

## DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

*The Department of Sport, Arts and Culture is an equal opportunity affirmative action employer. It is our intention to promote representivity in the Public Service through the filling of posts and we reserve the right not to fill a position. Persons whose transfer/promotion/appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications.*

- APPLICATIONS** : Applications may be submitted as follows: Hand delivery: The Director: Human Resource Management, Department of Sport, Arts and Culture, Sechaba House, 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria or The Director: Human Resource Management, Department of Sport, Arts and Culture, 66 Regent Place, cnr Madiba and Queen Streets, Pretoria, Electronic submission: [recruitment@dsac.gov.za](mailto:recruitment@dsac.gov.za) (preferred method)
- CLOSING DATE** : 09 September 2020 at 16:00
- NOTE** : Applications are hereby invited from suitably and qualified persons to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government Department or online at [www.gov.za](http://www.gov.za). All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and originally certified copies of the applicant's ID, Drivers licence (where required) and educational qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Failure to submit the required documentation will automatically disqualify applications. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. The appointment will be subject to positive vetting results. We encourage all applicants to declare any criminal and or negative credits records. All candidates must be South African Citizens or Permanent Residents. Correspondence will be limited to successful candidates only. Short-listed candidates must avail themselves for an interview on a date, time at the venue to be determined by the Department. 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 committee will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of the competency-based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency tools. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements was amended with effect from 01 April 2020. According to the directive, the new requirement for appointment at SMS level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicant should therefore have a proof that they have registered for the Pre-entry certificate and have completed the course before the interview. The cost of the pre-entry certificate is for the candidate's expense. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> this is applicable to previously advertised positions 01/03/2020 to 04/03/2020. If the required documents were not initially submitted, applicants are encouraged to re-submit the entire application accompanied by the pre-entry certificate. Disclaimer Dduring COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to the email address provided above. Please quote the reference number in the heading/ subject line. Try to minimise posting or hand deliveries. There will be no follow up emails to this address, correspondence will be limited to shortlisted candidates only. Applications without the correct reference number will be deemed a regret. Ensure that you sign your Z83 before you scan it. A Z83 not signed, will

be deemed a regret. Only send documents related to the requirements in the advert. A separate email must be sent for each application. Failure to do so, will lead to disqualification.

#### **MANAGEMENT ECHELON**

- POST 20/65** : **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: 01/08/2020**
- SALARY** : R1 521 591 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines
- CENTRE REQUIREMENTS** : Pretoria  
: An undergraduate qualification (NQF Level 7) and a post graduate qualification (NQF Level 8) as recognised by SAQA, 8-10 years of experience at a senior managerial level Extensive knowledge and understanding of the PFMA and good understanding of the Public Service Regulatory Framework Experience and ability to work in cross-functional projects/teams Excellent coordination and project management skills Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, empowerment and financial management.
- DUTIES** : As Head of the Branch: Corporate Services, the incumbent of this position will be responsible to provide effective and well-coordinated corporate services to the Department Ensure and oversee that all Chief Directorates and Directorates reporting under Corporate Services provides adequate support to the Department in line with its mandate, vision and mission Lead and manage the following Chief Directorates and Directorates: Communication Management, Legal Services, Security and Work Environment, Human Resources Management, Government Information and Communication Technology Management, International Cooperation and Donor Coordination, Entities Management, Strategic Management and Planning Develop and implement various strategies and policies to improve service delivery within and outside the department, including capacity of the organisation to cope with change Co-ordinates the planning and implementation of strategies and policies aimed at improving service delivery Plan and report to various stakeholders including parliament, audit and risk Committees Co-ordinates and reports on all Branch's programmes and projects. Develop Business and Strategic Plans for the Branch Ensures that structures and governance processes are in place and aligned to achieve the strategic objectives of the Department Strongly lead line managers in spearheading restructuring and change management process of the Department Ensure compliance of the Branch and the Department at large with general Government regulatory legislation and framework applicable to the work of the Chief Directorate and Directorates reporting under the Branch: Corporate Services Develops and maintain effective monitoring systems and mechanisms.
- ENQUIRIES** : Post-related: Ms V Mahlangu Tel No: (012) 441 1021 General: Mr D Mabulane Tel No: (012) 304 5123
- POST 20/66** : **DIRECTOR: COMMUNITY SPORT DEVELOPMENT REF NO: 01/03/2020**  
(Previously Advertised As Director: Community Recreation)  
This is a re-advertisement. Previous applicants need not re-apply. If the SMS pre-entry certificate was not initially submitted, applicants are encouraged to re-submit the entire application accompanied by the pre-entry certificate.
- SALARY** : R1 057 326 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
- CENTRE REQUIREMENTS** : Pretoria  
: An undergraduate qualification (NQF Level 7) as recognized by SAQA in Sport Science/ Administration coupled with five (5) years appropriate experience at a middle/ senior management level Must be in possession of a Code 08 driver's licence and willing to travel extensively and work irregular hours and over weekends Shortlisted candidates will also be expected to undertake a pre-entry

