

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** : 29 June 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. 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 20/77</u>	:	<u>DIRECTOR: HUMAN RESOURCE UTILISATION AND DEVELOPMENT REF NO: DSAC-07/06/2026</u>
<u>SALARY</u>	:	R1 317 384 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 Human Resource Development / Public Management/ Industrial Psychology or any relevant in qualification in Human Resource Management; Successful completion of Pre-entry Certificate for Public Sector Senior Management Leadership as endorsed by the National School of Government (NSG); 5 years of experience at a Middle/ Senior Managerial level in Human Resource utilisation and development or any training and development environment; A valid driver's license and willingness to travel; PERSAL Certificate; Knowledge of performance management and HRD policies and procedures; Knowledge and understanding of relevant human resource frameworks; Understanding of workplace skills development and performance management development system; Knowledge and understanding of e-learning platforms and digital learning solutions; Knowledge of and understanding of the Public Finance Management Act, Labour Relations Act, Public Service Act and Regulations, Basic Conditions of Service Act, Employment Equity Act and Skills Development Act and Regulations; Flexibility; Team and results orientated.
<u>DUTIES</u>	:	The purpose of this post is to manage human resource utilisation and development within the Department; Manage the human Resources Development Strategy-Develop and implement Departmental HRD strategies aligned to organizational objectives; Oversee regular skills audits and training needs analyses to identify competency gaps within the Department; Assess the impact of skills development on departmental performance and recommend improvements; Monitor the implementation of talent and Skills Development in the Department; Manage the compilation of training and monitoring reports; Develop and review bursary guidelines for the Department; Facilitate bursary scheme in the department to build internal capacity; Manage the allocation and transfer of bursary funding for employees to academic institutions; Develop and Implement the Annual Training Plan; Promote a culture of continuous learning within the Department; Ensure alignment of training initiatives with the National Skills Development Strategy (NSDS) and other relevant frameworks; Manage relationships with training providers and relevant stakeholders (e.g., NSG, SETAs); Respond to audit queries; Manage the development and implementation of training and development programmes-Design and oversee implementation of learning and development programmes, including leadership development and scarce skills interventions; Manage coordination of Learnership and Internship Programmes within the Department; Introduce e-learning platforms and digital learning solutions; Provide support structures for learners and interns throughout their placement; Monitor and track the progress made by learnerships and internships programmes; Ensure compliance on all training and development programmes and evaluate the impact of training using data analytics; Coordinate and facilitate Induction programme for new and existing employees; Lead the development and implementation of AI-enabled HRD initiatives to enhance learning, skills development, performance, and workforce productivity. Drive Departmental readiness for digital transformation and emerging technologies. Utilise HR analytics and AI-driven insights to support workforce planning, skills forecasting, and decision-making. Promote digital literacy, AI awareness, and future skills development across the Department. Manage the implementation of Performance Management Development System (PMDS) framework-Ensure implementation of PMDS framework aligned to organisational strategy; Ensure integration of performance management with organisational planning and service delivery objectives; Provide strategic leadership on performance management practices across the department; Oversee the implementation of PMDS across all levels; Monitor compliance with performance agreements, reviews, and assessments; Provide guidance and support to management on

performance-related matters; Lead the adoption of Artificial Intelligence (AI)-driven performance management systems to enhance efficiency and objectivity; Monitor performance outcomes and provide strategic interventions where required; Drive the integration of Artificial Intelligence (AI) and digital technologies into performance management processes to improve efficiency, consistency, and decision-making. Utilise AI-powered analytics and dashboards to monitor organisational performance trends, identify risks, and support evidence-based management decisions. Manage compilation of report on poor performance; Manage the development and implementation of HR utilisation and development policies and strategies-Oversee the development, implementation and review of HRD and PMDS policies; Oversee the development and implementation of the Annual Training Plan strategy; Monitor questionnaire for HRD Strategic Framework in Public Service; Monitor and ensure compliance with relevant legislation, regulation and public service frameworks; Provide strategic advice to senior management and employees on PMDS and HRD Policy matters; Translate research findings into practical policy recommendations; Manage the Directorate-Plan and coordinate the work of the Directorate; Manage the Directorate's budget and ensure effective and efficient utilisation of resources; Ensure compliance with legislative frameworks and audit requirements; Provide strategic reports HRD&U performance including AI driven insights; Manage the risks in your environment and ensure sound governance practices.

