

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

- APPLICATIONS** : job@onlinecareerguidance.co.za. 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** : 02 October 2023 at 16:00
- NOTE** : Each application must be submitted separately. Applications must consist of: A recently updated, comprehensive CV, a fully completed, initialled and signed new Z83 (Sections A, B, C & D are compulsory, and sections E, F and G are not compulsory if the information is contained in the CV). However, the question related to conditions that prevent re-appointment under Part F must be answered. Copies of qualifications (including Grade 12), Identity Document and driver's license (where required) must also be submitted. Should you be in possession of a foreign qualification(s) (this includes O and A level certificates, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The accompanying documents need not be certified, shortlisted candidates will be required to bring certified copies on or before the interviews. Applicants are advised that the old Z83, which was valid until 31 December 2020 will not be accepted. The new application for employment (Z83) form, which became effective on 1 January 2021 can be downloaded at www.dpsa.gov.za-vacancies. An application received using the old (Z83) form will not be considered. Applicants must be South African citizens or Permanent Residents. 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. Applicants must note that pre-employment checks and references will be conducted once they are shortlisted. The appointment is also subject to a positive outcome on these checks, including 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 credit 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. The Department of Sport, Arts and Culture is an equal opportunity, affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts. Should the Department not be able to recruit candidates from disadvantaged groups, other groups will be considered for appointment. The Department reserves the right not to make an appointment and to use other recruitment processes. 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.

MANAGEMENT ECHELON

<u>POST 33/120</u>	:	<u>CHIEF DIRECTOR: STRATEGIC MANAGEMENT AND PLANNING REF NO: DSAC-01/09/2023</u>
<u>SALARY</u>	:	R1 371 558 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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; An Undergraduate Qualification (NQF level 7) as recognised by SAQA in Public Management and Administration/Social Science/Development Studies/Monitoring and Evaluation or any relevant qualification supported by public sector experience related to key performance areas below; A postgraduate qualification (NQF 8) will be an added advantage; Successful completion of a Pre-entry Certificate for Public Sector Senior Management Leadership as endorsed by the National School of Government (NSG); A valid driver's license; 5 years' experience at a Senior Management level in management of strategic planning, reporting, monitoring and evaluation, strategy and research as well as organisational planning and development; Knowledge of public sector governance principles and procedures for national and provincial departments including best practices in this arena; Knowledge of sport, cultural and creative industry sector and broader knowledge of the sector within which DSAC operates; Knowledge and understanding of policies, regulations that govern partnerships to support DSAC operations; Project management skills; Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment; 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.
<u>DUTIES</u>	:	The purpose of this post is to lead and coordinate the provision of support services relating to strategy and planning, statutory performance monitoring and reporting, as well as research and evaluation of policies, programmes, and projects to the Department of Sport, Arts and Culture; Facilitate and coordinate operational and strategic Planning processes- Coordinate and compile strategic and operational plans; Oversee the development and tabling of a DSAC 5-year Strategic Plan; Oversee the development and tabling of a DSAC Annual Performance Plan; Oversee the development and tabling of a DSAC Operational Plan; Oversee the development of the DSAC ENE Chapter; Oversee Monitoring and Evaluation of the Department-Oversee the development and submission of the departmental statutory quarterly performance reports to key stakeholders; Oversee the development and tabling of the departmental annual performance report to key stakeholders; Oversee the development and submission of an ENE Mid-Term report to National Treasury; Monitoring and evaluating the implementation of set priorities and targets and formulating intervention strategies in consultation with relevant stakeholders; Conduct institutional performance assessment and evaluation of the implementation of policies; Coordinate institutional performance assessment and performance evaluation; Coordinate and compile institutional performance and strategic report; Development and maintain of a rolling 3-year Evaluation Plan of the Department; Oversee the rollout of the annual evaluation programme of the Department; Managing and coordinating sector-specific research and departmental research agenda to support policy and management processes within the department; Facilitate knowledge and learning management processes; Manage and facilitate the development and implementation of Organisational Development and Change Management interventions-Coordinate development and review of organisational structure; Manage human resources and budget; Coordinate responses to audit and risk management and queries; Coordinate responses to parliamentary questions; Coordinate SP, APP, and Quarterly reports presentations to Committees of Parliament
<u>ENQUIRIES NOTE</u>	:	Ms M Tshikwatamba Tel No: (012) 441 3065 It is our intention to increase the level of Female representativity at the Senior Management level; therefore, preference will be given to Female applicants and Persons with Disabilities.

<u>POST 33/121</u>	:	<u>DIRECTOR: SCHOOL SPORT SYSTEM AND DEVELOPMENT PROGRAMME REF NO: DSAC-02/09/2023</u>
<u>SALARY</u>	:	R1 162 200 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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; An Undergraduate Qualification (NQF level 7) as recognised by SAQA in Sport Management, Sport Science, Exercise Science or Physical Education or relevant qualification; A postgraduate qualification will be an added advantage; Successful completion of a Pre-entry Certificate for Public Sector Senior Management Leadership as endorsed by the National School of Government (NSG); A valid driver's license and willingness to travel; 5 years relevant experience at a Middle Management (Deputy Director level) /Senior Management level in the field of School Sport; Thorough knowledge of principles and procedures for sports management including best practices in this arena; Thorough knowledge of school sport within the broader sporting context; Knowledge and understanding of policies, regulations that govern the sport sector; Project management skills; Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment; 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.
<u>DUTIES</u>	:	The purpose of this post is to provide strategic leadership pertaining to programmes in order to increase the number of participants in sport and recreation activities in schools; Establish and identify strategic priorities for increasing involvement in sport and recreation in schools; Managing the programmes to increase participation in sport and recreation in schools including process management and work design; Set Departmental targets regarding increasing participation in sport and recreation, to monitor and report progress in achieving these targets, and to maintain an overview of Departmental performance in these areas; Identify opportunities for systems improvement: increased cross-functional and inter-group collaboration and co-ordination, and the free flow of information and ideas, and design and lead interventions to achieve these; Ensure that participation is extended to include those with disabilities, the previously disadvantaged and women; Liaise between Departments in order to ensure an integrated approach to mass participation; Ensure integration of service delivery / planning; Monitor existing school sport participation programmes; Responsible for planning and organizing the activities of the Directorate to ensure optimum service delivery as well as staff development, evaluations, feedback, discipline, and on-going coaching; Manage and monitor the budget allocated to the directorate including the Conditional Grant Allocation to provinces as per the approved Grant Framework; Coordinate the input of the programme into the institutional reporting forums like Risk Management, Audit, Monitoring and Evaluation, Audit Action Plan, Parliamentary Committees
<u>ENQUIRIES NOTE</u>	:	Mr T Thebehae Tel No: (012) 441 3132 It is our intention to increase the level of Female representativity at the Senior Management level; therefore, preference will be given to Female applicants and Persons with Disabilities.