

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

- APPLICATIONS** : Applicants must use this link or QR code below to access DSAC E-Recruitment System. https://erecruit.dsac.gov.za/public/login_test.php
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.
- CLOSING DATE** : 27 March 2026, 16:00
- NOTE** : Please create a user profile by completing all required personal information and setting up your login credentials. Once registration is complete, log in to the system and you will be directed to the "Welcome Page". From the Welcome Page, you may browse all vacant positions opportunities listed below. Applicants are strongly advised to complete all information required for the electronic Z83 form on the system before applying for any position. The Z83 form has been adopted into the system, and applications cannot be processed unless all mandatory fields are completed. After completing your profile and Z83 information, you may apply for any relevant advertised position through the system. Ensure that your application is fully completed and submitted before the closing date, as incomplete or late applications will not be considered. Once submitted, the system will provide a confirmation message indicating that your application has been successfully received. The e-Recruitment portal is also accessible via smartphones and other mobile devices. Correspondence will be limited to shortlisted candidates only. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment, 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.

MANAGEMENT ECHELON

<u>POST 09/133</u>	:	<u>CHIEF DIRECTOR: CULTURAL DEVELOPMENT REF NO: DSAC-05/03/2026</u> The purpose of this post is to promote the Arts and Culture sector for the department.
<u>SALARY</u>	:	R1 494 900 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 equivalent qualification; An undergraduate qualification (NQF level 7) as recognised by SAQA in Arts and Culture, Cultural Studies, Social Science, Heritage, or any relevant Cultural qualification; Successful completion of Pre-entry Certificate for Public Sector Senior Management Leadership as endorsed by the National School of Government (NSG); A minimum of 5 years' relevant experience at a Senior Management level or equivalent, in the cultural and creative industries environment, in public or private sector; A valid driver's license and willingness to travel; Knowledge in the public sector governance, management, and accountability frameworks; In-depth knowledge of government policies, Regulations, Acts, Legislations, prescripts and National Programme of action; Knowledge and understanding of the cultural and creative sectors; Knowledge of the South African cultural landscape and relevant legislation (e.g., Constitution, National Development Plan, White Paper on Arts, Culture and Heritage). Strategic capability and leadership, people management, programme and project management, financial management and service delivery innovation skills. Excellent communication, presentation, interpersonal and analytical skills.
<u>DUTIES</u>	:	Develop and Promote all cultural domains in the Cultural and Creative Industry, amongst all communities; Develop and implement policies and strategies to strengthen the Cultural and Creative Industry across all cultural domains; Promote and render strategic support to community art centers and other such structures that create growth of the industry; Conduct research and develop policies and strategies in support of the development of arts, culture and creative industries; Oversee the management of Mzansi Golden Economy strategy to sustain the industry; Ensure implementation of the Cultural and Creative Industries Masterplan; Ensuring sustenance of a functional model and strategy to support Sector Clusters; Supporting Provinces and municipalities, where applicable to implement the CCI Masterplan; Support the development and promotion of creative industries; Develop, manage and implement sector orientated policies and strategic; Promote the development of creative industries skills; Promote the improvement of creative industry products; Promote creative industries by means of awareness and capacity building programmes; Establish and implement youth, women and artists with disabilities enrichment strategies and programmes; Monitor adherence to intergovernmental and international agreements/ partnerships.
<u>ENQUIRIES NOTE</u>	:	Dr CN Khumalo Tel No: (012) 441 3439 African Males, Coloured Males, Indian Males and Females and White Males and Females and Persons with disabilities are encouraged to apply.
<u>POST 09/134</u>	:	<u>DIRECTOR: LEGAL SERVICES REF NO: DSAC-06/03/2026</u> The purpose of this post is to provide legal advice, interpreting statutes, drafting legal opinions and ensuring legal compliance.
<u>SALARY</u>	:	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 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.
- DUTIES** : 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.
- ENQUIRIES** : Ms M Tshikwatamba Tel No: (012) 441 3065
- NOTE** : African Males, Coloured Males, Indian Males and Females and White Males and Females and Persons with disabilities are encouraged to apply.
- POST 09/135** : **DIRECTOR: PRESIDENTIAL EMPLOYMENT STIMULUS FUNDING PROGRAM AND SPECIAL PROJECTS REF NO: DSAC-07/03/2026**
 Period: 12-month contract
 The purpose of this post is to manage and oversee the Presidential Employment Stimulus Funding Program and other special projects.
- 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.
- CENTRE REQUIREMENTS** : Pretoria
 Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; An Undergraduate qualification (NQF level 7) as recognised by SAQA in Business Public administration/Business Management or any relevant qualification; Pre-entry Certificate for Public Sector Senior Management Leadership as endorsed by the National School of Government (NSG); A Minimum 5 years' relevant experience at a middle/senior management level in managing Special Projects/ programmes; A valid driver's license and willingness to travel; Experience in Project Management will be an added advantage; Knowledge and Understanding of Public Service Regulatory Framework; Knowledge and understanding of Presidential Stimulus Fund and its processes; Knowledge and understanding of relevant Legislations, policies and Prescripts; Knowledge of Public Finance Management Act; The candidate must also possess the following competencies: Analytical thinking and Problem-solving skills; Good communication and interpersonal relations; Strategic capability and leadership; Service delivery innovation; Client orientation and customer focus; Program and project management; People management and empowerment; Presentation skills; Change management; Negotiation Skills; Influencing and networking; Planning and organising skills; Computer literacy.
- DUTIES** : Develop, and manage a clear and concise project management plan on how the PESP project will successfully be implemented within appropriate timelines; Ensure the successful implementation of PESP Projects by the maximum of FIVE Implementing Entities, and any others identified per National Treasury approval; Prepare status reports at each phase of the project on monthly basis to National Treasury; Provide bi-weekly and monthly Reports to the DDG, DG and the Presidential Monitoring Office in the Presidency; Manage Application of relevant Project Management tools to ensure efficient implementation of the PESP; Ensure management and mitigation of any existing and emerging risks in the utilisation of PESP funds; Manage annual budget of more than R300m allocated for PESP to the Department; Ensure adherence to relevant prescripts in allocation of PESP budget to the Implementing Entities; Ensure astute financial management and reporting in the utilization of the PESP budget; Manage other special projects as designated by DDG, in line with the Economic Recovery and Reconstruction Plan of the Branch; Monitor and evaluate the implementation of the Presidential Employment Stimulus Fund

