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 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: 29 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.

OTHER POST

POST 41/01: DEPUTY DIRECTOR: BOOKS AND PUBLISHING REF NO: 36/DAC/2019

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: Pretoria

Requirements: A three-year degree or National Diploma in African Literature/Publishing or equivalent relevant qualification, a postgraduate degree will be an added advantage, 3 – 5 years’ relevant experience in a literary environment or in the books or publishing industry in a position such as senior researcher, policy analyst, senior writer, editor of literary works, publisher, etc; understanding and knowledge of South African publishing industry and cultural policy, Knowledge of cultural and creative industries, knowledge and understanding of copyright legislation and authors’ rights, understanding of South African Literature, proven track record of organising literary events involving authors and publishing stakeholders; sound communication and interpersonal relations, knowledge of relevant legislation and governing policies, policy development and analysis, financial and project management, problem solving and analysis, analytical and creative thinker, research skills, computer literate.

Duties: The incumbent will be responsible for the following: Develop, implement and monitor a National Book policy and developmental framework for the books and publishing sector, including funding model. Conduct research on digitisation of publishing. Engage stakeholders such as writers, editors, illustrators, book sellers, publishers, paper manufacturers, etc. Manage and

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

NOTE: It is the Department’s intention to promote equity in terms of race, gender and disability through the filling of this post with a candidate whose transfer/promotion/appointment will promote representivity.