

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 December 2025 at 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 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.

OTHER POSTS**POST 43/139**

- : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION SERVICES**
REF NO: DSAC-04/11/2025

SALARY

- : R896 436 per annum (Level 11), (an all-inclusive remuneration salary package) consists of a basic salary, Sate's contribution to the Government Employees Pension Fund (13% of Basic salary) and a flexible portion that may be

**CENTRE
REQUIREMENTS**

structured in terms of applicable rules Middle Management Services Guidelines)

: Pretoria
: Senior Certificate/ Matric / Grade 12 Certificate/ NQF level 4 or equivalent qualification. A minimum three-year National Diploma (NQF Level 6)/ Degree (NQF Level 7) as recognized by SAQA in Human Resource Management / Public Management and Administration or any relevant Human Resource qualification. PERSAL Certificate. 3-5 years relevant experience, at least 3 years at an Assistant Director level in Human Resource Administration environment. Knowledge of Public Service Regulations. Knowledge of Human Resources Management policies, systems, and procedures. Knowledge of recruitment and selection strategies, performance management, and HR practices and systems. Knowledge of Conditions of Employment Act. Knowledge of PSCBC Resolutions and relevant HR frameworks. Knowledge of PERSAL Management system. Knowledge of Code of Remunerations. Good communication and interpersonal relations. Planning and organizational skills. Problem-solving and decision-making abilities. Computer and digital literacy. Presentation skills Report writing skills Client orientation and customer focus. Knowledge of Human Resource Information System.

DUTIES

: Oversee the recruitment, selection, and appointment processes and other Human Resource transactions. Ensure transparency, fairness, and compliance with HR policies. Implement and monitor recruitment strategies to attract and retain top talent. Ensure alignment of recruitment practices with workforce planning needs. Ensure accurate and up-to-date personnel records in compliance with departmental and DPSA requirements. Provide oversight on job advertisements, shortlisting, interview processes, and final appointment decisions. Oversee pre-employment screening processes. Facilitate orientation and onboarding for newly appointed employees. Compile and coordinate reports on Recruitment and Selection. Provide guidance and advisory support on, recruitment and selection in line with HRM Regulatory Framework. Oversee the administration of employee benefits, and conditions of service. Ensure compliance with relevant laws, policies, and organizational guidelines related to employee welfare. Monitor and update employment information. Provide guidance and advisory support on, conditions of service and employee benefits in line with HRM Regulatory Framework. Compile and coordinate reports on employee benefits and conditions of service. Automate and monitor conditions of service and benefits administration systems. Use data analytics to monitor employee satisfaction and proactively address service-related matters. Develop, review, and implement internal HR administration services. Oversee the implementation and maintenance of HR administrative systems and procedures. Provide expert advice on HR operational efficiencies, compliance, and digital transformation. Continuously monitor and improve HR processes to enhance operational efficiency. Maintain and update HR administrative records and operating procedures. Drive change management initiatives to embed a culture of innovation and agility within HR processes. Lead the digitization of HR administrative processes, including recruitment & selection, employee benefits and conditions of service. Oversee the adoption of HR Information Systems (HRIS) and ensure seamless integration with existing platforms such as PERSAL). Champion automation of repetitive tasks to improve turnaround times and reduce administrative burden. Conduct research on best HR practices in relation to AI. Allocate work to subordinates. Advise and lead subordinates with regard to all aspects of the work. Manage performance, conduct and discipline of subordinates. Ensure that subordinates are trained and developed. Oversee the HR budget, ensuring effective financial planning and cost management. Identify and mitigate risks associated with HR administration and labour relations. Provide leadership and capacity development to HR team members. Ensure compliance with governance, risk, and performance management requirements within the HR function. Provide guidance to HR personnel on the correct application of procedures. Build capacity within the HR team to embrace digital tools and AI technologies. Manage risks associated with data privacy, cybersecurity, and compliance, ethical standards in digital HR operations.

