

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

- APPLICATIONS** : Applications can be submitted using one of the following methods: Email quoting the reference number and post title in the subject line-job@onlinecareerguidance.co.za. There will be no follow-up emails to this address. Hand delivery: The Chief Director: Human Resource Management and Development, Sechaba House, 202 Madiba Street, Pretoria Central Send by mail: The Chief Director: Human Resource Management and Development, Private Bag X897, Pretoria, 0001. Correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be considered or accepted.
- CLOSING DATE** : 05 July 2024 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 form (Sections A, B, C & D are compulsory and must be completed in full, 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. Use of the old Z83 Form will result in a disqualification. 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 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. All shortlisted candidates 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 for SMS posts, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency tools. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. 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. The Department intends 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. 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 from 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

- POST 22/55** : **DEPUTY DIRECTOR-GENERAL: RECREATION DEVELOPMENT AND SPORT PROMOTION REF NO: DSAC-01/06/2024**
- SALARY** : R1 741 770 per annum, (Level 15) (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 REQUIREMENTS** : Pretoria
Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; An undergraduate qualification (NQF level 7) as recognised by SAQA in Sport Management/Sports Sciences/ Business Management or relevant qualification; Post graduate qualification (NQF level 8) as recognised by SAQA in the relevant field; Successful completion of Pre-entry Certificate for Public Sector Senior Management Leadership as endorsed by the National School of Government (NSG); 8 years relevant experience at a Senior Management level in the sport and recreation sector; A valid driver's license and willingness to travel. Competencies: Industry knowledge - Thorough knowledge of principles and procedures organisations and stakeholders within the sporting fraternity, both locally and internationally; Knowledge and

understanding of relevant policies, legislation and regulations that govern the sport sector; Thorough understanding of anti – doping agencies and compliance with the anti- doping regulatory framework; Knowledge and understanding of infrastructure development and relevant policies and prescripts; Knowledge of PFMA and relevant legislation; Effective communication and interpersonal relations; Presentation skills; Programme and Project Management skills; Demonstrates knowledge of general concepts of financial planning, budgeting, and forecasting and how they interrelate; Strategic capability and leadership; Client orientation and customer focus; Problem Solving and Analysis skills; People Management and Empowerment; Service Delivery Innovation; Change Management; Proven leadership and management abilities; Multi-skilled, dynamic; Self-motivated professional; Computer literacy; Ability to mobilize resources for the development and promotion of sport.

DUTIES

: Key Performance Areas: The purpose of this post is to oversee promotion, coordination, development and monitoring of Sport and Recreation and infrastructure and to direct and provide strategic leadership, advisory and support service to the Sport and Recreation sector; Oversee and support the provision of mass participation opportunities in sport and recreation; Facilitate opportunities in communities to ensure active participation in organised sport and recreation events; Implement sport and recreation promotion campaigns and events; Ensure provision of equipment and attire as per established norms and standards; Facilitate the establishment of community hubs and clubs that integrate into Federation structures; Identify and support a network of NGOs', CBO'S and NPO'S that contribute to Sport for Development and behavioural Change; Support the delivery of Community Outreach Programmes; Identify and support Priority Codes of Sport played at Schools in line with National Priorities; Establish /Support School Sport code committees and a school sport Co-ordinating Committee; Ensure participation in the National School Sport Champions; Ensure learners participation at district school sport tournament; Oversee the deliverables relating to the DORA grant; Manage and support the development of high-performance athletes to achieve success at an international level; Maintain a calendar of domestic Competitions; Ensure athletes are supported through the scientific support programmes; Ensure athletes are supported by sport academies; Organize various recognition events, like the SA sports Awards to encourage and recognise elite performance/ achievements; Manage an integrated support system to enhance the delivery of sport and recreation; Facilitate the implementation of the compliance of federations with the transformation Scorecard; Ensure the dimensions of the scorecard are completed by National Federations; Provide support to the Eminent Persons Group and ensure the finalisation of the Annual Transformation Report; Oversee support to sport and recreation bodies; Support to drug free sport agencies and other sport public entities; Develop, upgrade, and maintain an electronic Sport information and management system that will serve as a portal for information to service the whole sports sector; Co-ordinate research for Sport; Ensure South Africa plays international multi- lateral organisations like UN, UNESCO, AU; Oversee sport and recreation infrastructure support services; Oversee support of funding, technical and project management to municipalities for the development of sport infrastructure through Municipal Infrastructure Grant; Ensure provision of outdoor gyms/children play parks; Facilitate the provision of infrastructure projects in schools as an intervention; Communicate and regularly review the norms and standards for the provision of Sport and Recreation facilities; Manage the construction of legacy projects for heritage project; Manage deliverables relating to major sport events including bidding and hosting; Provide guidance and monitor the execution of tasks relating to the major international events receiving intra-governmental support; Provide guidance and monitor the execution of tasks relating to the preparation of status reports detailing national and international sporting events, exhibitions, or conferences used to showcase SA as a sport tourist destination; Compile report to indicate the socio – economic impact of Hosting major sporting events on the economy of the country and the contribution of sport to Tourism; Oversee the management of all the resources in the programme; Oversee compliance of legislative prescripts, monitoring, and evaluation, organisational performance, and corporate governance

