

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** : 03 November 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 signed 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. 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. Only shortlisted candidates will be required to bring certified copies of ID, Drivers licence (where required) and qualifications on or before the interview; should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA); Applicants must be South African citizens or Permanent Residents. All non-SA citizens will be required to submit proof of permanent residence in South Africa should they be shortlisted. 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 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 38/99</u>	:	<u>DIRECTOR: SOCIAL COHESION AND NATION BUILDING REF NO: DSAC-08/10/2023</u>
<u>SALARY</u>	:	R1 162 200 per annum, an all-inclusive remuneration package of, 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 Social Sciences, Development Studies, Law or Economics or any other relevant qualification; 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; A minimum of 5 years relevant experience at a middle/senior management level; Knowledge and understanding of social cohesion and nation building programmes; Knowledge of Priority 6 Programme of Action; Strong cognitive, research, and analytical skills; Facilitation, coordination, and coaching; Good communication and interpersonal relations; Good organisational skills and administrative skills; Project management skills; Knowledge of Financial management and reporting writing; Computer literacy; Knowledge and understanding of relevant prescripts, Acts and Regulations; Analytical thinking and Problem-solving skills
<u>DUTIES</u>	:	The purpose of this post is to manage and oversee social cohesion and nation building programmes and advocacy programmes that promote social cohesion and nation building; Manage the Coordination, Monitoring, and reporting of Priority 6 & Medium-Term Strategic Framework (MTSF); Manage the development of the 2024/2029 Medium Term Strategic Framework chapter on social cohesion and nation building, obtain approval and submit it to the Presidency; Manage, advise, and oversee the development of a monitoring tool and monitor Priority 6 strategic interventions in the Priority 6 Programme of Action; Develop an annual report and submit to Minister; Support Departmental entities by organizing mainstreaming sessions on Priority 6 (Social Cohesion and Nation Building); Manage, and support the efficiency of the Social Cohesion Advocates Programme; Establish, support, and manage the partnership with all relevant stakeholders including development agencies, research institutions and academia; Establish a working relationship with DSAC Provincial Departments and establish a Social Cohesion and Nation Building Coordinator's Forum; Establish a working relationship with DSAC entities on their social cohesion and outreach program; Manage the development of the annual business plan of the Social Cohesion Advocates in line with the MTSF; Develop opinion pieces for social cohesion and negotiate publication in the print media; Oversee the implementation of Moral Regeneration Movement Programme; Conduct monthly briefings with the MRM at their headquarters in terms of programmatic work; Manage, guide and support in the development of the annual report for the Moral Regeneration Movement (MRM) Programmes with particular attention on strengthening Provincial Coordinators; Strengthen the MRM and Social Cohesion Councils in Provinces; Oversee the implementation of effective Community Conversations, and external partnerships; Manage and oversee the development and conceptualization of National Days Programme; Oversee stakeholder relations for the successful implementation of the National days programme.
<u>ENQUIRIES NOTE</u>	:	Ms J Boonzaaier Tel No: (012) 441 3230 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.

