ANNEXURE O

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SPORT, ARTS AND CULTURE

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.

APPLICATIONS: Please forward your application quoting the relevant reference number, position and management area on the Z83 form to: The Head of Department: Applications should be submitted to: The Head of Department, Department of Sport, Arts and Culture Private Bag X 9549 Polokwane, 0700. Hand deliver to 21 Biccard Street, Polokwane 0699.

CLOSING DATE: 28 February 2020 at 13h00

NOTE: Applications must be submitted on the prescribed application form Z.83 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. 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 finance salary posts, applicants are required to attach BASS OR LOGIS 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. 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 will 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. 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. Shortlisted candidates will be subjected to a security clearance and pre-employment verifications. 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. The Department reserves the right to appoint. The full 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

ERRATUM: kindly note that the following posts advertised in Public Service Vacancy Circular 04 dated 31 January 2020 the requirements have been amended as follows:

Personal Assistant to HOD, Centre: (Head Office) with ref no sac2020/06, the requirements of the post has been amended as follows: Experience in Office Management will be an added advantage. Sports Promotion Officer: centre (Vhembe District) with Ref No Sac2020/07, the requirements of the post have been amended as follows: Experience in sports Environment will be an added advantage Archivist: Centre (Sekhukhune District) with Ref No Sac2020/08, the requirements of the post has been amended as follows: Experience in Archives Services will be an added advantage. Library Assistant: Centre Vhembe District with Ref no Sac2020/09 the requirements of the post have been amended as follows: An experience in Library environment and Qualification in Library & Information Studies/Science will an added advantage. School Sport Coordinator (X1 Post): centre (Vhembe District) with ref no Sac 2020/10 the requirements of the post have been amended as follows: A Qualification in Sport Management/Administration or/Sport Science will an added advantage. Sport Administrator (X4 Post), (Head Office) with Ref no 2020/11: The requirements of the post have been amended as follows: Requirements: A Qualification in Sport Management/Administration or Sport Science will an added advantage. District Academy (X2 Post), centre Sekhukhune District and Capricorn District with Ref no Sac2020/12: the requirements of the post have been amended as follows: A qualification in Sport Management/Administration or/Sport Science will an added advantage. Experience in Sport environment and administration will added advantage. Club Coordinator (X5 Post), centre (Sekhukhune District, Mopani District, Vhembe District, Capricorn District and Waterberg District) with Ref No Sac2020/15, the requirements of the post has been amended as follows: experience in sport

93
management and administration will be an added advantage: Hub and Club Coordinator (X9 Post) center (Senwabarwana (X1 Post), Buffelshoek (X1 Post), Maja (X1 Post), Relela (X1 Post), Molepane x1, Schoonord (X1 Post), or Thambo (X1 Post), Regorogile (X1 Post), and Shongwane (X1 Post)), with Ref no ac 2020/16 the requirements of the post have been amended as follows: experience in sport management and administration will be an added advantage. Internship positions, with ref no sac 2019/18, the enquiry of the posts has been amended as follows; Ms Londi Langa Tel No: (015) 284 4109

MANAGEMENT ECHELON

POST 06/131 : CHIEF FINANCIAL OFFICER REF NO: DSAC 2020/01

SALARY : R1 251 183 per annum (Level 14)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification (NQF level 07) in Financial Management or Equivalent as recognized by SAQA. A minimum of five (5) years' experience at senior managerial level. Qualification and experience in senior management environment and finance environment will be an added advantage. A valid driver's license (with the exception of persons with disabilities).

