

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** : dsac@ursonline.co.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** : 21 October 2022 at 16:00
- NOTE** : It is mandatory that applications which consist of a signed Z83 and comprehensive CV only 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. 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 only (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. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), the evaluation certificate will be requested should the applicant be shortlisted. Applicants must be South African citizens or a Permanent Residents. If shortlisted, all non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. 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 will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. 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. 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. 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: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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.

MANAGEMENT ECHELON

POST 38/40 : **DIRECTOR: ARTS AND SOCIAL DEVELOPMENT REF NO: DSAC-01/10/2022**

SALARY : R1 073 187 per annum, (An all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), 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 and guidelines.

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognised by SAQA in Behavioural Change Studies/ Social Science/ Gender Studies/ Human Rights/ Law, coupled with five (5) years appropriate experience in humans rights and target groups at a middle/ senior management level; A pre-entry certificate for SMS must be completed before an appointment can be considered; Experience in the management and implementation of programmes aimed at target groups; Monitoring and Evaluation; Research Methodologies and Statistical Analysis; Report writing; Development and implementation of legislation, policy frameworks strategies and guidelines relevant to target groups; Financial and Project Management; Knowledge of sport, arts and culture legislations; Programme design, planning and coordination; Excellent report writing and presentation skills; Exceptional communication and proven interpersonal relationship skills; Data base design and data interpretation and ability to analyse data statistically; Must be in possession of a Code 08 driver's licence.

DUTIES : The purpose of the position is to develop and facilitate programmes on the economic, political, social (including cultural) empowerment and skill development of Target Groups within the department and sector wide; Ensure and oversee the mainstreaming of target groups issues into all departmental programmes; Management of the implementation of programmes contributing to economic political, social (including cultural empowerment, skills development and advocacy for target groups; Ensure and maintain continuous relationships with the three spheres of government to implement policy and programmes for target groups; Strengthen partnerships with NPOs/ NPC's to implement programmes for target groups; Provide strategic leadership in target groups issues within the department and sector wide; Manage the inclusion of target groups at all levels; Analyse documents and reports related to target groups; Conduct research in order to improve services for target groups in sport, arts and culture; monitoring and evaluation of projects within the directorate; Reporting on regular basis on the development's progress of target group programmes to relevant stakeholders; Liaise with DSAC public entities in relation to target groups programmes; Manage the budget allocated to the directorate in line with the PFMA and National Treasury guidelines.

ENQUIRIES : Ms S Shongwe Tel No: (012) 441 3580

OTHER POSTS

POST 38/41 : **DEPUTY DIRECTOR: RECORDS MANAGEMENT AND INFORMATION SYSTEMS REF NO: DSAC-02/10/2022**

SALARY : R882 042 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 : Pretoria

REQUIREMENTS : Three-year National Diploma or Bachelor's degree in Archival Science/ Records Management/ Information Science; A relevant post-graduate qualification, in Archival Studies, would be an added advantage; A valid Driver's licence; 3-5 years relevant experience in the field of records management and information systems with specific specialization in appraisal,

records classification systems, information systems and inspections; 3 years relevant experience as an Assistant Director would also be an added advantage; Knowledge of: National Archives and Records Service Act No 43 of 1996 (as amended) and other legislation which impacts on archives; records management and information systems; Appraisal of records, international standards and best practices; Approval of records classification systems, international standards and best practices; Records management Inspections, international standards and best practices; Training strategies, methods and best practices; Electronic records management and preservation principles, international standards and best practices; Supervisory and management principles; Organising, planning, monitoring and reporting principles and practices; Information technology principles and applications; People Management and empowerment; Negotiation and conflict management; Specialist Knowledge; Problem Solving & Analysis; Oral Communication; Written Communication; Creativity & Innovation; Project management skills; Monitoring and evaluation; Knowledge of Financial management; Compatible with MS Office

DUTIES : The purpose of the post is to ensure that governmental bodies implement and maintain sound records management practices for the purpose of ensuring efficient, accountable and transparent governance according to the requirements of the National Archives and Records Service of SA Act (Act No. 43 of 1996 as amended); Organising, managing and leading the sub-directorate Records Management and Information Systems; Managing regulatory, transversal records management services to governmental bodies, including formulation of policy and strategy; Managing archival information systems including the National Automated Archival Information Retrieval Systems (NAAIRS), Access to Memory (AtoM) and the national registers of non-public records; People management and empowerment.

ENQUIRIES : Ms Khanyi Ngcobo Tel No: (012) 441 3234

POST 38/42 : **DEPUTY DIRECTOR: LIBRARY POLICY AND COORDINATION REF NO: DSAC-03/10/2022**

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
 : Three-year National Diploma or Bachelor's degree in Library and Information Science or equivalent qualification; 3-5 years relevant experience in the library and information services sector; 3 years relevant experience an Assistant Director would be an added advantage; Valid driver's licence; Experience in project management, planning, monitoring and evaluation; Extensive knowledge of conceptual issues relating to information society and library automated management systems; Experience in the administration of policy development pertaining to national and provincial library and information services and related institutions and organization; Extensive experience in budgetary and human resource matters; Strong management, communication, interpersonal, research and computer skills; Report writing skills, excellent written and verbal skills; Project management skills; Monitoring and evaluation; Financial management; Compatible with MS Office.

