

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 No hand-delivered or applications sent via post/ mail will be accepted. Only emailed applications will be considered. Please quote the reference number/ post title in the heading/ subject line. There will be no follow-up emails to this address, correspondence will be limited to shortlisted candidates only. Applications received after the closing date will NOT be considered or accepted.
- CLOSING DATE** : 10 March 2023 at 16:00
- NOTE** : It is mandatory that applications, which consist of a signed Z83 and comprehensive CV, be emailed to the 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 (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 07/170** : **DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: DSAC-01/02/2023**
- SALARY** : R1 105 383 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 REQUIREMENTS** : Pretoria
An degree/related qualification (NQF Level 7) as recognised by SAQA in Accounting/Auditing or Financial Management; Five (5) years appropriate experience in the Auditing environment at a middle/ senior management level or similar level on the private sector or Auditor General; Knowledge of Internal & External audit with complete articles; Knowledge and understanding of PFMA (Public Finance Management Act) audit; National Treasury Regulations, Tax legislation and SCOA; Knowledge and practical understanding of BAS, PERSAL and LOGIS Financial Systems; Problem solving and conflict management; Experience and ability to work in cross-functional projects / teams; Excellent coordination and project management skills; Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, problem solving and analysis, accountability and ethical conduct and people management and empowerment; Must be in possession of a Code 08 driver's licence.
- DUTIES** : The purpose of this position is to manage the development and implementation of internal control interventions in the Department; Manage the development of internal control policies and procedures according to the PFMA; Update policies and procedures in line with applicable legislation; Develop and implement internal control interventions; establish integrated internal control systems; establish departmental governance frameworks; establish departmental oversight and related committees; Management of audit queries; Facilitate and coordinate the development of responses to audit queries within the required time frame; Facilitate and consolidate reports for the AGSA; Ensure compliance to the AGSA; Development of departmental fraud prevention strategy; Development of departmental loss control system.
- ENQUIRIES** : Mr I Mokgwamme Tel No: (012) 441 3443

OTHER POSTS

- POST 07/171** : **ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT REF NO: DSAC-02/02/2023**
- SALARY** : R393 711 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Three year National Diploma/Degree (NQF 6) in Supply Chain, Logistics Management, Public Management, or equivalent qualification; 3-5 years related Logistics management experience; Good working knowledge of the PFMA, Treasury Regulations, Logis, Logis-online and the relevant functions on BAS; The ability to handle high level of complexity as well as high work volumes within the work environment; Planning and organising skills; Project Management skills; The ability to maintain composure while meeting multiple deadlines; Computer literacy; Good verbal and written communication.
- DUTIES** : The purpose of this position is to coordinate, review, undertake and render a logistics service through the requisition of goods and services; Receive quotations and check for completeness and that all the necessary/ supporting documents are attached and that procedures were done according to regulations and procedures; Coordinate the placement of orders for goods and services; The receipt, distribution, ware housing and stock control, payment of goods and services and physical disposal; Create and obtain authorisation of ICN's and ledgers to be used and determine classification of items; Effective

management of LOGIS system: ensure user profiles are created; liaise with National Treasury/ system developers on errors of the system when required; manage and ensure that hardware, programs and network are operational and take corrective action when required; oversee logistical management and supervision of staff; Coordinate safekeeping and distribution of goods as well as SCM documentation; Monthly and quarterly reports: BBBE on compliant service providers; reporting on consumables for the financial statements.

ENQUIRIES : Ms C Howes Tel No: (012) 441 3287

POST 07/172 : **ADMINISTRATIVE OFFICER: TRAVEL OFFICE REF NO: DSAC-04/02/2023**

SALARY : R269 214 per annum

CENTRE : Pretoria

REQUIREMENTS : Three-year degree or National Diploma in Public Administration/ Administration or equivalent qualification; 1-2 years relevant experience; excellent planning and organizational skills; computer skills; good communication and interpersonal relations; excellent administrative skills.

