

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SPORT, ARTS AND CULTURE**

Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Women and People with Disabilities are encouraged to apply.

- APPLICATIONS** : Send Your application quoting the relevant reference number, position, and management area on the new Z83 to: The Applications should be submitted to Head of Department: The Head of Department, Department of Sport, Arts and Culture, Private Bag X 9549 Polokwane, 0700. Hand delivered at 21 Rabe Street, Polokwane.
- CLOSING DATE** : 12 May 2023, Time: 13h00
- NOTE** : Applications must be submitted on the prescribed new Z.83 form of the Public Service Act only, (i.e., application for employment form), obtainable from any Public Service Department or any Public Service and Administration website. Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture as per attached “Annexure A”. Women and People with Disabilities are encouraged to apply. Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture as per attached “Annexure A”. Women and People with Disabilities are encouraged to apply. Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za. Applicants are to specify the Centre on Z83. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the new Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)” then it is acceptable for an applicant to indicate not applicable or leave blank to the question, “In the event that you are employed in the Public Service, will you immediately relinquish such business interest?”. Applicants may leave the following question blank if they are not in possession of such: “If your profession or occupation requires official registration, provide date and particulars of registration”. Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable if the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The Department reserves the right to appoint. A specific reference number for the post applied for must be quoted in the space provided on new Z83 form. Certified copies of educational qualifications, academic records, identity documents and a valid driver’s license (where required) are only required to be presented on the day of the interview. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons are excluded. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. All shortlisted candidates for SMS post will be subjected to a technical competency 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 panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. To

ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Program as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training program which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme A specific reference number for the post applied for must be quoted in the space provided on new Z83 form. Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) are only required to be presented on the day of the interview. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons are excluded. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Short-listed candidates will be subjected to a security clearance and pre-employment.

MANAGEMENT ECHELON

<u>POST 14/397</u>	:	<u>DIRECTOR: INFRASTRUCTURE REF NO: DSAC 2023/01</u>
<u>SALARY</u>	:	R1 105 383 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of the package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE REQUIREMENTS</u>	:	Polokwane (Head Office) : an undergraduate qualification (NQF level 7) as recognised by SAQA. an undergraduate qualification (NQF level 7) as recognised by SAQA in Built environment/Civil Engineering/ Quantity Surveyor will be an added advantage. 05 years' experience at middle/senior managerial level in the Built environment/Civil Engineering/ Quantity Surveyor. A valid driver's license (with the exception of persons with disabilities). Note: Preference should be female African, Coloured, Indian and Persons with disabilities are encouraged to apply Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client Orientation and Customer focus, Communication. Knowledge: Extensive knowledge and understanding of public service policies and procedures. Working knowledge of the functioning of National/Provincial as well as Local Government. Knowledge of Built environment, Government Infrastructure Planning and Delivery, Infrastructure Delivery Legislative Framework, Construction contracts, Infrastructure Delivery Management System (IDMS). Knowledge of Financial Management. Knowledge of Project Management. Basic knowledge of Microsoft Office Applications. Interpersonal skills, Written and verbal communication skills, sense of urgency, Attention to details, Conflict management, Analytical skills.
<u>DUTIES</u>	:	Development, review and updating of the Infrastructure Delivery Management Framework(s), performance and risk management systems and implementation strategies. facilitate and support capacity building for improved infrastructure performance. development, updating and implementation of infrastructure policies, systems, standard operating procedures, Codes of Practice and Best Practice Notes/Circulars. Monitoring and reporting of Infrastructure Financial Management. Provide guidance with regard to integrated spatial infrastructure planning in the Department. Monitoring of infrastructure programmes and projects. Guide the monitoring of processes, plans and budgets for conditions and functional assessments (including any specific requirements stated in the OHS Act). Facilitate implementation of maintenance strategies, service delivery models, plans, and budgets. Manage the development and review of the infrastructure delivery plan and maintenance strategy. Manage the development and review of the

infrastructure and immovable asset management plan to enable achieving of the strategy. Manage relationships with implementing agents and stakeholders to support infrastructure development and delivery. Formulate and manage the directorate's budget in line with strategic objectives. Manage Projects. Ensure the achievement of operational targets. Manage others and ensure that all contribute towards achievement of dept goals. Develop Guidelines/ Practices/ Frameworks/ M&E.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Ramavhanda ND Tel No: 015 284 4038 and Makaulule MM Tel No: 015 284 4144

