ANNEXURE W

PROVINCIAL ADMINISTRATION: LIMPOPO
OFFICE OF THE PREMIER

APPLICATIONS: The Director General, Office of the Premier, Private Bag X 9483, Polokwane, 0600 or Hand delivered to the Office of the Premier, No 40 Hans Van Rensburg Street, Mowaneng Building, Office No.A013, General Records (Registry), Ground Floor.

FOR ATTENTION: Ms. Suzan Mahlase / Mr. Junior Maboya / Ms. Moipone Mathole

CLOSING DATE: 28 February 2020

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, faxed and emailed will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates will be appointed on a probation period of 12 months. The successful candidate will be subjected to a security clearance. The successful candidate must be willing to sign an oath of secrecy with the Department. All shortlisted candidates for these 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 Office of the Premier. The successful candidate will be expected to enter into a performance agreement with the Executive Authority and sign a five (5) year contract of employment upon assumption of duty with the Premier. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts. Following the interview and technical exercise, the selection panel will recommend a candidate 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.

MANAGEMENT ECHELON

POST 04/217: HEAD OF DEPARTMENT: EDUCATION REF NO: OTP/57/19/01
(5) Years Fixed Term Contract

SALARY: R1 978 533 per annum (SMS Grade D, salary level 16). Non-pensionable HoD allowance: 10% of the payable inclusive remuneration package

CENTRE: Polokwane: Head Office

REQUIREMENTS: An undergraduate qualification NQF level 7 and a post graduate qualification NQF level 8 as recognised by SAQA; At least 8 -10 years’ experience at a senior managerial level(3 years of which must be with an organ of State as defined in the Constitution, Act 108 of 1996).A post graduated qualification in Business Management/ Administration / Education and Curriculum Development will be an added advantage; valid driver’s licence (with the exemption of applicants with disabilities); Competencies: Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Policy formulation Analytic thinking and Proven management skills. Personal Attributes: Assertiveness, Self-driven, team player, innovative, cultural understanding, conflict resolution. Public Service Knowledge;
Negotiation skills; Policy Formulation; Ability to interact at both strategic and operation levels.

**DUTIES**

The successful candidate will be the Head of Department and Accounting Officer responsible for:- Establishing strategic direction of the department to ensure alignment with mandates by:- Providing Departmental Management and Planning; Providing financial management and corporate services in the department; Providing Executive authority and management support; Provide strategic direction on the development and implementation of curriculum, institutional management, governance and support, organizational risk management, policies, guidelines and procedure manuals. Ensure the provision of strategic guidance and support in the delivery of integrated and comprehensive curriculum and education development programmes in the province. Ensure the establishment, implementation and maintenance of appropriate systems (Analytical Tools, and models or projections of expenditure/cost behaviour) and policies to ensure effective and efficient management of resources (financial, human and physical); Coordinate the provision of Institutional Management, Governance and Support services. Coordinate Organizational Risk Management services. Promote inter and intra-governmental relations and participate and represent the department in various forums.

**ENQUIRIES**

Ms. Suzan Mahlase Tel No: (015) 287 6030 OR Mr. Junior Maboya Tel No: (015) 287 6290 / Ms. Moipone Mathole Tel No: (015) 287 6360

**DEPARTMENT OF SPORT, ARTS AND CULTURE**

Department of Sport, Arts and Culture Is Equal Opportunity, Affirmative Action Employer with Clear Employment Equity Targets. Women and People with Disabilities Are Encouraged to Apply

**APPLICATIONS**

Send your application quoting the relevant reference number, position and management area on the Z83. The Head of Department. Applications should be submitted to The Head of Department, Department of Sport, Arts and Culture. Private Bag X9549 Polokwane 0700, Hand deliver at Olympic Towers Building, (21 Biccard Street, Polokwane 0699.