ENQUIRIES

: Dr C Khumalo, Tel No: (012) 441 3439

NOTE

: 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.

POST 22/56

: **DIRECTOR: LIVING HERITAGE REF NO: DSAC-02/06/2024**

SALARY

: R1 216 824 per annum (Level 13) (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

: Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; An undergraduate qualification (NQF level 7) as recognised by SAQA in Humanities, Social Science or equivalent Heritage related qualification; Successful completion of Pre-entry Certificate for Public Sector Senior Management Leadership as endorsed by the National School of Government (NSG); 5 years relevant experience at a Middle Management (Deputy Director level) /Senior Management level in Living Heritage; A valid driver's license. Competencies: Knowledge of heritage sector; Knowledge of guidelines and procedures of living heritage; Knowledge of Public Service Legislation, Policies and Regulation; Knowledge of

DUTIES

budget; Good communication and interpersonal relations; Research skills; Computer literacy; Report Writing, Planning and Organizational Skills; Problem solving skills; Teamwork.

Key Performance Areas: The purpose of this post is to facilitate the implementation of national legislation and policies for the collection, protection and promotion of living heritage/intangible cultural heritage(ICH) in South Africa including the transformation of South Africa's naming landscape; Ensure the smooth and effective functioning of the South African Geographical names council and its secretariat; Ensure that South African Geographical Council is fully constituted and conducts its business as per Act 118 Of 1998; Ensure that Geographical names are processed and submitted to the Minister for consideration; Ensure that the SAGNC ACT 118 and Regulations amendments are processed and submitted to the Minister for consideration; Ensure that the SAGNC secretariat renders efficient and effective function to the SAGNC; Ensure the commencement of national documentation of South African ICH and Indigenous Knowledge Systems (IKS) project; Ensure that candidates for documenting ICH and indigenous knowledge are appointed; Ensure that information on ICH and indigenous knowledge is documented from all nine provinces; Ensure that an ICH national register is developed; Ensure the appointment and functioning of South African Ministerial Advisory Panel on ICH; Ensure that the public nomination process is completed; Ensure the appointment of the ICH Panel; Ensure that the ICH Panel holds its meetings; Ensure the commissioning publishing and delivery of books profiling living human treasures (LHT); Ensure that the Director General (DG) approves Terms of Reference (TORs) and submission for LHT books; Ensure that the service provider works in terms of the Service Level Agreement; Ensure that books are submitted to the Minister for approval; Ensure liaison with living human treasures; Ensure development and approval of Heritage month themes and concept documents; Ensure attendance of meetings with internal and external stakeholders for the implementation of heritage month activities.

