ANNEXURE G

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

The Department is an equal opportunity affirmative action employer. The employment decision shall be informed by the Department's intention to promote representatively (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representatively will receive preference. For post within specific areas preference will be given to candidates who reside in the area. The Department reserves the right not to make any appointments.

APPLICATIONS:
Department of Sport, Arts Culture and Recreation, Attention Recruitments Division - Human Resource Management, Private Bag X20606, Bloemfontein 9300 or place applications in an application box, 1st Floor, Warden Building, Henry Street Bloemfontein

CLOSING DATE:
03 January 2020

NOTE:
Applications must be submitted on form Z.83, obtainable from any Public Service Department or in the internet at www.gov.za/documents. The fully completed and signed Z83 form should be accompanied by a recently updated, comprehensive cv as well as recently certified copies of all qualification(s) academic records including a Senior certificate and ID document (Drivers' license where applicable) as well as coy of Tax Registration Certificate that reflects a Tax Number. The certification must be original and dated within six (6) months as at the closing date of advertisement. Non-RSA citizens/Permanent Resident Permit Holder must attach a copy of their Permanent Residence Permits. Separate application must be submitted for every vacancy applied for. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates in possession of a foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are respectfully informed that shortlisted candidates are subjected to Personnel Suitability checks. If no notification of appointment is received within 4 months of the closing date, applicants must accept that their application was unsuccessful.

MANAGEMENT ECHELON

POST 45/45:
CHIEF DIRECTOR: LIBRARY AND ARCHIVE SERVICES REF NO: 3000/31
Re-advertisement – candidates who have previously applied need to re-apply

SALARY:
R1 251 183 per annum. This all-inclusive remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension fund and a flexible portion that may be structured in term of the applicable rules. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) the competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

CENTRE:
Bloemfontein

REQUIREMENTS:
Applicants must be in possession of a NQF level 7 qualification (A qualification in a Library related study field will serve as an advantage) Extensive working experience of which at least an 5 years should have be in a Senior Management position. Knowledge in sound management, planning, organization, policy development and strategic as well as financial planning. Good communication skills as communication with various stakeholders from different levels is required from the post Valid Driver’s License.

DUTIES:
Provide Strategic advice and direction to the Library and Archive Services Chief Directorate, Information Management as well Information technology in consultation with IT Directorate. Accept full accountability for the financial planning of financial resource this includes voted as well as conditional grant funds. Contribute towards the promotion of intergovernmental relations/intra – governmental co-operations, including the co-ordination of the actions required...
from the Chief Directorate within set legislation. Add value to the implementation of the Free State Growth and Development Strategy so as to improve the functioning of the Department as a whole. Establish where needed and/or maintain a policy and planning framework that provided a reference context for the functioning and uphold effective communication on all matter within the Chief Directorate within all stakeholders. Ensure effective functioning of the provincial library information service board and the provincial archives council.

ENQUIRIES : Ms Lerato Twala Tel No: (051) 410 3687/066 479 1247

POST 45/46 : DIRECTOR: LIBRARY SERVICES REF NO: 3100/32
Re-advertisement – candidates who have previously applied need to re-apply

SALARY : R1 057 326 per annum. (This all-inclusive remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension fund and a flexible portion that may be structured in term of the applicable rules. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) the competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.)

CENTRE : Bloemfontein

REQUIREMENTS : Applicants must be in possession of a NQF level 7 qualification in a Library and Information related study field. At least 5 years working experience at a middle managerial level, preferably in the public sector. Knowledge in sound management, planning, organization, policy development and strategic as well as financial planning. Valid Driver’s License.

DUTIES : Provide Strategic advice and direction to the Library Services Directorate, to ensure operational effectiveness of all public libraries within the province as well as the establishment of a professional support service as well the creation of an enabling environment for the development, transformation and promotion of sustainable library and information services. The monitoring and evaluation of programs presented by library services to ensure the promotion of libraries to ensure optimal utilization of resources available within the libraries. Manage the budget (Voted and Conditional grant funding) and expenditure on library operations, library collections and infrastructure/facilities. Direct management of middle managers with indirect responsibility towards assets, human and financial resources within various Sub-Directorates that reports to the Director. Analyse various research outputs provided by middle managers and prepare related management reports.