practical exercise on the technical or generic requirements of the post and a Competency Assessment to assess suitability and to identify developmental gaps Candidates must furthermore be multi-skilled, dynamic, self-motivated professionals with well-developed and proven leadership and management abilities Extensive experience in the sport and recreation environment Good communication, managerial, organizational and writing skills Strong negotiation and interpersonal skills Ability to interact at a high level Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, empowerment and financial management.

**DUTIES** : Manage the Directorate Responsible for planning and organizing the activities of the Directorate to ensure optimum service delivery Manage and monitor own directorate's expenditure Provides strategic leadership pertaining to the development and implementation of best practices, policies, procedures and systems to enhance delivery of mass participation projects funded through the conditional grant. Strategically facilitates, gives guidance, monitors and evaluates the implementation of community sport, active recreation, community outreach projects and projects funded through the conditional grant Scan the sporting, political and social environment to keep abreast of new developments Identify strategic and operational risks and finalize strategies to mitigate risks. Identify threats and possible opportunities; identify when changes/adaptation of existing processes and systems are required Collaborate with strategic partners and stakeholders to deliver on Sport and Recreation programmes and projects Advise stakeholders, DSAC ministry and management on sport and recreation related issues Provide strategic leadership pertaining to programmes and coordinate and integrate programmes to increase the number of participants in sport and recreation activities Monitor existing mass participation programmes Ensure proper recordkeeping.

**ENQUIRIES** : Post-related: Ms I Masisi Tel No: (012) 304 5204 General: Mr D Mabulane Tel No: (012) 304 5123

**POST 20/67** : **DIRECTOR: SPORT SUPPORT AND FEDERATION COORDINATION REF NO: 02/03/2020**

(Previously Advertised As Director: Sport Support Services)

This is a re-advertisement. Previous applicants need not re-apply. If the SMS pre-entry certificate was not initially submitted, applicants are encouraged to re-submit the entire application accompanied by the pre-entry certificate.

**SALARY** : R1 057 326 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines

**CENTRE** : Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognized by SAQA in Sport Science/ Administration coupled with five (5) years appropriate experience at a middle/ senior management level Must be in possession of a Code 08 driver's licence and be willing to travel extensively and work irregular hours and over weekends Shortlisted candidates will also be expected to undertake a pre-entry practical exercise on the technical or generic requirements of the post and a Competency Assessment to assess suitability and to identify developmental gaps Candidates must furthermore be multi-skilled, dynamic, self-motivated professional with well-developed and proven leadership and management abilities Extensive experience in the sport and recreation environment Good communication, managerial, organizational and writing skills Strong negotiation and interpersonal skills Ability to interact at a high level Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, empowerment and financial management.

**DUTIES** : Manage the Directorate Responsible for planning and organizing the activities of the Directorate to ensure optimum service delivery as well as staff development, evaluations, feedback, discipline and ongoing coaching Ensure that the transfer of best practices occurs within the department focusing on commitment, team building, role modeling and attitude/behaviour change. Manage and monitor own directorate's expenditure Ensure that office equipment and stationery are maintained within the office and that equipment

is used correctly Ensure repair and maintenance is conducted on office infrastructure as and when need arises Responsible for the supervision, training, mentoring, evaluations, feedback, discipline and ongoing coaching and development of all sub-ordinates Provide strategic leadership pertaining to programmes to support sport and recreation structures Keep abreast with international best practices with regards to support of sports and recreation structures Manage the development and maintenance of a framework to support sport and recreation structures Manage the development and implementation of interventions to increase, improve and maintain support of sport and recreation structures Manage the development of delivery mechanisms to increase, improve and maintain the support of sport and recreation structures Oversee the management of the monitoring of support to sport and recreation structures Oversee regular reporting on status and progress Develop the strategic vision of the Directorate Ensure integrated support to sport and recreation structures Liaise between Departments and Directorates within DSAC in order to ensure an integrated approach to support of sport and recreational structures Ensure integration of service delivery / planning Monitor existing support of sport and recreation structures Advise stakeholders, DSAC Ministry and Management on sport and recreation related issues Advise DSAC management on client support related issues, including other relevant policies and legislation. Communicate the Directorate's strategic vision.

