Ensure the establishment and maintenance of effective internal controls and continuous monitoring to promote good governance in the operations of the Branch. Ensure that audit findings are timeously addressed. Create an environment where employees consistently push for improved performance and productively. Sets budget guidelines for the Branch based on the strategic direction and objectives.

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

NOTE: Preference will be given to African, Coloured, Indian, White females and Persons with Disabilities.

POST 39/02: CHIEF DIRECTOR: EXECUTIVE AND STRATEGIC SUPPORT REF NO: 27/DAC/2019 (1 Year Contract)
Office of Director-General

SALARY: R1 251 183 per annum, (An all-inclusive remuneration package) consisting of a basic salary (70% of the total remuneration package) and a flexible portion that may be structured in terms of applicable rules and guidelines

CENTRE: Pretoria

REQUIREMENTS: An appropriate recognised Bachelor’s Degree (NQF level 7), a post graduate qualification will be an added advantage, a minimum of 5 years’ experience in the senior managerial level, preferably in government, proven experience and knowledge of technical, human and conceptual skills, knowledge of Public Service Policies and the Regulatory Framework. Advanced project management skills. Proven experience in strategic and leadership capabilities, financial management, change management, project and program management and people management and empowerment.

DUTIES: Conduct Policy and Legislative Review that is relevant to the Arts, Culture heritage sector. Co-ordinate the Parliamentary and Cabinet Work such as Cabinet Memo’s. Document Quality Assurance. Project Implementation oversight. Oversight on newly established Call Centre and Batho Pele Institutionalization. Research interface with SACO. Liaise with internal stakeholders to ensure coordination, implementation and follow-through of high-level decisions within the Department. Oversee and facilitate the Department’s engagements with external stakeholders which includes CEO’s forums, TIC, Members of Executive Committees, Portfolio and Select Committees and also the Cluster meetings that are chaired by the DG and to follow-through on decisions taken in such engagements. Manage the relationships between the Director-General’s Office, the Ministry as well as the Portfolio Committee and Members of Parliament.

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