

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)**APPLICATIONS**

: Applications can be submitted using one of the following methods: Email to recruitment2024@dsac.gov.za, quoting the reference number and title of the position on the subject line. There will be no follow-up emails to this address. Hand delivery: Sealed envelope addressed to Chief Director: Human Resource Management and Development, Sechaba House, 202 Madiba Street, Pretoria Central. Postal mail to 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
NOTE

: 05 September 2025, 16:00

: 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 reappointment under Part F must be answered. Use of the old Z83 Form or not completing compulsory sections of the application form will result in a disqualification. Only shortlisted candidates will be required to bring certified copies of ID, Driver's licence (where required) and qualifications on or before the interview. Should you be in possession of any foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA); Applicants must be South African citizens. Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should make own arrangement for access to internet connectivity 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. 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, thus withdrawing this advert by notice on its communication channels. 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 the DPSSA, 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 30/50**

: **DIRECTOR: LEGAL SERVICES REF NO: DSAC-12/08/2025**

SALARY

: R1 266 714 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 Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification, an undergraduate qualification (NQF level 7) in LLB or relevant legal qualification as recognised by SAQA. Successful completion of the Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government. Admission as an Attorney or Advocate of the High Court of South Africa. A minimum of 5 years' legal experience at a Middle/Senior Management level (Deputy Director level or higher or and MR6) within the public sector or a public law environment. A valid driver's license. Extensive knowledge of the Constitution, Public Service legal frameworks (PFMA, PSA, PAJA, PAIA, POPIA), and relevant public sector regulations. Proven expertise in constitutional, administrative, and contract law, legislative law processes, litigation, legal drafting and vetting. Strategic capability and leadership, people management, programme and project management, financial management, service delivery innovation, and legal research skills. Excellent communication, presentation, interpersonal and analytical skills. Ability to manage legal risk and provide sound legal advice.
<u>DUTIES</u>	:	Providing legal advice, interpreting statutes, drafting legal opinions and ensuring legal compliance. Managing litigation for and against the department and liaising with the Office of the State Attorney and other legal authorities. Drafting, vetting, and managing legal contracts and agreements, ensuring compliance with procurement legislation. Overseeing legislative drafting and regulatory compliance aligned with constitutional and administrative law. Managing the Legal Services Directorate, including staff performance, resource allocation, and budgeting.
<u>ENQUIRIES</u>	:	Mr S Tsanyane Tel No: (012) 441 3492

OTHER POSTS

<u>POST 30/51</u>	:	<u>DEPUTY DIRECTOR: POLICY AND RESEARCH DEVELOPMENT (CULTURAL) REF NO: DSAC-13/08/2025</u>
<u>SALARY</u>	:	R896 436 per annum, (all inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. A Minimum four-year Degree (NQF level 7) as recognised by SAQA or relevant qualification in Social Sciences/ Humanities/ Cultural Studies/Public Policy/Developmental studies or relevant Research and Policy Development qualification. 3-5 years relevant experience at least 3 years at an Assistant Director level in Research and Policy Development within the cultural and creative industry; Knowledge of relevant policies and research methods; Understanding of the arts, culture, and heritage sector; Knowledge of Public Service Regulations and the Public Finance Management Act (PFMA); Knowledge and understanding of South African cultural policy framework and legislative environment; Strong analytical and critical thinking skills; Good communication and interpersonal relations; Research skills, including data collection, analysis, and interpretation; Policy analysis skills, including identifying problems, developing solutions, and evaluating outcomes; Strong project management skills; Problem solving skills.
<u>DUTIES</u>	:	Planning and research development; Facilitate steering Committee Meetings for planning of research work, namely: identification and prioritization of research project; Facilitate policy consultations with relevant stakeholders, including government entities, artists, cultural institutions, and civil society; Represent the department at forums, workshops, and conferences related to culture and arts policy and research; Manage and Conduct Research projects; Commission and manage research projects in collaboration with internal and external stakeholders; Analyze trends, data, and reports to support evidence-based policy development; Develop, review and analyse Policies; Ensure alignment of cultural policies with national development plans and international conventions; Ensure policy alignment with the White Paper on Arts, Culture and Heritage, NDP 2030, and other national frameworks; Facilitate intergovernmental and sector-wide consultation processes on draft policy documents; Monitor and evaluate the implementation of cultural policies and their impact; Develop, manage operational and project budgets; Facilitate risk management register in the chief directorate by identifying project risks and