ENQUIRIES

Mr I Langeveld, Tel No: (012) 441 3037

NOTE

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

POST 22/57

DEPUTY DIRECTOR: INTERNAL COMMUNICATION REF NO: DSAC-03/06/2024

SALARY

R849 702.per annum (Level 11) (An all-inclusive remuneration salary package) consisting of a basic salary, 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 Middle Management Services Guidelines)

CENTRE

Pretoria

REQUIREMENTS

Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; Three-year Degree/National Diploma/NQF Level 6 as recognized by SAQA in Communications / Public Relations / Media Studies / Journalism or relevant qualification; 3-5 years relevant experience in the communication environment, at least 3 years at an Assistant Director level; Valid driver's licence and willingness to travel extensively. Competencies: Knowledge of relevant policies and procedures; Knowledge of Intergovernmental Relations and Internal Communication; Knowledge and understanding of Media Relations; Understanding of Operations of different Media sections; Knowledge of Marketing and Promotional Strategies; Knowledge and understanding of the South African media landscape and operations; Knowledge of GCIS guidelines for internal communication and website; General knowledge of relevant policies, Acts, Regulations and frameworks; Research and analytical thinking; Problem solving skills; Project Management skills; Conflict Management; Good Communication and interpersonal relations; Computer literacy; Creative writing, editing and Reporting skills; Acceptance of responsibility; Ability to handle matters of a confidential nature.

DUTIES

Key Performance Areas: The purpose of this post is to ensure an effective and efficient internal communication and intergovernmental system for the department to allow for informed and empowered internal and external stakeholders of the department; Ensure an efficient intergovernmental system within the department through stakeholder engagements with national, provincial, and local government; Liaison with GCIS by facilitating departmental inputs towards the GCET report; Provide support and content to ICTS and Social Clusters and the Government Communicator's Forum (GCF); Attend and provide departmental inputs at the government's Rapid Response meetings and any other meetings; Attend GCIS internal communication forum and implement decisions of the forum; Communicate the department's programme's priorities, Annual Performance Plan and achievements to increase participation from all stakeholders; Develop and implement Internal communication strategy; Ensure implementation of internal communication strategy; Measure the effectiveness of internal communication within the department; Conduct research on new trends; Manage and monitor internal communications; Develop and implement an annual internal communication plan inclusive of the quarterly departmental newsletter; Share departmental information to ensure all public servants/employees are informed about key government/departmental programme priorities, policies, and any relevant information; Coordinate and lead the Communicator's Forum of the department (inclusive of provincial and all entities); Manage usage of internal communication channels to distribute messages; Conduct surveys to determine the effectiveness of internal communication platforms; Internal Networking Session; Manage Media

Relations; Draft and send out media advisories and statements as and when required; Assist to facilitate the development of media responses to prevent a negative reputation of the department; Acknowledge all media inquiries and indicate the intention of the Department; Support the media briefings on Departmental activities; Support the coordination of the media networking sessions; Support in the development of media communication plans and implementation; Develop and coordinate media buying plan with costing, media platforms and frequency; Coordinate and support the appointment of the departmental media buying service provider; Manage content of Departments social media platforms; Develop communication monthly/quarterly reporting; Develop forewords and speaking notes/speeches as and when required by the Chief Director; Assist in the development content for the department's social media platforms.

ENQUIRIES

: Ms Z Velaphi, Tel No: (012) 441 3010

NOTE

: Preference will be given to Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.

POST 22/58

: **DEPUTY DIRECTOR: LIBRARY POLICY COORDINATION AND ASSOCIATED INSTITUTIONS REF NO: DSAC-04/06/2024**

SALARY

: R849 702.per annum (Level 11) (An all-inclusive remuneration salary package) consisting of a basic salary, 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 Middle Management Services Guidelines)

CENTRE

: Pretoria

REQUIREMENTS

: Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; Three-year National Diploma/ Degree/(NQF level 6) as recognised by SAQA in Library and Information Science or relevant qualification; 3-5 years relevant experience, at least 3 years at an Assistant Director level in the library and information services sector; Valid driver's licence. Competencies: Extensive knowledge of national and provincial legislation pertaining to library and information service sector including related institutions and associations; Extensive knowledge of policy administration, development, coordination and implementation; Knowledge of continental and international LIS institutions and associations; Extensive knowledge in managing budget and human resource matters; Strong liaison, communication, research and report writing skills; Experience in administration; Compatible with MS Office; Leadership skills; Project management