DUTIES : The purpose of this post is to manage and coordinate the community library conditional grant; Manage the community library conditional grant to provinces; Manage financial administration and monthly reporting of the conditional grant to provinces; Provide financial administration and manage the budget of the Directorate; Coordinate the management of provincial coordinator's reports.

ENQUIRIES : Ms Rose Phasha Tel No: (012) 441 3321

POST 38/43 : **DEPUTY DIRECTOR: TOURING VENTURES REF NO: DSAC-04/10/2022**

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 : Pretoria

<u>REQUIREMENTS</u>	:	Three-year National Diploma or Bachelor's Degree in Arts or equivalent qualification; 3-5 years relevant experience in the arts and culture sector and working with projects; Project Management knowledge; Knowledge of and work experience in a Government administration environment; Understanding of the arts and culture sector; Good verbal and written communication skills; Understanding of relevant policies and prescripts; Proven ability to plan and implement projects; Monitoring & Evaluation skills; Ability to generate management reports; Good interpersonal negotiation skills; Problem solving & analysis skills; Ability to take initiative; Computer literacy; Understanding of public finance management processes; Necessary Departmental legal processes; Ready to travel locally & internationally; Flexibility and ability to work beyond normal working hours.
<u>DUTIES</u>	:	The purpose of this post is to manage the implementation of Mzansi Golden Economy (MGE) Strategy through Touring Ventures Programme; Facilitate Open call for proposals and funding process for all approved Touring Ventures projects; Content Development and Project Management; Management of information, proposals and reports on Touring Ventures projects; Implementation of Monitoring & evaluation processes; Stakeholder Management- Close communication with Beneficiaries on their supported Touring Ventures projects and handle queries; Management of accessibility of information through the use of Guidelines, Terms & Conditions and Application forms; Human, Financial and Risk Management- Systems, processes and controls are in place to ensure operational efficiency and effectiveness.
<u>ENQUIRIES</u>	:	Ms C Mokoena Tel No: (012) 441 3881
<u>POST 38/44</u>	:	<u>DEPUTY DIRECTOR: HUMAN LANGUAGE TECHNOLOGIES REF NO: DSAC-05/10/2022</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
<u>REQUIREMENTS</u>	:	Three-year National Diploma or Bachelor's degree in Human Language Technologies/ Project management/ Linguistics and/or a language as a major; 3-5 years relevant experience in Human Language Technology field; Knowledge in Public administration; Project management; Effective verbal and written communications; Computer skills with word processing, spreadsheet, and other business software; Knowledge of HLT applications (downloading, installation, self-training, usage); 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.
<u>DUTIES</u>	:	Administer and facilitate HLT projects; Facilitate and manage Joint Project Steering Committee (JPSC) meetings; Maintain communication with National HLT Network; Maintain liaison with implementation agencies and other stakeholders; Monitoring and evaluation of HLT projects; Evaluate project deliverables; Conduct Joint Project Steering Committee (JPSC) meetings; Write minutes of JPSC meetings; Management of information and data; Maintain and update HLT websites; Inventoried and safely stored project outputs; Download software deliverables; Marketing and deployment of HLT tools; Conduct training workshops for HLT applications; Conduct HLT roadshows and awareness campaigns; Provide technical support to language practitioners; Facilitate deployment of HLT tools in government language units; Market HLT tools to government and non-government structures; Human resource management.
<u>ENQUIRIES</u>	:	Mr T Mabasa Tel No: (012) 441 3838
<u>POST 38/45</u>	:	<u>DEPUTY DIRECTOR: ASIA AND REGIONAL ORGANISATIONS REF NO: DSAC-06/10/2022</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
	:	Three-year National Diploma or Bachelor's degree in Political Studies or International Relations; 3-5 years' relevant experience working in an International Relations environment; A postgraduate degree in international relations and a Certificate in Project Management would be an added advantage; Good understanding of South Africa's Arts and Culture Policy and Foreign Policy objectives; Good communication and coordination skills; Good writing skills; Knowledge of international relations, and relevant prescripts; Understanding of geopolitics; Project Management skills; Negotiation Skills; Problem solving skills; Research skills; Ability to work in a team; Ability to work without supervision; Good interpersonal skills; Analytical and creative thinker. Be willing to work overtime, travel abroad and locally.
<u>DUTIES</u>	:	Manage and facilitate SA's participation in various international engagements; Coordinate and Collate inputs for Declarations, BNCs, JMCs, SOMs and other related forums; and PoCs, MoUs, Declarations and Letter of Intents; Compile status reports on various engagements ; Negotiate agreements; Ensure SA's culture presence internationally; Compile briefing and speaking notes, speeches, discussion documents and policy statements in order to prepare and advise Political Heads and Executives; Showcase SA arts and culture abroad through coordination and implementation of various projects and events; Advise on best practices and policy issues; Conduct desk top research; Resource stakeholder collaboration by identifying opportunities, creating an enabling environment, facilitating interaction between various stakeholders; Provide regular engagements and communications with stakeholders; Manage operations and general administration.
<u>ENQUIRIES</u>	:	General: Ms C Noah Tel No: (012) 441 3739
<u>POST 38/46</u>	:	<u>DEPUTY DIRECTOR: ENTITY OVERSIGHT AND INTERFACE REF NO: DSAC-07/10/2022 (X2 POSTS)</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
	:	Three-year National Diploma or a Bachelor of Commerce Degree in Financial Management or Accounting; A qualification in Property Management or Corporate Governance would be an added advantage; 3-5 year relevant experience in Accounting and Financial Management; Experience in in Public Entities financial performance monitoring reporting, consolidation and financial analysis, auditing experience; Planning, Monitoring and Evaluation; Knowledge in: Performance Management; General knowledge of legislative and compliance frameworks; Good Communication skills; Good interpersonal Relations; Planning and organizing; Content knowledge (Corporate Governance); Working knowledge and understanding of Corporate Governance.
<u>DUTIES</u>	:	The purpose of this post is to ensure that the Public Entities apply good governance practises, adhere to all relevant legislation, and use resources at their disposal in an effective and economical manner; This should be done through providing guidance to the Public Entities and through the implementation of continuous monitoring procedures; Ensure that Quarterly Reports are received at the end of each quarter; Ensure that the reports are analysed in terms of Non-Financial and Financial performance; Ensure that reports are analysed with regards to compliance adherence as well as issues such as demographics, job creation etc; Ensure that the Minister is appraised with regards to the performance of each institution per quarter; Ensure that feedback is provided to the Public Entities; Visits to Public Entities with regards to feedback on performance; Analyse the Annual Performance Plans from Public Entities and provide feedback by the regulated due dates; Ensure that the Annual Reports are tabled in Parliament; Conduct site visits to Public Entities for oversight of PFMA and legislative issues by Public Entities; Coordinating the constitution of Councils; Liaise with public entities and the Department of Public Works and Infrastructure (DPWI) in relation to