OTHER POSTS

<u>POST 38/100</u>	:	<u>ENGINEER (PRODUCTION) REF NO: DSAC-09/10/2023</u>
<u>SALARY</u>	:	R795 147 - R1 197 978 per annum, (total package) as outlined in terms of the Occupation-specific Dispensation for Engineering professions and related occupations)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; B Eng/ BSC (Eng) or relevant qualification as recognised by SAQA; Three years post qualification engineering experience; Valid driver's license; Compulsory registration as a Professional Engineer with the Engineering Council of South Africa (ECSA); Knowledge of the Sport, Arts, Culture and Heritage Infrastructure environment in South Africa would be an additional advantage; A multi-skilled, dynamic, self-motivated professional; Excellent organizational and writing skills; Strong negotiation and interpersonal skills; The ability to interact at a high technical level; Willingness to travel; Computer Literacy and MS Projects; Knowledge of local government infrastructure development programmes and policies; Knowledge of the following: Programme/project management; Research planning procedures; Engineering design and analysis; knowledge of Contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and Norms and Standards, Research and development; High performance culture; Engineering and professional judgment; Financial management; Formulation of policies in a multi-disciplinary professional environment; Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Communication (verbal and written); People Management; Planning and organizing; Conflict Management; Negotiation skill; Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Manage and co-ordinate all aspects of projects; Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope and Effectively apply methodology and enforce project standards to minimize risk on projects; Report project progress to the Infrastructure Director; Manage and monitor project budget and resources; Provide inputs to other professionals with tender administration; Maintain the record management system; Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies and Liaise with relevant bodies/councils on project management.
<u>ENQUIRIES</u>	:	Mr S Petela Tel No: (012) 441 3276
<u>NOTE</u>	:	Preference will be given to African males, Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.
<u>POST 38/101</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: DSAC-10/10/2023</u>
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA in Accounting Sciences/ Financial Accounting/ Financial Management or relevant qualification; 2-3 years relevant experience as a Senior/ State Accountant (at least 2 years at a Supervisory level); BAS system Controller; Knowledge of the Public Finance Management Act; Knowledge of the Treasury regulations and financial System; Knowledge of Basic Accounting System and Controller; Computer literacy; Good Communication and interpersonal relations; Planning and organising skills; The ability to interpret and apply financial policy and procedures; The ability to work as a team.
<u>DUTIES</u>	:	The purpose of this post is to coordinate, review and undertake the implementation of financial accounting systems and procedures in line with relevant legislation, regulations frameworks and departmental policies and procedures; Provide Financial Accounting service to the unit; Authorise debt

transaction forms/check debt transactions and files; Close financial months and years on BAS system; Compile monthly PMG recon; Compile and authorise revenue reconciliations/ payment; Authorise cancelled, reissued, dishonoured cheques on the BAS system; Compile Departmental funds request and Donor fund requests; Oversee the commercial bank accounts; Oversee functions relating to the Cashiers office in relation to NARSSA; Assist with request for information (RFI's) from AGSA; Provide BAS System Controller services in the Department; Capture users/ entity details on Safety web; Authorise Telegraphic Transfers (TT's) and urgent payments on Safety web; Authorise entities on BAS; Liaise with the Standard Charter of Accounts (SCOA) committee regarding segment detail changes and implementation; Maintenance of Segments on Safetyweb; Manage Subordinates.

ENQUIRIES : Mr Louis Fourie at 066 140 8508
NOTE : Preference will be given to African males, Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.

POST 38/102 : **ASSISTANT DIRECTOR: FORENSIC INVESTIGATIONS REF NO: DSAC-11/10/2023**

SALARY : R424 104 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; Three-year Degree/ National Diploma (NQF6 as recognised by SAQA) in Forensic Investigations/ Law/ Business Science/ Auditing/ Accounting/ Criminology or relevant qualification; 2-3 years relevant experience in Forensic Investigation field at a Senior/ Officer/ Practitioner/ Accountant/ Auditor level; Certified Fraud Examiner (CFE) in good standing will be an added advantage; Strong report writing skills; Knowledge/experience of the Disciplinary Code of the Public Service; Knowledge of the PFM Act of 1999, as amended; Knowledge and understanding of Public Service Act; Knowledge of the Treasury Regulations and related prescripts; Knowledge of relevant prescripts such as Criminal law, Criminal procedure Act and law of evidence, etc.; Disciplinary Code of Public Service; Legality and utilisation of investigative techniques and equipment; Understanding of Tender Procurement processes; Leadership & supervisory skills; Computer literacy; Project management skills; Verbal and Written Communication Skills; Presentation skills; Interpersonal and diplomacy skills; Problem-solving and conflict management skills; Good communication skills Analytical and investigation skills.

DUTIES : Recording of cases received; Updating Fraud Allegations Register with cases where predication exists; Drafting the investigation plans; Conducting preliminary investigations on matters received; Make appropriate recommendations on matters to be investigated; Conduct detail investigations on matter recommended for investigation; Drafting Preliminary Investigation Reports; Compiling forensic investigation report after conducting detail investigations; Supervising service providers.