ENQUIRIES

: Ms. Z Maloka Tel No: (012) 441 3730

<u>POST 43/140</u>	:	<u>DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: DSAC-05/11/2025</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (an all-inclusive remuneration salary package) consists of a basic salary, Sate'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)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate/ NQF level 4 or equivalent qualification. A minimum three-year Degree/National Diploma (NQF level 6) / Degree (NQF Level 7) as recognised by SAQA in Risk Management / Commerce / Forensic Auditing / Enterprise Risk Management or any other relevant Risk Management qualification. Membership to the Institute of Risk Management South Africa or any relevant risk membership. 3-5 years relevant experience, at least 3 years at an Assistant Director level in Risk management, Compliance, Business Continuity Management, any Risk and integrity management environment. Knowledge and Understanding of Risk Management Competency Framework. Knowledge and application of Risk Management Standards, risk management methodology and Business Continuity Management. Knowledge and understanding of recognized Enterprise Risk Management software in the industry such as BarnOwl/ CURO. Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations and Public sector prescripts. Knowledge of Public Service Regulation and Acts Analytical skills. Presentation Skills. Computer literacy. Project management skills. Planning and organisational skills. Good communication and interpersonal relations. Problem solving skills. Client Orientation and Customer Focus.
<u>DUTIES</u>	:	Provide inputs for the development, implementation and monitoring and review of Risk Management policy. Develop, communicate and implement annual Business Impact Analysis outcomes in conjunction with line function. Develop and update the annual Compliance Risk Management Plan for identified high risk Regulation per annum. Implement risk management operational plans approved by management. Monitor, evaluate and improve the effectiveness and efficiency of all adopted risk assessments within the Department (Strategic, Operational, Compliance; Project and BCM assessments). Report on compliance risk trends and improvement initiatives. Oversee the execution of the Business Continuity Management Plan within the Department (Strategic Operational, Compliance; Project and BCM assessments) Report on compliance risk trends and improvement initiatives. Oversee the execution of the Business Continuity Management Plan within the Department. Undertake studies and analysis for identifying risks to establish the internal and external Organisational context. Manage, facilitate and advice on the risk management assessment process. Manage, monitor and review the identified risk response activities. Compile risk profile (ensure that the risk register is maintained). Assist in the compilation of Compliance Risk Management Plans. Facilitate risk assessments. at strategic, operational processes and systems to identify required risks and controls and provide guidance to management. Monitor effective implementation of mitigation strategies. Review progress reports on the effective implementation or risk mitigation. Maintain an accurate database for Risk Incidents as reported. Provide risk mitigation status on ERM quarterly reporting. Analyse Departmental Risk Management trends and data. Review and provide inputs on submitted monthly and quarterly reports from relevant units. Oversee and drive the risk management projects. Communicate the Department's Framework and ensure awareness of the Risk Management methodology. Prepare operational risk reports to the Risk Committee; EMT, Branch Management. Undertake awareness intervention on Risk Management within the Department. Provide guidance on using the adopted ERM System and maintain online system reporting. Assess and respond to audit queries about the system and maintain change management. Manage and administer permissions to the ERM system. Resolve internal system complaints prior to escalation for external support. Conduct research on emerging risk management trends and methodologies for communication to the Directorate. Consolidate quarterly reports for tabling at the oversight committees [Risk Committee, Business Continuity, ICT Steering Committee]. Circulate the Committees packs electronically within the set timelines. Ensure that Risk Committee minutes and Resolutions are distributed, updated and tracked on the system. Facilitate Risk Committee Self -Assessment survey and prepare

report for the Committee. Manage and undertake capacity development for Committee members in their respective capacities. Follow-up and escalate on reported response strategies that require management attention, across allocated Committees.