**CLOSING DATE**

21 February 2020 @ 13h00

**NOTE**

Applications must be submitted on the prescribed application form Z83 of the Public Service Act only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website. The contents of this Circular will also be posted on the following websites www.sac.limpopo.gov.za / www.limpopo.gov.za, and www.dpsa.gov.za. All applications must be accompanied by comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver’s license, etc. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons are excluded. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). For HR post and Finance Salary post, applicants are required to attach PERSAL Course Certificates. Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Women and People with Disabilities are encouraged to apply. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Short-listed
candidates will be subjected to a security clearance and pre-employment verifications. The Department reserves the right to appoint. NB! Re-advert posts: all candidates who previously applied for this posts are encouraged to re-apply.

**MANAGEMENT ECHELON**

<table>
<thead>
<tr>
<th>POST 04/218</th>
<th>CHIEF DIRECTOR: SPORT AND RECREATION REF NO: SAC 2020/01</th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R1 251 183 per annum (Level 14)</td>
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<td><strong>CENTRE</strong></td>
<td>Head Office (Polokwane)</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>A Qualification (NQF level 07) in Sports or equivalent as recognized by SAQA. A minimum of five (5) years’ experience at senior Management level. Experience in management environment and sports administration will be an added advantage. A valid driver’s license (with the exception of persons with disabilities). Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation, Policy formulation and Analytic thinking. Knowledge and Skills: Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, negotiations, Understanding of Sport and Recreation Environment and Stakeholders, policy formulation and analytic thinking.</td>
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<td><strong>DUTIES</strong></td>
<td>Provide leadership and high level strategic direction and policy to the branch. Undertake, coordinate and monitor the implementation of strategic plans of the chief directorate, oversee the development of operational plans to give strategic direction to the branch by managing and coordinating the activities of the following directorates (sport development, school sports and recreational sports). Oversee the provision of sport and recreation services, ensure the development of competitive sport in the province, develop and facilitate processes for identification and development of talented athletes as well as develop and maintain systems and programmes for promotion of school sport in the province. Manage the development of provincial policy framework for sport and recreation governance, ensure implementation of the code of ethics for sport and recreation in the province, develop resource allocation framework/norms and standards where applicable, in line with government principles of equity and redress. Manage and utilise human, physical and financial resources in accordance with relevant directives and legislation, Evaluate and monitor performance of employees. Regular interaction with professional Sport and Recreation Bodies and Stakeholders in the province. Provide support to sport and recreation structures in communities, schools, wards and local areas, in conjunction with stakeholders.</td>
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<tr>
<td><strong>ENQUIRIES</strong></td>
<td>General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhanda ND @ 015 284 4038</td>
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<tr>
<th>POST 04/219</th>
<th>CHIEF DIRECTOR: CORPORATE SERVICES REF NO: SAC 2020/02</th>
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<tr>
<td><strong>SALARY</strong></td>
<td>R1 251 183 per annum (Level 14)</td>
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<td><strong>CENTRE</strong></td>
<td>Head Office (Polokwane)</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>A Qualification (NQF level 07) in Public Administration / Human Resource Management as recognized by SAQA. A minimum of five (5) years’ experience at Senior Management level in corporate services environment.eg Legal, HRM, HRD, Auxiliary Services, ICT, Records and Facilities Management, General Admin and Management will be an added advantage. A minimum of five (5) years’ experience at senior managerial level. A valid driver’s license (with the exception of persons with disabilities). Competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation, Policy formulation and Analytic thinking. Knowledge And Skills: Knowledge and understanding of the legislative framework governing the public</td>
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services. Public service knowledge, negotiation Skills, policy formulation and analytic thinking.

**DUTIES**

Provide leadership and high level strategic direction and policy to the branch, oversee the management and provisioning corporate services, overall management, monitoring and evaluation of the provisioning of corporate services, formulate and manage the components budget against its strategic objectives, manage and utilise human resources in accordance with relevant directives and legislation, establish strategic direction of the branch to ensure alignment with business plan. Oversee the development of operational plans to give strategic direction to the branch by managing and coordinating the activities of the following directorates (Human Resource Management, Strategic Planning and Policy, Legal Services, Communication and Information, Technology, Transformation and Employee Health and Wellness). Coordinate the recruitment process with focus on employee development and succession planning. Coordinate legal services and establish sound employee relations practices. Give technical and strategic support and advice to corporate activities, facilitate and support corporate planning process, ensure that spending is maximised in line with strategic objectives, evaluate and monitor performance of employees, manage discipline.