		management public entities' leases; with regards to new leases, renewal of leases and terminations.
<u>ENQUIRIES</u>	:	Mr S Tsanyane Tel No: (012) 441 3492
<u>POST 38/47</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL ADMINISTRATION REF NO: DSAC-08/10/2022</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
	:	Three-year National Diploma or Bachelor's Degree or equivalent in Financial Management/Accounting; 3-5 years relevant experience in financial accounting, 2 years supervisory/management experience as an Assistant Director would be an added advantage; PERSAL systems experience; The ability to interpret and apply financial policy and procedures; Computer skills; Knowledge of Public Finance Management Act (PFMA); Knowledge of Treasury Regulations and Financial Systems (e.g. BAS, LOGIS & PERSAL); Understands and applies commercial and financial principles; Problem solving skills; Analytical thinking skills; Communication skills; Planning and Organizing skills.
<u>DUTIES</u>	:	The purpose of this post is to manage the sub-directorate, develop, review, and implement financial accounting systems and procedure in line with relevant legislation, regulations, frameworks and departmental policies and procedures; Manage the Payroll of the department; Prepare inputs to the Disclosure note to the Annual and Interim Financial Statements; Ensure the implementation of Travelling & subsistence, general ledger reconciliation and analysis; Ensure compilation of Annual and Bi-annual PAYE reconciliation report; Staff supervision.
<u>ENQUIRIES</u>	:	Ms Sibongile Mondile Tel No: (012) 441-3338
<u>POST 38/48</u>	:	<u>DEPUTY DIRECTOR: REGULATORY/ INFORMATION TECHNOLOGY AUDIT REF NO: DSAC-09/10/2022</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
	:	Three-year National Diploma or Bachelor's Degree in Auditing and Accounting; 3-5 years relevant experience in the auditing field; Must be a member of the Institute of Internal Auditors of South Africa (IIA SA); IT Audit related qualification will be an added advantage; IT Audit membership in ISACA; Knowledge of relevant prescripts and Acts relevant to the Internal Audit environment and the public sector in general; Knowledge of computer programmes/software applicable in Internal Audit (e.g. Teammate); Knowledge and understanding of Legislative Framework governing the Public Service; Knowledge and understanding of General Control Reviews (GCR), Application Control Reviews (ACR), IT Governance, IT Security / Cybersecurity; Data Analytics; Knowledge for IT Related frameworks, i.e. COBIT, ISO, CIS, NIST, ITIL, PMBOK, ect.; Analytical thinking skills; Problem solving skills; Advanced communication skills; Planning and organizing skills; Knowledge of government systems.
<u>DUTIES</u>	:	The purpose of this post is to provide management with an independent appraisal of the adequacy, effectiveness, and the efficiency of corporate, financial operations and compliance with laws and regulations. (Performance, Information Technology (IT) Regularity and Compliance Audits/Administration function); Perform planning and manage the execution of audits in accordance with accepted standards-Planning of identified audit projects as per the approved audit plan; Execution of identified audit projects as per the approved audit plan and approved audit program; Reporting and concluding of identified audit projects as per the approved audit plan and approved audit program; Implement a quality assurance and improvement programme in the Internal Audit section to ensure compliance with the IIA Standards and unit policies and

