

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF ARTS, CULTURE, SPORTS AND RECREATION**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representativity (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representativity will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : Submitted via post to: Head of Department, Department of Arts, Culture, Sports and Recreation, Private Bag X90, Mmabatho, 2735 or hand deliver to Human Capital Management, 760 Dr James Moroka Drive, Gaabomotho Building, Mmabatho
- FOR ATTENTION** : The Director: Human Capital Management
- CLOSING DATE** : 07 July 2023
- NOTE** : Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), www.gov.za. Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). DPSA Circular 19 of 2022 on Part E, F and G: Noting that there is limited space provided on Z83, often indicate "refer to Curriculum Vitae as attached" and provides the required information but the statement that relate to prevent re-appointment Part E must be answered. Failure to provide information on CV as requested the applicant may be disqualified. Faxed, e-mailed applications will not be accepted. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if /he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointment. Note: Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

OTHER POSTS

- POST 21/721** : **DEPUTY DIRECTOR: ASSET AND TRANSPORT MANAGEMENT REF NO: 2023/ACSR84/NW (X1 POST)**
Chief Directorate: Financial Management
(Supply Chain Management)
- SALARY** : R811 560 per annum (Level 11) (all inclusive), annual package
- CENTRE** : Head Office, Mmabatho
- REQUIREMENTS** : A Three (03) year tertiary qualification (Degree/Diploma) in SCM logistics, Transport, Asset Management and any other equivalent qualification. Five years (05) experience in transport and asset management which three 3 years must be at Assistant Director Level in the SCM/Asset/Transport Management environment. A valid driver's license. Knowledge: Knowledge of Government systems (Walker and BAS systems, BAUD system). Computer literacy (MS Word, MS Excel). Demonstrated and in-depth knowledge of the legislative environment applicable to government supply chain management in relation to

- asset and transport management; the development, implementation and monitoring of related policies and procedures; excellent financial.
- DUTIES** : Develop policies, operational plans and implement risk management strategies, provide adequate and effective supply chain services to the department in the following areas: Asset Management and transport including asset planning, procurement, receipt, barcoding, recording and verification of assets. Maintenance of the asset register, compiling submissions for the write off of assets. Management of loss control committee and ensuring assets disposals. Transport Management which includes managing departmental vehicles including (white fleet) servicing, repairs, management of log-sheets, licensing, procurement and accidents reports. Investigate fruitless and wasteful expenditure. Compile reports for the Loss Control Secretariat regarding penalties on log-sheets and misuse of state vehicles. Management of the subsidy vehicles which includes, needs analysis, coordinating applications, monitoring and controlling submissions of logbooks and claims to the service provider. Providing monthly, quarterly, and annual reports on assets management and transport. Provide inputs into the interim and annual financial statements. Ensure reconciliation and update of the asset register. Supervision of staff.
- ENQUIRIES** : Ms S. Pitso Tel No: (018) 388 4136
- POST 21/722** : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND COORDINATION
MEC SUPPORT REF NO: 2023/ACSR85/NW (X1 POST)**
(Office Of The MEC)
- SALARY
CENTRE
REQUIREMENTS** : R811 560 per annum (Level 11), (all inclusive), annual package
: Head Office, Mmabatho
: A Three (03) year tertiary qualification (Degree/national Diploma) in Public Administration/Public Management/Business Administration/Local Government or any other relevant qualification. A minimum five (05) years relevant experience of which 03 years must be at Assistant Director level / Junior Management level. A valid Driver's License. Competencies: Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Working knowledge of the political and parliamentary processes in South Africa. Proven management competencies. Knowledge of Cabinet Administration skills (Verbal & Written). Negotiation skills. Report Writing skills. Presentation skills. Computer literacy. Problem solving skills.
- DUTIES** : Provide operational leadership for administrative support services in office of Executive Authority (#A). Plan, coordinate, organise and facilitate provision of registry and frontline and customer care services. Plan, co-ordinate and supervise driver/messenger and food aid services in the office of the Executive Authority. Render logistical support services for meetings and related activities. Assist office of the Executive Authority with role playing on stakeholder service.
- ENQUIRIES** : Mr Itumeleng Mgorosi Tel No: (018) 388 2810
- POST 21/723** : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS
PROGRAMME REF. NO: 2023/ACSR86NW (1 POST)**
Directorate: Human Capital Management
- SALARY
CENTRE
REQUIREMENTS** : R811 560 per annum (All Inclusive) (Level 11)
: Head Office, Mmabatho
: A Three (03) year tertiary qualification (Degree/National Diploma) is Social Work or Psychology or equivalent relevant qualification. Registration with the South African Council for Social Services Professionals (SACSSP) or the Health Profession Council of South Africa (HPCSA). Five years (05) knowledge and experience in employee health and wellness of which three 03 years must be at Assistant Director Level or equivalent, in a role related to integrated health and wellness. A valid driver's license Knowledge Knowledge of employee health and wellness, strategic framework in the public service. Occupational Health and Safety Act (OHS) and Compensation for Occupational Injuries and Diseases Act (COIDA) People management and empowerment skills. Analytical skills. Client orientation and customer focus. Good research and report writing skills. Counselling skills and conflict management skills Computer literacy.
- DUTIES** : Develop policies and programs to address Health promotion as well as health and productivity management related issues. Develop policies and programs for SHERQ for purpose of optimal health and safety of employees. Develop