ENQUIRIES

: Ms Z Lamati Tel No: (012) 441 3831

POST 20/78

: **DIRECTOR: HUMAN LANGUAGE TECHNOLOGIES REF NO: DSAC-08/06/2026**

SALARY

: R1 317 384 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 specialisation in Languages/ Information Technology/ Human Language Technology/ Applied Linguistics or any relevant Language/Technology qualification; Successful completion of the Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government; 5 years of experience at a Middle/ Senior Managerial level in project management dealing with language technology, computational linguistics or any relevant environment. Project Management Certificate; Knowledge and understanding of human language technologies (machine translation, speech recognition, corpus development, etc.); Knowledge and understanding of Public Finance Management Act and relevant Regulations; Use of Official Languages Act, PanSALB Act, etc. Knowledge and understanding of language policies, ICT policies, digital transformation strategies and procedures; Analytical and problem-solving skills; Strategic capability and leadership; Planning and organising skills; Quality and action orientation; People management and empowerment.

DUTIES

: The purpose of this post is to manage and promote access to service, information and modernisation of South African languages through the coordination and facilitation of Human Language Technologies (HLT) projects and activities; Monitor and Evaluate Human Language Technology projects; Monitor and evaluate the impact of HLT initiatives on language development and access to information; Initiate projects and create partnerships for Human Language Technology projects such as development of translation memory, terminology management tools, speech data technology, etc; Intervene and engage with project managers to address project challenges and risks; Supervise evaluation processes of project outputs/deliverables; Develop and maintain Human Language Technology strategies. Provide leadership and guidance in the development and promotion of official languages and implementation of Human Language Technology Strategy; Develop and implement policies, strategies, and frameworks for the use of Human Language Technologies in government and society; Align HLT initiatives with National Language policies, the Use of Official Languages Act, and the National Development Plan; Provide expert advice to the Department and other Government Entities on HLT solutions to ensure they address the needs of

persons with disabilities Identify areas of most urgent needs for Human Language Technology projects; Drive the process of locating Human Language Technology within broader Information Society; Manage Human Language Technology engagement with relevant stakeholders including project stakeholders; Build and strengthen partnerships with local and international stakeholders in the technology and language sectors; Negotiate with National and International role players for critical information, permission to access relevant databases, to collect data in the different languages of SA; Monitor Human Language Technology trends locally and internationally.; Collaborate with PanSALB, SADIaR, research councils, and ICT bodies to mainstream HLT and popularise the concept of HLT industry Manage Subordinates and the Directorate-Reporting in terms of the Performance Management.

ENQUIRIES

: Ms L Combrinck Tel No: (012) 441 3144

OTHER POSTS

POST 20/79

: **DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING AND SYSTEMS
REF NO: DSAC-09/06/2026**

SALARY

: R932 292 per annum, an all-inclusive remuneration package, consisting of a basic salary (70/ 75% 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; A minimum three-year National Diploma (NQF level 6)/ Degree (NQF level 7) as recognised by SAQA in Human Resource Management / Public Management / Public Administration/ Industrial Psychology or any relevant Human Resource Management qualification. 3-5 years relevant experience, at least 3 years at an Assistant Director level in HR Planning, HR Systems, Employment Equity and Policy development or any relevant HR governance environment; PERSAL Personnel Control exposure; Knowledge and understanding of the Employment Equity Act, Public Service Act, Public Service Regulations, Labour Relations Act, Skills Development Act, PFMA, Basic Conditions of Employment Act, transformation and related legislation; Knowledge and understanding of Human resource governance, policies and plans; Knowledge and understanding of Employment Equity and processes and procedures; Understanding of Medium-Term Expenditure Framework; Ability to work under pressure; Ability to work as a team and independently; High level of integrity, ethics and accountability.

