

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** : 14 April 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. 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 11/115** : **DEPUTY DIRECTOR: PARLIAMENTARY AND CABINET SUPPORT REF NO: DSAC-10/03/2026**
- SALARY** : R896 436 per annum (all-inclusive total package)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; Three-year National Diploma (NQF level 6)/ Degree (NQF level 7) as recognised by SAQA in Public Relations, Public Administration, Media Studies, Office Administration or any relevant Administration qualification; 3-5 years relevant experience, at least 3 years at Middle Management (Assistant Director) level in administrative, political and parliamentary processes in the office of the executive authority; A valid driver's licence; Competencies: Knowledge of Ministry operations, policies and practices and relevant legislations. Proven management competencies. Sound knowledge of the respective communication media. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Language skills and the ability to communicate with people at different levels and from different backgrounds. Knowledge of the political and Parliamentary/ legislative processes in South Africa. Computer literacy. Planning and good organizational skills. Good communication and interpersonal relations. Good presentation and networking skills. Analytical and interpretation skills.
<u>DUTIES</u>	:	To provide administrative support to the executive authority on matters relating to Parliament/the legislature and Cabinet/executive council. To monitor events in Parliament/the legislature to identify matters that have a bearing on the portfolio of the executive authority: To liaise with structures like portfolio and standing committees on matters that have a bearing on the portfolio of the executive authority and brief departments on decisions taken; To monitor events in Cabinet/Executive Council to identify matters that have a bearing on the portfolio of the executive authority: To peruse documents like minutes of Cabinet and cluster committees and monitor meetings of the executive structures to identify matters that have a bearing on the portfolio of the executive authority; To liaise with structures, by attending meetings, like cluster and cabinet committees. To render an efficient and effective parliamentary service. To facilitate timeous and appropriate responses to parliamentary questions in the format prescribed by Parliament/the legislature and ensure departmental representation in parliamentary events. To compile cabinet memoranda, speeches, submissions, briefing notes and other documents as required. To gazette and table draft bills emanating from the portfolio of the executive authority. To provide advice and support in terms of policy and procedure to the department in respect of key parliamentary events, like the tabling of the budget vote of the executive authority. To co-ordinate and control movements between the Pretoria and Cape Town offices for Parliamentary sessions (where applicable): To manage and oversee the packing, dispatching and unpacking of official documents and equipment in Pretoria and Cape Town; To manage the movement of households to and from Cape Town. To study the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly; Remain up to date with regards to the applicable prescripts/policies and procedures that apply to his/her work terrain; Remain abreast with the procedures and processes applicable to the executive authority.
<u>ENQUIRIES</u>	:	Ms N Pule Tel No: (012) 441 3422
<u>NOTE</u>	:	Coloured Males and Females, Indian Males and Females and White Males and Persons with disabilities are encouraged to apply.
<u>POST 11/116</u>	:	<u>SECURITY ADMINISTRATION OFFICER (HPP) REF NO: DSAC-11/03/2026</u>
<u>SALARY</u>	:	R325 101 per annum (level 7)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate /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 Security Management, Security Risk Management, Safety and Security Management or any relevant security related qualification. Grade A Certificate registered with Private Security Industry Regulatory Authority. 1-2 years relevant experience in security administration management environment. Knowledge of security access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge and understanding in operating fire detection and extinguishing systems. Knowledge of prescribed security legislations and procedures (e.g., Minimum Information Security Standards, Minimum Physical Security Standards, Control of Access to Public Premises and Vehicles Act, National Strategic Intelligence Act, Protection of

Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant security and emergency procedures. Planning and organizing skills. Good communication and interpersonal relations. Computer literacy. Presentation skills. Problem Solving and Analysis Client Orientation and Customer Focus.

DUTIES

: Key Performance Areas: Coordinate security documentation and administrative processes in line with departmental security policy. Maintain and update security registers (access cards, incident reports, visitor logs, etc.). Assist in compiling reports on physical, personnel, and information security incidents. Monitor and ensure compliance with security service providers contract and service level agreements. Maintain classified document registers and ensure secure handling, storage, and disposal of sensitive information. Ensure availability and maintenance of security-related materials and equipment. Assist to process payments, quotations, and procurement for security-related goods and services. Provide secretarial support services within the Sub-Directorate. Ensure effective records management within the Sub-Directorate. Coordinate logistical arrangements for security meetings and events. Maintain filing systems and ensure that all security administrative documents are properly archived filed. Facilitate programming and deactivation of access cards and keys of the building. Ensure that employees have access cards and temporary cards for service providers/ visitors. Assist in the coordination and monitoring of security services (guarding, access control, Closed Circuit Television, and alarm systems). Monitor and maintain records of key control systems, office and building access. Ensure safe storage and secure handling of building and office keys. Support senior security officers in implementing and maintaining access control procedures. Participate in periodic inspections of departmental premises to identify potential security risks and vulnerabilities. Conduct key audits and inspections to verify compliance with security protocols. Investigate incidents of lost or stolen keys. Ensure proper reporting and implementation of corrective measures after a security breach has occurred or incident took place. Facilitate duplication and replacement of lost keys in line with approved procedures. Maintain a key register and ensure all transactions are properly recorded. Issue security vetting and screening applications forms to employees. Keep accurate records of security clearance status for departmental officials. Distribute vetting application forms to new employees and those with expired clearance certificates. Facilitate the screening and verification of contract security personnel. Manage the issuing and record-keeping of vetting certificates from the State Security Agency (SSA). Ensure completed vetting applications, clearance certificates are collected and delivered to the relevant unit and/or employees. Maintain a database of vetted personnel and ensure periodic updates. Provide reports on vetting status and outstanding applications. Assist in the review and implementation of security policies. Ensure implementation of relevant circulars and directives. Distribute updated security guidelines and reminders on compliance requirements. Participate in security risk management exercises and recommend improvements. Provide support during security awareness and training programmes for employees, visitors, and service providers. Assist in implementing corrective measures. Participate in health and safety meetings and initiatives within the department. Participate in evacuation drills and assist with roll call at assembly points. Report safety hazards or security risks identified during routine operations. Assist Health and Safety representatives to promote a safe working environment.

ENQUIRIES

: Mr K. Makena Tel No: 012 441 3214

NOTE

: African Males, Coloured Males and Females, Indian Males, White Males
Persons with disabilities are encouraged to apply.