DUTIES

: Key Performance Areas: The purpose of this post is to provide administrative support service to the National Council for Library and Information Services (NCLIS), the Legal Deposit Committee and manage the administration of the national Library and Information Service (LIS) legislation and support the coordination and administration of the conditional grant for community libraries; Manage the investigations on national library and information services policy matters; Coordination and implementation of policies; Create awareness of policies and legislation amongst the stakeholders and ensure that they are published on the departmental website; Manage and coordinate consultations required and render support with the preparation and finalization of the legislation; Draft cabinet memorandums, discussion documents, presentations and submissions relating to policy matters; Attend to corporate governance matters related to National Council of Library and Information Services (NCLIS) and the Legal Deposit Committee; Administer matters relating and/or managed by the National Library of South Africa (NLSA), the South African Library for the Blind (SALB) and Blind South Africa and draft related submissions; Manage the Secretariat of the National Council for Library and Information Services (NCLIS) and the Legal Deposit Committee (LDC); Monitor and provide administrative support and coordinate functions of the NCLIS and the LDC; Manage the general meetings and workshops of the NCLIS and LDC, and monitor their expenditure relating to travel and subsistence, accommodation and catering for the meetings; Implement decisions taken during meetings, monitor and report progress; Evaluate the relevance of content in the annual reports of the NCLIS and the LDC; Oversee the logistical arrangements for the NCLIS and LDC meetings and workshops as scheduled; Support the coordination of the conditional grant for community libraries and management; Collect information and report on progress of the conditional grant projects; Formulate submissions and reports and respond to enquiries received in relation to the community library conditional grant; Communicate and draft the responses of enquiries as required; Monitor the implementation of the National Library of South Africa and South African Library for the Blind projects and expenditure on the conditional grant; Attend quarterly review meetings, business plan meetings, and intergovernmental forums with provinces; Manage and administer ad hoc grants; Draft Terms of Reference and Service Level Agreements to be signed by the service providers as required and ensure supply chain management and financial requirements are adhered to; Manage Memorandum of Agreements related to the transfer payments to NLSA, SALB, LIASA and SANCB and BlindSA; Formulate submissions on matters that must be brought to the attention of the DG and Minister relating to the NLSA, SALB, LIASA, SANCB and BlindSA; Draft responses to parliamentary questions and other enquiries relating to ad hoc grants; Manage resources of the sub-directorate; Compile inputs to the directorate budget and monitor expenditure thereof; Provide oversight support on human resource matters relating to management of leave, submission of leave forms, completion of performance agreements and assessments; Allocate and supervise work to

subordinates and monitor progress and reports; Monitor submission of reports of consultants and assist with analysis thereof.

ENQUIRIES

NOTE

Ms R Phasha, Tel No: (012) 441 3321

Preference will be given to Coloured males, Indian males, White males, Coloured females and Persons with Disabilities

POST 22/59

DEPUTY DIRECTOR: HERITAGE COMMEMORATION (INTANGIBLE CULTURAL HERITAGE MEMORIALISATION) REF NO: DSAC-05/06/2024

SALARY

R849 702.per annum (Level 11) (An all-inclusive remuneration salary package) consisting of a basic salary, 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 Middle Management Services Guidelines)

CENTRE

REQUIREMENTS

Pretoria

Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA in Social Sciences or heritage-related studies or relevant qualification; 3-5 years relevant experience, at least 3 years at an Assistant Director level in conceptualization and management of Intangible Cultural Heritage (ICH) commemoration and memorialization; Competencies: Knowledge of relevant policies and prescripts; Advanced knowledge and understanding of project management; Knowledge of the SA Heritage sector / Indigenous Knowledge System; Knowledge and understanding of Intangible Cultural Heritage Memorialisation; Presentation skills; Computer literacy; Analytical skills; Good communication and interpersonal relations; Problem solving skills; Planning and Organisational skills