		<p>policies and programs for HIV and AIDS, STI and TB in the workplace as stipulated by Government framework. Provide counselling services for the management of psychosocial services. Represent the Department at various fora. Provide support to departmental Directorates in rendering a professional EAP service. Manage the sub-directorate</p>
<u>ENQUIRIES</u>	:	Mr Thapelo Mpuisang, Tel: 018 3882739
<u>POST 21/724</u>	:	<u>DEPUTY DIRECTOR: COMMUNITY LIBRARIES REF NO: 2023/ACSR87/NW (X1 POST)</u> Directorate: Library, Information and Archives Services
<u>SALARY</u>	:	R811 560 per annum (Level 11), (all inclusive), annual package
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	A Three (03) year tertiary qualification (Degree/National Diploma) in Library and Information Science/Information Studies or an equivalent relevant qualification. Five years' (05) knowledge and experience in Library services of which three (03) years should be at supervisory level in community library services or related services. A valid driver's license. Knowledge: Knowledge of Public Service policies and standards i.e. Batho Pele, PFMA and Regulations, Basic Conditions of Employment Act, Employment Equity Act, Public Service Act and Regulations. Knowledge of library and information services, policy formulation, functioning of Local Municipalities, planning and reporting. Good communication skills, Computer skills. Problem solving skills. Supervisory and good interpersonal relations skills
<u>DUTIES</u>	:	Manage the district libraries functions. Maintain partnerships with Local Municipalities and other institutions who are partners to the Directorate. Manage the human and financial resources in the community libraries sub-directorate programmes. Participate in the activities of management of the directorate, Chief Directorate and the Department
<u>ENQUIRIES</u>	:	Ms Tinyiko Sempe Tel No: (018) 388 2797
<u>POST 21/725</u>	:	<u>DEPUTY DIRECTOR: LANGUAGE SERVICES REF NO: 2023/ACSR88/NW (X1 POST)</u> Directorate: Arts and Culture
<u>SALARY</u>	:	R811 560 per annum (Level 11), (all inclusive), annual package
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	A Three (03) year tertiary qualification (Degree/National Diploma) in Language Studies or Language Management or relevant equivalent qualification. A minimum of five (05) years' experience preferably in a language environment of which three (03) years should be at an Assistant Director level or equivalent level. A valid driver's license. Knowledge: Knowledge of at least two official languages of the North West Province. Understanding of law government functions and knowledge of Public Service Policies. Financial insight and knowledge of the MTEF of government and the implementation thereof. Good interpersonal, communication (verbal and written) and leadership skills. Computer Literacy.
<u>DUTIES</u>	:	Manage and co-ordinate language development, policy, planning, promotion, translation and editing (especially in the official language of the province). Manage the implementation of government policy and any new legislation related to language services. Manage and implement the strategic planning and budgeting process. Ensure an environment where the protection and advancement of language rights is omnipresent. Manage the translation, proofreading, linguistic and stylistic correction of documents. Facilitate the establishment of Language Desks in all departments and municipalities. Manage liaison with government departments, municipalities and structures such as PLC, DeafSA, Publishing House and PanSALB. Manage the compilation and maintenance of a language data bank. Ensure the submission of regular reports. Handle external enquiries pertaining to the work of the Sub-directorate. Management of the Sub-directorate.
<u>ENQUIRIES</u>	:	Ms N. Zahela Tel No: (018) 3882815
<u>POST 21/726</u>	:	<u>SERVICE POINT MANAGERS REF NO: 2023/ACSR89/NW (X1 POST)</u> (Rustenburg Service Point)
<u>SALARY</u>	:	R527 298 per annum (Level 10)
<u>CENTRE</u>	:	Bojanala District: Rustenburg Service Point

