ANNEXURE P

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF ARTS, CULTURE, SPORTS AND RECREATION

The Department is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of posts. Candidates whose transfer/promotions/appointment will promote representivity will receive preference. People from the designated groups are encouraged to apply and will be given preference. Preference will be given to women and disabled people.

APPLICATIONS:
Applications must be forwarded for attention: The Director Human Capital Management, Department of Arts, Culture Sport and Recreation, Private Bag X 90, Mmabatho, 2735, or hand deliver to Human Capital Management, 760 Dr James Moroka Drive, Gaabomotho Building, Mmabatho.

FOR ATTENTION:
Director: Human Capital Management

CLOSING DATE:
09 April 2021

NOTE:
Applications must be accompanied by signed and new updated Z83, a recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s), and ID document/National Identity card. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of foreign qualifications must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidate requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointment and correspondence will be limited to shortlisted candidates only. Previous employment records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

MANAGEMENT ECHELON

POST 10/154:
HEAD OF THE DEPARTMENT: ARTS, CULTURE, SPORT AND RECREATION

SALARY:
R1 521 591 per annum (Level 15) (All-inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs) plus 10% non-pensionable Head of Department allowance. (5 year fixed term Contract)

CENTRE:
Mmabatho

REQUIREMENTS:
An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in the field of Humanities/ Public Administration as recognized by SAQA. A minimum of 8 to 10 years of senior managerial experience of which at least years must be with any organ of state as defined by the Constitution, Act 108 of 1996. Senior Management five (5) Pre-entry Programme Certificate. No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of government which can be accessed via this link: https://www.thensg.gov.za Competencies: Strategic capability and leadership; Programme and project management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer focus; Communication.

DUTIES:
Reporting to the MEC for Arts, Culture, Sport and Recreation; the incumbent will provide strategic and operational support to the Office of the Executive Authority, Serve as the Accounting Officer of the Department as prescribed in the Public Finance Management Act and Public Service Act, 1994. Provide strategic leadership to the Department and ensure the effective coordination, integration and implementation of Arts, Culture, Sport and
Recreation Prescripts, Services and Programmes in the Province. Manage and Overseen Cultural Affairs and Libraries. Manage and oversee Sport and Recreation Services. Liaise with and co-ordinate partnerships with other governmental, non-governmental institutions and other partners.

NOTE

The Department of Arts, Culture, Sport and Recreation is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. People with disabilities who meet the requirements are encouraged to apply. The Employment Equity plan of the Department will be considered when filling these position. Applications must be completed using new Z83 Application Form, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with three contactable referees, certified copies of your educational qualifications. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments at a venue and date determined by the Department. Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the above positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualifications and previous employment (Reference checks) and should have been vetted Top Secret or should be able to meet Top Secret vetting requirements within 6 months of assuming duties failing which the contract will be terminated. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority. If you do not hear from the Department within three months from the date of the advertisement consider your application to be unsuccessful. The Department reserves the right not to fill the position.