DUTIES

Key Performance Areas: The purpose of this post is to manage Intangible Cultural Heritage (ICH) memorialisation for preservation and promotion of ICH; Coordinate Intangible Cultural Heritage Commemoration and Memorialisation; Commemoration of key community traditional activities, key traditional ceremonies and festivals, traditional dance activities of diverse cultural groups in the provinces; Coordinate the memorialization of historic events associated with iconic figures, watershed moments and episodes through key anniversaries such as raids into neighbouring countries, tragedies, memorial lectures, battles, etc; Support the management of the implementation of a national strategy and implementation plan on ICH preservation and promotion; Initiate and coordinate programmes with external stakeholders on ICH preservation and promotion; Support the development and coordination of partnerships for the implementation of the 6-pillar implementation plan; Incorporate the guidance of the ICH panel into the implementation of each pillar; Conceptualise Heritage Day and Month; Consult with relevant stakeholders on the draft concept and theme(s); Submit recommended concept and theme(s) for approval; Plan, arrange and attend meetings with internal and external stakeholders for the implementation of heritage month activities; Execute duties in relation to heritage month and day; Develop and monitor a database relevant to work of the section; Develop data collection tools for database; Facilitate data collection processes; Analyse data, develop and implement ICH memorialization strategies based on data; Liaise with relevant stakeholders such as provincial authorities, municipalities, etc; Plan, arrange and attend meetings with relevant stakeholders for the implementation of ICH memorialization activities; Draft and route submissions, letters, memorandums, speeches, correspondence, etc; Manage resources of the sub-directorate

ENQUIRIES

NOTE

Mr I Langeveld, Tel No: (012) 441 3037

Preference will be given to Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.

POST 22/60

DEPUTY DIRECTOR: ENTITY, OVERSIGHT AND INTERFACE REF NO: DSAC-06/06/2024

SALARY

R849 702.per annum (Level 11) (An all-inclusive remuneration salary package) consisting of a basic salary, 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 Middle Management Services Guidelines)

CENTRE

REQUIREMENTS

Pretoria

Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA in Financial Management/Financial/ Accounting/ Social Sciences/Humanities or relevant qualification; 3-5 years relevant experience, at least 3 years at an Assistant Director level in Accounting/ Financial Management/ corporate governance/ performance monitoring or similar position within the public service environment and also in Public Entities; Competencies: Knowledge of Public service regulations; Knowledge and understanding of financial analysis; Understanding of Good Corporate Governance principles; Knowledge of strategic planning and budgeting processes; Understanding of the Accounting Standards; Knowledge and understanding of financial and non-financial Performance monitoring management; General knowledge of legislative and compliance frameworks; Good research and analytical skills; Problem identification and solving skills; Project management and strategic thinking abilities; Computer literacy; Good communication and interpersonal relations. (Excellent written and verbal skills)

DUTIES

Key Performance Areas: The purpose of this post is to ensure that the Public Entities apply good governance practices, adhere to all relevant legislation, and use resources at their

disposal in an effective and economical manner by providing guidance and implementing a continuous monitoring procedure; Ensure Quarterly reports are received and analysed from Entities in terms of Non-Financial and Financial performance; Ensure that reports are analysed with regards to compliance adherence as well as issues such as demographics, job creation etc.; Ensure that the Minister is apprised with regards to the performance of each institution; Ensure that performance feedback is provided to the Public Entities; Analyse the Annual Performance Plans from Public Entities and provide feedback; Ensure that Draft Annual Performance Plans are submitted, and feedback provided; Ensure that final Annual Performance Plans are submitted by public entities and approved by the Executive Authority for tabling; Ensure that the Annual Performance Plans are tabled in Parliament; Ensure that Shareholders Compacts between public entities' Chairpersons and Minister are compiled and signed; Ensure that the Draft Annual Reports submitted by public entities are evaluated, and feedback provided to the Public Entities; Ensure that public entities submit final Annual Reports for tabling in parliament; Facilitate and coordinate the secretariat of the Sector Forum; Ensure that sector Forums are held and that the Agenda for the Forum is approved by the Chairperson; Ensure that date and venue of the Forum is communicated to the Forum members; Ensure that venues and logistics for the Forums have been secured; Ensure that the Minutes of the Forums are compiled and distributed; Ensure that decisions of the Forum are implemented; Conduct site visits to Public Entities for oversight of PFMA and legislative issues by Public Entities; Liaise with the Management of the Public entity and secure dates for the site visit; Prepare quarterly non-financial status of the entity for engagement during the meeting; Assess the state of Governance in the Public Entity to provide inputs during the meeting; Liaise with public entities and the Department of Public Works and Infrastructure (DPWI) in relation to management public entities' leases; Assist the entities in organizing new leases, renewal of leases and termination of leases; Manage the transfer of lease and municipal charges budget to entities; Facilitate the signing of lease agreement between the Department and DPWI; Coordinating the constitution of Councils; Ensure that a Database of Council members is established and always updated; Ensure that the process to appoint a new Council starts on time; Ensure that the nomination process for a new Council takes place; Arrange shortlisting and interviews of nominated candidates; Compile submission to the Minister for the appointment of successful candidates; Ensure that the newly appointed Council members are informed; Ensure that Induction workshops for the new Council takes place; Ensure that in case of vacancies in Councils, the Minister appoints replacements.