<u>ENQUIRIES</u>	:	Ms. B Spencer Tel No: (012) 441 3097
<u>POST 43/141</u>	:	<u>DEPUTY DIRECTOR: INTERNAL COMMUNICATION REF NO: DSAC-06/11/2025</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (an all-inclusive remuneration salary package) consists of a basic salary, Sate'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)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. A minimum three-year National Diploma (NQF Level 6)/ Degree (NQF Level 7) as recognized by SAQA in Communications / Public Relations / Media Studies / Journalism or any relevant Communication qualification. A valid driver's licence. Willingness to travel extensively 3-5 years relevant experience at least 3 years at an Assistant Director level in Communication. and Public Relations environment. Knowledge and understanding of Media, communication principles, tools and techniques. 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 and innovation.
<u>DUTIES</u>	:	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 maintain the departmental internal communication strategies. Ensure implementation of internal communication strategies. Measure the effectiveness of internal communication within the department. Ensure communication initiatives support strategic priorities. Conduct research on new trends. 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. Collaborate with HR and Change Management teams to support organisational development initiatives. Facilitate internal Networking Sessions. Manage and maintain internal communication platforms (e.g., intranet, email systems, notice boards, internal social media). 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. Oversee the creation, editing, and dissemination of internal newsletters, intranet content, circulars, memos, and other internal publications. Ensure messaging is consistent, clear, and aligned with departmental tone and

branding guidelines. 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. Compile and present reports with recommendations for improvement.

ENQUIRIES : Ms. Z Velaphi Tel No: (012) 441 3010

POST 43/142 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: DSAC-07/11/2025**

SALARY : R468 459 per annum

CENTRE : Pretoria

REQUIREMENTS : Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. A minimum three-year National Diploma (NQF 6) / Degree (NQF level 7) as recognised by SAQA in Commerce / Risk Management / Enterprise Risk Management or any other relevant Risk qualification. Membership to the Institute of Risk Management South Africa. 2-3 years relevant experience at least 2 years as a risk management or compliance officer in facilitating risk assessments and risk reports or in any risk, Anti-Corruption and Integrity management environment. Knowledge and Understanding of Risk Management Competency Framework. Knowledge and application of Risk Management Standards and risk management methodology and Business Continuity Management. Knowledge and understanding of recognized Enterprise Risk Management software in the industry (e.g. BarnOwl, CURO). Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations and Public sector prescripts. Knowledge of Public Service Regulation and Acts. Analytical skills. Presentation Skills. Computer literacy. Planning and organisational skills. Good communication and interpersonal relations. Problem solving skills. Client Orientation and Customer Focus.

DUTIES : Participate in the review of the Risk strategies methodologies, models, tools and policies. Implement the Risk Management Plan. Gather data and quality review for risk maturity. Support the establishment of risk management philosophy and Culture in the Department. Develop and maintain stakeholder and client relationships. Collect statistical information on indicators of risks. Detect changes in the risk environment (internal and external context). Capture and maintain electronic database on risk management information. Participate and assist in the implementation of the BCM strategies and Plans. Facilitate, analyse and identify risks within the Department. Evaluate risks against set criteria. Develop and implement appropriate risk responses. Compile and maintain a comprehensive risk profile. Develop and maintain the risk profile including the risk register. Compile and submit risk management reports as required to oversight structures and management on the risk mitigation outcomes. Monitor the implementation of the progress of activities to address. Revise risk response activities. Report on the status of risk responses. Coordinate capacity building, promote risk awareness and training in the Department. Conduct follow-ups and verify that mitigation measures are effective and sustainable. Maintain records of all risk monitoring activities for audit and compliance purposes. Facilitate the Risk Champion meetings. Participate in the risk Committee and Business Continuity Management (BCM) Committee. Provide secretariat support within the Committees. Capture and communicate resolutions taken within the relevant Committee meetings. Update and follow-up on the successful reporting of relevant Committee Resolutions. Facilitate and coordinate the Risk Management Reports for tabling to oversight committees. Facilitate and develop Business Impact Analysis at an organizational level. Coordinate routine updates to the available information support BCM procedures (e.g. List of hardware and software specifications). Prepare the collating of reports against the Department's approved Business Continuity Plans. Plan and coordinate at least on simulation exercise annually, involving all critical business units. Assist in the testing of Business Continuity Plan.

ENQUIRIES : Ms. B Spencer Tel No: (012) 441 3097