**ENQUIRIES**

General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhanda ND @ 015 284 4038

**POST 04/220**

**DIRECTOR: ARTS AND CULTURE REF NO: SAC 2020/03**

**SALARY**

R1 057 326 per annum (Level 13)

**CENTRE**

Head Office (Polokwane)

**REQUIREMENTS**

An undergraduate qualification NQF level 7 qualification in Arts/Social Science/ equivalent as recognized by SAQA. Five (5) years of experience at a Middle/Senior Managerial Level. A valid driver’s license (with the exception of persons with disabilities). Competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Policy formulation and Analytic thinking and Honesty and Integrity. Knowledge and Skills: Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, negotiation, policy formulation and analytic thinking. Knowledge and understanding of the Arts and Culture Environment.

**DUTIES**

Provide leadership and strategic direction, oversee performing arts services, oversee visual arts services, manage resources in accordance with relevant directives and legislation, manage, coordinate and monitor the implementation of the strategic plans of library and information services, align individual performance to the strategic business objectives as outlined in the component’s balance scorecard. Development and implementation of arts and culture policies, equitable distribution of arts and culture services, facilitate performing arts exhibitions and marketing, promote indigenous music and games, Evaluate and monitor performance of employees, initiate and encourage establishment of visual arts centre in communities, coordinate and monitor the production of film and video, monitor and evaluate the implementation of special crafts programmes. Promote Indigenous Knowledge System (IKS) Regular interaction with professional Arts and Culture Bodies and Stakeholders in the province

**ENQUIRIES**

General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhanda ND @ 015 284 4038

**OTHER POSTS**

**POST 04/221**

**DEPUTY DIRECTOR: HUMAN RESOURCE PRACTICE & ADMINISTRATION REF NO: SAC 2020/04**

**SALARY**

R733 257 per annum (Level 11)

**CENTRE**

Head Office (Polokwane)
**REQUIREMENTS**: an appropriate NQF level 6 qualification in HRM/D / Public Management / Administration or equivalent as recognized by SAQA. At least 3-5 years' experience in HRM/D environment as an Assistant Director. PERSAL literacy (please attach proof). A valid driver’s license (with the exception of persons with disabilities). Competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiations skills, Policy formulation and Analytic thinking and Honesty and Integrity. Knowledge and Skills: Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, negotiations, policy formulation and analytic thinking


**ENQUIRIES**: General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhanda ND @ 015 284 4038

**POST 04/222**: ASSISTANT DIRECTOR: SALARIES AND ACCOUNTS REF NO: SAC2020/05 (Re- Advertisement)

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

**CENTRE**: Head Office (Polokwane)

**REQUIREMENTS**: An appropriate NQF level 6 or equivalent qualification in Commerce /Financial Management / Financial Accounting / Management Accounting / Auditing as recognized by SAQA. At least 2-3 years’ experience at supervisory level (level 7 or 8). A valid driver’s licence (with the exception of persons with disabilities). PERSAL literacy (please attach proof). Competencies: People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, and Honesty and Integrity. Knowledge and Skills: Knowledge and understanding of the legislative framework governing the public services. Public Finance Management, Public service knowledge, negotiations, working under tight deadlines and analytic thinking.


**ENQUIRIES**: General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhanda ND @ 015 284 4038

**POST 04/223**: PERSONAL ASSISTANT TO HOD REF NO: SA2020/06 (Re-Advertisement)

**SALARY**: R257 508 per annum (Level 07)

**CENTRE**: Head Office (Polokwane)

**REQUIREMENTS**: NQF Level 6 or equivalent qualification in Office Assistant / Office Management / Office Administration / Office Management and Technology / Management Assistance / Secretariat as recognised by SAQA. Ms Office Packages (Ms Word, Ms Excel; Ms Power-point; Ms Outlook). At least 1 to 2 year’s relevant experience in Office Management. Valid driver’s license will be an added advantage. Core and Process Competencies: Good telephone etiquette; Good interpersonal relations; excellent communication and report writing skills; Time Management; Ability to work under pressure; Ability to maintain confidentiality. Knowledge Management,
Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Analytic thinking and Honesty and Integrity.