ENQUIRIES

: Mr S Tsanyane, Tel No: (012) 441 3492

NOTE

: Preference will be given to Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.

POST 22/61

: **ASSISTANT DIRECTOR: SECURITY SERVICES-NATIONAL ARCHIVES REF NO DSAC-07/06/2024**

SALARY

: R444 036 per annum (Level 09)

CENTRE

: Pretoria

REQUIREMENTS

: Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA in Security Management, Security Risk Management, Policing, Bachelor of Arts in Forensic Science and Technology or relevant qualification; 2-3 years relevant experience at Chief Security Officer/Security Administrative level in Security services or related field; Registration with PSIRA-Minimum of Grade A Management Certificate; a Valid Driver's license. Competencies: Knowledge of Public Service Regulations; Knowledge of the access control procedures; Strong personality ;Resilience; Reliability; Knowledge of measures for the control and movement of equipment and stores; Knowledge of prescribed security procedures and application thereof (e.g. MISS, Minimum Physical Security Standards (MPSS), NISA, Protection of Information Act, Firearms Protection Act, Access to Information Act, Control of Access to Public Premises and Vehicle Act, Occupational Health and Safety Act, etc.) and the authority on security officers under these documents; Knowledge on the relevant emergency procedures; Knowledge of security control room and reception management; Knowledge of operating fire detection and extinguishing system, CCTV camera and access control system; Knowledge of general security administration; Planning and Organizing skills; Problem solving and analysis; Good communication and interpersonal relations; Project management skills; Contract management; Computer literacy.

DUTIES

: Key Performance Areas: The purpose of this post is to implement physical and information security services in the Department; Monitor utilization and functionality of X-Ray machine and metal detector; Monitor the implementation of Service Level Agreement regarding compliance and non-compliance; Assist with Security Policy and Procedures implementation; Manage electronic access control, CCTV and Fire Prevention System; Assist in drafting terms of reference for security tenders; Conduct security audits; Implement key control; Report non-functional security systems to the supervisor; Monitor personnel, visitors, and procedures; Interpret security management information; Report back on security incidents, breaches, and risks; Investigate security incidents and breaches; Receive and peruse inspection reports; Perform sites' (NARSSA, NFVSA and OLB) inspections; Monitor implementation of access control; Provide information security awareness programs; Assist with health and safety matters; Assist with drafting and updating of Security Policy, Security Risk Assessments,

Security Plans and Tender Documentation; Review security circulars / directives; Obtain inputs and submit for approval; Draft / update Security Policy; Draft / update Security Risk Assessments; Supervise subordinates.

ENQUIRIES

: Mr K Makena, Tel: (012) 441 3214

NOTE

: Preference will be given to Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.

POST 22/62

: **ASSISTANT DIRECTOR: GIS (GEOGRAPHICAL NAMES) REF NO: DSAC-08/06/2024**

SALARY

: R444 036.per annum (Level 09)

CENTRE

: Pretoria

REQUIREMENTS

: Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA in Geographic Information Systems or relevant qualification; 2-3 years relevant experience at a Senior/Officer level in information or data analysis, data capturing and processing. competencies: Knowledge and understanding of Geographical Information Systems; Computer literate; Knowledge and understanding of relevant policies and prescripts; Good communication and interpersonal relations; Analytical and critical thinking skills; Ability to work with ArcView, ArcMap and Visual basics; Excellent communication and interpersonal skills; Problem solving and analysis; Planning and organization; Knowledge of basics of Project Management.

