

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** : Please forward your application, quoting the relevant reference number and the number and the name of this publication to: The Chief Director: Human Resource Management, Department of Sport, Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Sport, Arts and Culture, Sechaba House (previously known as VWL Building), 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria
- CLOSING DATE** : 02 December 2020 at 16:00
- NOTE** : Applications are hereby invited from suitably qualified person to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at www.gov.za. All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV including two recent and contactable referees) and Original Certified Copies of the applicant's ID and educational qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned post(s). The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to disclose memberships of boards and directorships that they may be associated with. The successful candidate will have to annually disclose his/her financial interests

OTHER POSTS

- POST 26/89** : **PROJECT MANAGER REF NO: HR/01/10/2020**
(12-month contract)
Branch: Arts, Culture, Promotion and Development
- SALARY** : R733 257 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70/75% of the total salary 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 Middle Management Services Guidelines)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate National Diploma or Degree (NQF6) in Business Public administration or related field. A postgraduate qualification especially in Project Management would be an added advantage, 3-5 years' experience in managing Special Projects/programme, Sound knowledge and understanding of the role and functions of arts, culture and Heritage in Broad Government Programme of Action, Experience in monitoring and evaluation principles and practices on projects and programs, Knowledge of Government programme policies, procedures, regulations and laws, including the Public Financial Management Act (PFMA), Valid driver's license, Willingness to travel, Experience in Stakeholder Management.

Knowledge and experience in SME development. Proven communication skills including report writing, Proficiency in MS Office (Word, Excel and PowerPoint), Ability to function independently and to perform under pressure

- DUTIES** : Provide high-level administrative support to the office of the DDG: ACPD by managing and coordinating various programme including amongst others, clearing up all backlogs in the COVID-19 Relief matters, the employment stimulus packages, the economic recovery plan, Living Legend Legacy program at organizational level and any other special projects that are driven through the DDG's Office conceptualize and implement projects; support the planning, implementation, monitoring and reporting of projects; support planning and coordination of the Programme and its activities; prepare correspondence, documents, reports, presentations as required and instructed by the Board of Trustees; undertake working visits to the Board of Trustees at their own convenience in terms of the venues; manage and streamline all key areas of the Project, including finances in accordance with the vision and objectives of the Living Legend Legacy create linkages with other stakeholders in the Arts, Culture and Heritage, co-ordinate and facilitate implementation of the Living Legends Legacy(LLL) to impact on socio-economic development, co-ordinate and facilitate the implementation, evaluation and monitoring of the Projects in relation to good governance, Compile a database of all the Living Legends and keep abreast of all the developments in the Sector, build positive relations within the team, sector organizations and other external stakeholders, •ensure good flow of information within the group.
- ENQUIRIES** : Ms N Ngcama Tel No: (012) 441 3430 / 082 324 3637

INTERNSHIP PROGRAMME

(The Internship Programme will run for a period of 24 months.)

- APPLICATIONS** : Please forward your application, quoting the relevant reference number to: The Chief Director: Human Resource Management, Department of Sport, Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Sport, Arts and Culture, Sechaba House (previously known as VWL Building), 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria
- CLOSING DATE** : 27 November 2020 at 12h00
- NOTE** : The Department of Sport, Arts and Culture is inviting applications from graduated youth who have not previously participated in any Internship Programme, are currently unemployed and who do not have previous formal experience related to their field of study. Candidates must have completed a 3-year Degree or National Diploma in any field specified below. Qualifying people with disabilities are encouraged to apply. Applications must be submitted on a completed Z83 form obtainable from any Government department (a separate application must be submitted for every position). Applications must be accompanied by a recent CV and certified copies of ID and qualifications (not older than six Months). All interns will be subjected to personnel suitability checks (verification of educational qualifications, citizenship, criminal checks, financial standing). Correspondence will only be limited to successful candidates. If you have not heard from us within 3 Months after the closing date, please accept that your application was unsuccessful. All positions are based in Pretoria. The Department will not make provision for transport and/or accommodation to any candidate whether, travelling from or outside Gauteng.

OTHER POSTS

POST 26/90 : **INTERN AT NATIONAL ARCHIVES AND FILM ARCHIVES REF NO: 01/2020 (X3 POSTS)**

STIPEND REQUIREMENTS : R6 081.16 per month
: 3-year Degree / Diploma in: Archival Studies, Museum, Heritage, History, Library Information, Public Administration and Build Science or equivalent qualification

ENQUIRIES : Ms Emelda Baloyi, Tel No: (012) 441-3602.
Mr Mbudzeni Mashapha, Tel No: (012) 441-3524
Mr Kenny Rikhotso Tel No: (012) (304) 5229

POST 26/91 : **INTERN AT HERITAGE PROMOTION AND PRESERVATION REF NO: 02/2020 (X3 POSTS)**

STIPEND REQUIREMENTS : R6 081.16 per month
: 3-year Degree/Diploma in Museums and Heritage Studies, History, Anthropology, Archaeology, Indigenous Knowledge System, Art or Graphic Art, Tourism Management, or equivalent qualification.