**ENQUIRIES** : Post-related: Mr S Mncube Tel No: (012) 304 5173 General: Mr D Mabulane, Tel No: (012) 304 5123

**POST 20/68** : **DIRECTOR: ATHLETE, COACH AND TECHNICAL OFFICIATING SERVICES REF NO: 03/03/2020**

This is a re-advertisement. Previous applicants need not re-apply. If the SMS pre-entry certificate was not initially submitted, applicants are encouraged to re-submit the entire application accompanied by the pre-entry certificate.

**SALARY** : R1 057 326 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines

**CENTRE** : Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognized by SAQA in Sport Science/ Administration. coupled with five (5) years appropriate experience at a middle/ senior management level Must be in possession of a Code 08 driver's licence and be willing to travel extensively and work irregular hours and over weekends Shortlisted candidates will also be expected to undertake a pre-entry practical exercise on the technical or generic requirements of the post and a Competency Assessment to assess suitability and to identify developmental gaps Candidates must furthermore be multi-skilled, dynamic, self-motivated professional with well-developed and proven leadership and management abilities Extensive experience in the sport and recreation environment Good communication, managerial, organizational and writing skills Strong negotiation and interpersonal skills Ability to interact at a high level Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, empowerment and financial management.

**DUTIES** : Manage the development and maintenance of policy, systems, norms and standards for the provisioning of support to targeted athletes, coaches and officiating officials Develop programmes to support national federations with the scientific development of targeted athletes and coaches Manage processes to monitor, evaluate and report on compliance with policy, systems, norms and standards for the provisioning of support to targeted athletes, coaches and officiating officials as well as targeted support programmes Liaise with sport entities, school sport, community club units and sport service providers to ensure an integrated approach towards the development of targeted athletes, coaches and officiating officials Liaise with South African Institute for Drug-free Sport (SAIDS). Ensure compliance to World Anti-Doping Agency (WADA) Code Advise stakeholders, SRSA Ministry and Management on sport and recreation related issues Ensure the effective and efficient utilisation of resources allocated to the Unit including, human, financial and other resources Oversee the Directorate's budget and resources in accordance

- with the Public Finance Management Act (PFMA) of 1999 and Treasury Regulations.
- ENQUIRIES** : Post-related: Mr S Mncube Tel No: (012) 304 5173 General: Mr D Mabulane Tel No: (012) 304 5123
- POST 20/69** : **DIRECTOR: INFRASTRUCTURE PLANNING REF NO: 04/03/2020**  
This is a re-advertisement. Previous applicants need not re-apply. If the SMS pre-entry certificate was not initially submitted, applicants are encouraged to re-submit the entire application accompanied by the pre-entry certificate.
- SALARY** : R1 057 326 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
- CENTRE REQUIREMENTS** : Pretoria  
A relevant undergraduate qualification (NQF 7) in the Built-Environment coupled with 5 years of appropriate experience at a middle/ senior management level in the Public Sector Management, and/or related management experience, in the delivery and oversight of infrastructure programmes. A multi-skilled, dynamic, self-motivated professional with well-developed, proven leadership and management abilities Thorough knowledge of the sporting environment in South Africa will be an added advantage Excellent managerial, organizational and writing skills Strong negotiation and interpersonal skills The ability to interact at a high level Must be in possession of a Code 08 driver's licence and be willing to travel extensively and work irregular hours and over weekends Professional registration with a relevant Professional Council in South Africa will be desirable Computer Literacy Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, empowerment and financial management.
- DUTIES** : Medium Term Expenditure Budget, Annual Budget, Adjustment Budget, Infrastructure Programme Management Plan (IPMP), Construction Procurement Strategy and Infrastructure Programme Implementation Plan (IPIP) Oversight of Capital and Scheduled Maintenance Project Implementation Manage leases and utilities Institutional support to the identified Sport and Recreation Facilities where infrastructure projects are implemented and where changes in the operational sport and recreation systems are required Strategic management of the Directorate in terms of setting of the visionary and strategic direction, participating in strategic planning, evaluate performance against agreed performance indicators, monitor and report progress and ensure compliance to service delivery imperative and legal prescripts. Manage Human Resources of the Directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound Labour Relations.
- ENQUIRIES** : Post-related: Mr L Mogoera Tel No: (012) 304 5294 General: Mr D Mabulane Tel No: (012) 304 5123
- POST 20/70** : **DIRECTOR: HUMAN LANGUAGE TECHNOLOGIES REF NO: 06/08/2020**
- SALARY** : R1 057 326 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
- CENTRE REQUIREMENTS** : Pretoria  
An appropriate, recognised B-degree or equivalent qualification (NQF7) with Language OR Information Technology OR Human Language Technologies as a major Background in software development is recommended. Minimum of five years (5) proven experience in HLT or a related field. Project management plus 5 years middle/ senior management experience. Good understanding of the South African language scenario.
- DUTIES** : Securing the continuation of the National Centre for HLT (NCHLT) through: facilitating, coordinating and monitoring all NCHLT Text and Speech development projects Ensuring that proofs of outputs are captured and made available to Internal Audit for verification Facilitating the development of HLT