procedures and provide on the job training and develop allocated internal audit staff; Monitoring the activities of the outsourced/co-sourced service provider and coordination of other assurance providers to ensure proper coverage to minimize duplication of effort; Oversee the operations and management of the Internal Audit Directorate (including Financial, Human Resources, Audit Committee Secretarial functions & Risk Champion Functions) and assist with responses to AGSA requests/queries; Assist with the development of strategic internal audit plans (Three year and Annual Operational Plan).

- ENQUIRIES** : Ms S Ramanand Tel No: (012) 441 3099
- POST 38/49** : **DEPUTY DIRECTOR: TRANSLATION AND EDITING REF NO: DSAC-10/10/2022**
- 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** : Pretoria
- REQUIREMENTS** : Three-year National Diploma or Bachelor's Degree with majors in either Translation, Linguistics, Language, or other relevant subjects; 3-5 years' relevant experience in the language/translation environment; Additional requirements: High competence in English with proven ability of English editing (working with official documents will be advantageous), knowledge of relevant legislation, policies and practices; abilities to organise, define objectives, demonstrate good control; delegate to staff, encourage initiative; develop talents and skills. Proven general computer literacy with good knowledge of excel; knowledge of an additional or more official languages; good written and verbal communication skills; ability to work under pressure; good interpersonal skills; supervisory skills; expressing facts and ideas orally or in writing in a clear and logical manner. Candidates will be subjected to a departmental English editing test.
- DUTIES** : The purpose of this post is to enhance access to information through the supervision of translation processes and editorial services; Translation and editing administration; Edit and do quality control of English documents, People management and empowerment; Internal administration and liaison; Liaise with clients and freelancers; Give language advice; Respond to general queries; Perform further duties as requested by the Director.
- ENQUIRIES** : Ms M Gaffane Tel No: (012) 441 3256
- POST 38/50** : **ASSISTANT DIRECTOR: SOUND AND PRESERVATION REF NO: DSAC-11/10/2022**
- SALARY** : R382 245 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Three-year National Diploma or Bachelor's degree in Music/Film Studies/ Sound Technology Audio Engineering or equivalent majoring in Sound/Audio; 2-3 years relevant experience in a Sound/Broadcasting Archives or similar environment; Additional requirements: A diploma in Sound Engineering/ A certificate/Diploma in Archival Studies; Knowledge of the South African Musical landscape; Knowledge of the South African Audio visual industry; Basic Computer skills; Managerial and organizing skills; Knowledge and experience in working with sound studio equipment; Technical Skills/ Specialist Knowledge; Preservation/ Conservation Management.
- DUTIES** : The purpose of this post is to collect, preserve, promote and make accessible the sound collections of the National Archives and Record Services of South Africa; Sound Collection Preservation Management and all other aspects; Digitization of the Sound Collection, Sound Studio maintenance and all other technical aspects; Management of Indigenous Music Programmes and all technical aspects; Promote Indigenous Music; Maintain and preserve Indigenous Music artefacts; Preservation of Indigenous Music recordings; Managing of Human resources; Project Management, Research and Client Services; Manage various projects of the Sound Preservation Section, NFVSA; Research and advise various clients and by providing assistance/ guidance to other sections of DSAC and other organisations; Research, prepare and present on the work of the NFVSA, NARSSA and DSAC; Research on South African audio-visual productions.

ENQUIRIES : Adv Dennis Maake Tel No: (012) 441 3152

POST 38/51 : **ASSISTANT DIRECTOR: LIBRARY INFORMATION SERVICES AND ASSOCIATED POLICY COORDINATION REF NO: DSAC-12/10/2022**

SALARY CENTRE REQUIREMENTS : R382 245 per annum
: Pretoria
: Three-year National Diploma or Bachelor's degree in Library and Information Science or equivalent qualification; 2-3 years relevant experience in the library and information services sector; A valid drivers licence; Good communication (oral and written) and interpersonal relations; Planning and organizing; Analytical thinking skills; Quality orientation; Knowledge of relevant policies and prescripts; Knowledge of Library and Information Services; Project management; Compatible with MS Office; Problem solving skills.

DUTIES : The purpose of this post is to provide high-level administrative support service to the National Council for Library and Information Services (NCLIS); Administration of national LIS legislation and aspects relating thereto, in respect to NCLIS Act and assist with the coordination and administration of the conditional grant for community libraries; Act as the NCLIS Secretariat by rendering high-level executive support to the Council and its Chairperson; Assist with the coordination of the conditional grant for community libraries; Provide administrative and logistical support for the Directorate and provincial meetings; Coordination and implementation of policy matters.