DUTIES : The purpose of this post is to work according to the Departmental Transport Policy as well as Treasury Regulations; Check travel forms for correctness of travel forms and attachments (allocation, signature, class, and all the relevant requirements); Make bookings for flights, accommodation, car hire, shuttle services, insurance, excess baggage etc with the Travel Management Company (TMC) as indicated on the request; Create an order for each travel service as requested and approved on the travel form; Attach confirmations with the travel forms; Email confirmations to employees; Update list of order numbers; Submit travel forms to supervisor for signature; Scan transport forms onto the electronic system (transact); Receive and check invoices; Obtain necessary document of proof and verify with invoice; Sort invoices per item (Allocations); Print supporting documents if there are outstanding transport forms; Capture allocations on the spread sheet; Compile sundry payment; Submit to supervisor to check; Submit to Budget office and internal control for verification; Capture payment on BAS; Take payment and register to Finance for filling; Scanning of documents on to the system; Filling of documents on transact filling system; Manage meeting room booking system; Printing and attaching of supporting documents; Allocate work; Develop and train subordinates; implements the PMDS in accordance with the policy.

ENQUIRIES : Ms B Gwala Tel No: (012) 441 3022/ 082 881 2888

POST 07/173 : **SIGN LANGUAGE INTERPRETER REF NO: DSAC-05/02/2023 (X2 POSTS)**
(06 Month Contract Positions)

SALARY : R269 214 per annum

CENTRE : Pretoria

REQUIREMENTS : Three-year Degree/National Diploma (NQF6) in Language Practice specialising in South African Sign Language Interpreting or equivalent qualification; 1-2 years' experience in South African Sign Language interpreting role; A valid driver's license will be an added advantage; Willingness to travel and work outside normal hours; Sound knowledge of the Use of the Official Languages Act, 2012 (Act No.12 of 2012) and its Regulations 2014; Knowledge of departmental Language Policy; Ability to work under pressure and maintain a high level of confidentiality; Good interpersonal and communication skills; Computer literate; Strong administration and organisational skills; Database development and maintenance; Basic research skills; Ability to correctly interpret in SA sign language.

DUTIES : The purpose of this post is to provide interpreting services at all Departmental events and assist in the development and promotion of South African Sign Language (SASL); Interpreting from sign language to voice and from voice to sign language; Consultation with internal and external language stakeholders; Arrange and attend meetings; Research about the sign language; Report writing; Analysing and interpreting information relevant to sign language; Keep abreast of the latest trends in sign language; Create content for sign language; Work on orthography and terminology; Translation and editing in sign language; Assist the Department in creating awareness among employees on South African Sign Language.

ENQUIRIES : Ms Z Ndima Tel No: (012) 441 3833/ 082 90 09767

POST 07/174 : **LEGAL ADMINISTRATION OFFICER-MR3 REF NO: DSAC-03/02/2023 (X2 POSTS)**

SALARY : R268 755 - R307 302 per annum, in terms of the Occupational Specific Dispensation (OSD) for Legally Qualified Personnel.

CENTRE : Pretoria

REQUIREMENTS : LLB Degree or as otherwise determined by the Minister of Justice and Constitutional Services; at least 2 years appropriate post-qualification legal experience according to OSD Legal professional; Knowledge of Legal research and drafting; Knowledge of the various pieces of legislation administered by the Department; Knowledge of South African Law; Ability to apply the law to a set of facts; Computer literacy; Planning and decision-making skills; Communication (verbal and written) skills; Interpersonal relations; Innovative and analytical skills; Problem solving skills; Law interpretation skills.

DUTIES : The purpose of this post is to: Conduct research that will provide information and case law relevant to the legal matter at hand / proposals on how the specific case should be approached to obtain a desirable/ justifiable outcome/ result; Draft legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard; Co-ordinate provision of litigation services to the department; Successfully conduct an interview in order to determine the client's goals and objectives; Advise the client on possible courses of action during the consultation process, in relation to legal entitlements and client's instructions; Document interview and all advice given during legal consultation in writing.

ENQUIRIES : Mr R Mabunda Tel No: (012) 441 3252