applications that: demonstrate the potential of HLT to improve public service delivery and promote access to information and services in the citizens' official languages of choice Marketing and popularising the concept of the HLT industry Deployment of HLT applications in government structures Monitoring global HLT scene to update local strategies Driving the process of locating HLT within broader Information Society Supervising staff and overseeing proper management of all content related to HLT projects Overseeing safe archiving of HLT content according to formalised content management system for immediate availability Liaise and manage stakeholders in the language and HLT industry.

**ENQUIRIES** : Post-related: Ms M Gaffane Tel No: (012) 441 3256 General: Mr D Mabulane Tel No: (012) 304 5123

#### **OTHER POSTS**

**POST 20/71** : **CONSTRUCTION PROJECT MANAGER GRADE B REF NO: 06/03/2020**  
This is a re-advertisement. Previous applicants need not re-apply.

**SALARY** : R809 631 - R872 220 per annum (salary notch will be determined in accordance with experience, as outlined in terms of the Occupation-specific Dispensation for Engineering professions and related occupations)

**CENTRE** : Pretoria  
**REQUIREMENTS** : A Bachelor's degree or National Diploma in the Built Environment (NQF 6) coupled with 3 years post qualification experience in the Built environment Compulsory registration as a Professional Construction Project Manager with the SA Council for the Project and Construction Management Professions (SACPMP) or as an Engineering Technologist (ECSA) A multi-skilled, dynamic, self-motivated professional Knowledge of the sporting environment in South Africa would be an added advantage Excellent organizational and writing skills Strong negotiation and interpersonal skills The ability to interact at a high level A Code 08 driver's license and willingness to travel Computer Literacy and MS Projects Knowledge of local government infrastructure development programmes and policies.

**DUTIES** : Manage and co-ordinate all aspects of projects Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology Create and execute project work plans and revise as appropriate to meet changing needs and requirements Identify resources needed and assign individual responsibilities Manage day-to-day operational aspects of a project and scope; and Effectively apply methodology and enforce project standards to minimize risk on projects Project accounting and financial management Report project progress to the Infrastructure Manager Manage project budget and resources Provide inputs to other professionals with tender administration Maintain the record management system and the architectural library Keep up with new technologies and procedures Research/literature on new developments on project management methodologies; and Liaise with relevant bodies/councils on project management.