OTHER POSTS

POST 14/398 : **DEPUTY DIRECTOR: PERFORMING ARTS REF NO: DSAC 2023/02**

SALARY : R908 502 per annum, per annum (Level 12), (an all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund 63 (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines).

CENTRE REQUIREMENTS : Polokwane (Head Office)
: an undergraduate qualification (NQF level 6/7) as recognised by SAQA. an undergraduate qualification (NQF level 6/7) as recognised by SAQA in performing Arts will be an added advantage.03-05 years in Junior Management / Assistant Director within the Arts and Culture sector. A valid driver's license (with the exception of persons with disabilities). Core and Process Competencies Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client Orientation and Customer focus, Communication.

DUTIES : Understanding on how the arts, performing arts-Theatre and Dance can impact on social-economic development. Knowledge of the PFMA and budgeting procedure. Project management and research skills. Strong work ethos combined with flexibility and creativity. Understand legal procedures. Knowledge of arts funding environment in south Africa. Knowledge of relevant policies acts and regulations. Understanding of the arts and culture sector. Knowledge of administrative processes and procedures. Good planning and organizing skills, good verbal and written communication skills, good interpersonal and negotiation skills, Problem solving skills, Computer literacy. To develop, promote and sustain performing Arts sectors. Develop policies and strategies for performing Arts sector, Theatre and Dance. Provide research on Theatre and Dance and disseminate finding to the Department and relevant stakeholders. Manage, Monitor and evaluate funded projects. Manage existing intergovernmental and international partnerships in relation to performing Arts -Theatre and Dance. Develop and manage the implementation of database for performing Arts Practitioners- Theatre and Dance. Supervise and mentor subordinates.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Ramavhanda ND Tel No: 015 284 4038 and Makaulule MM Tel No: 015 284 4144

POST 14/399 : **DEPUTY DIRECTOR HERITAGE SERVICES REF NO: DSAC 2023/03**

SALARY : R908 502 per annum (Level 12), (an all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund 63 (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules middle Management Services Guidelines)

CENTRE REQUIREMENTS : Polokwane (Head Office)
: an undergraduate qualification (NQF level 6/7) as recognised by SAQA. an undergraduate qualification (NQF level 6/7) as recognised by SAQA in Museums and heritage will be an added advantage.03-05 years in junior Management/Assistant Director within the heritage sector. A valid driver's license (with the exception of persons with disabilities) Core and Process Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change