DUTIES : Establish strategic direction of the chief directorate to ensure alignment with business plan, undertake coordinate and monitor the implementation of the strategic plans of the chief directorate, ensure alignment of individual performance to strategic planning to the strategic business objective as outlined in the component balance scorecard, guide and ensure effective and proper strategic co-ordination of activities, monitor the attainability & sustainability of performance standards as per departmental objective. Ensure compliance to government frameworks and legislation, oversee the development of business/operational plans to strategic direction, ensure that inspection and investigation are conducted to establish compliance with the PFMA within the Department. Ensure compliance of internal control systems with PFMA. Coordinate and monitor a financial complaints within the department, provide advice on the appropriate mechanisms to develop effective system, ensure the establishment of the committee to monitor financial performance, identify possible financial related regulations and recommendation for exclusions, promote, implement and maintain sound ethical financial and related management practices, facilitate internal inspection and investigation on non–compliance to procedures, system, and guide lines, make recommendation’s and provide reports on outcomes of financial management discussions and practices related to PFMA, develop financial management policies, process and procedures, drive the strategic planning and budgeting process for the department, advice programme and responsibility senior managers with regard to allocation of budget and others budgetary procedures, monitor and report on expenditure on expenditure trends and compilation financial statement reports for annual reports, oversee and ensure effective and efficient bookkeeping and bank reconciliation, manage and oversee the collection of revenue, budget and reporting in accordance with the requirements of the PMFA and departmental revenue budget, report to treasury regarding the implementation of the departmental revenue, reporting & budgeting in terms of PFMA, oversee training and guidance to departmental collectors of revenue, provide efficient management of salaries, ensure the provision and implementation and implementation of efficient financial control systems, develop policies and strategies to counter –attack flatulent transaction. Manage the development and implementation supply chain management, policies system and processes, provide and oversee the overall management and monitoring regarding supply chain compliance, manage the relationship between the department and disposal of fleet to achieve the desired outcomes/outputs, manage and ensure proper monitoring of the departments assets, manage and provide strategic logistical support, manage and oversee demand plans to address possible future needs, manage and oversee demand plans to address possible future needs, manage and oversee the implementation of the demand management practices, procedures, guide and policies with the aim of adding value to the department ensure proper implementation of budget are in line with strategic plans, & departments objectives, monitor and report on utilization of equipment, evaluate and report on the utilization of equipment, evaluate and monitor performance and development of staff, manage discipline in the work place, enhance and maintain employee motivation and cultivate of performance management.

ENQUIRIES : General enquiries should be directed to Mr Musia N Tel No: (015) 284 4143 or Ms Ramavhanda ND Tel No: (015) 284 4038
POST 06/132: ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: DSAC 2020/02

SALARY: R376 596 per annum (Level 09)
CENTRE: Head Office (Polokwane)
REQUIREMENTS: An undergraduate NQF level 6 qualification as recognized by SAQA in IT. An undergraduate NQF level 6 qualification as recognized by SAQA in A+ N+, Linux, novel, CISCO certified, must be an added advantage. At least 2-3 years experience in LAN support, server support, open source platform, Management and valid driver’s licence (with the exception of persons with disabilities).
DUTIES: LAN infrastructure implement and maintain the software deployment strategy to provide desktop and LAN advisors services in all environments under supervision, provide support to enterprise local IT hardware available application to staff, install, configure and maintain software to desktop servers printers and routers develop standard configure for network equipment, Desktop and servers and documentation: Installation & commissioning of the servers and other hardware equipment: Defining and monitoring SLA for maintenance network management and defining and monitoring.

ENQUIRIES: General enquires should be directed to Mr Musia N Tel No: (015) 284 4143 or Ms Ramavhanda ND Tel No: (015) 284 4038