**ENQUIRIES** : Post-related: Mr L Mogoera Tel No: (012) 304 5294

**POST 20/72** : **DEPUTY DIRECTOR: BOOKS AND PUBLISHING REF NO: 07/08/2020**

**SALARY** : R733 257 per annum (An all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines)

**CENTRE** : Pretoria  
**REQUIREMENTS** : A three-year degree or National Diploma (NQF 6) in African Literature/Publishing or equivalent relevant qualification, a postgraduate degree will be an added advantage, 3 – 5 years' relevant experience in a literary environment or in the books or publishing industry in a position such as senior researcher, policy analyst, senior writer, editor of literary works, publisher, etc; understanding and knowledge of South African publishing industry and cultural policy, Knowledge of cultural and creative industries, knowledge and understanding of copyright legislation and authors' rights, understanding of South African Literature, proven track record of organising literary events involving authors and publishing stakeholders; sound communication and interpersonal relations, knowledge of relevant legislation and governing policies, policy development and analysis, financial and project

- management, problem solving and analysis, analytical and creative thinker, research skills, computer literate.
- DUTIES** : The incumbent will be responsible for the following: Develop, implement and monitor a National Book policy and developmental framework for the books and publishing sector, including funding model. Conduct research on digitisation of publishing. Engage stakeholders such as writers, editors, illustrators, book sellers, publishers, paper manufacturers, etc. Manage and coordinate book exhibitions and colloquia. Establish accurate and reliable book industry data for the development of the book sector in South Africa. Provide strategic platforms for the promotion of literacy and critical reading in South Africa. Establish publishing projects to assist emergent writers with special focus of developing indigenous languages. Encourage and commission texts that tell the South African story. Monitor and evaluate projects that promote reading and writing in South Africa.
- ENQUIRIES** : Post-related: Ms L Combrinck Tel No: (012) 441 3144 General: Ms S Botha Tel No: (012) 441 3646
- POST 20/73** : **DEPUTY DIRECTOR: RISK MANAGEMENT, ANTI-CORRUPTION AND INTEGRITY MANAGEMENT REF NO: 08/08/2020**
- SALARY** : R733 257 per annum (An all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines).
- CENTRE REQUIREMENTS** : Pretoria  
Candidates must have as a minimum qualification a Bachelor's degree or equivalent qualification (NQF 6) in Commerce/Risk Management with at least 5 years relevant experience of which 2 years must be at supervisory level Candidates must also be a member of a relevant registered professional body [Institute of Risk Management South Africa/Compliance Institute of South Africa Certification as a Risk Practitioner/Professional; Compliance Practitioner/Professional or Certification in Project Management will be an added advantage Knowledge of the Generally Accepted Compliance Practices Knowledge of the Public Finance Management Act, Public Sector Risk Management Framework Practical application of Compliance standards and principles Knowledge of Risk Management software Good communication, managerial, analytical and writing skills, with the ability to interact at high-profile levels Must be a South African citizenship or a Permanent Resident Must be in possession of a South African Code 8 driver's licence and willingness to travel. Perform under pressure.
- DUTIES** : Develop and review the Compliance risk management framework including strategies, systems (methodologies, models etc.) and policies Develop and update the Regulatory universe Develop and update the annual Compliance Risk Management Plan Implement various risk management activities within the Department Develop Ethics and Integrity Strategy, policies and provide Secretariat Services to the internal Ethics and Integrity Committee Develop Annual Ethics and Integrity Programmes such as Fraud Awareness and Conflict of Interest Communicate and consult on risk management activities to various stakeholders Facilitate the institutionalisation of Compliance and Ethics Risk management Monitor, evaluate and improve the effectiveness and efficiency of Compliance Risk Management framework and practices Manage subordinates.
- ENQUIRIES** : Post-related: Ms B Spencer Tel No: (012) 441 3097 General: Ms J Boonzaaier Tel No: (012) 304 5007
- POST 20/74** : **DEPUTY DIRECTOR: PERFORMING ARTS: THEATRE AND DANCE REF NO: 09/08/2020**
- SALARY** : R733 257 per annum (An all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines).
- CENTRE REQUIREMENTS** : Pretoria  
An appropriate recognised 3 year Degree/National Diploma (NQF 6) in one of the Performing Arts genres or equivalent qualification. 3 – 5 years relevant experience in the performing arts and festivals. Understanding on how the arts, performing arts – Theatre and Dance can impact on social-economic

development. Knowledge of the PFMA and budgeting procedures. Project management and research skills. Strong work ethos combined with flexibility and creativity. Understanding of legal procedures. Knowledge of the arts funding environment in South Africa. Knowledge of the relevant policies, acts and regulations. Understanding of the arts and culture sector. Knowledge of administrative processes and procedures. Good planning and organising skills Good verbal and written communication skills. Good interpersonal and negotiation skills. Problem solving skills. Computer literacy.