ENQUIRIES : Ms Lerato Twala Tel No: (051) 410 3687/066 479 1247

POST 45/47 : DIRECTOR: HERITAGE MUSEUM & LANGUAGE SERVICES REF NO: 2200/15
Re-advertisement – candidates who have previously applied need to re-apply

SALARY : R1 057 326 per annum (This all-inclusive remuneration package consist of a basic salary, the State’s contribution to the Government Employees Pension fund and a flexible portion that may be structured in term of the applicable rules. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) the competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.)

CENTRE : Bloemfontein

REQUIREMENTS : Applicants must be in possession of a NQF level 7 qualification in Museum, Heritage or related study field. At least 5 years’ working experience at a middle managerial level, preferably in the public sector. Knowledge in sound management, planning, organization, policy development and strategic as well as financial planning. Valid Driver’s License.
DUTIES: Provide Strategic advice and direction to the Heritage, Museum and Language Services to ensure preservation, promotions and exhibition of culture history related value to the inhabitants of the Free State Province, as well as development of languages in the province. Render a support service to various statutory bodies in the Province (PRHA, Geographical Names Committee etc.) Oversee the implementation of Arts, Culture and Heritage related legislation and White Papers. Responsible for compiling an annual business plan as framework of what desired results the Directorate wants to achieve. Responsible for overall management of resources within the directorate including financial and human resources.

ENQUIRIES: Ms Tlaleng Modupe Tel No: (051) 410 3687/066 479 1443

OTHER POSTS

POST 45/48: DEPUTY DIRECTOR: COMMUNITY ART CENTERS REF NO: 2120/7
Re-advertisement – candidates who have previously applied need to re-apply

SALARY: R733 257 per annum. (This all-inclusive remuneration package consist of a basic salary, the State’s contribution to the Government Employees Pension fund and a flexible portion that may be structured in term of the applicable rules.)

CENTRE: Bloemfontein

REQUIREMENTS: Applicants must be in possession of a NOF level 7 qualifications preferable in arts and culture scope with a minimum of 6 years relevant experience. Knowledge of Public Service related legislation as well as Arts and Culture development directives. Ability to communicate with a variety of stakeholders, Facilitation, strategic planning and analytical competency. Valid Driver Licence.

DUTIES: Responsible for the management of sub-directorate including asset, financial and human resource management. Promote excellence in performing visual arts and crafts sector in the province. Ensure that community art centres provide the required training in performing arts, visual arts and crafts, plan and execute outreach programmes and ensure accessibility of facilities to the community. Liaise with various stakeholders to create a platform of best practices with regards to performing arts, visual arts and crafts development.

ENQUIRIES: Ms Tlaleng Modupe Tel No: (051) 410 3687/066 479 1443

POST 45/49: DEPUTY DIRECTOR: LOGISTICS AND ASSET MANAGEMENT REF NO: 1220/1
Re-advertisement – candidates who have previously applied need to re-apply

SALARY: R733 257 per annum. (This all – inclusive remuneration package consists of a basic salary, the State contribution to the Government Employees Pension Fund (GEPF) and a flexible portion that may be structured in term of the applicable rules).

CENTRE: Bloemfontein

REQUIREMENTS: A relevant tertiary qualification with at least three related experience as Assistant Director. Certificates as evidence that related LOGIS and Asset management training was completed. Advance knowledge of BAS and LOGIS system.

DUTIES: Provide strategic Direction to the Logistic and Asset Management Sub-Directorate including human resource financial and asset management. Monitor the implementation of Logistics, Assets and Transport Management practices to ensure compliance to national and provincial prescripts and guidelines as well as departmental policies. Implement and monitor the execution of policies and guidelines within Logistic and Asset Management Sub-Directorate. Manage the development of policies and procedure manuals on matters related to Logistic, Asset and Transport Management. Prepare and consolidate reports on asset management, logistics and transport management related issues. Authorize transactions on LOGIS in terms of the Asset Management/LOGIS Delegations. Valid Driver’s License.

ENQUIRIES: Ms Irene Ntuli Tel No: (051) 410 3687/066 474 7209

POST 45/50: DEPUTY DIRECTOR: COMMUNICATION REF NO: 1411/39

SALARY: R733 257 per annum. (This all – inclusive remuneration package consists of a basic salary, the State contribution to the Government Employees Pension Fund and a flexible portion that may be structured in term of the applicable rules.)

CENTRE: Bloemfontein

REQUIREMENTS: A relevant tertiary qualification with at least three related experience as Assistant Director. Certificates as evidence that related LOGIS and Asset management training was completed. Advance knowledge of BAS and LOGIS system.