**DUTIES**
Perform a variety of administrative tasks pertaining to giving support to the HoD, e.g. receiving and referral of correspondence to other programme’s as requested by the HoD and maintain contacts database. Make follow-ups on outstanding reports from colleagues. Perform tasks of a personal and secretarial nature for the HOD such as screening correspondence, calls, bookings and appointments. Manage both electronic and paper diary. Make travel and meeting arrangements both locally and nationally. Maintain high standards of efficiency when dealing with clients and creating a general professional atmosphere at all times. Develop and maintain a system for storage and prompt retrieval of information and track incoming and outgoing mail.

**ENQUIRIES**
General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhanda ND @ 015 284 4038

**POST 04/224**
**SPORT PROMOTION OFFICER REF NO: SAC 2020/07**

**SALARY**
R257 508 per annum (Level 07)

**CENTRE**
Vhembe District

**REQUIREMENTS**
NQF Level 6 or equivalent qualification in Sports as recognised by SAQA. At least 1-2 years’ experience in sports Environment. A valid driver’s license (with the exception of persons with disabilities). Competencies: basic Financial Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Analytic thinking and Honesty and Integrity. Knowledge and Skills: Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, negotiations, Sport and Recreation Environment and Stakeholders, Understanding the operations of all the professional and developmental sporting codes in the province, policy formulation and analytic thinking.

**DUTIES**
Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with stakeholders, facilitate sustainable capacity development programmes in sport within the school ,wards, local areas and districts, implement sport and recreation programmes in the schools, wards and local areas for the development of sport and recreation, Monitor and evaluate the compliance with sport and recreation transformational policies, render administrative functions in relation to programmes that are implemented, provide support services to federations, clubs school sport structures, administer coach education in terms of different sporting codes, liaise with hubs, sport federations, sport council and academy to increase the number of participants in sports and recreation activities, promote gender mainstream in sport and recreation examine, compile the monitor transfer payments of funded projects.

**ENQUIRIES**
General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhanda ND @ 015 284 4038

**POST 04/225**
**ARCHIVIST REF NO: SAC 2020/08**

**SALARY**
R257 508 per annum (Level 07)

**CENTRE**
Sekhukhune District

**REQUIREMENTS**
NQF Level 6 or equivalent qualification in Archival studies, records management, and information studies as recognised by SAQA. At least 1-2 years’ experience in Archives Services. A valid driver’s license (with the exception of persons with disabilities). Competencies: Basic Financial Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Analytic thinking and Honesty and Integrity. Knowledge and Skills: Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, negotiations, Records and Information Management (Both Electronic and Paper based), policy formulation and analytic thinking, Understanding of National and Provincial Archive Legislation, Understanding of Basic Research and Development.
DUTIES: Design, evaluate, implement and maintain records classification systems, provide records management training, conduct appraisal of records for disposal purposes, conduct inspections to ensure compliance with proper records management practices, provide professional support and advice to stakeholders, collect, arrange, describe and preserve non-public and public records, promote and market archival functions and services, collect, research and transcribe oral history records, transfer records from the office of origin, public or private bodies to archives. Provide full-time supervision of the use of archives records, draw up an annual inspection programme for approval and dissemination to the concerned offices, compile appraisal reports and submit for disposal authority, update the training manual and compile in line with policies and procedures.

ENQUIRIES: General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhanda ND @ 015 284 4038

POST 04/226: LIBRARY ASSISTANT REF NO: SAC 2020/09

SALARY: R145 281 per annum (Level 04)
CENTRE: Vhembe District
REQUIREMENTS: NQF level 4 qualification as recognised by SAQA. An experience in Library environment and Qualification in Library & Information Studies/Science will an added advantage. A valid driver’s license (with the exception of persons with disabilities). Competencies: Basic Financial Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Analytic thinking and Honesty and Integrity. Knowledge and Skills: Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, Understanding of Knowledge and Information management system. Basic understanding of Library and archives, Library Material and Asset Management.