ENQUIRIES : Ms Emelda Baloyi, Tel No: (012) 441-3602.
Mr Mbudzeni Mashapha, Tel No: (012) 441-3524
Mr Kenny Rikhotso Tel No: (012) 304-5229

POST 26/92 : **INTERN AT NATIONAL LANGUAGE SERVICES REF NO: 03/2020 (X3 POSTS)**

STIPEND REQUIREMENTS : R6 081.16 per month
: 3-year Degree / Diploma in Language Studies Major in one of the following fields – Language Planning, Terminology Development, Translation and Editing and Human Language Technology.

ENQUIRIES : Ms Emelda Baloyi Tel No: (012) 441-3602.
Mr Mbudzeni Mashapha Tel No: (012) 441-3524
Mr Kenny Rikhotso Tel No: (012) 304-5229

POST 26/93 : **INTERN AT CULTURAL DEVELOPMENT REF NO: 04/2020 (X2 POSTS)**

STIPEND REQUIREMENTS : R6 081.16 per month
: 3-year Degree/Diploma in Dramatic Arts, Fine Arts, Motion Picture, Media Studies or equivalent qualification.

ENQUIRIES : Ms Emelda Baloyi, Tel No: (012) 441-3602
Mr Mbudzeni Mashapha, Tel No: (012) 441-3524
Mr Kenny Rikhotso Tel No: (012) 304-5229

POST 26/94 : **INTERN AT DDG's OFFICE (ART, CULTURE, PROMOTION AND DEVELOPMENT) REF NO: 05/2020 (X1 POST)**

STIPEND REQUIREMENTS : R 6 081.16 per month
: 3-year Degree/Diploma in Financial Management or equivalent qualification.

ENQUIRIES : Ms Emelda Baloyi, Tel No: (012) 441-3602
Mr Mbudzeni Mashapha, Tel No: (012) 441-3524
Mr Kenny Rikhotso Tel No: (012) 304-5229

POST 26/95 : **INTERN AT INTERNATIONAL RELATIONS REF NO: 06/2020 (X2 POSTS)**

STIPEND REQUIREMENTS : R6 081.16 per month
: 3-year Degree/Diploma in: International Relations, Politics or equivalent qualification

ENQUIRIES : Ms Emelda Baloyi, Tel No: (012) 441-3602

Mr Mbudzeni Mashapha, Tel No: (012) 441-3524
Mr Kenny Rikhotso Tel No: (012) 304-5229

POST 26/96 : **INTERN AT HUMAN RESOURCE MANAGEMENT REF NO: 07/2020 (X1 POST)**

STIPEND REQUIREMENTS : R6 081.16 per month
: 3-year Degree/Diploma in: Human Resource Management, Public Administration/ Management or equivalent qualification.
ENQUIRIES : Ms Emelda Baloyi Tel No: (012) 441-3602.
Mr Mbudzeni Mashapha Tel No: (012) 441-3524
Mr Kenny Rikhotso Tel No: (012) 304-5229

POST 26/97 : **INTERN AT SOCIAL COHESION & NATION BUILDING REF NO: 08/2020 (X1 POST)**

STIPEND REQUIREMENTS : R6 081.16 per month
: 3-year Degree/Diploma in Social Sciences Major in one of the following or Related Fields Sociology, History, Anthropology, Economics and Religious Studies.
ENQUIRIES : Ms Emelda Baloyi Tel No: (012) 441-3602.
Mr Mbudzeni Mashapha Tel No: (012) 441-3524
Mr Kenny Rikhotso Tel No: (012) 304-5229

POST 26/98 : **INTERN AT RISK MANAGEMENT REF NO: 09/2020 (X1 POST)**

STIPEND REQUIREMENTS : R6 081.16 per month
: 3-year Degree/Diploma in: Risk Management, Commerce, Auditing, Project Management or equivalent qualification.
ENQUIRIES : Ms Emelda Baloyi Tel No: (012) 441-3602.
Mr Mbudzeni Mashapha Tel No: (012) 441-3524
Mr Kenny Rikhotso Tel No: (012) 304-5229

