

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: recruitment@dsac.gov.za**CLOSING DATE**

: 16 February 2022 at 16:00

NOTE: Please quote the reference number in the heading/ subject line. There will be no follow up emails to this address, correspondence will be limited to shortlisted candidates only. Please indicate the post title/ reference number in the subject line of the email. Applications received after the closing date, as well as applications received via mail or hand delivery will NOT be considered or accepted. Applications are hereby invited from suitably and qualified persons to apply for the following positions. Applicants are advised that a new application for employment (Z83) has been in effect since 01 January 2021. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. Applications submitted using the old Z83 form will not be considered. Ensure that you sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed and initialled will be deemed a regret. All sections of the Z83 must be completed. The application form should be accompanied by a recent comprehensive CV; with three contactable referees (telephone numbers and email addresses must be indicated); Applicants must submit copies of qualifications (Matric certificate and other educational qualifications), Identity Document and Drivers license (where required). Such copies need not be certified when applying for a post. Only send documents related to the requirements in the advert. Failure to submit the required documentation will automatically disqualify applications. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Must be a South African citizenship or a Permanent Resident; All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. If an applicant wishes to withdraw an application, it must be done in writing. Correspondence will be limited to shortlisted candidates only. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from the Department in that regard. Shortlisted 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. Short-listed candidates must avail themselves for an interview on a date, time at the venue/ method to be determined by the Department. Interviews will/ may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. Since employees are encouraged to work remotely during the period of lockdown, the successful candidate will be required to enter into a remote working contractual agreement in order to manage accountability, performance and liabilities based on clearly agreed upon deliverables with the respective Supervisor/ Manager. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. DSAC reserves the right not to make appointments. Employment Equity: It is the Department's intention to promote equity (race, gender and disability) through the filling of positions with candidates whose transfer / promotion / appointment will promote representivity. Therefore, Coloured Males, Indian Males, Coloured Females and Indian Females and people with disabilities are encouraged to apply.

OTHER POSTS

POST 03/91 : **DEPUTY DIRECTOR: ACQUISITION MANAGEMENT REF NO: DSAC-27/01/2022**

SALARY : R744 255 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/ National Diploma (NQF6) in Financial Management/ Supply Chain Management/ Commerce/ Public Management/ Public Administration; 2-5 years' experience as Assistant Director/ Operational Manager in Supply Chain Management/ Procurement/ Financial Management environment; Knowledge and understanding of the Public Finance Management Act (PFMA), Supply Chain Management Framework, Treasury Regulations, Instruction Notes, Directives, Circulars, Broad Based Black Economic Empowerment Act (B-BBEEA) as well as the Preferential Procurement Policy Framework Act (PPPFA); Computer Literacy; Report writing an problem solving skills; Financial Management Skills; Project Management skills; Policy analysis and Interpretations; Good verbal and written communication skills; Supervisory skills; Time Management Skills; Must be in possession of a Code 8 driver's license; Must be able to perform under pressure

DUTIES : The purpose of this position is to manage the sub-directorate, develop, review and implement supply chain acquisition management framework, policies, processes, procedures and methodologies; Conformance and adherence to Government strategies, policies, procedures and ethical guidelines related or pertaining to Supply Chain Management; Develop and implement existing SCM policies; Identify deficiencies in policy framework; Design, implement and maintain effective control systems/ measures to ensure compliance to the policies, procedures on a continuous basis; Ensure that cost effective and efficient processes are utilised in approaching total potentiality in SCM; Review and make inputs into the consolidated departmental procurement plan; Ensure the submission of the approved consolidated procurement plan to National Treasury and the achievement of all procurement plans by the various departmental programmes; Prepare and coordinate the preparation of the departmental planned projects and programmes in accordance with SCM processes; Oversee staff development and proper monitoring and utilisation of human resources within the sub directorate.