ENQUIRIES : Ms. Sunita Ramanand Tel No: (012) 441 3099
NOTE : Preference will be given to African males, Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.

POST 38/103 : **ASSISTANT DIRECTOR: STRATEGY AND PLANNING REF NO: DSAC-12/10/2023**

SALARY : R424 104 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; Three-year Degree/ National Diploma (NQF6 as recognised by SAQA) in Strategic Management/ Public Administration/Knowledge Management/Auditing or other relevant qualification; 2-3 years relevant experience as a Senior/ Officer/ Practitioner in Strategic Management/ Monitoring & Reporting/ Evaluation & Research/Knowledge Management/Audit; A valid drivers licence; Knowledge of the Public Service regulations and frameworks guiding strategic management and planning; Knowledge and understanding of relevant policies; Knowledge and understanding of strategic planning processes; Knowledge and understanding of operational plans; Planning and Execution skills; Technical and analytical

		skills; Good communication and interpersonal relations; Good computer literacy.
<u>DUTIES</u>	:	The purpose of this post is to assist in the facilitation of sectoral planning and the development of strategic institutional compliance documentation, systems, and processes; Contribute to the development of the operational plan template to guide Programmes; Convene operational plan development training sessions for Programmes and provide technical assistance when necessary; Analyse the Programme operational plans and give feedback; Compile the departmental operational plan from Programme plans; Assist in sourcing approval of the operational plan; Provision of administrative and technical support to Planning, Monitoring, Evaluation and Reporting (PMER) Forum; Provide secretariat services to the sectoral forum on planning, monitoring, evaluation, and reporting; Maintain the sectoral contact list of strategic planners; Facilitate sharing of important planning information with Entities Management Unit and provincial representatives; Participate in the development of the grant frameworks and assessment of business plans; Coordinate the development and implementation of a calendar for sectoral strategic planning; Assist in convening Strategic Planning Sessions to develop the departmental Strategic Plan and Annual Performance Plan; and contribute to the development of sectoral ones when necessary; Follow up on recommendations resulting from the assessment of the Strategic Plan and Annual Performance Plan by oversight departments/Units; Assist in convening sector-wide Planning Workshops to enhance integrated planning; Contribute content to the planning documents and assist in the development of the ENE chapter; Attend Technical Planning Forum meetings initiated by oversight departments such as DPME; Share the approved and/or tabled planning documents with internal Programmes and external stakeholders; Assist in the development and monitoring of alignment to the sectoral strategic framework and related implementation guides; Assist in the development of the implementation plan of the Sectoral Strategic Framework; Monitor the commitments of the sectoral strategic framework by assessing/ analysing assessment of the institutional performance plans of the provincial sport, arts and culture departments and public entities, to ensure strategic alignment; Generate and circulate feedback reports of provincial institutional performance plans; Provision of Advisory Services on Strategic Planning and Related Matters.
<u>ENQUIRIES</u>	:	Mr Richard Mashilwane Tel No: (012) 441-3286
<u>NOTE</u>	:	Preference will be given to African males, Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.
<u>POST 38/104</u>	:	<u>CHIEF LANGUAGE PRACTITIONER: TERMINOLOGY COORDINATION (AFRIKAANS) REF NO: DSAC-13/10/2023</u>
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; Three-year Degree/ National Diploma (NQF 6 as recognized by SAQA) with Afrikaans as a major subject; 2-3 years relevant exposure to terminological or lexicographical or translation work as a Practitioner; Knowledge of terminology and lexicography principles; knowledge of the constitutional provisions on language, language legislation and regulations; Proficiency in English; Advanced computer skills; Project management skills; verbal and written communication skills; Problem solving and Analysis. Shortlisted candidates will be subjected to the completion of a language and terminology competency test.
<u>DUTIES</u>	:	The purpose of this post is to develop technical terminology in Afrikaans and manage terminology projects; Production of source language content; Production of target language content; Planning and Coordination of terminology projects; Research, Supervisory functions/duties/responsibilities.
<u>ENQUIRIES</u>	:	Dr H Machaba Tel No: (012) 441 3251
<u>NOTE</u>	:	Preference will be given to African males, Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.
<u>POST 38/105</u>	:	<u>CHIEF LANGUAGE PRACTITIONER: TRANSLATION AND EDITING (SESOTHO) REF NO: DSAC-14/10/2023</u>
<u>SALARY</u>	:	R424 104 per annum

