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:

22 November 2019

NOTE:

Applications are hereby invited from suitably qualified persons 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. It is the Department’s intention to promote equity in terms of race, gender and disability through the filling of these posts with a candidate whose transfer/promotion/appointment will promote representivity.

MANAGEMENT ECHELON

POST 40/01:

DIRECTOR: HUMAN LANGUAGE TECHNOLOGIES REF NO: 29/DAC/2019

Chief Directorate: National Language Services

SALARY:

R1 057 326 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:

An NQF 7 qualification as verified by SAQA specialisation in Languages, IT or HLT-related. Experience in project management dealing with software development would be an added advantage. 5 years proven experience in middle/senior managerial level. A strong interest in communication, languages and research, Strong verbal and written communication skills, A good understanding of the PFMA, NLPF and relevant government legislation.
and policies, Generic management competencies including analytical and strategic capability and leadership, planning and organising, quality and action orientation, people management and empowerment and financial management.

**DUTIES**

The successful incumbent will be responsible for executing the following:
- Securing the continuation of the National Centre for HLT (NCHLT) through: Facilitating, coordinating and monitoring of the execution of the NCHLT Text and Speech development projects. Evaluating all HLT deliverables before submitting to South African Digital Language Resources (SADiLaR) for storage and management. Ensuring that proofs of outputs are captured and available to Internal Audit for verification. Development of HLT applications that: demonstrate the potential of HLT to improve public service delivery and promote access to information; can promote access to information and services in the citizen’s official language of choice. Market and popularise the concept of the HLT industry. Work towards deployment of HLT applications in government structures. Monitor global HLT scene to update local aims and strategies. Drive the process of locating HLT within broader Information Society. Supervise staff. Provide support and advice to staff (e.g. through regular working meetings) so that they may take greater responsibility and a proactive approach towards HLT project facilitation, coordination and monitoring. Create opportunities for professional growth. Managing staff performance. Overseer proper management of all content related to HLT projects, including proposal review documentation, progress reports, site visit reports and minutes. Overseer safe archiving of HLT content according to formalised content management system for immediate availability. Ensure that HLT project outputs (software, corpora, core technologies) are received on time, stored safely and verified against TOR specifications by means of internal evaluation procedure, approved and delivered to SADILaR. Ensure that agreements are signed, reviewed timeously for continuity of operations, and that we carry out our responsibilities as stipulated in the agreements, e.g. transfer of funds.

**ENQUIRIES**

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

**OTHER POSTS**

**POST 40/02**

**DEPUTY DIRECTOR: INDIGENOUS KNOWLEDGE SYSTEMS**

**REF NO:** 30/DAC/2019

**Branch:** Arts and Culture Heritage and Promotion

**SALARY**

R733 257 per annum, (An all-inclusive remuneration salary package) consisting of a basic salary (70/75% of the total remuneration package), the 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 appropriate recognised 3 year Degree/National Diploma in Social Science or Intangible Cultural Heritage Studies. 3 – 5 years relevant experience. Knowledge of the promotion of cultural Heritage. Knowledge and understanding of policies and processes relevant to Indigenous Knowledge Systems. Project Management skills. Good communication and interpersonal relations. Computer and presentation skills. Development and management of database. People management skills and analytical and thinking skills.

**DUTIES**

To facilitate the implementation of measures and strategies for the collection, protection and promotion of Living Heritage/Intangible Cultural Heritage in particular Indigenous Knowledge of South Africa. Facilitating the implementation of the National Living Heritage Policy. Management of the work of the Ministerial Panel on Indigenous Knowledge Systems. Managing the Living Human Treasures programme in the unit. Development of the theme for the annual Heritage Month and assist in the implementation thereof. Facilitate a national audit on Intangible Cultural heritage and the establishment of a database thereof. Development of concept documents,

ENQUIRIES : Ms P Mulaudzi, Ms B Manqaba and Ms Siena Botha Tel No: (012) 441-3646/3716/3650

POST 40/03 : DEPUTY DIRECTOR: ART AND DESIGNS REF NO: 31/DAC/2019
Chief Directorate: National Archives of South Africa

SALARY : R733 257 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 REQUIREMENTS : Pretoria

DUTIES : The successful incumbent will be responsible for executing the following: Manage the art and design unit of the bureau and its operations. Coordination heraldic artists. Preparation and coordination of draft designs. The incumbent briefs artists on new designs. Some of the responsibilities includes the refining of designs; undertaking of quality assurance processes of design; preparation of certificates of registration for new applicants such as municipalities, schools, associations and persons; digital drafting and editing of designs; and performance management.