DUTIES

: Key Performance Areas: The purpose of this post is to provide support and assist the South African Geographical Names Council to fulfil its mandate of advising the Minister on the standardisation of Geographical Names in South Africa; Manage and coordinate the national database on geographical names; Establishment, Configuration, database design; Perform regular performance monitoring and troubleshooting where necessary; Conduct backup and data recovery; System enhancement and maintenance; Coordinate the capturing and processing of geographical names at all levels; Plan and document system requirements and specifications; Assist with all required documentation and make recommendations on the appointment of service providers; Develop a training plan for provinces; Capture gazetted geographical names data; Ensure to capture/process geographical names received; Check correctness of geographical names coordinates as soon as the applications are received; Work with a Subcommittee of the SAGNC to quality check the applications received, ensuring that they meet all the requirements for standardization; Compile reports for the Department and the South African Geographical Names Council; Develop system workflow processes; Develop audit trail process to build into the system; Generate Geographical Names system reports and present to the SAGNC and Senior managers; Manage the lists, schedules, spreadsheets, data of all approved and gazetted geographical names and readily provide these on request; Ensure alignment of physical records and those records on the database, work with Records Management Section (Archives) to ensure digitization of the records to do with gazetted names; To support the work of the Council, assist the Unit with drafting submissions, memos, minutes to do with geographical names; Assists with PAIA request to geographical names; Ensure that Geographical names information is on the departmental website is packaged for electronic publication; Coordinate the development of web portal to be linked with the departmental website; Upload geographical names data on the GIS system onto the web portal for publication; Coordinate and Conduct capacity building training with National, Provincial and Local government departments; Schedule and conduct training or engage in capacity building exercise with provinces on Geographic Information Systems; Liaison with National, Provincial and Local government departments; Conduct capacity building training.

ENQUIRIES

: Ms T Mthembu, Tel No: (012) 441 3679

NOTE

: Preference will be given to Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.

POST 22/63

: **ASSISTANT DIRECTOR: CLIENT SERVICES AND OUTREACH REF NO: DSAC-09/06/2024**

SALARY

: R444 036 per annum (Level 09)

CENTRE

: Pretoria

REQUIREMENTS

: Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA in Archival Studies /History /Communication /Museum studies or relevant qualification; 2-3 years relevant experience as an Archivist /Audio-Visual Archivist in similar environment; A certificate in Project Management will be an added advantage. Competencies: Knowledge of Public Service Regulations; Knowledge and understanding of relevant legislative framework governing the Public Service; Knowledge of Preservation policy; Understanding of outreach strategies; Knowledge of audiovisual records and preservation; Good communication and Interpersonal relations; Project Management; Understanding of research methodology; Knowledge and understanding of Digitisation; Report writing skills; Computer literacy; Analytical Skills; Planning and organising skills

DUTIES

: Key Performance Areas: The purpose of this post is to collect, preserve and make available Film, Video and Sound recordings as well as related materials for promotion and accessibility for the Public and researchers in South Africa and elsewhere; Facilitate Client Services and outreach programmes, special projects and administration of related material; Ensure that reading rooms and NFVSA library are made accessible to Researchers; Planning and execution of outreach programmes in communities, public relations activities, including festivals; Manage

the research and planning of exhibitions; Manage Oral History, Special Projects and Related Material collections (SASKI); Manage collection control of library books, periodicals, scripts, stills and all paper records as well as the related materials including SASKI; Manage the reception desk and provide a supervisory role to all students and groups visiting the NFVSA for tours; Coordinate data inputs for NAAIRS database and the NFVSA website; Provide inputs for the betterment of NAAIRS and the website projects; Coordinate NFVSA Oral History projects; Undertake Oral History Projects identified; Provide feedback to management after completion of each project; Conduct research and feasibility study for related projects; Prepared submissions and compiled budget for related projects; Provide advice in terms of acquisition of required equipment; Co-ordinate and arrange trainings internal and externally on the management of audio-visual collection; Facilitate training needs to internal and externally stakeholders and compilation of training schedule; Liaise with management for training budget approval; Inform staff of their roles in training programs and monitor progress; Prepare progress report on training provided to management; Training of learners in oral history methodology (OHASA Programme); Supervise subordinates; Collect and consolidate inputs for reports/operational plans

ENQUIRIES

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Adv D Maake, Tel: (012) 441 3152

NOTE

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Preference will be given to Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.