

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
CLOSING DATE : 28 October 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. 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. 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. Only shortlisted candidates will submit 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. 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.

ERRATUM: Correction of the contact person for the position of Assistant Director: Events Management with Ref No: DSAC-19/10/2022: Ms N Salane, (012) 441 3630. The duties for the position of Deputy Director: Human Language Technologies with Ref No: DSAC-05/10/2022 is hereby replaced and amended as follows: The purpose of this post is to manage the implementation of the HLT strategy and administer HLT projects; manage operations and general administration; draft project contracts; manage record keeping and verification sources; manage and monitor project evaluation processes; manage HLT website, manage the deployment of HLT tools to language units; maintain healthy communication with National HLT Network

and other stakeholders; plan and manage HLT training workshops, HLT roadshow and awareness campaigns; ensure provision of technical support to language practitioners; people management and empowerment; Both these posts were advertised on the Public Service Vacancy Circular 38 dated 07 October 2022 with a closing date of 21 October 2022. The closing date for post of Deputy Director: Human Language Technologies has therefore been extended to 28 October 2022. Apologies for the inconvenience caused. Enquiries: Ms SJ Boonzaaier Tel No: (012) 441 3230

OTHER POSTS

- POST 39/185** : **DEPUTY DIRECTOR: DESIGN REF NO: DSAC-26/10/2022**
- 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 Degree/National Diploma in Interior Design/Multimedia Design/ Graphic Design or equivalent qualification; 3-5 years relevant experience in design and public service including the management thereof; Project Management experience will be an added advantage; Must have a valid driver's license; Sound Knowledge and understanding of the Design Sector in South Africa; Knowledge of relevant policies and prescripts in arts, culture, and heritage; Knowledge of White paper on Arts, Culture and Heritage; Knowledge of Public Finance Management Act; Understanding of the technical or professional aspects of the job; Planning and organizational skills; Research Skills; Problem solving skills; Good communication (Oral and written) and interpersonal relations; Creativity and innovation; Computer literacy; Good administrative and organisational skills.
- DUTIES** : Provide support and assistance on sector specific policy, legislative and strategic expertise for implementation and management of Design programs and interventions; Implement Arts and Culture policies and strategic objectives in realizing the development and promotion of the cultural and creative industries; Administer the relevant legislative requirements towards an integrated and inclusive society; Support sector organisations and capacity building programs; Develop programs and manage sector projects; Provide support to creatives through programs and projects to be implemented; Implement programs in the sector; Monitoring and evaluation, and reporting; Financial reporting; Manage risks associated with projects; Manage Stakeholder relations and partnerships; Manage the sub-directorate.
- ENQUIRIES** : General: Ms M Chikeka Tel No: (012) 441 3668
- POST 39/186** : **SENIOR SPORT AND RECREATION COORDINATOR: COMMUNITY SPORT REF NO: DSAC-27/10//2022**
- SALARY** : R382 245 per annum
- CENTRE REQUIREMENTS** : Pretoria
: Three-year Degree or National Diploma in Sport and Recreation Management/ Sport Science/ Sport Development/ Sport Administration or the equivalent qualification; 2-3 years' experience in the field of sports programmes implementation including the management thereof; Must have a valid Code 08 driver's licence; Must be willing to travel extensively and work over weekends; Project Management skills; Computer Skills; Understanding of sport landscape; Knowledge and understanding of relevant prescripts/legislation; Skills in effective verbal and written communication; Knowledge in planning and organising skills; Thorough knowledge of the South African sporting environment; Good communication and interpersonal relations.
- DUTIES** : The purpose of this position is to contribute towards increase number of people participating in Sport and Recreation; To assist with the development of a framework to increase the number of participants in community sport and recreation activities, and responsible for the maintenance thereof; Manage the development and maintenance of a framework to increase and improve participation in community sport and recreation; Assist with the development of delivery mechanisms to increase the number of participants in community

sport and recreation activities, and responsible for the maintenance thereof; Develop and implement measures to monitor the number of participants in community recreation activities; Liaise with stakeholders relevant to community sport and recreation activities.

ENQUIRIES : Mrs Zodwa Mulaudzi Tel No: (012) 441 3131

POST 39/187 : **SENIOR LABOUR RELATIONS PRACTITIONER REF NO: DSAC-28/10/2022**

SALARY : R321 543 per annum

CENTRE : Pretoria

REQUIREMENTS : Three-year National Diploma or Bachelor's degree in Labour Relations/ Employee Relations or equivalent qualification; 1-2 years relevant experience; Additional requirements-Short Courses in Labour Relations, investigations and Disciplinary Hearing; Certificate in PERSAL (Labour Relations); Computer Literacy; Good Interpersonal Skills; Conflict Resolutions Skills; Good Communication Skills; Understanding of Labour Relations policies, regulations and related prescripts; Knowledge of labour relations administrative processes; Knowledge of implementing PSCBC and GPSSBC resolutions; Knowledge and understanding of bargaining process, grievance and dispute resolutions process; Knowledge of PERSAL; Ability to work as a team; Change oriented; Reliability; Ability to handle confidentiality.

DUTIES : The purpose of the post is to implement and maintain sound labour relations policies, practices and systems; Provide Educational information on Legislation, Policies and procedures through print and electronic media; Manage and update of received disciplinary, grievance and dispute cases; Coordinate and participate in the Departmental Bargaining Chamber; Provide administrative support to the sub-directorate: Labour Relations.

ENQUIRIES : Ms D Nhlapo Tel No: (012) 441 3544