

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.

<u>APPLICATIONS</u>	:	dsac@ursonline.co.za
<u>CLOSING DATE</u>	:	04 November 2022 at 16:00
<u>NOTE</u>	:	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/ post or hand delivered applications 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.

OTHER POST

<u>POST 40/118</u>	:	<u>CANDIDATE CONSTRUCTION PROJECT MANAGER REF NO: DSAC-29/10/2022</u>
<u>SALARY</u>	:	R628 014 per annum, (an all-inclusive remuneration salary package in line with the Occupational Specific Dispensation for Engineering Professionals)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Higher Diploma in Build environment field with a minimum of 18 months' experience/ Three-year Degree or National Diploma (NQF 6) in any

Built Environment field with a minimum of 2 years' experience/ BTech degree in any Built Environment field with a minimum of 1 year experience / Honours degree in any Built Environment field with no experience; A Code 08 driver's license; Willingness to travel extensively and work irregular hours; Compulsory Registration with the South African Council for the Project and Construction Management Profession (SACPCMP) as a Candidate Construction Project Manager upon appointment; Compulsory knowledge of Government Immovable Asset Management Act (GIAMA) and Framework for Infrastructure Delivery and Procurement Management; Contract management experience including contract specification, oversight, and monitoring; Knowledge and understanding of the Project Management principles and methodologies; Knowledge of legal compliance; Research and development; Computer-aided engineering applications; Technical report writing; planning and organizing skills; Problem solving and analysis; Presentation and communication technologies; Document management systems; The ability to work and manage projects in a complex environment; Decision making; Team work; Customer focus and responsiveness; Communication skills.

DUTIES

: To manage and oversee all aspects of the projects in support of the management of capital and technical maintenance projects under the supervision of the Director: Infrastructure Development; 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; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; Effectively apply methodology and enforce project standards to minimize risk on projects; Report project progress to the Director: Infrastructure Development; Manage project budget and resources in consultation with the Director: Infrastructure Development; Office administration- Provide inputs to Director: Infrastructure Development with tender administration; Liaise and interact with service providers, client and management under the guidance of the the Director: Infrastructure Development; Contribute to the human resources and related activities; Maintain the record management system and the architectural library; Utilize resources allocated effectively; Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies; Liaise with relevant bodies/councils on project management.

ENQUIRIES

: Ms P Ben-Mazwi Tel No: (012) 441 3041/ 0829098790
 Ms J Boonzaaier Tel No: (012) 441 3230

NOTE

: This position is an entry level contract position additional to the establishment of the Department. The successful candidate will be appointed on a contract until such time that the Candidate complies with the registration requirements of SACPCMP.