

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 to recruitment2024@dsac.gov.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** : 23 May 2025 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 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. 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. 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.
- OTHER POSTS**
- POST 15/206** : **ENGINEER (PRODUCTION GRADE A) REF NO: DSAC-01/04/2025**
- SALARY** : R879 342 - R938 061 per annum, (total package) as outlined in terms of the Occupation-specific Dispensation for Engineering professions and related occupations)
- CENTRE** : Pretoria
- REQUIREMENTS** : 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 licence; Compulsory registration as a Professional Engineer with the Engineering Council of South Africa (ECSA); Knowledge of the Sport, Arts and Culture 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.
- DUTIES** : 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

ENQUIRIES
NOTE

: Mr S Petela Tel No: (012) 441 3478
: Preference will be given to Coloured Males, Indian Males, White Males, Coloured Females, Indian Females and Persons with Disabilities.

POST 15/207

: **SENIOR SPORT AND RECREATION COORDINATOR: SPORT SUPPORT AND FEDERATION COORDINATION REF NO: DSAC-02/04/2025**

SALARY
CENTRE
REQUIREMENTS

: R468 459 per annum (Level 09)
: Pretoria
: Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; A minimum of Three-year Degree/National Diploma (NQF level 6) as recognized by SAQA in in Sport Management/ Sport Science/Sport Administration or relevant qualification; 2 to 3 years relevant experience in sport and recreation environment at a Senior/Officer level; Valid driver's license; willingness to travel. Competencies: Good Communication and interpersonal relations; Knowledge of relevant prescripts, Acts and Regulations that govern sport; Understanding of National and Provincial sport body structures and operations; Knowledge and understanding of sport federations; Knowledge and understanding of departmental policies and procedures; Planning and organizing skills; Computer literacy; Coaching and mentoring skills; Administrative skills; Project and event management skills; Team player; Ability to learn, benchmark and research; Willingness to provide customer service.

DUTIES

: The purpose of this post is to coordinate the funding (transfers) to Sport and Recreation Bodies and Monitoring and Evaluation of the funds transferred; To provide logistical and administrative support to sport and recreation bodies programmes as identified by the department; Monitor and evaluate Sport and Recreation Bodies programmes-Develop a monitoring and evaluation processes and documentation for effective monitoring and evaluation of Sport and Recreation Bodies; Develop a monitoring and evaluation schedule for allocated/assigned Sport and Recreation Bodies; Monitor and evaluate the implementation of Sport and Recreation Bodies programmes; Provide monitoring and evaluation reports; Communicate the monitoring and evaluation process to Sport and Recreation Bodies prior to implementation; Coordinate the provision of financial support to be provided to Sport and Recreation Bodies-Develop, review and update documents used for the provision of financial support to Sport and Recreation Bodies; Communicate the process of applications for financial support by Sport and Recreation Bodies; Review all applications for financial support and advise managers on compliance of applications against policies; Communicate all adjudication findings and requirements with Sport and Recreation Bodies; Provide liaison services (support/link) between Department and Sport and Recreation Bodies-Administration and records management of all documentation that relates to allocated Sport and Recreation Bodies; Serve as point of contact between Department and Sport and Recreation Bodies; Provide weekly and monthly updates on Sport and Recreation programmes; Coordinate the provision of non-financial support to be provided to Sport and Recreation Bodies-Collate all non-financial needs as required/requested by Sport and Recreation Bodies; Procure required goods and services; Provide project coordination services to ensure successful deliver of procured goods and services; Submit close out reports of all programmes; Supervise subordinates.

ENQUIRIES
NOTE

: Mr Mfundo Mncina Tel No: (012) 441 3140
: Preference will be given to Coloured Males, Indian Males, White Males, Coloured Females, Indian Females and Persons with Disabilities.

POST 15/208

: **SENIOR SPORT AND RECREATION COORDINATOR: COMMUNITY SPORT DEVELOPMENT REF NO: DSAC-03/04/2025**

SALARY
CENTRE
REQUIREMENTS

: R468 459 per annum (Level 09)
: Pretoria
: Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; A minimum of Three-year Degree/National Diploma (NQF level 6) as recognized by SAQA Sport and Recreation Management, Sport Science, Sport Development, Sport Administration or relevant qualification; 2-3 years relevant experience at a Sport and Recreation Coordinator/Sport Promotion Officer level in the sports sector; Valid driver's license; willingness to travel. Competencies: Knowledge and understanding of relevant prescripts/legislation; Understanding of the sport landscape; Thorough knowledge of the South African sporting environment; Planning and organising skills; Good communication and interpersonal relations; Project Management skills; Computer Skills; Problem solving skills; Analytical and thinking skills; Solution Orientated; Results driven; Effective report writing.

DUTIES

: The purpose of this post is to contribute towards increasing number of people participating in Sport and Recreation programs; Facilitate the development of a framework to increase the number of participants in community sport and recreation activities-Inform stakeholders about the legislation within sport and recreation sector; Coordinate and assist in the Development of the framework to increase the number of participants from specific target groups in sport and

recreation activities; Assist in Monitoring and evaluation the increase in number of participants from specific target groups in sport and recreation activities; Assist in the implementation of interventions to increase the number of participants from specific target groups in sport and recreation activities; Analyse provincial business plans against the grant framework-Receive and acknowledge business plans from the provinces; Analyse provincial business plans; Identify areas from business plans to be strengthened/ improved by provinces; Provide feedback to provinces related to performance and financial information; Arrange meetings with the provinces to discuss the findings of the business plans; Receive final approved business plan from provinces; File business plan; Assist with the development of policies and delivery mechanisms to increase the number of participants-Assist Develop policies/delivery mechanisms to increase the number of participants; Consult with relevant; Consolidate the inputs and recommendations and delivery mechanisms; Present a draft policy and delivery mechanisms to internal and external stakeholders for inputs; Consolidate inputs received; Present a final input; Ensure implementation and maintenance of delivery mechanisms and policies; Review the effectiveness of current delivery mechanisms and policies; Develop monitoring schedule and implement measures of monitoring-Develop a monitoring schedule; Send monitoring schedule to provinces for completions; Receive monitoring schedule from provinces; Conduct desktop and physical monitoring of performance information against pre-determined targets; Receive consolidated reports of provincial activities and or site visit reports; Monitor provincial performance against business plan targets; Meet with provincial coordinators to discuss progress on implementation of targets; Liaise with stakeholders relevant to community sport and recreation activities-Convence stakeholders to plan for implementation of projects; Arrange and attend meetings with stakeholders; Liaise with stakeholders within community sport on implementation of programmes.

ENQUIRIES : Mr Bethuel Maake Tel No: (012) 441 3060

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