

## 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](mailto: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** : 19 May 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](http://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 15/122** : **DIRECTOR-GENERAL REF NO: DSAC-01/05/2023**
- SALARY** : R2 068 458 per annum, (an all-inclusive remuneration 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** : A Senior Certificate, an Undergraduate Qualification and a postgraduate qualification (NQF level 8) in Public Administration/s Public Management or any other related qualification as recognized by SAQA. Qualifications in the field of sport, arts, culture and heritage, would be an added advantage, 8-10 years’ proven experience at a senior managerial level of which at least 3 years must have been with any organ of State, as defined in the Constitution, Act 108 of 1996). Additional Requirements: Knowledge of the Constitution, Public Service Act, Public Administration Management Act, 2014 (PAMA) and the Public Finance Management Act, 1999 (PFMA). Proven strong belief and commitment to good governance, development and excellence in Sport, Arts and Culture sector The ability to drive transformation in Sport, Arts, culture and heritage sector The candidate should demonstrate sound knowledge and understanding of government legislations/Act and Regulations pertaining to an administration of a government department Knowledge, understanding and implementation of the Acts and Regulations pertaining to the Sport, Arts, Culture and Heritage sector Sound understanding of the National Programme of Action and the role of SACH sector Proven capabilities in general core competencies for SMS in the Public Service including Strategic and leadership abilities, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment •Excellent written and verbal communication skills, as well as broad understanding of policies in the national and international context.
- DUTIES** : The incumbent will serve as the Accounting Officer/Head of Department in line with the requisite legislative and regulatory prescripts: Oversee the development of, and adherence to, the appropriate financial systems and internal controls for proper financial and supply chain management and expenditure control, Ensure that the DSAC has the required systems to track, monitor and report on its performance to the Minister and other oversight structures and control points including the Audit and Risk Committee, Parliament, National Treasury and the Department for Performance Monitoring and Evaluation (DPME), Implement the resolutions of the committee, Manage the timely resolution of audit findings and attainment of clean audit outcomes and Fulfil all other responsibilities as delegated by legislative prescripts and the Executive Authority. Lead and manage the planning processes, development and implementation of the departments Plans, Programmes and Services: Oversee the development, implementation and monitoring of Strategic, Annual Performance and Operational Plans in line with the department’s mandate and Government Priorities. Assess the risks to the department and ensure that the risks are managed and mitigated. Provide leadership for the effective and efficient management and administration of the department: Develop and review the departmental organisational structure, Manage the overall operations and resources of the department, Oversee the monitoring of and reporting on Strategic, Annual Performance and Operational Plans, Oversee the implementation of the Departmental Performance Management and Development System and the maintenance of harmonious labour relations. to ensure top-class service delivery that will impact on all levels of society especially at grassroots level. Provide and oversee the modernization of services to accelerate business processes through digital platforms and to provide translation and or editing services to DSAC and all other department and their entities. Provide strategic leadership and direction to increase the access of South African citizens to sport and recreation facilities and mass participation opportunities. Provide strategic leadership and vision to ensure transformation in the sport, culture and heritage sectors. Provide strategic

guidance to support high-performance athletes and professional artists to achieve success internationally. Provide strategic leadership and direction to ensure an integrated and inclusive society/ Social Cohesion. Provide strategic support to strengthen the oversight, monitoring and evaluation role of the Department toward all relevant sport, arts, culture and heritage entities. Provide strategic direction and guidance to improve the effectiveness and efficient delivery of the Infrastructure Project. Provide strategic leadership and vision to ensure that the Department support national arts organizations, professional artists and new flagship projects and initiatives. Drive the Organisational Development, equity and transformation programmes, Provide technical and administrative support to the Ministry: Manage the performance of staff reporting directly to the Director-General.

**ENQUIRIES** : Ms Z Lamati Tel No: (012) 441 3831

#### **OTHER POST**

**POST 15/123** : **COMMUNICATIONS OFFICER: VIDEOGRAPHER REF NO: DSAC-INT 02/03/2023**  
(Six Month Contract Position)

**SALARY** : R294 321 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Three-year Degree or National Diploma (NQF 6) in Communications / Marketing / Public Relations / Journalism or relevant qualification; 1-2 years relevant experience in photography and videography; Must be a S.A. Citizen or a Permanent Resident; A valid driver's licence; General knowledge of government programmes and relevant legislation; Knowledge and understanding of photography and videography; Creative and editing abilities; Computer literacy; Planning and organising skills; Good communication (verbal and writing skills); Good interpersonal relations; Ability to work independently; Ability to multitask; Ability to take initiatives; Ability to adapt to changes; Ability to cope with pressure.

**DUTIES** : The purpose of this position is to utilise the audio-visual materials to raise awareness about the work of the department; Produce, receive and compile information and circulate it to internal stakeholders; Ensure proper write-up and dissemination of relevant content; Coordinate relevant content for internal stakeholders to keep them updated; Assist operate and maintain internal communication resources; Monitor content placed on various internal platforms including information boards; Capture good quality videos for the department; Edit the videos and produce final product; Share the video footages with relevant internal and external stakeholders; Archive the video footages for future usage; Source the video footages for internal platforms; Produce pictures of good quality for the department; Download, edit and archive pictures; Distribute pictures to internal and external stakeholders; Make pictures available for all available platforms including social media; Create a spreadsheet for the pictures taken; Assist create internal awareness about the departmental projects and programmes; Assist with content development for the implementation of internal communication activities; Assist liaise with relevant stakeholders to implement internal communication plans; Assist with administrative related duties for internal communication; Maintain photo library and archival of audio-visuals of the department.

**ENQUIRIES** : Ms Z Velaphi Tel No: (012) 441 3010