		Management Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client Orientation and Customer focus, Communication. Knowledge: Legislation, policy and regulations relating to the sector; The history, purpose and functions of museums in society, including their potential for national building and tourism development; Museum ethics; Current primary, secondary and field history research techniques and practices; Technique of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Knowledge of collections management (information management) and preventative conservation; Education methodology in museums preventative conservation; Project planning and management; Financial management; Government driven service improvement initiatives; Skills Needed: Communication (written and verbal); Numeracy; Computer Literacy; Project Management; Accounting Finance and Audit; Information Technology; Strategic Planning.
<u>DUTIES</u>	:	Manage the following: Museum research and exhibitions; The rendering of musicological services; The rendering of museum support services; Ensure Financial management and People management.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Ms Ramavhanda ND Tel No: 015 284 4038 and Makaulule MM Tel No: 015 284 4144
<u>POST 14/400</u>	:	<u>DEPUTY DIRECTOR: RECREATION PROMOTION REF NO: DSAC 2023/04</u>
<u>SALARY</u>	:	R908 502 per annum (Level 12), (an all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund 63 (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>	:	Polokwane (Head Office) an undergraduate qualification (NQF level 6/7)) as recognised by SAQA.an undergraduate qualification (NQF level 6/7) as recognised by SAQA in Sport Management/ Sport Administration/ Sport Science/ Physical Education/ Human Movement Studies/ Biokinetics will be an added advantage.03-05 years in junior Management/Assistant Director within the sport/recreation. A valid driver's license (with the exception of persons with disabilities Core and Process Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client Orientation and Customer focus, Communication . Knowledge: Thorough knowledge of Recreation programmes within the broader sporting context; Skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines; Computer skills with word processing, spreadsheet, and other business software to prepare reports, memos, summaries, and analyses; Effective verbal and written communications, including active listening skills and skill in presenting reports and recommendations; Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment. Work closely with provinces in monitoring the implementation of the mass participation programmes funded through the conditional grant; 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; Must be able to withstand the political pressures related to this job.
<u>DUTIES</u>	:	The purpose of this position is to manage the projects to increase the number of participants in sport and recreation activities; Provide operational leadership to – Develop and maintain a framework to increase the number of participants in sport and recreation activities: Develop and maintain delivery mechanisms to increase the number of participants in sport and recreation activities; Monitor and evaluate the increase in number of participants in sport and recreation activities, Develop and implement interventions to increase the number of participants in sport and recreation activities, Stakeholder management and delivery of Ministerial Outreach Programme; Establish the strategy and operational leadership for the sub directorate including the approach for the development of a set of metrics to monitor the delivery of the above objectives, utilizing efficiency and cost reductions whilst

maintaining high quality and value to DSAC; Provide strategic and tactical guidance for the above operational activities within the sub directorate, ensuring operational and financial objectives are consistent with overall DSAC objectives and follow best practices observed within DSAC and the industry; Advise stakeholders, DSAC Ministry and Management on community recreation related issues, including relevant policies and legislation; Assist the Director and Chief Director in communicating the Directorate's strategic vision; Supervise staff; Responsible for planning and organizing and preparation of all reports of the activities of the Sub Directorate to ensure optimum service delivery as well as staff development, evaluations, feedback, discipline, and on-going coaching.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Ramavhanda ND Tel No:015 284 4038 and Makaulule MM @ 015 284 4144

POST 14/401 : **ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER: OFFICE OF THE MEC SUPPORT SERVICES REF NO: DSAC 2023/05**

SALARY : R766 584 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE : Head Office (Polokwane)

REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). Qualifications in Public Management /Administration / Management, Human Resources Management) will be an added advantage. Five (5) years relevant experience of which three (3) years must be at supervisory level (ASD). A valid driver's license (Attach copy) Core Competencies: Broad knowledge and understanding of the functional areas covered by the Member of the Executive Council (MEC) portfolio. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Skills & Knowledge: Computer literacy. Knowledge, Competencies and Skills organizational Communication Effectiveness, Problem Analysis, Self-Management, Budgeting and Financial Management, Customer Focus and Responsiveness, Developing Others, Planning and Organising, Problem Solving and Decision-Making, Project Management and Team Leadership.

DUTIES : Manage the administrative and coordination activities within the office of the Member of the Executive Council (MEC). Liaise with internal and external role players with regard to matters relating to the portfolio of the Member of the Executive Council (MEC). Render a Cabinet/executive council support service to the Member of the Executive Council (MEC) Governance. Supervise employees.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Ramavhanda ND Tel No: 015 284 4038 and Makaulule MM @ 015 284 4144

POST 14/402 : **LIBRARY ASSISTANT REF NO: DSAC 2023/06 (X19 POSTS)**
(12 Months contract)
(Re- Advertisement)

SALARY : R151 884 per annum (Level 04), plus 37% Lieu benefit

CENTRE : Mopani District Gravelote

Leboneng
Rixile
Nkuri
Timamogolo
Modjadjiskloof
Kgapane
Soeffontein
Sekgopo
Mokwakwaila
Motupa
Senwamokgope
Metz
Drankensig
Letsitele
Phalaborwa
Runnymade