ENQUIRIES : Ms Vonani Modika Tel No: (012) 441 3322

POST 38/52 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: DSAC-13/10/2022**

SALARY CENTRE REQUIREMENTS : R382 245 per annum
: Pretoria
: A three-year National Diploma or Bachelor's degree in Archival Science or Records Management or Information Science; A relevant post-graduate qualification, such as Archival Studies, would be An added advantage; Compatible with MS Office; Drivers licence; 2-3 years relevant experience as an Archivist or Records Management Officer at supervisory level; Knowledge of relevant Acts and legislations which impact on records management; Knowledge of archives and records management, appraisal of records, records classification systems and inspections; Knowledge of electronic records management principles, information technology principles and applications; Specialist Knowledge; Problem Solving & Analysis; Good Oral and written Communication; Creativity & Innovation.

DUTIES : The purpose of this post is to ensure that governmental bodies implement and maintain sound records management practices for the purpose of ensuring efficient, accountable and transparent governance according to the requirements of the National Archives and Records Service of SA Act (Act No. 43 of 1996 as amended); Management of the Appraisal Programme; Appraisal of records; Management of compliance inspections at governmental bodies and off-site storage facilities; Coordinate and conduct records management training; People management and empowerment.

ENQUIRIES : Ms Thulisile Lemekoana Tel No: (012) 441 3554

POST 38/53 : **SENIOR SPORT AND RECREATION COORDINATOR: SPORT SUPPORT AND FEDERATION COORDINATION REF NO: DSAC-14/10/2022**

SALARY CENTRE REQUIREMENTS : R382 245 per annum
: Pretoria
: Three-year National Diploma or Bachelor's Degree in Sport Management/ Sport Science/Sport Administration or equivalent qualification; 2 -3 years relevant experience in sport and recreation environment; Valid driver's license; Good Communication and interpersonal relations; Knowledge of relevant prescripts, Acts and Regulations that govern sport; Understanding of National and Provincial sport body structures and operations; Knowledge and understanding of sport federations; Knowledge and understanding of departmental policies and procedures; Planning and organizing skills; Computer literacy; Coaching and mentoring skills; Administrative skills; Project and event management skills; Research, Analytical thinking and Leadership

- skills; Problem solving skills; Team player; Ability to learn, benchmark and research; Willingness to provide customer service.
- DUTIES** : The purpose of this post is to coordinate and monitor Sport and Recreation Bodies and programmes; Develop a monitor evaluation processes and documentation for effective monitoring and evaluation of Sport and Recreation Bodies; Develop a monitoring and evaluation schedule for allocated/assigned Sport and Recreation Bodies; Monitor and evaluate the implementation of Sport and Recreation Bodies programmes; Provide monitoring and evaluation reports; Communicate the monitoring and evaluation process to Sport and Recreation Bodies prior to implementation; Develop, review and update documents used for the provision of financial and non-financial support to Sport and Recreation Bodies; Communicate the process of applications for financial support by Sport and Recreation Bodies; Review all applications for financial support and advise managers on compliance of applications against policies; Communicate all adjudication findings and requirements with Sport and Recreation Bodies; Provide liaison services (support/link) between Department and Sport and Recreation Bodies; Coordinate the provision of non-financial support to be provided to Sport and Recreation Bodies.
- ENQUIRIES** : Mr K Matlala Tel No: (012) 441 3208
- POST 38/54** : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DSAC-15/10/2022**
- SALARY** : R382 245 per annum
CENTRE : Pretoria
REQUIREMENTS : Three-year National Diploma or Bachelor's Degree in either Public Management /Development Management / Social Sciences or an equivalent qualification; At least 2-3 years relevant experience; Must be in possession of a Code 8 driver's license; Willingness to travel; Knowledge of: performance information auditing, risk management, strategy and planning, monitoring and evaluation, operational management; Project Management; Monitoring and Reporting skills; Good verbal and written communication skills; Computer Literacy; Presentation Skills; Planning and organizing skills; Quality Management principles and processes skills; Interpersonal skills; Change Management skills; Time Management skills; Ability to work under pressure.
- DUTIES** : The purpose of this post is to provide monitoring and evaluation in relation to Strategic, Annual Performance and Operational Plans; Assist in the development of departmental Quarterly Performance Reports and Annual Reports; Conduct performance review sessions; Review the draft Annual Performance Plan and related Technical Indicator Descriptions and Standard Operating Procedures; Assist in the development of quarterly Operational Plan (OP) reports; Coordinate the Planning, Monitoring, Evaluation and Reporting (Integrated) Forum.
- ENQUIRIES** : Mr Thulani Khumalo Tel No: (012) 441-3669
- POST 38/55** : **ASSISTANT DIRECTOR: SOCIAL COHESION REF NO: DSAC-16/10/2022**
- SALARY** : R382 245 per annum
CENTRE : Pretoria
REQUIREMENTS : Three-year National Diploma or Bachelor's Degree in Social Sciences/ Education/ Economics, or equivalent qualification; A post-graduate qualification will be an advantage; 2-3 years relevant experience in coordinating, facilitating, and reporting on large scale projects as well as working in a monitoring and evaluation environment; Strong cognitive, research, and analytical skills; Facilitation, coordination, and coaching; Excellent organizational and administrative skills; Excellent verbal and written communication skills, including good report writing; Basic knowledge of project management; Financial management and reporting; Computer literacy; Knowledge and understanding of relevant prescripts, acts and Regulations; Knowledge and understanding of departmental policies and procedures; Project management skills; Analytical thinking and Problem-solving skills.
- DUTIES** : The purpose of this post is to oversee the Department's programme on national symbols, which aims to foster patriotism and a sense of pride in being South African, as well as the Social Cohesion Advocates programme, which aims to contribute to the creation of an inclusive and socially cohesive society. The incumbent will be responsible to ensure effective support and implementation