DUTIES: Provide strategic Direction to the Logistic and Asset Management Sub-Directorate including human resource financial and asset management. Monitor the implementation of Logistics, Assets and Transport Management practices to ensure compliance to national and provincial prescripts and guidelines as well as departmental policies. Implement and monitor the execution of policies and guidelines within Logistic and Asset Management Sub-Directorate. Manage the development of policies and procedure manuals on matters related to Logistic, Asset and Transport Management. Prepare and consolidate reports on asset management, logistics and transport management related issues. Authorize transactions on LOGIS in terms of the Asset Management/LOGIS Delegations. Valid Driver’s License.
Fund (GEPF) and a flexible potion that may be structured in term of the applicable rules).

**CENTRE** : Bloemfontein

**REQUIREMENTS** : A relevant tertiary qualification in communication with at least 5 years applicable experience. Good verbal and written communication skills to facilitate various collaborations with a variety of internal and external stakeholders. Ability to apply time management principles and adapt to continuous changing environment. Drivers licence. Ability to provide strategic direction in terms of communication issues to the department and events management.

**DUTIES** : Develop and implement corporate communication projects and programmes for the department which entails corporate communication, assistance with implementation of publicity campaigns off for the various directorates of the department, internal and external communication as well as national provincial and local liaison, to establish and maintain the departments website, media liaison, mentoring and events administration Responsible for human resource management.

**ENQUIRIES** : Ms Irene Ntulini Tel No: (051) 410 3687/066 474 7209

**POST 45/51** : ASSISTANT DIRECTOR: MUSICON REF NO: 2180/14
Re-advertisement – candidates who have previously applied need to re-apply

**SALARY** : R470 040 per annum (Level 10)

**CENTRE** : Bloemfontein

**REQUIREMENTS** : An appropriate NQF level 7 qualification preferable in Music. At least 3 years relevant experience which include supervision. Proven knowledge in the music tuition area. Understanding Public Service legislation and procedures. Driver's License.

**DUTIES** : Manage the Academy of Music (MUSICON) this includes to provide strategic direction to Unit managers including general management of asset, budget and human resources. Represent Musicon at cultural events. Conduct needs analysis of Musicon and ensures implementation of the departments’ as well as Musicons’ strategic objectives. Design and implement programmes and activities aligned with the objectives of Musicon. Ensure that objectives, programmes and projects of the Musicon are clearly defined, implemented and monitored. Responsible for transformation of Musicon to ensure equitable access to music tuition to all citizen of the Province.

**ENQUIRIES** : Ms Tlaleng Modupe Tel No: (051) 410 3687/066 479 1443

**POST 45/52** : ASSISTANT DIRECTOR: BASOTHO CULTURAL VILLAGE REF NO 2210/16
Re-advertisement – candidates who have previously applied need to re-apply

**SALARY** : R470 040 per annum (Level 10)

**CENTRE** : Qwaqwa

**REQUIREMENTS** : Bachelor Degree (NQF 7) in Museum/Heritage field. Relevant experience in Tourism, museum and or heritage administration/management. Competency in project management, computer literacy and communication skills Awareness in Public Finance Management act, Public Service Regulation and Public Service act. Valid Driver’s License.

**DUTIES** : Develop and facilitate the implementation of Basotho Cultural Village programmes for the promotion of museum services to ensure public awareness. Ensure the effective management and development of museum services within the Museum as well as resource Management e.g. finance, assets and human resources. Manage and facilitate the development, implementation and monitoring of policies. Collaborate within the department, as well as external stakeholders in the province and beyond.

**ENQUIRIES** : Ms Tlaleng Modupe Tel No: (051) 410 3687/066 479 1443

**POST 45/53** : ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 1105/37

**SALARY** : R376 596 per annum (Level 09)

**CENTRE** : Bloemfontein

**REQUIREMENTS** : A relevant tertiary qualification at NQF level 7. Completion of the General Internal Auditing [including IAT learnership- (Three Year)] from the IIA plus2 years internal audit experience. Valid Driver’s License.

**DUTIES** : Supervise and participate in the development of strategic internal audit plans. Supervise assistance to and assist the accounting officer in maintaining
efficient and effective controls and achieving the objectives of the department by evaluating the department's controls/objectives, to determine their effectiveness and efficiency through Review, collect information and compile reports to the accounting officer and audit committee. Keep up to date with new developments in the internal audit environment. Direct Supervision to ensure effective internal audit service.