		Mavalane Maphale
<u>REQUIREMENTS</u>	:	NQF level 4/ grade 12 certificate or equivalent qualification from a recognized institution of Basic Education: Knowledge and skills: Knowledge and understanding of administration procedures relating to the library environment including norms and standards. Must be computer and internet literate. Planning and organizing skills, Computer literacy, Basic interpersonal relationship, and Problem-solving skills. A valid driver's license (except for persons with disabilities). Ability to work under pressure.
<u>DUTIES</u>	:	Provision of clerical support services within the library. Provide support services for library administration. Computerization of library materials. Provide support services for awareness and collection development. Assist with processing of library materials to be shelved ready. Assist the librarian in the day-to-day management and operation of the library. Sorting, shelving and shelving reading of library materials according to their categorization. Assist with executing library programs and events. Provide assistance to the librarian in keeping a proper record of all library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related information. Assist with counter, phone, and email enquiries from library users. Checking books in and out at the front desk. Register new customers and maintaining and updating customer profiles.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Ms Ramavhanda ND Tel No: 015 284 4038 and Makaulule MM Tel No: 015 284 4144
<u>POST 14/403</u>	:	<u>GENERAL WORKER REF NO: DSAC 2023/07</u>
<u>SALARY</u>	:	R107 196 per annum (Level 02)
<u>CENTRE</u>	:	Mopani District
<u>REQUIREMENTS</u>	:	Must have a Grade 12 Matric / National Certificate or NQF level 4 Qualification, must have English (communication at level 3) must have excellent verbal communication, reading and writing skill.
<u>DUTIES</u>	:	Perform general assistant work, Load and off load furniture, equipment's and any other goods to relevant destination, clean government vehicles, Clean relevant workstation. Maintain premises and surroundings, clean premises and surroundings, empty dirt bins, maintain the garden, watering the garden, mow the grass, remove weeds, and garden refuse, maintain gardening equipment's and tools, detect and report malfunction for gardening equipment's and tools, Repair minor defects of gardening equipment's and tools.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Ms Ramavhanda ND Tel No: 015 284 4038 and Makaulule MM Tel No: 015 284 4144

**INTERNSHIP PROGRAMME FOR 2023/2024-2024/2025(24 MONTHS)
Workplace experience posts for unemployed graduate interns**

<u>NOTE</u>	:	Applications are invited from unemployed graduates between 18 and 35 years of age. Applicants should be residing in Limpopo Province and should have never participated in an internship program before, in any government department. Women and people with disabilities are encouraged to apply.
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OTHER POSTS

<u>POST 14/404</u>	:	<u>INTERNSHIP (ARTS AND CULTURE) REF NO: DSAC 2023/08 (X2 POSTS)</u>
<u>STIPED</u>	:	R6 360.21 per month
<u>CENTRE</u>	:	Polokwane (Head Office)
<u>REQUIREMENTS</u>	:	Degree or National Diploma in Culture and Heritage Studies, Bachelor of Heritage and Culture Science, Bachelor of Social Science in Heritage & Cultural Sciences or Arts and Culture.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Ms Ramavhanda ND Tel No: 015 284 4038 and Makaulule MM Tel No: 015 284 4144

POST 14/405 : **INTERNSHIP (HUMAN RESOURCE DEVELOPMENT) REF NO: DSAC 2023/09**

STIPED : R6 360.21 per month
CENTRE : Polokwane (Head Office)
REQUIREMENTS : Degree or National Diploma in Management of Training, Human Resource Development/Management.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Ramavhanda ND Tel No: 015 284 4038 and Makaulule MM Tel No: 015 284 4144

POST 14/406 : **INTERNSHIP (SUPPLY CHAIN MANAGEMENT) REF NO: DSAC 2023/10**

STIPED : R6 360.21 per month
CENTRE : Polokwane (Head Office)
REQUIREMENTS : Degree/National Diploma in Supply Chain Management, Logistics or Finance related fields.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Ramavhanda ND Tel No: 015 284 4038 and Makaulule MM Tel No: 015 284 4144