of the Social Cohesion Advocates programme of the Department; Keep regular liaison with and create platforms for Social Cohesion Advocates in doing their advocacy work for social cohesion and nation-building; develop and implement a plan for the deployment of social cohesion advocates to key national events; develop opinion pieces on social cohesion and nation-building for endorsement and signature by Social Cohesion Advocates; design an advocacy plan for Social Cohesion Advocates using various platforms, including electronic and print media; successfully negotiate media platforms for Social Cohesion Advocates; act as secretariat for the implementation of the Social Cohesion Advocates programme; implement, monitor, and report on the broader programme of national symbols, especially the Department's "I am the Flag" campaign; periodically and proactively conduct an environmental scan on social cohesion and nation-building and advise on appropriate responses or remedies in respect of any early warning signs; support all the Department's Entities and Provincial Departments in terms of their strategies for the promotion of social cohesion and nation-building; develop and maintain a functional, accurate and updated databank for Social Cohesion Advocates; monitor all expenditure trends and draw expenditure reports against project expenditure projections; and assist in the regular reprioritization of budget line items as and when required. The incumbent will also be responsible to build a knowledge repository on all work generated and all official documents and related research papers and reports on social cohesion, and on a quarterly basis, all these works must be transferred to the designated Assistant Director responsible for knowledge management. The incumbent will also be responsible to manage and regularly update the risk register on behalf of the Directorate and must be prepared to undertake any task related to social cohesion and nation-building as may be directed.

ENQUIRIES

: Mr Nhlanhla Nkobi Tel No: (012) 441 3535

POST 38/56

: **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: DSAC-17/10/2022**

SALARY CENTRE REQUIREMENTS

: R382 245 per annum
 : Pretoria
 : Three-year National Diploma or Bachelor's Degree in Environmental Health/ Safety Management or similar; a minimum of 2-3 years relevant work experience; Candidates must also be a member of a relevant registered professional body [SAMTRAC/ SHEMTRAC]; A valid Code 8 Drivers licence; Knowledge of the Compensation for Occupational Injuries and Diseases Act, the Occupational Health and Safety Act and its regulations; Understanding of the OHS Act and implementation in the Public Service; Good communication, managerial and supervisory, administrative, organisation and interpersonal skills; Ability to work under pressure and meet deadlines; Ability to interact at high-profile levels; Good report writing and presentation skills; Attention to detail and accuracy of information; Good planning and organizing skills; Honesty and integrity; Self-disciplined; Ability to work independently and in a team.

DUTIES

: The purpose of this post is to plan, coordinate, implement and advise on Occupational Health and Safety (OHS) matters within the department in order to ensure compliance with the Occupational Health and Safety Act, Act 85 of 1993; Ensure the implementation and monitoring of all OHS compliance requirements at all sites; Facilitate the development, reviews and implementation of the Policy on OHS and other related policies, Facilitate the nomination and appointment of OHS representatives., Coordinate all OHS training requirements. Develop and manage a fully sustainable health and safety program for the department; draft and implement the OHS Annual plan, contingency and business continuity plans; Schedule quarterly meetings of the Health and Safety Committees; Provide secretariate for OHS Committees; Develop and implement an incident management system; Conduct formal building inspections; Injury on Duty Management; Keep records and report incidents and accidents; Conduct investigations on incidents where necessary; Update the Barnowl with all incidents; Develop and coordinate risk management plans; Plan and coordinate OHS audits; Plan and coordinate emergency evacuation exercises; Provide advice in terms of all aspects of OHS and implementation thereof; Supervise maintenance and cleaning services; Liaison with building maintenance at all sites; Implement all aspects

of the Performance Management and Development System for the staff reporting in this sub-unit.
ENQUIRIES : Ms P Almeida Tel No: (012) 441 3696

POST 38/57 : **ASSISTANT DIRECTOR: ANALYST PROGRAMMER REF NO: DSAC-18/10/2022**

SALARY : R382 245 per annum
CENTRE : Pretoria
REQUIREMENTS : Three-year National Diploma or Bachelor's degree in Information Technology or equivalent qualification; 2-3 years relevant experience in an IT environment (business analysis and systems development); Business analysis certification; Systems development experience; Creativity & Innovation; Communication and Interpersonal skills; Problem-solving skills; Knowledge of a programming language and or database structures; Business analysis; Attention to detail.