ENQUIRIES : Ms Irene Ntulini Tel No: (051) 410 3687/066 474 7209

POST 45/54 : ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 1240/2
Re-advertisement – candidates who have previously applied need to re-apply

SALARY : R376 596 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : Relevant financial accounting qualification or related at NQF level 7. At least 3 years supervisory experience in financial environment. Knowledge and understanding of financial management environment linked with the PMFA directives. BAS and LOGIS expertise. Well-developed interpretation, analysing skills with ability to introduce corrective measures. Driver’s License.

DUTIES : Establish and nurture financial management policies and procedure. Ensure that all delegations exist and are updated annually and also ensure that they are approved by the Head of Department. Check all payments for completeness and accuracy before final authorization on the systems. Consolidate monthly and quarterly KCM reports and ensure that all supporting documents are available and filed accordingly. Consolidate all input on action plan and audit findings. Ensure that all inputs on PROPAC Resolutions are captured timely. To implement the administrative controls to ensure that policies and objectives are implemented in an efficient and effective manner, and to perform spot checks on subsistence and travelling payments. Review of samples of financial transactions processed for accuracy and completeness. Oversee the effective use of moveable asset and resources allocated.

ENQUIRIES : Ms Irene Ntulini Tel No: (051) 410 3687/066 474 7209

POST 45/55 : ASSISTANT DIRECTOR: RECORD MANAGEMENT REF NO: 3701/30

SALARY : R376 596 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : B Degree in Archival studies/ Anthropology or history or Social Science studies. 3 – 5 years record management experience including supervision experience. Valid Driver’s License

DUTIES : Manage and assess the quality of the design and implementation of classification system for clients. Manage the effectiveness and impact of records management inspections in governmental bodies to ensure compliance to legislation. Manage records management appraisal Validate and conduct records management training. Provide professional support and advice to stakeholders. Manage the promotion and marketing of archival and records management. Manage the collection, arrangement, description and preservation on non-public and public records. Manage human resources of the section.

ENQUIRIES : Ms Irene Ntulini Tel No: (051) 410 3687/066 474 7209

POST 45/56 : OCCUPATIONAL HEALTH & SAFETY SPECIALIST REF NO: 1444/6
Re-advertisement – candidates who have previously applied need to re-apply

SALARY : R316 791 per annum (Level 08)
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate NQF 7 Degree (e.g. Social Science) with at least 2 years’ experience in OHS work. Driver’s license. Knowledge and understanding of OHS programs and policies in the workplace. Ability to analyse abs develop Occupational Health & Safety policies. Presentation skills. Courses linked with SHEQ will be an advantage.


ENQUIRIES : Ms Irene Ntulini Tel No: (051) 410 3687/066 474 7209
POST 45/57 : COLLECTION OFFICER REF NO: 2261/25
Re-advertisement – candidates who have previously applied need to re-apply

SALARY : R316 791 per annum (Level 08)
CENTRE : Bloemfontein
REQUIREMENTS : A Bachelor degree or post graduate Diploma in Museum Heritage Services. 3 Years’ experience in a museum or heritage related environment. Drivers Licence. Computer Literacy. Knowledge in handling and conservation of artefact’s, electronic documentation and store management as well as research methodology. Ability to maintain good public relations, report writing and administrative skills as well as competency to operate photography equipment.

DUTIES : Develop and maintain documentation systems and processing system for artefact within Provincial Museum. Develop and maintain administrative procedures to support the management and obedience of museum collections. Conservation and preservation of artefacts. Expose communities to their heritage by making artefacts available for research, museum exhibitions, outreach programs and handle public enquiries. Responsible for management of human resources.

ENQUIRIES : Ms Tlaleng Modupe Tel No: (051) 410 3687/066 479 1443

POST 45/58 : SENIOR CULTURAL OFFICER VISUAL ARTS REF NO: 2137/9

SALARY : R316 791 per annum (Level 08)
CENTRE (Thaba Nchu (Mmabana Cultural Centre))
REQUIREMENTS : A National Diploma or equivalent NQF 6 qualification link to key performance area of the post. A Valid driver’s licence. 3 – 5 years’ experience in Visual Arts tuition. Good communication skills as verbal exchange of information to various stakeholders and compilation of reports are a fundamental part of the post.

DUTIES : Identify, develop and promote emerging Artists as well as implementing projects related to Visual Arts. Supervise awareness programmes designed to create awareness of visual arts as arts discipline. Conduct needs analysis and provides professional advice on performing arts development. Render administrative functions in relation to programmes that are implemented. Responsible for Human Resource Management.