REQUIREMENTS : A 03 year National Diploma or Bachelor's degree in Social Sciences or Management or equivalent qualification. At least three (03) to five (5) years' experience at supervisory level (junior management). Ability to interpret and implement policies and regulations of Public Service, PSA, BCEA, PSR, EEA, PPFA and PMDS. A valid driver's licence. Skills: Excellent supervisory human relations, report-writing, administrative and organisational skills. Good financial skills, including knowledge of financial systems budgeting, the PFMA and supply chain management. Project Management. Proven experience of office systems management. Overall excellent verbal and written communication skills.

DUTIES : Analyse the Service Point's long, medium and short-term outputs and activities to achieve required outputs. Supervise and support all service point employees to ensure implementation and management of programmes in the service point. Ensure implementation and promotion of Arts, culture, Sport and Recreation programmes. Assist with the coordination of Library activities at the Service Point. Forge partnership with relevant stakeholders. Manage and supervise the achievement of the service point. Compile reports of the departmental programme. Co-ordinate skills development and skills audits of staff. Manage budget, revenue collection and usage of resources. Liaise with all existing structures at service point. Ensure adherence to occupational health and safety regulations. Prepare management information, reports statistics and reporting.

ENQUIRIES : Mr ARP Sekati Tel No: 014 5948500

POST 21/727 : **ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: 2023/ACSR90/NW (X1 POST)**
Directorate: Human Capital Management

SALARY : R424 104 per annum (Level 09)
CENTRE : Head Office, Mmabatho

REQUIREMENTS : A Three (03) year tertiary qualification (Degree/National Diploma) in the field of field of Human Resources Management or Public Administration with 3-5 years' experience in the field of Recruitment and Selection or Human Resource environment. PERSAL Certificate in personnel and administration (PERSAL). Knowledge and understanding of management of the establishment will serve as an added advantage. Knowledge: Knowledge of policy development and formulation. Understanding of relevant HR prescripts, such as Skills Development Act, Public Service Act, Public Service Regulations, Employment Equity Act, Basic Conditions of Employment Act and other related prescripts. Good written and verbal communication skills. Presentation skills. Interpersonal relations and conflict resolution skills.

DUTIES : Support effective recruitment, selection and appointment of competent human resources in the Department. Attend to shortlist and interview meetings and advise management on recruitment and selection process. Be responsible for the HR provision, i.e. recruitment and selection, appointments, transfer, verification of qualification and applications. Secretariat function at interview, reference checks, etc. Address Human Resource Management queries to ensure correct implementation of Human Resource Management practices. Ensure correct implementation of departmental/Public Service policies and practice. Develop, refine and maintain database and reports on recruitment, selection and appointments. Investigate, analyse, benchmark and interpret legislation and prescripts and other HR-related issues to promote an effective human resource environment. Induct new employees into the organisation. Conduct exit interview and assess the impact of recruitment and selection process. Oversee and manage persal transactions. Management of the unit.

ENQUIRIES : Ms W. Jacobs Tel No: (018) 3882729

POST 21/728 : **PRINCIPAL LIBRARIAN REF NO: 2023/ACSR91/NW**
Library Services Directorate

SALARY : R359 517 per annum (Level 08)
CENTRE : Mmabatho, Head Office

REQUIREMENTS : A Three (03) year tertiary qualification (Degree/National Diploma) in Library and Information Science/ Information Studies. 3 years relevant experience in cataloguing and classification. Knowledge and experience of online cataloguing module. Good communication and interpersonal skills. Knowledge of Public Service policies and standards i.e. Batho Pele, PFMA and

