

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

The Department of Arts, Culture, Sports 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. Senior Management 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 Governance which can be accessed via this link: <https://www.thensg.gov.za>

- APPLICATIONS** : Submitted via post to: The Director: Human Capital Management, Department of Arts, Culture, Sports and Recreation, Private Bag x90, Mmabatho, 2735 or hand deliver to Human Capital Management, 760 Dr James Moroka Drive, Gaabomotho Building, Mmabatho
- FOR ATTENTION** : The Director: Human Capital Management
- CLOSING DATE** : 16 August 2021
- NOTE** : People with disabilities who meet the requirements are encouraged to apply. The Employment Equity plan of the Department will be considered when filling this position. Applications must be completed using New Z83 Application Form, obtainable from any Public Service Department, and should include copy of ID, certificates and comprehensive CV with three contactable referees, copies of your educational qualifications. Such copies need not be certified when applying for the post. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidate will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessment 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 position 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 Qualification 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 NB: All applicant who previously applied for this post need not to re-apply as their applications will be considered with all other applications unless there are drastic changes in their applications

MANAGEMENT ECHELON

- POST 26/380** : **HEAD OF DEPARTMENT REF NO: ACSR/04/03/21**
(5 year fixed term Contract)
- 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
- CENTRE** : Head Office, Mmabatho
- REQUIREMENTS** : An undergraduate qualification (NF level 7) and a post graduate qualification (NQF level 8) in Public Administration, Management or any Social Sciences field of study emphasizing Arts, Culture, Sport and Recreation as recognized by SAQA. A minimum of 8 years' of senior management experience of which at least three (3) years' must be with any organ of state as defined by the Constitution, Act 108 of 1996. 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, Sports 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 Oversee Cultural Affairs and Libraries. Manage and oversee Sport and Recreation Services. Liaise with and co-ordinate partnership with other government and non-governmental institutions and other partners.

ENQUIRIES

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Mr T Mpuisang Tel No: (018) 3882739