POST 26/99 : **INTERN AT FINANCIAL ADMINISTRATION / MANAGEMENT REF NO: 10/2020 (X1 POST)**

STIPEND REQUIREMENTS : R6 081.16 per month
: 3-year Degree/Diploma in: Finance, Accounting, Economics or equivalent qualification
ENQUIRIES : Ms Emelda Baloyi, Tel No: (012) 441-3602.
Mr Mbudzeni Mashapha, Tel No: (012) 441-3524
Mr Kenny Rikhotso Tel No: (012) 304-5229

POST 26/100 : **INTERN AT SUPPLY CHAIN MANAGEMENT REF NO: 11/2020 (X1 POST)**

STIPEND REQUIREMENTS : R6 081.16 per month
: 3-year Degree/Diploma in: Purchasing Management, Supply Chain Management, Public Management or equivalent qualification.
ENQUIRIES : Ms Emelda Baloyi Tel No: (012) 441-3602.
Mr Mbudzeni Mashapha Tel No: (012) 441-3524
Mr Kenny Rikhotso Tel No: (012) 304-5229

POST 26/101 : **INTERN AT COMMUNICATIONS AND MARKETING REF NO: 12/2020 (X1 POST)**

STIPEND REQUIREMENTS : R6 081.16 per month
: 3 year Degree/Diploma in: Communication and Marketing or equivalent qualification
ENQUIRIES : Ms Emelda Baloyi Tel No: (012) 441-3602
Mr Mbudzeni Mashapha Tel No: (012) 441-3524
Mr Kenny Rikhotso Tel No: (012) 304-5229

POST 26/102 : **INTERN AT INFORMATION TECHNOLOGY REF NO: 13/2020 (X1 POST)**

STIPEND REQUIREMENTS : R6 081.16 per month
 : 3-year Degree/Diploma in Information Technology, Software Development, Web and Application Development or equivalent.

ENQUIRIES : Ms Emelda Baloyi Tel No: (012) 441-3602
 : Mr Mbudzeni Mashapha Tel No: (012) 441-3524
 : Mr Kenny Rikhotso Tel No: (012) 304-5229

POST 26/103 : **INTERN AT LEGAL SERVICES REF NO: 14/2020 (X1 POST)**

STIPEND REQUIREMENTS : R6 081.16 per month
 : A BProc or LLB degree or equivalent qualification

ENQUIRIES : Ms Emelda Baloyi Tel No: (012) 441-3602
 : Mr Mbudzeni Mashapha Tel No: (012) 441-3524
 : Mr Kenny Rikhotso Tel No: (012) 304-5229

POST 26/104 : **INTERN AT INTERNAL AUDIT REF NO: 15/2020 (X1 POST)**

STIPEND REQUIREMENTS : R6 081.16 per month
 : 3-year Degree/Diploma in Auditing, Forensic Investigation, Financial Auditing or equivalent

ENQUIRIES : Ms Emelda Baloyi Tel No: (012) 441-3602
 : Mr Mbudzeni Mashapha Tel No: (012) 441-3524
 : Mr Kenny Rikhotso Tel No: (012) 304-5229

POST 26/105 : **INTERN AT STRATEGIC MANAGEMENT AND PLANNING REF NO: 16/2020 (X1 POST)**

STIPEND REQUIREMENTS : R6 081.16 per month
 : 3 year Degree/Diploma in: Public Administration/ Management, Monitoring and Evaluation, Statistics, Social Sciences, Development Studies and Economics or relevant qualification.

ENQUIRIES : Ms Emelda Baloyi Tel No: (012) 441-3602
 : Mr Mbudzeni Mashapha Tel No: (012) 441-3524
 : Mr Kenny Rikhotso Tel No: (012) 304-5229

POST 26/106 : **INTERN AT INFRASTRUCTURE REF NO: 17/2020 (X2 POSTS)**

STIPEND REQUIREMENTS : R6 081.16 per month
 : A National Higher Diploma or a B-Tech degree in any Build Environment Fields.

ENQUIRIES : Ms Emelda Baloyi Tel No: (012) 441-3602.
 : Mr Mbudzeni Mashapha Tel No: (012) 441-3524
 : Mr Kenny Rikhotso Tel No: (012) 304-5229

POST 26/107 : **INTERN AT ACTIVE AND WINNING NATIONS REF NO: 18/2020 (X4 POSTS)**

STIPEND REQUIREMENTS : R6 081.16 per month
 : 3-year Degree/Diploma in: Sports Management, Recreation Management, Sports Science, B.Sc. Biokinetics or relevant qualification

ENQUIRIES : Ms Emelda Baloyi, Tel No: (012) 441-3602.
 : Mr Mbudzeni Mashapha, Tel No: (012) 441-3524
 : Mr Kenny Rikhotso Tel No: (012) 304-5229