POST 06/133: ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: DSAC 2020/03

SALARY: R376 596 per annum (Level 09)
CENTRE: Head Office (Polokwane)
REQUIREMENTS: An undergraduate NQF level 6 qualifications as recognized by SAQA. An undergraduate NQF level 6 in accounting/financial management as recognized by SAQA will be an added advantage. At least 2-3 years of experience in finance environment. Understanding of accounting process, knowledge of the financial system (BAS and PERSAL) knowledge of strategies planning, business planning computer literacy in MS Word, power point and Excel. Must have a drivers licence (with the exception of persons with disabilities).
DUTIES: Manage the closure of books on a monthly basis, Ensure the clearance of PERSAL Exceptions, Ensure the clearance of PMG Exception, Clear suspense accounts, Ensure the Departmental Cash flow is managed properly, Compile cash flow projections report at the beginning of the financial year, Reconcile funds requested from Treasury on a weekly basis against the total budget of the department to ensure that all funds allocated to the department are transferred into the PMG Account by the year end, Compile and pass journals to the Exchequer grant, Compile and submit financial statements to provincial treasury and Office of the Auditor general before the time indicated, Compile monthly financial statement and submit to provincial Treasury, Compile interim financial statements and submit to provincial treasury Ensure that financial misstatements are detected and corrected before submission of the AFS to Auditor General, Ensure that Audit exceptions and findings from the Auditor general relating to annual financial statements are responded to immediately, prepare bank reconciliation statement, Compare and reconcile bank statements with the Pay master General PMG/Bank account in BAS system to establish imbalances and take corrective action and submit bank reconciliation statement to provincial treasury together with all certificates of compliance in terms of Public Finance Management Act, Human Resource management and development, Conduct quarterly reviews to all officials reporting to this positions.

ENQUIRIES: General enquires should be directed to Mr Musia N Tel No: (015) 284 4143 or Ms Ramavhanda ND Tel No: (015) 284 4038

POST 06/134: ASSISTANT DIRECTOR: EXPENDITURE REF NO: DSAC 2020/04

SALARY: R376 596 per annum (Level 09)
CENTRE: Head Office (Polokwane)
REQUIREMENTS: An undergraduate NQF level 6 qualifications as recognized by SAQA. An undergraduate NQF level 6 in accounting/financial management as recognized by SAQA will be an added advantage. At least 2-3 years of experience in finance environment. Understanding of accounting process, knowledge of the financial system (BAS and PERSAL) knowledge of strategies planning, business planning computer literacy in MS Word, power point and Excel. Must have a drivers licence (with the exception of persons with disabilities).
DUTIES: Monitor and evaluate budget and expenditure, advice line functions with budget and expenditure. Design, implement and maintain effective management of management of accounts, Development of payment systems processes and procedures, attend to
Audit reports and management letters, validate accounting documentation/provide a source document filling service, Ensure that Payment voucher are kept safely at registry before authorizing payment, Compile reconciliation between Persal and Bas on monthly basis .Ensure that payments are processed with 30 days and compile 30 days report to treasury, Overall management and co-ordination of processes and resources in the division, manage human resources within the division. Planning and management and review of individual and unit performance, Develop, monitor and review service delivery improvement, strategic and operation plans, conduct budget planning and monitor utilization in accordance with applicable prescripts, proper management and accountability for assets, motivate and inspire employees to attain organizational objectives, control cost related to human resource and Conduct quarterly reviews to all officials reporting to this positions.

ENQUIRIES : General enquiries should be directed to Mr Musia N Tel No: (015) 284 4143 or Ms Ramavhanda ND Tel No: (015) 284 4038

POST 06/135 : LIBRARIAN REF NO: DSAC 2020/05 (X2 POSTS) (Three-Year contract)

SALARY : R257 508 per annum (Level 07) Plus 37% Lieu Benefit
CENTRE : Waterberg District Library
REQUIREMENTS : An undergraduate qualification NQF level 6 as recognized by SAQA. An undergraduate qualification NQF level 6 as recognized by SAQA in Library & Information Studies/Science from an accredited institution of high learning will be added advantage. Experience in the library environment will be added advantage. Must be computer and internet literate. Must have a practical knowledge of library management system. Valid driver’s license (with the exceptions of persons with disability).
DUTIES : Liaise with head office, municipalities, and community library staff regarding provision of library and information services. Provide professional guidance and oversight on library and information services matters. Collection development and management of information resources. Perform supervision and control of all community libraries in the district and ensure that libraries are effectively managed. Provide general administrative work in the district library. Ensure that community libraries keep and maintain a proper asset register for all library assets. Conduct asset verification in all community libraries and service points within the district. Provide support for library outreach/awareness programmes and book clubs.