		Regulations, Basic Conditions of Employment Act, Employment Equity Act, Public Service Act and Regulations. Knowledge of library and information services, policy formulation, functioning of Local Municipalities, planning and reporting. Good communication skills, Computer skills. Problem solving skills. Supervisory and good interpersonal relations skills.
<u>DUTIES</u>	:	Cataloguing and classification of library resources. Maintaining the online database. Developing and review of a cataloguing procedure manual. Keeping abreast with developments in the cataloguing and classification field. Quality control catalogued and classified in the NW Library Services. Supervision of the processing and dispatch Unit Participate in the Directorate and Departmental activities.
<u>ENQUIRIES</u>	:	Mr I. L. Segone Tel No: (018) 388 3962
<u>POST 21/729</u>	:	<u>SPORT PROMOTION OFFICER REF NO: 2023/ACSR92/NW</u> Ngaka Modiri Molema District
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Ngaka Modiri Molema District- Ratlou Service Point
<u>REQUIREMENTS</u>	:	A National Diploma or Bachelor's Degree in in Sport Management or equivalent qualification and relevant experience in the field. Computer literacy Knowledge of sport and recreation activities. A valid driver's licence would serve as an advantage. Experience in the operation of federations, sports and recreation transformation charter, as well as sport and recreation legislation framework. Knowledge of programmes. Honesty, loyalty and commitment. Innovative. Good Interpersonal relations. Conflict management, negotiation, coordination and communication skills.
<u>DUTIES</u>	:	Coordinate the establishment of and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas and districts. Implement sport and recreation programmes in schools, wards and local areas for the development of sport and recreation. Monitor and evaluate compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented. Mentor and/CDOs.
<u>ENQUIRIES</u>	:	Ms T Naphakade Tel. (018) 3811414
<u>POST 21/730</u>	:	<u>SENIOR ARCHIVISTS REF NO: 2021/ACSR93/NW (X1 POST)</u> Directorate: Arts and Culture
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	Matric Certificate plus Bachelor of Administration/BA UED/B. Information Degrees or National Diploma in Archives Studies, majored in History/Political Science/Public Administration/Information and/or Teaching Science. Computer Literacy. Valid Drivers' Licence
<u>DUTIES</u>	:	Conduct records management inspection in Government bodies. Conduct training in records management. Appraise and dispose records classification systems. Develop records management policy and registry procedure manuals for governmental bodies.
<u>ENQUIRIES</u>	:	Mr FK Mkhize Tel No: (018) 388 3986
<u>POST 21/731</u>	:	<u>SECRETARY TO THE DIRECTOR REF NO: 2023/ACSR94/NW (X1 POST)</u> Ngaka Modiri Molema District
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Ngaka Modiri Molema District Office, Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualifications. Secretarial qualification or equivalent. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy Skills: Sound organisational skills. Good people skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation skills.
<u>DUTIES</u>	:	Provide and maintain access and security of information and document. Manage incoming and outgoing information of the office. Render administrative and secretarial support to the managers when required. Administer an on-line and physical diary of the manager, manage information and data on behalf of the manager. Plan and schedule day to day tasks of the manager. Manage

telephone calls and convey messages. Organize meetings/workshops/conferences and functions. Draft coherent submissions, executive reports, memoranda and letters. Type and edit correspondence. Prepare reports and minutes of meetings. Manage appointments and other logistical arrangements related to the activities of the manager including travel arrangements e.g. passports and visas, accommodation, flight tickets, subsistence and travel claims, money exchange and other tasks. Accompany/attend meetings with the manager and compile minutes and reports. Perform administrative duties pertaining to office affairs. Support the manager's budget. Provide a professional reception service to internal and external guests and clients. Perform any other duties as will be required by the office.

ENQUIRIES : Ms T Naphakade Tel No: (018) 3811414

POST 21/732 : **LIBRARY ASSISTANT REF NO: 2023/ACSR95/NW (X2 POSTS)**
(Logagane Library)
These are fixed term contracts ending on the 31st of March 2024, which are reviewed annually based on performance and availability of funds.

SALARY : R202 233 per annum (Level 05), Plus (37% in lieu of benefits)
CENTRE : Ngaka Modiri Molema District: Ratlou Local Municipality (Logagane Library)
REQUIREMENTS : Grade 12 Certificate. Computer literacy.
DUTIES : Register new members and renew membership. Circulation of library books i.e issuing and receiving books. Receive and assist library users. Shelving and shelf reading. Care and maintenance of library material. Participate in planning and implementing of reading awareness Programmes. Perform general administration work, keeping daily statistics of library usage, filling of correspondence. Receiving new consignments and manning storeroom.

ENQUIRIES : Mr. L Mapholo, Cell: 084 609 0170

POST 21/733 : **DRIVER / MESSENGER REF NO: 2023/ACSR96/NW**
Office Of The MEC

SALARY : R171 537 per annum (Level 04)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : An ABET literacy qualification with minimum of 1 – 3 years' experience as a Driver/Messenger. Good communication skills. Good interpersonal relations. A valid driver's license.

DUTIES : Collect and distribute all documents for the Department. Render administrative support function in the office. Transport officials/employees of the Department when required. Operate and maintain assigned vehicle.

ENQUIRIES : Mr T. Mpuisang Tel No: 018 3882739