**DUTIES** : To develop, promote and sustain Performing Arts sectors. Develop policies and strategies for Performing Arts sector: Theatre and Dance. Provide research on Theatre and Dance and disseminate finding to the Department and relevant stakeholders. Manage, monitor and evaluate funded projects. Manage existing intergovernmental and international partnerships in relation to Performing Arts – Theatre and Dance. Develop and manage the implementation of database for Performing Arts Practitioners – Theatre and Dance. Supervise and mentor sub-ordinates.

**ENQUIRIES** : Post-related: Ms N Sekhabi Tel No: (012) 441 3072 General: Ms S Botha Tel No: (012) 441 3646

**POST 20/75** : **CANDIDATE QUANTITY SURVEYOR REF NO: 07/03/2020**  
This is a re-advertisement. Previous applicants need not re-apply.

**SALARY** : R535 563 - R568 443 per annum (salary notch will be determined in accordance with experience, as outlined in terms of the Occupation-specific Dispensation for Engineering professions and related occupations).

**CENTRE REQUIREMENTS** : Pretoria  
A Bachelor's degree or National Diploma in Quantity Surveying (NQF 6) coupled with 3 years post qualification experience in Quantity Surveying Compulsory registration with the SA Council for the Quantity Surveying Profession (SACQSP) as a candidate Quantity Surveyor A multi-skilled, dynamic, self-motivated professional Knowledge of the sporting environment in South Africa would be an added advantage Excellent organizational and writing skills Strong negotiation and interpersonal skills The ability to interact at a high level A Code 08 driver's license and willingness to travel Computer Literacy.

**DUTIES** : Provide support in surveys to solve practical survey problems (challenges) to improve efficiency and enhance safety Examine applications on new and existing technologies Perform surveys of a varied nature Develop cost effective solutions according to standards Provide support to Professional Surveyors and associates in field and workshop Render support in the evaluation plans, existing technical manuals, standard drawings and procedures to incorporate new technology Promote safety in line with statutory and regulatory requirements Keep up with new technologies and procedures; Research/literature studies on survey technology to improve expertise; Liaise with relevant bodies/councils on survey-related matters; and Follow approved programme of development for registration purposes.

**ENQUIRIES** : Post-related: Mr L Mogoera, Tel No: (012) 304 5294 General: Ms S Botha Tel No: (012) 441 3646

**POST 20/76** : **ASSISTANT DIRECTOR: WINDOWS SYSTEMS ADMINISTRATOR REF NO: 02/08/2020**

**SALARY** : R376 596.per annum  
**CENTRE** : Pretoria

**REQUIREMENTS** : Three year National Diploma/Degree (NQF 6) in ICT or Windows Certification (MCSE/MCSA) coupled with 2-3 years relevant experience in Windows 2003/2008 Server environment, ICT network management, Server Administration ,Configuration and deployment of Windows, systems Back-up and recovery functions and technologies Project management ICT Research, Knowledge of working in virtualization infrastructure and virtualized systems (VMWare) Advanced knowledge of Active Directory 2008 as well Microsoft Exchange Server 2010 Advanced desktop/LAN support Firewalls and proxies MsSQL experience Good communication and interpersonal relations Problem solving skills.

**DUTIES** : Plan, co-ordinate, install, configure and manage all Windows Systems and Servers Implement policies on Active Directory Maintain the Active Directory and ensure proper account management Maintain Microsoft Exchange and



ensure availability of emails through all various channels and devices Identify and resolve (hardware and software) technical problems and malfunctions related to Windows Operating Systems Infrastructure planning and systems provisioning in a Windows environment Maintain the DAC virtual server infrastructure Assist in the development and implementation of policies and procedures for Windows administration Monitor and control infrastructure performance Perform backup and recovery services Perform advanced LAN/Desktop support Supervision of the ICT Service Desk function as well as IT Technicians.