ENQUIRIES : General enquiries should be directed to Mr Monakedi J Tel No: (015) 284 4350 or Mr Letsoalo A Tel No: (015) 284 4326

POST 06/136 : LIBRARIAN REF NO: DSAC 2020/06 (X13 POSTS) (Three-year contract)

SALARY : R257 508 per annum (Level: 07) Plus 37% Lieu benefit
CENTRES : Mahlabatheng Community Library
Kgapane Community Library
Jane Furse Community Library
Timamogolo Modular
Tshikonelo Modular
Olfantshoek Modular
Marblehall Community Library
Leboneng Community Library
Sekgopo Community Library
Senwamokgope Community Library
Mokwakwaila Community Library
Manenzhe Community Library
Masia Community Library
REQUIREMENTS : An undergraduate qualification NQF level 6 as recognized by SAQA. An undergraduate qualification NQF level 6 as recognized by SAQA in Library & Information Studies/Science from an accredited institution of high learning will be added advantage. Experience in the library environment will be added advantage. Must be computer and internet literate. Must have a practical knowledge of library management system. Valid driver’s license (with the exceptions of persons with disability).
DUTIES : Develop a new established library. Render professional library and information service to the community. Assist with identifying maintenance needs for the building, equipment, library assets and material. Manage day to day library operations. Responsible for the marketing and advocacy of and within the library. Perform necessary library administrative tasks. Conduct library orientation to users regarding library usage and retrieval of information. Conduct library awareness/outreach
programmes. Provide information service to library users. Monitor library user’s statistics and compile reports. Assist the district librarian to conduct asset verification. Liaise with stakeholders and district library on library matters. Compile monthly, quarterly and annual reports. Supervise library staff. Facilitate establishment and full participation of book clubs.

ENQUIRIES: General enquires should be directed to Mr Monakedi J Tel No: (015) 284 4350 or Mr Letsoalo A Tel No: (015) 284 4326.

POST 06/137: LIBRARY ASSISTANT REF NO: DSAC 2020/07 (X11 POSTS)
(Three-Year Contract)

SALARY: R145 281 per annum (Level 04) Plus 37% Lieu Benefit
CENTRE: Mahlabatheng Community library
Maphalle Community library
Zamani Community library
Mogwadi Community library
Musina Community library
Sekgopo Community library
Senwamokgope Community library
Mokwakwaila Community library
Northam Community library
Metz Community library
Masia Community library

REQUIREMENTS: An NQF Level 4 qualification as recognised by SAQA. Computer and internet literacy. Post matric qualification and work experience in library environment will be added advantage. Ability to work under pressure. Strong interpersonal skills. A valid driver’s licence (with the exception of persons with disabilities).

DUTIES: Assist the librarian in the day-to-day management and operation of the library. Provide administrative support services. Sorting, shelving and shelve reading of library materials according to their categorization. Assist with executing library programmes and events. Assist with processing of library materials to be shelved ready. Provide assistance to the librarian in keeping a proper record of all library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related information. Assist with counter, phone and email enquires from library users. Checking books in and out at the front desk. Register new customers and maintaining and updating customer profiles.

ENQUIRIES: General enquires should be directed to Mr Monakedi J Tel No: (015) 284 4350 or Mr Letsoalo A Tel No: (015) 284 4326.

POST 06/138: CLEANER REF NO: DSAC 2020/08 (X2 POSTS)

SALARY: R102 534 per annum (Level 02)
CENTRE: Sekhukhune District

REQUIREMENTS: NQF level 1 qualification as recognised by SAQA.

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 enquires should be directed to Mr Musia Tel No: (015) 284 4143 or Ms Ramavhanda ND Tel No: (015) 284 4038