ENQUIRIES : Ms Tlaleng Modupe Tel No: (051) 410 3687/066 479 1443

POST 45/59 : CULTURAL OFFICER VISUAL ARTS REF NO: 2137/8

SALARY : R257 508 per annum (Level 07)
CENTRE (Thaba Nchu (Mmabana Cultural Centre))
REQUIREMENTS : A National Diploma or equivalent NQF 6 qualification link to key performance area of the post. A Valid driver’s licence. Good communication skills as verbal exchange of information to various stakeholders and compilation of reports are a fundamental part of the post. Competency to relate to different matters within the Arts and culture sphere which have common denominators.

DUTIES : Identify, develop and promote emerging artist as well as implementing projects related to visual arts as arts discipline/genre. Create awareness programmes for arts concentrating on fashion design, sewing as visual arts as arts discipline. Conduct needs analysis and provides professional advice on visual arts development. Render administrative functions in relation to programmes that are implemented.

ENQUIRIES : Ms Tlaleng Modupe Tel No: (051) 410 3687/066 479 1443

POST 45/60 : CULTURAL OFFICER SEWING REF NO: 2138/10

SALARY : R257 508 per annum (Level 07)
CENTRE (Thaba Nchu (Mmabana Cultural Centre))
REQUIREMENTS : A National Diploma or equivalent NQF 6 qualification link to key performance area of the post. A Valid driver’s licence. Good communication skills as verbal exchange of information to various stakeholders and compilation of reports are a fundamental part of the post. Competency to relate to different matters within the Arts and culture sphere which have common denominators.

DUTIES : Identify, develop and promote emerging artist as well as implementing projects related to pattern design, dressmaking etc. as visual arts discipline/genre. Create awareness programmes for arts concentrating on fashion design, sewing as visual arts as arts discipline. Conduct needs analysis and provide
professional advice on visual arts development. Render administrative functions in relation to programmes that are implemented.

ENQUIRIES: Ms Tlaleng Modupe Tel No: (051) 410 3687/066 479 1443

POST 45/61: CULTURAL OFFICER REF NO: 2150/12

SALARY: R257 508 per annum (Level 07)
CENTRE: Lejweleputswa Community Art Centre (Welkom)
REQUIREMENTS: A National Diploma link to Key performance area of the post. A Valid driver’s licence. Good communication skills as verbal exchange of information to various stakeholders and compilation of reports are a fundamental part of the post. Competency to relate to different matters within the Arts and culture sphere which have common denominators.

DUTIES: Identify, develop and promote (emerging) dance artist as well as implementing projects related to performing arts. Create awareness programmes for performing arts concentrating on dance as arts discipline. Conduct needs analysis and provide professional advice on performing arts development. Render administrative functions in relation to programmes that are implemented.

ENQUIRIES: Ms Tlaleng Modupe Tel No: (051) 410 3687/066 479 1443

POST 45/62: SPECIAL PROGRAMMES OFFICER REF NO: 1003/38

SALARY: R257 508 per annum (Level 07)
CENTRE: Bloemfontein
REQUIREMENTS: An appropriate B degree or equivalent NQF & qualification preferable in Human Science or Public Administration. Relevant experience in gender and disability issues. Awareness and understanding of the climate within Special Programmes will be an advantage. Valid Driver’s License.

DUTIES: Develop and facilitate the implementation of a departmental policy and operational plan with regards to gender and disabilities. Assist line functionaries within the department with the implementation of these policies and plans. Co-ordinate/integrate all matters and activities related to gender and disabilities in the department. Initiate and facilitate special projects related to youth, gender and disabilities in the department. Perform administrative duties attached to the post as well as asset management.

ENQUIRIES: Ms Irene Ntulini Tel No: (051) 410 3687/066 474 7209

POST 45/63: GEOGRAPHICAL NAMES CO-ORDINATOR REF NO: 2500/29

SALARY: R257 508 per annum (Level 07)
CENTRE: Bloemfontein (Heritage Secretariat Services)

DUTIES: Provide general Administrative support services to the Free State Provincial Geographical Names Committee. Assist with administering finances of the Free State Provincial Geographical Names Committee to ensure effective utilization of funds. Render Supply Chain Management support services to Free State Provincial Geographical Names Committee. Receive and process applications for naming and renaming of structures within the Free State Province. Compile and maintain the database of Free State Provincial Geographical Names Committee.