ENQUIRIES : Ms P Mulaudzi, Ms B Manqaba and Ms Siena Botha Tel No: (012) 441-3646/3716/3650

POST 40/04 : DEPUTY DIRECTOR: PERFORMING ARTS- THEATRE AND DANCE REF NO: 32/DAC/2019
Branch: Arts and culture promotion and development

SALARY : R733 257 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70/75% of the total remuneration package), the 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 REQUIREMENTS : Pretoria

DUTIES : To develop, promote and sustain Performing Arts sectors. Develop policies and strategies for Performing Arts sector: Theatre and Dance. Provide research on Theatre and Dance and disseminate finding to the Department and relevant stakeholders. Manage, monitor and evaluate funded projects. Manage existing intergovernmental and international partnerships in relation
to Performing Arts – Theatre and Dance. Develop and manage the implementation of database for Performing Arts Practitioners – Theatre and Dance. Supervise and mentor subordinates.

ENQUIRIES : Ms P Mulaudzi, Ms B Manqaba and Ms Siena Botha, Tel No: (012) 441-3646/3716/3650

POST 40/05 : ASSISTANT DIRECTOR: FILM AND VIDEO PRESERVATION REF NO: 33/DAC/2019
Chief directorate: national archives of South Africa

SALARY : R376 596 per annum (Level 09)
CENTRE : National Archive and Records Service of South Africa (NARSSA)
REQUIREMENTS : A three year Degree/National Diploma in Film and Video Technology or equivalent qualification, 2 – 3 years’ working experience in a film/audio-visual Archives/Industry and film editing, in-depth knowledge of all film processes, knowledge of film operating systems, communication skills, technical and computer skills, organising skills. Knowledge of film digitization will be an added advantage.

DUTIES : The incumbent will be responsible for the following: collect, preserve and make available film, video collections and related materials, manage the identification, selection, and appraisal and accessioning of film prints and viewing copies, manage the appraisal and technical evaluation of film masters, manage the physical care, repair, duplication and restoration of films, manage human resource of the unit, and training.

ENQUIRIES : Ms P Mulaudzi, Ms B Manqaba and Ms Siena Botha Tel No: (012) 441-3646/3716/3650

POST 40/06 : ASSISTANT DIRECTOR: STRONG ROOM MAINTENANCE REF NO: 34/DAC/2019
Chief directorate: national archives of South Africa

SALARY : R376 596 per annum (Level 09)
CENTRE : National Archive and Records Service of South Africa (NARSSA)
REQUIREMENTS : A three year Degree in Archival Studies or equivalent, 2 – 3 years’ experience in a library or archival environment, knowledge of relevant acts governing the National Archives, knowledge of disaster management and Archival practices, knowledge and understating of international and national standards on storage facilities for archival records, planning and organising skills, quality and action orientation, problem solving and analysis, communication and interpersonal skills, creative and innovative, research skills.

DUTIES : The incumbent will be responsible for the following: ensure proper management and maintenance of storage of all archival material in the National Archives repository, participate in the development and implementation of the preservation policy, manage the routine cleaning of strong rooms, develop guidelines for storage and maintenance of archival materials in the strong room, develop guidelines for transportation and consultation of records, research and development of strong rooms maintenance guidelines, assist with the development and implementation of the emergency preparedness and disaster reaction plan, staff management and empowerment.

ENQUIRIES : Ms P Mulaudzi, Ms B Manqaba and Ms Siena Botha Tel No: (012) 441-3646/3716/3650

POST 40/07 : ASSISTANT ARCHIVIST: CONSERVATION LABORATORY REF NO: 35/DAC/2019 (X2 POSTS)
Chief-directorate: national archives of South Africa

SALARY : R173 703 per annum
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate. Computer literacy. Knowledge of preservation procedures and processes, Knowledge of repairs of archival material,
Encapsulation and mounting. Knowledge of book binding. Good communication skills. Good planning and organising skills.

**DUTIES**

The successful candidate will be responsible for providing curative and long-term preventative conservation service for all bound records and books. Assist with specialised conservation repairs to rare and highly valuable bound archival records. Bookbinding and repairs. Participate in all efforts to improve preservation management and practices at the National Archives and Records Service of South Africa. Develop proper protective enclosures for rare archival records. Participate in training programmes organised by the National Archives and Records Service.

**ENQUIRIES**

Ms P Mulaudzi, Ms B Manqaba and Ms Siena Botha, Tel No: (012) 441-3646/3716/3650