**ENQUIRIES** : Post-related: Mr S Phala Tel No: (012) 441 3738 General: Ms S Botha Tel No: (012) 441 3646

**POST 20/77** : **ASSISTANT DIRECTOR: LINUX SYSTEMS ADMINISTRATOR REF NO: 03/08/2020**

**SALARY** : R376 596 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Three year National Diploma/Degree (NQF 6) in ICT or Certification in Linux (LPI) 2-3 years relevant experience in Red Hat Linux services and operating systems ICT network management Server Administration Configuration and deployment of Linux systems Knowledge of back-up and recovery Project management ICT Research Working knowledge of DHCP, DNS, SMTP, FTP, HTTP, Apache, Web Server and MySQL Understanding of virtualization infrastructure and virtualized systems Firewalls and proxies Good communication and interpersonal relations Problem solving Analytical and creative skills Computer literacy.

**DUTIES** : Maintenance of all Linux servers and Linux based applications Configuration and deployment of Linux Servers and systems Provisioning of Servers and storage space on a virtual environment Networking in a Linux environment System administration and monitoring Planning, deployment and maintenance of network infrastructure Configuration and maintenance of network switches, Wi-Fi controllers and Wi-Fi access points Maintenance of connectivity links and data lines.

**ENQUIRIES** : Post-related: Mr S Phala Tel No: (012) 441 3738 General: Ms S Botha Tel No: (012) 441 3646

**POST 20/78** : **CHIEF LANGUAGE PRACTITIONER: FOREIGN LANGUAGES (TRANSLATOR: FRENCH AND PORTUGUESE/SPANISH INTO ENGLISH) REF NO: 04/08/2020**

**SALARY** : R376 596 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate, recognised Bachelor's degree with French, Portuguese/Spanish or Translation as a major subject. 3-5 years' proven French and Portuguese/Spanish translation experience. Excellent command of English. Proven general computer literacy. Ability to translate and edit text electronically. Good written and verbal communication skills. Ability to work under pressure. Good interpersonal skills. Knowledge of the Use of Official Languages Act, 2012, and its regulations. Additional requirements: successful completion of a departmental French and Portuguese/Spanish into English translation test.

**DUTIES** : Translate official documents from French and Portuguese/Spanish into English. Do quality control of in-house and outsourced documents translated from the relevant languages. Do administrative work for in-house and outsourced documents. Liaise with clients, freelance translators and departmental staff. Give advice to clients on language matters. Supervise and report on subordinates and Foreign Languages Section. Perform other activities related to the office when required.

**ENQUIRIES** : Post-related: Ms M Gaffane Tel No: (012) 441 3256 General: Ms S Botha Tel No: (012) 441 3646

**POST 20/79** : **CHIEF LANGUAGE PRACTITIONER: SESOTHO REF NO: 05/08/2020**

**SALARY** : R376 596 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate, recognised Bachelor's degree with Sesotho or Translation or Linguistics as a major subject. 3-5 years' proven Sesotho translation and

editing experience and/or experience of working with and in Sesotho language. Excellent command of English. Proven general computer literacy. Ability to translate and edit text electronically. Good written and verbal communication skills. Ability to work under pressure. Good interpersonal skills. Knowledge of the Use of Official Languages Act, 2012, and its regulations. Additional requirements: successful completion of a departmental Sesotho translation and editing test.

**DUTIES** : Translate official documents from English into Sesotho and vice versa. Edit official documents in Sesotho. Liaise with clients, freelance translators, departmental staff and other stakeholders. Give advice on language matters. Do research to obtain information about work, and consult on translation issues. Coin and record new terms. Do quality control of translated documents. Do administrative work. Supervise staff and perform activities related to supervision and the office when required.

**ENQUIRIES** : Post-related: Ms M Gaffane Tel No: (012) 441 3256 General: Ms J Boonzaaier Tel No: (012) 304 5007

**POST 20/80** : **COMPLIANCE AND ENFORCEMENT OFFICER REF NO: 09/03/2020**  
This is a re-advertisement. Previous applicants need not re-apply

**SALARY** : R316 791 per annum  
**CENTRE** : Pretoria

**REQUIREMENTS** : A Bachelor's degree or National Diploma (NQF 6) in the Built Environment coupled with 3-5 years' experience in the field of Infrastructure Support, Management and Delivery Multi-skilled, dynamic, self-motivated professional Knowledge of the sporting environment in South Africa would be an added advantage Excellent organizational and writing skills Strong negotiation and interpersonal skills The ability to interact at a high level A Code 08 driver's license and willingness to travel Computer Literacy.