ENQUIRIES : Ms R Zulu Tel No: (012) 441 3089

POST 03/92 : **DEPUTY DIRECTOR: FRAUD/ FORENSIC INVESTIGATIONS REF NO: DSAC-28/01/2022**

SALARY : R744 255 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/ National Diploma (NQF6) in Forensic Investigations/Law/Business Science, Accounting/Financial Management and Auditing; 5 to 7 years practical investigative experience, of which 3 years or more in were in relevant management experience; Certified Fraud Examiner; Appropriate training in Forensic Accounting/Fraud Examination and Affiliation to the Association of Certified Fraud Examiners; Knowledge/experience of the Disciplinary Code of the Public Service; Knowledge of the PFM Act of 1999, as amended; Knowledge of the Treasury Regulations and related prescripts; Knowledge of relevant prescripts such as Criminal law, Criminal procedure Act and law of evidence, etc; Disciplinary Code of Public Service; Legality and utilisation of investigative techniques and equipment; Understanding of Tender Procurement processes; Departmental business processes; Leadership & supervisory skills; Computer literacy and Project management skills; Verbal and Written Communication Skills; Presentation skills; Interpersonal and diplomacy

		skills; Problem-solving and conflict management skills; Decision-making skills; Analytical thinking; Motivational and negotiation skills; Good interviewing skills; Solution orientated and ability to design ideas without direction; Ability to work under stressful situations; Must be in possession of a Code 8 driver's license.
<u>DUTIES</u>	:	The purpose of this position is to manage, investigate and report on allegations of fraud and corruption in the Department, and to contribute to the prevention of fraud and corruption in the Department; Manage and Investigate allegations/cases of Fraud, corruption and; or financial misconduct; Evaluation of the allegations/cases and recommend investigation strategy/approach to the Chief Audit Executive (preliminary investigation); Prepare Investigation Plan(s) for approval by the Chief Audit Executive; Compile draft and final investigation reports for submission to the Chief Audit Executive for review & issuing to applicable levels of management; Gather comprehensive and complete evidence regarding alleged serious mismanagement of resources or unprofessional conduct; Make recommendations regarding courses of action to be considered; Compile draft and final mismanagement of resources or unprofessional conduct reports; and submit final investigation report(s) to the Chief Audit Executive for review & issuing to applicable levels of management; Referral of the alleged serious mismanagement of resources, unprofessional conduct, fraud and corruption to appropriate internal and or external authorities; Participate, and contribute to fraud awareness and ethics promotion programmes within the Department; Co-ordinate the forensic investigators contracted in the Unit.
<u>ENQUIRIES</u>	:	Ms R Ismail Tel No: (012) 441 3724
<u>POST 03/93</u>	:	<u>DEPUTY DIRECTOR: SCHOOL SPORT SYSTEM AND DEVELOPMENT PROGRAMME (MASS PARTICIPATION) REF NO: DSAC-29/01/2022</u>
<u>SALARY</u>	:	R744 255 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)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Bachelor's degree or National Diploma (NQF6) in Sport Management/ Sport Administration/ Sport Science/ Physical Education/ Human Movement Studies/ Biokinetics; 3-5 years full time experience in Sport management; Must have served at least 3 years as an Assistant Director within the Sport sector; Thorough knowledge of school sport within the broader sporting context; Skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines; Computer skills with word processing, spreadsheet, and other business software to prepare reports, memos, summaries, and analyses; Effective verbal and written communications, including active listening skills and skill in presenting reports and recommendations; Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment. Must be able to handle confrontational situations with diplomacy; Ability to handle a high level of complexity as well as high work volumes within the work environment; An in-depth appreciation of business ethics and the capability to maintain a high level of confidentiality and sensitivity regarding work issues; Must be able to withstand the political pressures related to this job; Must be in possession of Code 8 driver's license; Willingness to travel.
<u>DUTIES</u>	:	The purpose of this position is to manage the projects to increase the number of participants in school sport activities; To provide operational leadership pertaining to the following areas: Develop and ensure the maintenance of a framework to increase the number of participants in school sport activities; Develop and ensure the maintenance delivery mechanisms to increase the number of participants in school sport activities; Monitor and evaluate the increase in number of participants in school sport activities; Develop and ensure the implementation of interventions to increase the number of participants in school sport activities; Advises Department of Sport, Arts and Culture management on mass participation related issues, including relevant policies and legislation; Assist the Director and Chief Director in communicating the Directorates strategic vision; To supervise and develop staff; Responsible for planning and organizing the activities of the Sub-