DUTIES: Provisioning of clerical support services within the library, Retrieval and Shelving of library stock, systematic checking of shelves, maintain records and files related to library service activities, provide support services for library Administration, Computerization of Library materials, provide support services for awareness, and provide support services for collection development. Repairing Damaged books, filling of catalogue cards, provide data capturing services, verify if library books are catalogued for processing, advise clients on library matters during exhibitions, market library materials to clients, Stock tacking and weeding, issuing and receiving of library materials and compile list of identified library materials.

ENQUIRIES: General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhanda ND @ 015 284 4038

POST 04/227: SCHOOL SPORT COORDINATOR REF NO: SAC 2020/10 (X1 POST)

1 Year Contract Renewable Based On Performance for a Period of Three Years

SALARY: R145 281 per annum (Level 04) plus 37 % of lieu of benefit
CENTRE: Vhembe District
REQUIREMENTS: NQF level 4 qualification as recognised by SAQA. A Qualification in Sport Management / Administration or / Sport Science will an added advantage. At least 1 to 2 years of experience in Sport environment and administration. Valid Driver’s license (with the exception of persons with disabilities). Knowledge and Skills: Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, negotiations, Sport and Recreation Environment and Stakeholders, Understanding the operations of all the professional and developmental sporting codes in the province. Competencies: Facilitation and presentation skills, Excellent verbal communication, reading and writing skills; Project planning and report writing. Problem solving skills, Good interpersonal relationships and Ability to work under pressure, Computer skills: PowerPoint, Excel, Microsoft Word etc.

DUTIES: Implement the departmental policy on sport in schools; facilitate the coordination of sport on schools programmes and activities; Coordinate school sport meetings; Facilitate the development of sport in school mass participation business plan; Coordinate mass participation programme; Facilitate stakeholder meetings;
Ensure equitable participation in sport; Coordinate and integrate stakeholders activities; Organise and plan meetings; Review activities by providing strategic direction; Provide support establishment of School Sport management committees; Coordinate School Sport Leagues in School Circuits and Districts; Compilation of reports and data capturing.

ENQUIRIES
General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhanda ND @ 015 284 4038

POST 04/228
DISTRICT ACADEMY REF NO: SAC 2020/12 (X2 POSTS)
Sekhukhune Academy and Capricorn Academy
(1 Year Contract Renewable Based On Performance for a Period of Three Years')

SALARY
R122 595 per annum (Level 03) plus 37 % of lieu of benefit

CENTRE
Sekhukhune District (X1 Post)
Capricorn District (X1 Post)

REQUIREMENTS
NQF level 4 qualification as recognised by SAQA. Level A qualification in Sport Management / Administration or / Sport Science will an added advantage. At least 1 to 2 years of experience in Sport environment t and administration will added advantage. A certificate in Sport Management and Administration will be an added advantage, Valid Driver's license (with the exception of persons with disabilities. Competencies: Facilitation and presentation skills, Excellent verbal communication, reading and writing skills; Project planning and report writing. Problem solving skills, Good interpersonal relationships and Ability to work under pressure, Computer skills: PowerPoint, Excel, Microsoft Word etc.

DUTIES
Administer the Sport and Recreation programmes in the District, Compile and file the district’s documents; Responsible for sport inventory management of the district; Responsible for filing and recording of portfolio of evidence for the District; Ensure the gathering of information/ collect data, including community audits, ensure that records of the District are maintained.

ENQUIRIES
General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhanda ND @ 015 284 4038

POST 04/229
GENERAL WORKER REF NO: SAC 2020/13 (X2 POSTS)

SALARY
R102 534 per annum (Level 02)

CENTRE
Muti wa va-Tsonga (Mopani District)
Mopani District

REQUIREMENTS
Grade 10 certificate or AET level 2. Qualification as recognized by SAQA. Competencies: Communication skills will be an added advantage, Able to read and write.

