

## 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.*

<b><u>APPLICATIONS</u></b>	:	<a href="mailto:recruitment@dsac.gov.za">recruitment@dsac.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	03 June 2022 at 16:00
<b><u>NOTE</u></b>	:	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 <a href="http://www.dpsa.gov.za-vacancies">www.dpsa.gov.za-vacancies</a> . 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 licence (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. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of the competency-based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency tools. NOTE: Prior to appointment for SMS post, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-">https://www.thensg.gov.za/training-course/sms-pre-entry-</a>

programme/. 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 this position with candidates whose transfer / promotion / appointment will promote representivity. Therefore, African Males, Coloured Males, Indian Males, Coloured Females and Indian Females and people with disabilities are encouraged to apply.

#### OTHER POSTS

- POST 18/214** : **DEPUTY DIRECTOR: PROJECT MANAGEMENT PRESIDENTIAL STIMULUS FUND REF NO: DSAC- 01/05/2022 (X2 POSTS)**  
(Fixed Term Contract Up To 31 March 2024)  
The purpose of this position is to project manage the Presidential Stimulus Fund and any other special projects as designated by DDG.
- 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  
: An appropriate National Diploma or Degree 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; Knowledge and understanding of Public Service Regulatory Framework; Knowledge and Understanding of all Departmental Legislations and Prescripts; Knowledge of all communication strategies and processes, Service delivery innovation; Client orientation and customer focus; People management and empowerment; Financial management; Program and project management; Change management; Communication; Knowledge management; Decision Making; Presentation skills; Problem solving and analysis; Business report writing; Influencing and networking; Planning and organizing; Interpersonal skills; Technical Skills: Commercial Skills; Computer literacy; Negotiation Skills. Additional requirements: Traveling and extended working hours may be required occasionally.
- DUTIES** : Project management of the Presidential Stimulus Funding; Daily managing of the implementation of PESP Projects by the FIVE Implementing Entities; Application of relevant Project Management tools to ensure efficient implementation of the PESP. Monitoring and Evaluation: Holding Technical and Strategic meetings with the five Implementing Entities; to ensure proper monitoring and evaluation of the projects. Report to the PMO and DG: Provide weekly and monthly Reports to the DDG; DG and the Presidential Monitoring Office. Conduct site visits: Verification of all submitted reports through site visits of funded projects and beneficiaries. Manage any other special projects as designated by DDG: Project manage other special projects as designated by DDG; in line with the Economic Recovery and Reconstruction Plan of the Branch.
- ENQUIRIES** : Inquiries: Ms N Ngcama Tel No: (012) 441-3430
- POST 18/215** : **ADMINISTRATION OFFICER REF NO: DSAC-02/05/2022**  
(Fixed Term contract up to 31 March 2024)  
The purpose of this position is to provide an efficient and effective administrative support to the PMU.
- SALARY** : R261 372 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)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria
	:	An appropriate National Diploma or Bachelor's Degree in Public Management and Administration/ Public Administration or equivalent qualification; knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations; 1-2 years relevant experience; Planning and Organising skills; Communication Skills; Problem solving skills; Documents Management skills; Office Management Skills; Computer Literacy Skills; Project Management Skills; Monitor the workflow in the office. Implement and maintain an electronic document management system to enable easy tracking of all incoming and outgoing correspondence; Basic Financial Management Skills; Interpersonal Skills; Time Management Skills.
<b><u>DUTIES</u></b>	:	Process all incoming and outgoing correspondence: Respond to enquiries received from internal and external stakeholders; Ensure outgoing correspondence is recorded, distributed and tracked appropriately. Provide an efficient and effective administrative support to the unit; Ensure the safekeeping of all documentation in the unit in line with relevant legislation and policies; Ensure the effective flow of information and documentation to and from the unit; File all documents for the unit; Draft documents as required; Coordinate with and advise Project Managers regarding engagements with the DDG and Implementing Agencies. Attend to all logistical arrangements for the Unit: Operate and ensure that office equipment are in good working order; Make the necessary logistical arrangements and distribution of notices, minutes and agenda for meetings, and take minutes at meetings; Facilitate travel logistics/arrangements; Order stationery and other office equipment on a regular to ensure operational productivity. Provide administrative support services with regard to financial administration: Ensure that all advances and claims for the unit are done within the specific time frame set out in the S&T policy; Ensure that the petty cash is managed as per the petty cash policy; Ensure that any procurement is done as per departmental procurement policy.
<b><u>ENQUIRIES</u></b>	:	Ms N Ngcama Tel No: (012) 441 3430