		Directorate to ensure optimum service delivery as well as staff development, evaluations, feedback, discipline and ongoing coaching; Monitor own unit's expenditure; Supervise and coordinate the school sport internship programme
<u>ENQUIRIES</u>	:	Mr TS Thebehae Tel No: (012) 441 3000
<u>POST 03/94</u>	:	<u>DEPUTY DIRECTOR: SCHOOL SPORT SYSTEM AND DEVELOPMENT PROGRAMME (COMPETITIVE PROGRAMME) REF NO: DSAC-30/01/2022</u>
<u>SALARY</u>	:	R744 255 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)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Bachelor's degree or National Diploma (NQF6) in Sport Management/ Sport Administration/ Sport Science/ Physical Education/ Human Movement Studies/ Biokinetics; 3-5 years full time experience in Sport management; Must have served at least 3 years as an Assistant Director within the Sport sector; Thorough knowledge of school sport within the broader sporting context; Skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines; Computer skills with word processing, spreadsheet, and other business software to prepare reports, memos, summaries, and analyses; Effective verbal and written communications, including active listening skills and skill in presenting reports and recommendations; Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment. Must be able to handle confrontational situations with diplomacy; Ability to handle a high level of complexity as well as high work volumes within the work environment; An in-depth appreciation of business ethics and the capability to maintain a high level of confidentiality and sensitivity regarding work issues; Must be able to withstand the political pressures related to this job; Must be in possession of Code 8 driver's license; Willingness to travel
<u>DUTIES</u>	:	The purpose of this position is to manage projects to co-ordinate and manage school sport competitive programmes; To provide operational leadership pertaining to the management and co-ordination of school sport competitive programmes: Developing and ensuring the maintenance of a framework to manage and co-ordinate school sport competitive programmes. This framework includes details such as budget and logistics considerations; Developing and maintaining delivery mechanisms to manage and co-ordinate school sport competitive programmes; Monitoring and evaluating the management and co-ordination of school sport competitive programmes. as per the strategy and intent of the Department; Developing and implementing interventions to manage and co-ordinate school sport competitive programmes; Must closely align and translate into operational reality the strategic vision of the Directorate as espoused by the Director; Responsible for managing and organising all school sport competitive programmes: National; Provincial and Regional; Facilitate the international participation of learners in relevant International School Sport activities; Advise stakeholders, Department of Sport, Arts and Culture Ministry and Management on school sport related issues; Advises Department of Sport, Arts and Culture management on the management and co-ordination of school sport competitive programmes, including other relevant policies and legislation; Assist the Director in communicating the Directorate's strategic vision; To supervise and develop staff; Responsible for planning and organizing the activities of the Sub-Directorate to ensure optimum service delivery as well as staff development, evaluations, feedback, discipline and ongoing coaching; Monitor own unit's expenditure; Supervise and coordinate the School Sport Event Commission members.
<u>ENQUIRIES</u>	:	Mr TS Thebehae Tel No: (012) 441 3000
<u>POST 03/95</u>	:	<u>DEPUTY DIRECTOR: RECREATION SERVICES REF NO: DSAC-31/01/2022</u>
<u>SALARY</u>	:	R744 255 per annum, (an all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund

**CENTRE
REQUIREMENTS**

(13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines)