DUTIES
Perform routine activities in museum maintenance; ensure availability of maintenance materials, cutting, collection and transportation of raw materials. Restoration and renovations of all museum traditional structures, etc. cleaning of museum facilities and structures, care for museum collections and objects, assist with demonstrations during museum activities such as daily guided tours, exhibitions, outreach programmes, shows and educational programmes etc perform routine activities in respect of livestock such as care for museum livestock, inspection and treatment against ticks and other illnesses, render any manual labour necessary for the effective operation of the museum from the supervisor. Load and offload furniture, equipment and any other goods to relevant destination, clean government vehicles, clean relevant work station.

ENQUIRIES
General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhanda ND @ 015 284 4038

POST 04/230
CLEANER REF NO: SAC 2020/14 (X2 POSTS)

SALARY
R102 534 per annum (Level 02)

CENTRE
Head Office (PLK)
Tzaneen Library (Mopani District)

REQUIREMENTS
Grade 10 certificate or AET level 2. Qualification as recognized by SAQA. Competencies: Communication skills will be an added advantage, Able to read and write.
**DUTIES**: Provisioning of cleaning services, cleaning offices corridors, elevators and boardrooms, dusting and waxing office furniture, sweeping, scrubbing and waxing floors, vacuuming and shampooing floors, cleaning walls, window and doors, emptying and clean dirty beans, collect and removing of waste papers, freshen the office areas, clean general kitchen, cleaning basins, wash and keep stock of kitchen utensils, and replace toilet papers, hand towels and refreshers, keep and maintain cleaning materials and equipment, report broken cleaning machines and equipment and requests cleaning materials.

**ENQUIRIES**: General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhanda ND @ 015 284 4038.

**POST 04/231**: SPORT ADMINISTRATOR REF NO: SAC 2020/11 (X4 POSTS)
1 Year Contract Renewable Based On Performance for a Period of Three Years’

**STIPEND**: R5000.00 per month

**CENTRE**: Head Office

**REQUIREMENTS**: NQF level 4 qualification as recognised by SAQA. A Qualification in Sport Management / Administration or Sport Science will an added advantage. At least 1 to 2 years of experience in Sport environment and administration, Valid Driver’s license (with the exception of persons with disabilities). Knowledge and Skills: Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, negotiations, Sport and Recreation Environment and Stakeholders, Understanding the operations of all the professional and developmental sporting codes in the province. Competencies: Facilitation and presentation skills, Excellent verbal communication, reading and writing skills; Project planning and report writing. Problem solving skills, Good interpersonal relationships and Ability to work under pressure, Computer skills: PowerPoint, Excel, Microsoft Word etc.

**DUTIES**: Implement the departmental policy on sport in schools; facilitate the coordination of sport on schools programmes and activities; Coordinate school sport meetings; Facilitate the development of sport in school mass participation business plan; Coordinate mass participation programme; Facilitate stakeholder meetings; Ensure equitable participation in sport; Coordinate and integrate stakeholders activities; Organise and plan meetings; Review activities by providing strategic direction; Provide support establishment of School Sport management committees; Coordinate School Sport Leagues in School Circuits and Districts; Compilation of reports and data capturing.

**ENQUIRIES**: General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhanda ND @ 015 284 4038.

**POST 04/232**: CLUB COORDINATOR REF NO: SAC 2020/15 (X5 POSTS)
1 Year Contract Renewable based on performance for a period of three years’

**STIPEND**: R5000.00 per month

**CENTRE**: Sekhukhune District
Mopani District
Vhembe District
Capricorn District
Waterberg District

**REQUIREMENTS**: NQF level 4 qualification or equivalent as recognised by SAQA. Qualification in Sport Management / Administration or / Sport Science will an added advantage. At least 1 to 2 years of experience in Sport environment and administration, Valid Driver’s licence (with the exception of persons with disabilities).