DUTIES : The purpose of this post is to develop and maintain all DSAC business systems and application software; Perform business analysis to gather business systems requirements-Perform system requirements gathering; Compile user requirements specification documents; Compile business case documents; Conduct systems development, maintenance and support-Undertake programming tasks for new systems; Monitor systems performance; Maintain existing systems and perform system administration duties; Perform the review of business processes and develop optimization strategies-Document business processes; Lead business process automation actions; Analysis of business processes; Develop user manuals for applications and databases and lead training interventions in the department; Perform systems implementation as well as user acceptance testing.

ENQUIRIES : Mr T Jongweni Tel No: (012) 441 3727

POST 38/58 : **ASSISTANT DIRECTOR: EVENTS MANAGEMENT REF NO: DSAC-19/10/2022**

SALARY : R382 245 per annum
CENTRE : Pretoria
REQUIREMENTS : Three-year National Diploma or Bachelor's degree in Events Management/ Marketing/ Communication or equivalent qualification; 2- 3 years relevant experience in Events Management; Valid Driver's License (Must be currently driving with at least 2 years' experience); Knowledge of Events Management; Knowledge of Procurement Management; Knowledge of Financial Management; Knowledge of protocol; Stakeholder Management experience; Ability to communicate verbally and via written communication in a professional manner; Problem solving skills; Ability to think creatively and innovatively; The ability to work in a team; Interpersonal sensitivity; Must be flexible and able to handle difficult scenarios; Be a self-motivator.

DUTIES : The purpose of this post is to implement events on behalf of the Department; Administration of Events; Coordinate Events of the Department; Procurement and Financial Management; Risk Management in Events Management.

ENQUIRIES : Ms K Molete Tel No: (012) 441 3595

POST 38/59 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: DSAC-20/10/2022**

SALARY : R382 245 per annum
CENTRE : Pretoria
REQUIREMENTS : Three-year National Diploma or Bachelor's degree in Commerce, Risk Management, or equivalent qualification; 2-3 years' relevant experience; Membership to the Institute of Risk Management South Africa or relevant professional body will be an added advantage.; A valid driver's license; Practical knowledge and application of Risk Management Standards and risk management methodology and Business Continuity Management; Good communication and interpersonal relations; Assertiveness; Presentation capabilities; Working knowledge and understanding of recognized Enterprise Risk Management software in the industry BarnOwl/CURA; Understanding of the Public Finance Management Act, and public sector prescripts; Have working knowledge to briefly explain the application of standards; Computer literacy; Planning and organizing skills; Project management skills.

DUTIES : The purpose of this post is to undertake activities to implement the risk management framework (policy, strategy, and plans). Assist in the review of

		operational policies and development of Standard Operating Procedures; Conduct compliance, operational and project risk assessments, and report in line with the approved frameworks. Assist in the development of Compliance Risk Management Plans; Continuous monitoring of the identified risk response activities; Prepare quarterly reports for management, and for oversight reporting to the Risk Committee. Mentoring of trainee risk practitioners; Communicate and create awareness on risk management activities to various stakeholders. Assist in training end users on the adopted ERM System.
<u>ENQUIRIES</u>	:	General: Ms B Spencer Tel No: (012) 441 3097
<u>POST 38/60</u>	:	<u>ASSISTANT DIRECTOR: FORENSIC INVESTIGATIONS REF NO: DSAC-21/10/2022</u>
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Three-year National Diploma or Bachelor's Degree in Forensic Investigations/ Law/ Business Science/ Auditing/ Accounting/ Criminology; 2-3 years relevant experience in Forensic Investigation field; Certified Fraud Examiner (CFE) in good standing will be an added advantage; Strong report writing skills; Knowledge/experience of the Disciplinary Code of the Public Service; Knowledge of the PFM Act of 1999, as amended; Knowledge and understanding of Public Service Act; 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; Leadership & supervisory skills; Computer literacy; Project management skills; Verbal and Written Communication Skills; Presentation skills; Interpersonal and diplomacy skills; Problem-solving and conflict management skills; Good communication skills Analytical and investigation skills.
<u>DUTIES</u>	:	Recording of cases received; Updating Fraud Allegations Register with cases where predication exists; Drafting the investigation plans; Conducting preliminary investigations on matters received; Make appropriate recommendations on matters to be investigated; Conduct detail investigations on matter recommended for investigation; Drafting Preliminary Investigation Reports; Compiling forensic investigation report after conducting detail investigations; Supervising service providers.
<u>ENQUIRIES</u>	:	Ms. Sunita Ramanand Tel No: (012) 441 3099
<u>POST 38/61</u>	:	<u>CHIEF LANGUAGE PRACTITIONER: TRANSLATION AND EDITING (AFRIKAANS) REF NO: DSAC-22/10/2022</u>
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Three-year National Diploma or Bachelor's degree qualification with a major in Afrikaans, or Translation, or Linguistics or other relevant subjects; 2-3 years proven Afrikaans translation. Additional requirements: Afrikaans as first language; Excellent command of English; Good translation and editing skills and language knowledge; Proven general computer literacy; Ability to translate and edit text electronically; Good written and verbal communication skills; Ability to work under pressure; Good interpersonal skills. Shortlisted candidates will be subjected to the completion of a departmental translation and editing test.
<u>DUTIES</u>	:	The purpose of this post is to translate and edit documents to meet the government's constitutional obligation to facilitate access to information in all the official languages and comply with the provisions of the Department's Language Policy; General translation-Translate documents of a general nature (non-specialist documents) into Afrikaans; Do quality control of the documents; Assist with basic English documents; Specialist translation-Translate specialist (legal, scientific, financial, etc.) documents into Afrikaans; Do quality control of the documents; Research and language advice, and liaison and supervision; Internal administration of Afrikaans documents; Outsourcing administration of Afrikaans documents; Record keeping of translated work; Perform further duties as requested by the Supervisor.
<u>ENQUIRIES</u>	:	Ms M Gaffane Tel No: (012) 441 3256