**DUTIES** : Research, investigation and analyses of infrastructure, with particular emphasis on sport infrastructures Perform site inspections of the sport and recreation infrastructure projects Ensure compliance to sport and recreation infrastructure norms and standards Ensure compliance to the applicable design guidelines and building standards Drafting of detailed site reports and recommend remedial actions Assisting SRSA's Directorate: Legal Services in preparation for cases and providing testimony at administrative hearings Draft, implement and maintain policies to address compliance

**ENQUIRIES** : Post-related: Mr L Mogoera Tel No: (012) 304 5294 General: Ms S Botha Tel No: (012) 441 3646

**POST 20/81** : **CHIEF WORKS INSPECTOR REF NO: 08/03/2020 (X2 POSTS)**  
This is a re-advertisement. Previous applicants need not re-apply.

**SALARY** : R316 791 per annum  
**CENTRE** : Pretoria

**REQUIREMENTS** : A Bachelor's degree or National Diploma (NQF 6) in the Built Environment coupled with 3-5 years' experience in the field of Infrastructure Support, Management and Delivery Multi-skilled, dynamic, self-motivated professional Knowledge of the sporting environment in South Africa would be an added advantage Excellent organizational and writing skills Strong negotiation and interpersonal skills The ability to interact at a high level A Code 08 driver's license and willingness to travel Computer Literacy.

**DUTIES** : Ensure that the structural, mechanical and electro-technical aspects of building constructions are carried out in accordance with plans, specifications and to the required standards Enforcing the laws and regulations relating to design, construction and building procedures Ensuring compliance with specifications for construction, assembly and installation of components and products in the construction Carry out site inspections, prepare reports and make recommendations Prepare cost estimates Draw up specifications and lists of materials for new works, as well as for building repairs, refurbishment and extensions Progress reports and addressing the issue of payments to contractors and/or sub-contractors Inspect jobs on completion and test the completed buildings or installations for compliance with the relevant specifications.

**ENQUIRIES** : Post-related: Mr L Mogoera Tel No: (012) 304 5294 General: Ms S Botha Tel No: (012) 441 3646

<b><u>POST 20/82</u></b>	:	<b><u>AUDIT COMMITTEE MEMBERS- REF NO: 10/08/2020 (X3 POSTS)</u></b>
	:	(Term Of Office: 3 Year Contracts)
<b><u>SALARY</u></b>	:	Remuneration will be in line with the requirements of the Treasury Regulations – TR 20.2.3
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of an appropriate three-year relevant degree or equivalent qualification (NQF 6); A higher qualification and evidence as a member in good standing to a relevant regulatory body will be an added advantage in any of the following fields: Information Technology/Legal/Social Sciences/Risk Management/Accounting and Auditing Applicants should have more than ten (10) years management experience Expertise gained from either or a combination of the following fields, preferably in the public sector: Internal and External Audit Accounting Risk Management Financial Management Information Technology Knowledge of Information Technology Governance Legal and compliance Project Management Excellent communication skills (verbal and written) Extensive leadership and experience in serving on an audit committee, but not a political office bearer Preference will be given to applicants who are serving as professionals in other Government departments, public entities, private sector institutions, academic institutions or a retired professionals Applicants may not be in the employment of the department , and must have no business or personal relationships with the Department Knowledge of the Sport, Arts and Culture sector will serve as an advantage Knowledge of the Public Finance Management Act and Treasury Regulations , and other relevant legislations/policies/governance best practices Successful candidates will be required to enter into a contact with the Department.
<b><u>DUTIES</u></b>	:	The Audit Committee will carry out its responsibilities as legislated by the Public Finance Management Act and Treasury Regulations, and operate according to its approved charter. The roles and responsibilities of the Audit Committee are clearly defined in the approved charter The Audit Committee will fulfil its oversight responsibilities to ensure that the Department maintains effective ,efficient and transparent systems of financial ,risk management, governance and internal control The committee will amongst others ,review the effectiveness of the Internal Audit activity and provide direction, review the work of external auditors; the Departments financial statements and performance information; and monitor compliance with legislation Assist the Accounting Officer in the effective execution of his /her responsibilities by reporting and making recommendations to the Accounting Officer.
<b><u>ENQUIRIES</u></b>	:	Post-related: Mr MH Seroka Tel No: (012) 304 5138 or Tel No: (012) 441 3079 General: Ms S Botha Tel No: (012) 441 3646