Programme; Compile a project monitoring plan with clear objectives and timelines; Design or update current project monitoring tool to adequately track the project status, timelines and jobs created; Ensure compliance with control measures and the achievement of project objectives; Develop, manage and implement a risk management plan that will mitigate project risks that may arise due to unforeseen circumstances and the scope of the project; Manage Technical and Strategic meetings with the five Implementing Entities to ensure proper monitoring and evaluation of the projects; Ensure creation of jobs as per objectives of PESP; Monitor the PESP application and adjudication process not limited to compliance, allocation, adjudication and individual project monitoring of adjudication up to awarding etc.; Monitor the process of appointing Adjudication Panel members; Monitor the process of contracting all successful applicants; Monitor the evaluation criteria and application therefore to address Auditor-General findings; Manage the logistics of verifying funded projects and alignment to job creation; Ensure site visits are conducted; Manage the logistics of PESP related meetings not limited to steering committee; weekly project meetings; panel meetings and special council PESP related meetings; Ensure Verification of all submitted reports through site visits of funded projects and beneficiaries; Manage the subordinates and budget of the Directorate.

**ENQUIRIES
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: Mr S Tsanyane Tel No: (012) 441 3492
 : African Males, Coloured Males, Indian Males and Females and White Males and Females and Persons with disabilities are encouraged to apply.

OTHER POSTS

POST 09/136

: **DEPUTY DIRECTOR: PRESIDENTIAL EMPLOYMENT STIMULUS
PROGRAM REF NO: DSAC-08/03/2026**
 Period: 12-month contract

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 per annum, (all-inclusive total package)
 : Pretoria
 : Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; A minimum three-year National Diploma (NQF level 6)/ Degree (NQF level 7) as recognised by SAQA in Public Administration/ Project Management or any relevant Project Management qualification; 3-5 years relevant experience, at least 3 years at an Assistant Director level in special project management environment; Knowledge of the Public Service Systems/legislation/policies/prescripts and procedures; Knowledge and understanding of government funding guidelines/processes; Knowledge and understanding of National Treasury Regulations.; Understanding of government policies; The candidate must also possess the following competencies: Presentation skills; Planning and organizing skills; Data capturing and analysis; Computer literacy; Good communication and interpersonal relations; Problem solving skills.