**DUTIES**: Implement the departmental policy on sport in schools; facilitate the coordination of sport on schools programmes and activities; Coordinate school sport meetings; Facilitate the development of sport in school mass participation business plan; Coordinate mass participation programme; Facilitate stakeholder meetings; Ensure equitable participation in sport; Coordinate and integrate stakeholders activities; Organise and plan meetings; Review activities by providing strategic direction; Provide support establishment of School Sport management committees; Coordinate School Sport Leagues in School Circuits and Districts; Compilation of reports and data capturing.
ENQUIRIES : General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhanda ND @ 015 284 4038

POST 04/233 : HUB AND CLUB COORDINATOR REF NO: SAC 2020/16 (X9 POSTS)
1 Year Contract Renewable based on performance for a period of three years

STIPEND : R3 500.00 per month
CENTRE : Capricorn District: Senwabarwana (X1 Post), Buffelshoek (X1 Post), Maja (X1 Post)
Mopani District: Relela (X1 Post)
Sekhukhune District: (Molepane (X1 Post), Schoonord (X1 Post), OR Thambo (X1 Post)
Waterberg District: (Shongwane (X1 Post), Regorogile (X1 Post)

REQUIREMENTS : Must have a Grade 12 /Matric National Certificate or NQF level 4 Qualification, Mathematics or Maths Literacy or Accountancy at level 3 (Grade11) is an added advantage, must have English and local language fluency (communication at level 3), At least 1 year of experience in management and administration will be an added advantage. Competencies: Candidate must have Facilitation and presentation skills, Excellent verbal communication, reading and writing skills, An active sport and Facilitation and presentation skills.

DUTIES : Mobilise the community to be part of sport and recreation activities at in their community; Manage and coordinate activities of sport and recreation through clubs in hubs; safeguard and maintain sport equipment delivered in hubs and clubs; Coordinate and support sport and recreation activities in the community for schools and non-schools sport teams and clubs; Maintain relationships with local Sports community organisations and other community youth groups in the community; Set up and coordinate all administration related to the Sport Clubs and hubs programmes; Be responsible for the coordination and implementation of the sport and recreation programmes and events in hubs, clubs and schools; Be committed to personal development and growth; Be prepared to work in the remote rural areas. Compile and present monthly and quarterly reports to the relevant District Manager.

ENQUIRIES : General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhanda ND @ 015 284 4038

INTERNSHIP
Interns will receive a stipend of R6 510 per month for a period of 24 months (2 years), commencing on 1 April 2020 and ending on 31 March 2022.

OTHER POSTS

POST 04/234 : SUPPLY CHAIN MANAGEMENT REF NO: SAC 2019/17 (X4 POSTS)

STIPEND : R6 510.00 per month
CENTRE : Head Office (Polokwane)
REQUIREMENTS : Degree/National Diploma in Supply Chain Management, Asset Management Logistics and Finance related
ENQUIRIES : General enquiries should be directed to Ms Londi Langa @ 015 284 4109 and Ms Rakumako Angie @ 015 284 4169

POST 04/235 : FINANCE REF NO: SAC 2019/18 (X2 POSTS)

STIPEND : R6 510.00 per month
CENTRE : Head Office (Polokwane)
REQUIREMENTS : Degree/National Diploma in Financial Management and related fields
ENQUIRIES : General enquiries should be directed to Ms Londi Langa @ 015 284 4109 and Ms Rakumako Angie @ 015 284 4169

POST 04/236 : HUMAN RESOURCE DEVELOPMENT REF NO: SAC 2019/19 (X1 POST)

STIPEND : R6 510.00 per month
CENTRE : Head Office (Polokwane)
ENQUIRIES : General enquiries should be directed to Ms Londi Langa @ 015 284 4109 and Ms Rakumako Angie @ 015 284 4169

POST 04/237 : LANGUAGE SERVICES REF NO: SAC 2019/20 (X1 POST)
STIPEND : R6 510.00 per month
CENTRE : Head Office (Polokwane)
REQUIREMENTS : Degree/National Diploma in Translation and Linguistics: Xitsonga
ENQUIRIES : General enquiries should be directed to Ms Londi Langa @ 015 284 4109 and Ms Rakumako Angie @ 015 284 4169