

## 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](mailto:recruitment@dsac.gov.za). 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.
- CLOSING DATE** : 15 June 2022 at 16:00
- NOTE** : It is mandatory that applications which consist of a signed Z83 and comprehensive CV be emailed to the respective email address indicated above. Ensure to 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 will be deemed a regret. From 1 January 2021, a new application for employment (Z83) form is effective and if the old Z83 is used, it will be deemed a regret. The new application for employment form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies) or <http://www.gpa.gov.za>. The relevant reference number must be quoted on all documentation and on the subject heading of the email. An application should consist of (a) a comprehensive and detailed CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) and (b) a duly completed Z83 (refer to Circular No 19 of 2022 in this regard). Failure to submit the above documents will result in the application not considered and deemed a regret. 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 must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should have the necessary data and equipment for this purpose. Note that certain information contained in the application (CV and Z83) may be verified through the request for official documents and or other methods of verification and proof. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to a positive outcome on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). 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). Applicants must be South African citizens 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. We encourage all applicants to declare any criminal and or negative credits records. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. 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.

## OTHER POST

- POST 19/92** : **ASSISTANT DIRECTOR: COMMUNITY OUTREACH PROGRAMMES REF NO: DSAC-03/05/2022**  
12 Month Contract Post
- SALARY CENTRE** : R382 245 per annum  
Pretoria

**REQUIREMENTS**

: Candidates must be in possession of an appropriate Degree / National Diploma in Public Relations or equivalent related qualification as recognised by SAQA, 3 years' experience in Communication. Additional requirements: Traveling is required; Extended working hours may be required occasionally. Management Competencies: Client orientation and customer focus; People management and empowerment; Financial management; Program and project management; Change management; Communication; Knowledge management; Decision Making. Functional Competencies: Presentation skills; Problem solving and analysis; Business report writing, Influencing and networking; Planning and organizing; Interpersonal skills; Computer literacy; Negotiation Skills; Knowledge and Understanding of Public Service Regulatory Framework; Knowledge and Understanding of all Departmental Legislations and Prescripts; Knowledge of all communication strategies and processes.

**DUTIES**

: The purpose of this position is to facilitate Member's interface with Citizens on matters falling within the Departments portfolio; Engage communities on services of the Departments Portfolio: Assist with the interaction between the Office of the Director-General, various branches, Office of the Minister and Office of the Deputy Minister; Assist with activities for the next period with regard to liaison between the Office of the DG, Minister and Deputy Minister; Arrange meetings where progress reports required are to be discussed; Provide Team assistant support to management in the Office of the Director-General leading in the implementation of the identified key priority projects and campaigns. Reach out to unblock service bottlenecks with the portfolio: Follow-up on action plans and reporting matters; Follow-up on implementation of decisions taken during stakeholder meetings held in the Office of the Director-General; Collect preliminary information for the Chief Director to brief Director-General for audiences who request discussions; Assist with the arrangement of various events and programmes within the Office of the Director-General. Address citizens' complaints on the work of the portfolio: Keep a register of all complaints; Distribute complaints to relevant functional unit; Update the register on how the complaints were resolved; Report monthly on the number of complaints received and resolved. Facilitate easy access to Public Services: Liaise with the citizens on all matters pertaining to the Department; Arrange meetings with stakeholders; liaise with the Office of the Minister and Deputy Minister on Imbizo's and provide secretariat support for the Imbizo Coordination Meetings.

**ENQUIRIES**

: Ms N Ngcama Tel No: (012) 441 3430