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; Three-year Degree/ National Diploma recognised by SAQA in Language Studies/Linguistics/Translation majoring in Sesotho or any relevant language-related qualification and; 2-3 years relevant experience at a Senior/Practitioner level; Successful completion of a departmental (language) translation and editing test; Knowledge and understanding of relevant policies and prescripts; Knowledge of translation/editing/language administration; Excellent command of English; Proven general computer literacy; Ability to translate and edit text electronically; Good written and verbal communication skill; Ability to work under pressure; Good interpersonal relations; Planning and organising skills.
<u>DUTIES</u>	:	The purpose of this post is to enhance access to information through translation and editing of official documents into and from Sesotho; Study, analyze and excerpt problematic terms from source documents; Translating documents from English into Sesotho and Sesotho into English; Editing, checking and verifying Sesotho documents; Proofreading of official target documents; Quality check of documents; Supervision of subordinates; Provide administrative support and liaison in the office; Archiving all translated and edited documents electronically; Reporting on progress; Keeping the register of all translated and edited documents; Liaise with stakeholders; Assist and give advice to clients on language matters; Conduct research and consult on translation issues; Coin and record new terms; Consult with stakeholders.
<u>ENQUIRIES</u>	:	Mapula Gaffane Tel No: (012) 441 3256
<u>NOTE</u>	:	Preference will be given to African males, Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.
<u>POST 38/106</u>	:	<u>ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: DSAC-15/10/2023</u>
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA Supply Chain Management /Purchasing Management/Logistics Management/ Public Administration/Public Management or relevant qualification; 2-3 years relevant experience in supply chain management at a Senior/ Officer/ Practitioner level; Applicants must be trained in Central supplier database, e-tender portal system and minutes taking; Knowledge of Public Service Regulations and relevant policies; Knowledge and understanding of Treasury Regulations and Public Finance Management Act and Preferential Procurement Policy Framework Act; Willingness to work under pressure; Ability to work as individually as a team; Knowledge and understanding of central supplier database and tender portal; Knowledge of bidding and quotation processes; Planning and organising skills; Presentation skills; Good communication and interpersonal relations; Report writing skills; Computer skills; Problem solving skills.
<u>DUTIES</u>	:	The purpose of this post is to coordinate, review, undertake and implement the supply chain acquisition management framework and policies through the execution of sourcing strategy, the bidding process, compilation of a list of service providers, according to the prescribed procurement methodologies; Coordination of the administration for Bid Evaluation Committees (BEC); Ensure that there is an agenda, attendance register, code of conduct and declaration of interest; Serving as the secretariat in the Bid Evaluation Meetings; Ensure that all recommendations by Bid Evaluation Committee are effected; Oversee the filing process of each tender/ bid; Ensuring that the Bid Register is developed and properly updated; Manage the quotations sourcing process and ensure that quotations complied with relevant legislation; Ensure adhering to turnaround time on sourcing of quotations; Checking and signing of procurement checklist; Respond to audit queries; Provide management report as in when needed; Manage the administration of the bidding process; Checking the correctness of the bid documents; Managing the opening and the closing of bids; Oversee the compilation of bid documents; Checking on adverts to be placed on Government Tender Bulletin (GTB), E tender portal and Departmental (DSAC) Website; Checking and compiling of Supply Chain compliance report on received bids; Personnel development and supervision

of employees; Implementation of the policy according to National Treasury guidelines; Assist in reviewing and updating policies, procedures, and delegations of authority; Ensure that all prescribed SCM policy and procedures are correctly applied and adhered to in accordance or in line with the National Treasury Guidelines

ENQUIRIES
NOTE

- : Ms T Ramatapa Tel No: (012) 441 3173
- : Preference will be given to African males, Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.