ENQUIRIES: Ms Tlaleng Modupe Tel No: (051) 410 3687/066 479 1443

POST 45/64: MUSEUM HUMAN SCIENTIST REF NO: 2321/21

SALARY: R257 508 per annum (Level 07)
CENTRE: Bloemfontein (Sesotho Language Museum)
REQUIREMENTS: A Relevant Bachelor’s Degree or equivalent NQF 7 qualification in the language, Literature, African Studies or Journalism field. Computer literacy. A Valid driver’s licence. Good communication skills, Knowledge of research Methodology. Experience in a museum and archival environment or knowledge of the Sesotho language, literature, literacy movements, publications and Authors will be an advantage.
DUTIES: Develop; maintain literacy projects and educational programmes which promote the Sesotho literature heritage. Perform research and release finding in brochures, pamphlets, displays. Responsible for the development and maintenance of displays/exhibitions in the museum. Profile and provide bibliographical information of Sesotho authors’ material. Responsible for collection management such as sorting, classification and cataloguing of items, books, manuscripts, artefacts etc. Render guide tours to visitors and conduct outreach and educational programmes. Responsible for administrative task attached to the post.

ENQUIRIES: Ms Tlaleng Modupe Tel No: (051) 410 3687/066 479 1443

POST 45/65: SENIOR COOK REF NO: 2221/20
Re-advertisement – candidates who have previously applied need to re-apply

SALARY: R173 703 per annum (Level 05)

CENTRE: Basotho Cultural Village (Qwaqwa)

REQUIREMENTS: Senior Certificate or equivalent qualification. 3 years’ experience in food preparation and supervision of staff. Skills to operate catering equipment and knowledge of food production standards including health and safety regulation for kitchen operations. Computer literacy and drives licence will be an advantage.

DUTIES: Ensure adherence to Health and Safety regulations by maintaining a hygienic work environment. Menu planning which include the timeous requisition of stock and issuing thereof if and when needed by cooks. Oversee food preparation and serving thereof (Quality Control). Overall responsible for staff supervision and stock control, including procurement of food and ingredients.

ENQUIRIES: Ms Tlaleng Modupe Tel No: (051) 410 3687/066 479 1443

NOTE: Preference will be given to applicants who reside in area where post are advertised.

POST 45/66: MUSEUM ASSISTANT REF NO: 2213/17 (X3 POSTS)
Re-advertisement – candidates who have previously applied need to re-apply

SALARY: R145 281 per annum (Level 04)

CENTRE: Basotho Cultural Village (Qwaqwa)

REQUIREMENTS: ABET Qualification combined with detailed knowledge of the Basotho Culture (rituals, music, dance forms, music instruments etc). Willingness to work shifts (Weekend & Public Holidays).

DUTIES: Demonstrate cultural activities to visitors/ tourist (i.e. Chief/Head Man of the Village or 1st/2nd Wife) and provide information on related cultural matters to them. Handle the maintenance and neatness of the living museum according to the heritage of the Basotho. Ensure that artefact are kept safe and in good condition and where needed repair artefacts. Effective management of assets (tools, equipment, and museum collectables) assigned to the post and report damages and/or losses.

ENQUIRIES: Ms Tlaleng Modupe Tel No: (051) 410 3687/066 479 1443

NOTE: Key performance areas attached to posts will determine appropriate gender requirement to be considered during Selection Process. Preference will be given to applicants who reside in area where post are advertised.

POST 45/67: COOK REF NO: 2221/19 (X2 POSTS)
Re-advertisement – candidates who have previously applied need to re-apply

SALARY: R145 281 per annum (Level 04)

CENTRE: Basotho Cultural Village (Qwaqwa)

REQUIREMENTS: Grade 10 or equivalent qualification in catering and hospitality. 1 year’ experience in catering and hospitality field. Skills to operate catering equipment and knowledge of food production standards.

DUTIES: Preparation of traditional and modern meals, Serve the tourist visiting and ordering refreshment at the restaurant and/or tea garden. Receive revenue from paying customers and issue receipts. To maintain stock level at the restaurant and tea garden. Responsible for proper asset management and maintenance of all equipment, cooking utensils, used in tea garden and restaurant and report defaults and losses. Accept responsibility for offload of stock received and packing thereof at storage space/place.

ENQUIRIES: Ms Tlaleng Modupe Tel No: (051) 410 3687/066 479 1443
NOTE: Preference will be given to applicants who reside in area where post are advertised.