: Pretoria
: Bachelor's degree or National Diploma (NQF6) in Sport Management/ Sport Administration/ Sport Science/ Physical Education/ Human Movement Studies/ Biokinetics; 3-5 years full time experience in Sport management; Must have served at least 3 years as an Assistant Director within the Sport sector; Thorough knowledge of Recreation programmes within the broader sporting context; Skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines; Computer skills with word processing, spreadsheet, and other business software to prepare reports, memos, summaries, and analyses; Effective verbal and written communications, including active listening skills and skill in presenting reports and recommendations; Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment. Work closely with provinces in monitoring the implementation of the mass participation programmes funded through the conditional grant; Must be able to handle confrontational situations with diplomacy; Ability to handle a high level of complexity as well as high work volumes within the work environment; An in-depth appreciation of business ethics and the capability to maintain a high level of confidentiality and sensitivity regarding work issues; Must be able to withstand the political pressures related to this job; Must be in possession of Code 8 driver's license; Willingness to travel extensively.

DUTIES

: The purpose of this position is to manage the projects to increase the number of participants in sport and recreation activities; Provide operational leadership to - Develop and maintain a framework to increase the number of participants in sport and recreation activities; Develop and maintain delivery mechanisms to increase the number of participants in sport and recreation activities; Monitor and evaluate the increase in number of participants in sport and recreation activities; Develop and implement interventions to increase the number of participants in sport and recreation activities; Stakeholder management and delivery of Ministerial Outreach Programme; Establish the strategy and operational leadership for the sub directorate including the approach for the development of a set of metrics to monitor the delivery of the above objectives, utilising efficiency and cost reductions whilst maintaining high quality and value to DSAC; Provide strategic and tactical guidance for the above operational activities within the sub directorate, ensuring operational and financial objectives are consistent with overall DSAC objectives and follow best practices observed within DSAC and the industry; Advise stakeholders, DSAC Ministry and Management on community recreation related issues, including relevant policies and legislation; Assist the Director and Chief Director in communicating the Directorate's strategic vision; Supervise staff; Responsible for planning and organizing and preparation of all reports of the activities of the Sub-Directorate to ensure optimum service delivery as well as staff development, evaluations, feedback, discipline and on-going coaching.

ENQUIRIES

: Mr B Maake, Tel: (012) 441 3000

POST 03/96

: **ENGINEER-PRODUCTION REF NO: DSAC-32/01/2022**

SALARY

: R728 829 –R1 106 814 per annum (total package) as outlined in terms of the Occupation-specific Dispensation for Engineering professions and related occupations)

**CENTRE
REQUIREMENTS**

: Pretoria
: Bachelor's Degree or B-Tech. Degree in Civil Engineering (NQF 6) coupled with 5 years post qualification experience in the delivery of infrastructure; Compulsory registration as a Professional Engineer or Professional Technologist with the Engineering Council of South Africa (ECSA); Knowledge of the Sport, Art and Culture Infrastructure environment in South Africa would be an additional advantage; A multi-skilled, dynamic, self-motivated professional; Excellent organizational and writing skills; Strong negotiation and interpersonal skills; The ability to interact at a high technical 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; Knowledge of the following:

		Programme/project management; Research planning procedures; Engineering design and analysis; knowledge of Contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and Norms and Standards, Research and development; High performance culture; Engineering and professional judgment; Financial management; Formulation of policies in a multi-disciplinary professional environment; Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Communication (verbal and written); People Management; Planning and organizing; Conflict Management; Negotiation skill; Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	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; Report project progress to the Infrastructure Director; Manage and monitor project budget and resources; Provide inputs to other professionals with tender administration; Maintain the record management system; 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.
<u>ENQUIRIES</u>	:	Mr S Petela Tel No: (012) 441 3000
<u>POST 03/97</u>	:	<u>ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT REF NO: DSAC-33/01/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245.per annum
	:	Pretoria
	:	A Three year National Diploma/Degree (NQF 6) in Supply Chain or Logistics Management coupled with 3-5 years related logistic management experience; Good working knowledge of the PFMA, Treasury Regulations, Logis, Logis-online and the relevant functions on BAS; The ability to handle high level of complexity as well as high work volumes within the work environment; Planning and organising skills; Project Management skills; The ability to maintain composure while meeting multiple deadlines; Computer literacy; Good verbal and written communication.
<u>DUTIES</u>	:	The purpose of this position is to coordinate, review, undertake and render a logistics and disposal service through the requisition of goods and services, the receipt, distribution, ware housing and sock control, payment for goods and services and physical disposal; Coordinate and review the processing of requisitions for goods and services; Receive requisitions and check for completeness; Coordinate the placement of orders for goods and services; BBBEE Reporting to compliant service providers; Effective management of LOGIS system; Ensure user profiles on SCM systems are created; Create and authorise ICN to be used and determine classification of items; Liaise with NT/ systems developers on errors of the system when required; Manage and ensure that hardware, programs and network are operational and take corrective action when required; Oversee logistical management and supervision of staff; Coordinate safekeeping and distribution of goods as well as SCM documentation.
<u>ENQUIRIES</u>	:	Ms C Howes Tel No: (012) 441 3000
<u>POST 03/98</u>	:	<u>ASSISTANT DIRECTOR: INDEGENOUS KNOWLEDGE SYSTEM (IKS) REF NO: DSAC-34/01/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum
	:	Pretoria
	:	Three-year National Diploma/Degree (NQF 6) in Social Science or Intangible Cultural Heritage Studies coupled with 1-3 years' relevant experience; Knowledge of the Legislation of the promotion of cultural Heritage; Knowledge and understanding of policies and processes relevant to IKS; Project Management skills; Good communication and interpersonal relations; Presentation skills;

DUTIES : Computer skills; Knowledge in the development and management of databases; People Management Skills; Analytical and thinking skills.

: The purpose of this position is to assist with the implementation of measures and strategies for the collection, protection and promotion of Living Heritage/ Intangible Cultural Heritage in particular Indigenous Knowledge of South Africa; Assist with facilitating the implementation of the National Living Heritage Policy; Assist with management of the work of the Ministerial Panel on IKS; Assist with managing the Living Human Treasures programme in the unit; Assist with the development of the theme for the annual Heritage Month and assist in the implementation thereof; Assist with facilitating a national audit on Intangible Cultural heritage and the establishment of a database thereof; Assist with the development of concept documents, strategies and speeches on IKS/Living Heritage; Assist to manage the budget of the IKS unit; Assist to manage staff within the IKS unit; Assist to manage all correspondence to and from the IKS unit; Participate in departmental management committees when requested

ENQUIRIES : Mr P Mthembu Tel No: (012) 441 3033

POST 03/99 : **ACQUISITION MANAGEMENT PRACTITIONER REF NO: DSAC-35/01/2022**

SALARY : R261 372 per annum

CENTRE : Pretoria

REQUIREMENTS : An appropriate, recognised Bachelor's degree/ National Diploma (NQF6) in Supply Chain/ Logistics Management coupled with 2-3 years related Supply Chain Management experience; Knowledge of PFMA, BBBEE, PPPFA, Treasury Regulations and Practice Notes; Communications skills (verbal and written); Computer Literacy; Planning and Organising; Ability to work under pressure.

DUTIES : The purpose of the position is to render an acquisition management service; Supplier registration on the National Treasury Central Supplier Database (CSD); Source quotations from CSD and ensure that DSAC uses suppliers registered on CSD; Ensure that suppliers comply with requirements, eg VAT registration; Execution of the bidding process; Compile bid documents and publish tender invitations and awards; Issue and Receive bid documents and provide bid administration services during briefing sessions, bid closing and perform pre-screening on all bids received; Provide logistical support during bid process; Sourcing of quotations according to the threshold values determined by National Treasury; Filing and handling of queries.

ENQUIRIES : Ms R Zulu Tel No: (012) 441 3089