		development of risk action plans; Ensure compliance with risk action plan reports of the Chief Directorate.
<u>ENQUIRIES</u>	:	Ms M Chikeka Tel No: (012) 441 3668
<u>POST 30/52</u>	:	<u>LEGAL ADMINISTRATION OFFICER (GRADE 3) (MR-3) REF NO: DSAC-01/07/2025</u>
<u>SALARY</u>	:	R324 579 – R371 121 per annum, (Salary will be in accordance with OSD determination)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; LLB (or as otherwise determined by the Minister of Justice and Constitutional Development); At least 2 years' appropriate post qualification in a legal environment. Knowledge of the South African legal system, Knowledge of Public Service Legislation. Knowledge and understanding of Constitution of the Republic of South Africa. Knowledge of Environmental Law, Promotion of Access to Information Act (PAIA). Knowledge of the rules of various courts, including high and magistrate's courts. Knowledge and experience in judicial review applications. Knowledge and understanding of the legislative framework governing the Public Services. Knowledge of administrative processes, procedures, and relevant legislation. Knowledge of the Department role and government imperatives, legally sound opinions and advice. Communication and Interpersonal Skills, Presentation Skills, Negotiation and Problem-solving Skills, Research Methodology and Analytical Skill. Drafting and Report writing Skills, Client orientation and customer focus, Computer Literacy.
<u>DUTIES</u>	:	Assist in drafting and vet contracts and legal documents in the department. Prepare affidavits and other legal paperwork as required. Ensure proper management and compliance with legal documents within the Ministry and Department. Review Contracts upon receiving all required documentation from the relevant officials. Ensure adherence to constitutional and legal frameworks. Assist in managing litigation cases in the department. Provide administrative support in legal proceedings. Receive pleadings. Seek instruction from the Department to oppose or defend a matter. Ensuring adherence to best practices and legal compliance. Monitor case progress and maintain litigation records. Refer new requests to Deputy Information Officers (DIO 's). Advice DIO 's on individual requests and internal appeals. Compile and submit annual PAIAs requests done to my senior to submit for Section 32 report to the Information Regulator. Attending to general legal requests. Conduct legal research on applicable legislation, case law and draft the legal opinion. Obtain an initial or second legal opinion from the State Attorney or private law firm, if required. Consult with the State Attorney or private attorney, counsel, and the official from the relevant line function, if necessary. Read and comment on the legal opinion received from the office of the State / private attorney, where applicable. Transmit the legal opinion received from the State Attorney or private attorney to line function. Participate in legislative processes. Provide guidance for policy amendments. Receive instructions from internal clients for legislative drafting. Conduct research Inclusive of policy documents created by other organizations on the same topic. Generate draft bills. Provide Feedback to clients and consults for further inputs and approval. On receipt of approval from Clients, consult both the OCSLA and DPME for SEIAS for Pre-Certificates (both consultations taking place concurrently). Receive a Pre-certification opinion, from OCSLA after working on the technical, formatting and tagging of Bill. On receipt of the Pre-Certificates, attend to the opinion and respond back. On receipt of both pre certificates, sought in principle from the Minister to Gazette for Public Comments (Three weeks for Minister's approval and SCM to get a quotation from Government Printing works). Publishing the Draft Bills for public comments. On receipt of public comments, to consider and consolidate the comments. Receive a second opinion from OCSLA and SEIAS from DPME should be sought. Prepare the submission to TWG and submit presentation to TWG for approval and recommendation to first meeting of the DDG (dates are pre-set) DDG's Cluster on receipt of the recommendations, Draft Cabinet memo for submission to the Minister to introduce to the Cabinet Committee Await recommendations from cabinet Committee, after written another submission to the Minster to introduce the Bill to Parliament (NA and NCOP) inclusive of letters. Generate presentations for the Portfolio Committee and Select Groups at their request.
<u>ENQUIRIES</u>	:	Mr B Mokubedi Tel No: (012) 441 3359