POST 38/62 : **CHIEF LANGUAGE PRACTITIONER: TERMINOLOGY COORDINATION (AFRIKAANS) REF NO: DSAC-23/10/2022**

SALARY : R382 245 per annum
CENTRE : Pretoria

REQUIREMENTS : Three-year National Diploma or Bachelor's degree or equivalent qualification with Afrikaans as a major subject; 2-3 years' relevant exposure to terminological or lexicographical work; Proficiency in English; Advanced computer skills; Project management skills; Oral, verbal and written communication; Technical skills; Specialist knowledge; Problem solving and Analysis.

DUTIES : The purpose of this post is to ensure that a multilingual technical terminology service is rendered by the unit; Advanced production of source language content; Advanced production of target language content; Planning and Coordination of terminology projects; Supervisory functions/duties/responsibilities

ENQUIRIES : Dr H Machaba Tel No: (012) 441 3251

POST 38/63 : **SENIOR SECURITY ADMINISTRATIVE OFFICER REF NO: DSAC-24/10/2022**

SALARY : R321 543 per annum
CENTRE : Pretoria

REQUIREMENTS : Three-year National Diploma or Bachelor's Degree in Security Management/ Security Risk Management/ Safety and Security Management and any other security related qualification; 1-2 years security related experience; Registration with PSIRA, Grade "A" Certificate; Valid driver's license; Computer literacy; Knowledge and understanding in the application of Minimum Information Security Standards [MISS Document], Minimum Physical Security Standards (MPSS), Firearms Control Act, Occupational Health and Safety Act, Protection of Information Act, Access to Information Act and Control of Access to Public Premises and Vehicle Act; Knowledge and understanding in operating fire detection and extinguishing systems as well as CCTV and Access Control systems; Good communication skills (written and verbal) and interpersonal relations; Computer literacy; Knowledge in the security related procedures; Problem solving and analysis; Flexibility; Resilience; Willingness to work irregular hours.

DUTIES : The purpose of the post is to provide administrative support to all information security functions; Manage administrative duties within Information Security Section; Manage secretarial support provided by Security Administration Officer; Manage Records keeping within the Sub-directorate; Manage programming and deactivation of access cards; Manage key audits and inspections; Manage storage of keys; Manage duplicating of lost keys; Vetting of DSAC personnel; Provide assistance in policy review and other security related procedures.

ENQUIRIES : Mr Kopyane Makena Tel No: (012) 441 3214

POST 38/64 : **SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: DSAC-25/10/2022**

SALARY : R321 543 per annum
CENTRE : Pretoria

REQUIREMENTS : Three-year National Diploma or Bachelor's degree in Management Services/ Organisation and Workstudy/ Operations Management/ Production Management or equivalent qualification; 1-2 years relevant experience; Certificate in Job Evaluation/Job Analyst (Equate/Evaluate); Knowledge of Job Evaluation System (Evaluate/Equate); PERSAL establishment certificate and experience; Planning and organising skills; Research and benchmarking skills; Computer literate; Knowledge and understanding of Public Service Act, Public Service Regulations, CORE and related prescripts; Knowledge of different Organisational Design techniques, process mapping and report writing; Good communication and interpersonal relations; Analytical and thinking skills; Understanding of Service Delivery model, Knowledge of the Organisational Functionality Assessment; Ability to interpret and apply DPSSA directives.

DUTIES : The purpose of the post is to provide efficient organisational development and job evaluation services; Conduct job evaluation; Facilitate JE panel meetings and provide secretariat services; facilitate the implementation of approved

recommendations/outcomes to Human Resource Administration; Assist in the implementation of directives issued by DPISA; Conduct benchmark with other departments; Update job evaluation database; Provide advice to all employees on JE related matters; Coordinate the development and review of job descriptions; Facilitate verification of job adverts against job descriptions; Participate in the development process of the Organizational structure and OD; Participate in the development and implementation of Service Delivery Improvement Plan.

ENQUIRIES

: Ms U Ncetani Tel No: (012) 441 3483