DUTIES

: The purpose of this post is to manage and monitor the implementation of the PESP project and the administration of funds by Department entities; Manage PESP Projects planning and implementation Process; Manage how entities implement the PESP projects; Coordinate the application of the relevant project management tools in the implementation process of PESP projects; Co-ordinating other special projects as assigned by the Director or the DDG; Compile progress reports and provide feedback to management and stakeholders; Ensure compliance with departmental policies, funding requirements, and reporting standards; Identify risks and challenges in project implementation and recommend corrective measures; Facilitate stakeholder engagement and communication to support successful project delivery; Provide guidance and support to implementing entities to strengthen project management capacity; Coordinates Stakeholder Engagement; Co-ordinate engagements through meetings, emails, memos, letters, and telecommunications with the National Treasury PMU and the Presidency PMO; Maintain regular communication and follow-up with key stakeholders to ensure timely responses and collaboration; Prepare and distribute briefing notes, reports, and presentations for stakeholders; Facilitate workshops, forums, and consultations to support project and program objectives; Document and track stakeholder feedback and ensure it is addressed appropriately; Build and maintain positive relationships with relevant stakeholders; Ensure all stakeholder engagements are aligned with departmental policies and strategic

priorities; Identify potential risks or issues arising from stakeholder interactions and recommend solutions; Provide administrative support for the PESP Projects; Keep regular records of meetings with various stakeholders; Consolidate reports submitted by the entities and submit them to the DDG; Provide reports on other projects to the DDG; Report on PESP progress to monthly Branch meetings; Ensure proper administration and accountability funds allocation to projects; Monitor and evaluate the PESP Projects; Coordinate technical and progress meetings with implementing public entities; Ensure inter project implementation risk management and risk mitigation; Provide monthly expenditure reports to the National Treasury PMU and bi-monthly statistical reports to the Presidency PMO; Conduct site visits to funded projects that have been selected; Monitor and evaluate project performance, outputs, and outcomes; Coordinate financial processes of Projects; Assess the financial expenditure reports from the entities to the National Treasury; Facilitate payment of administration costs to Entities who are fund administrators; Monitor the disbursement of funds to beneficiaries of PESP. Manage subordinates in the sub-directorate.

ENQUIRIES : Mr S. Tsanyane Tel No: (012) 441 3492
NOTE : Coloured Males and Females, Indian Males and Females and White Males and Females and Persons with disabilities are encouraged to apply.

POST 09/137 : **ASSISTANT DIRECTOR: TERMINOLOGY AND EDITING (ENGLISH) REF NO: DSAC-09/03/2026**

The purpose of this post is to promote access to information by providing language services in English and comply with the provisions of the Department's Language Policy

SALARY : R582 444 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Matric Certificate /Grade 12 Certificate/ NQF 4 or equivalent qualification; A minimum three-year National Diploma (NQF level 6) / Degree (NQF level 7) as recognised by SAQA in language studies, majoring in English and Translation or Linguistics or other relevant subjects; 2–3 years' relevant experience preferably as a Senior/Language Practitioner in the editing and translation environment; Successful completion of a departmental English editing test; Excellent command of English; ability to edit English as a source language, Afrikaans translation skills and language knowledge would be an added advantage; Computer literacy; Ability to edit and translate text electronically; Good written and verbal communication and interpersonal skills; Ability to work under pressure; Analytical skills; Planning and organising skills; Knowledge of Public Service Regulations, relevant policies and prescripts; Knowledge of editing/translation/language administration; Problem solving skills; Research skills.

DUTIES : Edit official documents written in English– Receive and review official documents for editing requirements; Study and analyse source documents; Edit documents in English; Consult with subject matter experts or language specialists when necessary; Translate Afrikaans documents into English when necessary, check, proofread and do quality control of official documents in English as the source text – Translate official documents from Afrikaans into English as and when required; Check and verify the accuracy of edited/translated documents; Proofread final versions of official documents edited/translated; Ensure quality and consistency in all translated and edited materials; Perform quality checks (quality control) on all documents before final approval; Conduct research, give language advice and assist with terminology-related matters– Conduct research and consult on editing and translation issues; Review and revise existing terminology for clarity and accuracy; Consult with stakeholders; Maintain a translation memory or glossary of commonly used terms (English/Afrikaans); Assist and give advice to clients on English language matters; Provide administrative support and liaison service– Archive all edited and translated documents electronically; Report on progress; Keep a register of all edited and translated documents; Liaise with stakeholders; Carry out tasks as requested by the supervisor; File and archive edited and translated documents according to organisational policy; Supervision of subordinates: Supervise editing/translation activities of subordinates; Allocate work and ensure quality of work; Develop subordinate(s) by providing training and opportunities for development; Monitor

ENQUIRIES
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the editing/translation work of subordinates; Edit and/or check the official documents translated/edited by subordinates.

- : Ms M Gaffane Tel No: (012) 441 3256
- : Coloured Males and Females, Indian Males and Females and White Males and Females and Persons with disabilities are encouraged to apply.