

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION**

The Department is an equal opportunity affirmative action employer. The employment decision shall be informed by the Department's intention to promote representatively (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representatively will receive preference. For post within specific areas preference will be given to candidates who reside in the area.

<u>APPLICATIONS</u>	:	Department of Sport, Arts Culture and Recreation, Attention Recruitments Division - Human Resource Management, Private Bag X20606, Bloemfontein 9300 or place applications in an application box, Ground Floor, Warden Building, Henry Street Bloemfontein
<u>CLOSING DATE</u>	:	24 April 2020
<u>NOTE</u>	:	Applications must be submitted on form Z.83, obtainable from any Public Service Department or in the internet at www.gov.za/documents . The fully completed and signed Z83 form should be accompanied by a recently updated, comprehensive cv as well as recently certified copies of all qualification(s) academic records including a Senior certificate and ID document [Drivers' license where applicable] as well as copy of Tax Registration Certificate that reflects a Tax Number. The certification must be original and dated within three (3) months as at the closing date of advertisement. Non-RSA citizens/Permanent Resident Permit Holder must attach a copy of their Permanent Residence Permits. Separate application must be submitted for every vacancy applied for. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates in possession of a foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are respectfully informed that shortlisted candidates are subjected to Personnel Suitability checks. If no notification of appointment is received within 4 months of the closing date, applicants must accept that their application was unsuccessful. The Department reserves the right not to make any appointments

OTHER POSTS

<u>POST 12/46</u>	:	<u>DEPUTY DIRECTOR: LOGISTICS AND ASSET MANAGEMENT REF NO: 1220/46</u> Re-advertisement – candidates who have previously apply need to re-submitted an application
<u>SALARY</u>	:	R733 257 per annum. This all – inclusive remuneration package consists of a basic salary, the State contribution to the Government Employees Pension Fund (GEPF) and a flexible portion that may be structured in term of the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein A relevant tertiary qualification at NQF level 7 with at least three related experience as Assistant Director. Certificates as evidence that related LOGIS and Asset management training was completed. Advance knowledge of BAS and LOGIS system
<u>DUTIES</u>	:	Provide strategic Direction to the Logistic and Asset Management Sub-Directorate including human resource financial and asset management. Monitor the implementation of Logistics, Assets and Transport Management practices to ensure compliance to national and provincial prescripts and guidelines as well as departmental policies. Implement and monitor the execution of policies and guidelines within Logistic and Asset Management Sub-Directorate. Manage the development of policies and procedure manuals on matters related to Logistic, Asset and Transport Management. Prepare and consolidate reports on asset management, logistics and transport management related issues. Authorize transactions on LOGIS in terms of the Asset Management/LOGIS Delegations.
<u>ENQUIRIES</u>	:	Ms Irene Ntulini Tel No: (051) 410 3687/066 474 7209
<u>POST 12/47</u>	:	<u>DEPUTY DIRECTOR: COMMUNICATION REF NO: 1411/47</u> Re-advertisement – candidates who have previously apply need to re-submitted an application
<u>SALARY</u>	:	R733 257 per annum. This all – inclusive remuneration package consists of a basic salary, the State contribution to the Government Employees Pension Fund (GEPF) and a flexible portion that may be structured in term of the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein A relevant tertiary qualification in communication at NQF level 7 level with 3- 5 years applicable management experience. Good verbal and written communication skills to facilitate various collaborations with a variety of internal and external stakeholders. Ability to apply time management principles and adapt to continuous changing environment. Drivers licence Ability to provide strategic direction in terms of communication issues to the department and events management
<u>DUTIES</u>	:	Develop and implement corporate communication projects and programmes for the department which entails corporate communication, assistance with implementation of publicity campaigns off/for the various directorates of the department., internal and external communication as well as national provincial and local liaison, to establish and maintain the departments website, media liaison, mentoring and events administration Responsible for human resource management.
<u>ENQUIRIES</u>	:	Ms Irene Ntulini Tel No: (051) 410 3687/066 474 7209