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, cnr Madiba and Paul Kruger Streets, Pretoria.

CLOSING DATE

06 December 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.

ERRATUM: Kindly note that the post of Assistant Archivist: Conservation Laboratory with Ref No: 35/DAC/2019 advertised in Public Service Vacancy Circular 40 dated 08 November 2019, the salary of the post has been amended to R145 281 per annum (Salary Level 04).

OTHER POSTS

POST 42/01

ASSISTANT DIRECTOR: INSPECTIONS REF NO: 37/DAC/2019
Chief Directorate: National Archives of South Africa

SALARY

R376 596 per annum (Level 09)

CENTRE

Pretoria

REQUIREMENTS

A three year Degree/National Diploma in Archival studies or equivalent qualification with a major subject such as History, Public Administration or equivalent qualification, 2 – 3 years’ archival experience with specific specialisation in records management inspections, appraisal and records classification systems, knowledge of relevant acts and legislations which impacts on records management, knowledge of electronic management principles and best practices, appraisal of records, information technology principles and applications, people management and empowerment, Negotiation And Conflict Management, Sound Computer Literacy.

DUTIES

The incumbent will be responsible for the following: ensure that governmental bodies implement and maintain sound records management practices, coordinate, supervise, conduct and report on records management inspections in governmental bodies, management of the records management inspections division/programme, advise governmental bodies on records management policies and practices, advise management and colleagues on the need to adapt policies and published guidelines according to identified records management realities in governmental bodies, people management and empowerment.

ENQUIRIES

Ms S Botha/Ms P Mulaudzi/Ms B Manqaba/Ms N Ngcama Tel No: (012) 441 3646/3716/3650/3430
<table>
<thead>
<tr>
<th>POST 42/02</th>
<th>ASSISTANT ARCHIVIST: READING ROOM AND SUPPLY SERVICES SECTION</th>
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<tbody>
<tr>
<td></td>
<td>REF NO: 38/DAC/2019</td>
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<tr>
<td></td>
<td>Chief Directorate: National Archives of South Africa</td>
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<tr>
<td>SALARY</td>
<td>R145 281 per annum (Level 04)</td>
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<td>CENTRE</td>
<td>Pretoria</td>
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<td>REQUIREMENTS</td>
<td>A Grade 12 certificate. Relevant experience working in a heritage institution would be a recommendation. Knowledge or experience of working with photocopying and/or scanning device. Basic knowledge of relevant archival legislation. Basic computer skills. Interpersonal skills. Good communication skills.</td>
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<td>DUTIES</td>
<td>The incumbent will be responsible for the following: The retrieval and shelving of archival records for client offices and researchers; The photocopying of archival collections; Assisting researchers in the Reading Room; Dealing with requests from researchers wanting information on divorce decrees; and assisting with data clean-up on the electronic archival management system; Basic sorting and listing of records.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms S Botha/Ms P Mulaudzi/Ms B Manqaba/Ms N Ngcama Tel No: (012) 441 3646/3716/3650/3430</td>
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<td>NOTE</td>
<td>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.</td>
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