DUTIES

: The purpose of this post is to provide human resource planning, information systems and reporting mechanisms; Coordinate and ensure development of Human Resource Plan-Coordinate the development and implementation of human resource and plan; Ensure compliance with human resource planning framework; Integrate workforce analytics and forecasting models to identify capacity gaps and inform strategic workforce planning; Conduct analysis on human resource management prescripts and working environment to identify barriers to equity and inclusivity and recommend interventions; Analyse current and future skills demand to support reskilling, upskilling and succession planning initiatives; Monitor and report on the implementation of human resource plans; Coordinate and maintain Human Resource Information Systems (HRIS)-Maintain human resource and staff establishment information system; Manage and monitor PERSAL control and other human resource digital platforms; Conduct an analysis of human resource information and produce reports; Research, recommend, and implement human resource digital innovations; Collaborate with ICT to integrate human resource systems with automation, predictive analytics, and chatbot-enabled employee self-services; Produce human resource analytics reports that drive data-informed governance, policy review, and operational improvement; Facilitate the development and review of Employment Equity (EE) Plan-Facilitate the development implementation and review of the employment equity plan; Use data-driven tools analytics to track representation, monitor equity targets, and forecast future equity trends; Generate interactive employment equity dashboards to support compliance reporting and transformation initiatives; Compile, analyse and submit statutory employment equity reports; Coordinate and participate in employment equity and Skills Development

Forum/Committee; Provide advisory support to management and employees with regards to employment equity and transformation; Promote awareness and training programmes on employment equity within the department; Oversee Compensation and Workforce Costing-Maintain and monitor the Compensation of Employee (CoE) costing model in collaboration with the Management Accounting unit; Ensure alignment between the approved staff establishment, funded posts and compensation budget; Model salary, benefits and allowance impacts, and OSD adjustments to support budget planning; Monitor and report on vacancy over-/under-spending trends and provide recommendations to management; Conduct analyses to assess the financial implications of organisational changes, implementation of human resource plans and policy directives; Validate compensation data for accuracy, completeness and audit compliance; Coordinate the development and review of Human Resource Management Policies and Governance-Keep abreast with changes and public service trends in the human resource environment; Provide advice to relevant unit on the development and review of human resource policies; Coordinate the review process of human resource policies; Disseminate the approved human resource policies to departmental employees; Ensure policies align with digital transformation objectives, human resource technology standards, and data privacy requirements (POPIA).

- ENQUIRIES** : Ms Z Maloka Tel No: (012) 441 3730
- POST 20/80** : **CONSTRUCTION PROJECT MANAGER GRADE A REF NO: DSAC-10/06/2026**
- SALARY** : R914 517 - R975 582 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 / NQF 4 or equivalent qualification; A minimum three-year National Diploma (NQF level 6) as recognised by SAQA in the Built Environment, Construction Management, Civil Engineering, Quantity Surveying, Architecture or any relevant Built Environment qualification with a minimum of four (4) years and six (6) months certified experience in Built Environment / A BTech qualification (NQF level 7) as recognised by SAQA in the Built Environment, Construction Management, Civil Engineering, Quantity Surveying, Architecture or any relevant Built Environment qualification with a minimum of four (4) years certified experience in Built Environment / Honours Degree (NQF level 8) as recognised by SAQA in the Built Environment, Construction Management, Civil Engineering, Quantity Surveying, Architecture or any relevant Built Environment qualification with a minimum of three (3) years certified experience in Built Environment; Compulsory registration as a Professional Construction Project Manager with the South African Council for the Project and Construction Management Professions (SACPCMP) on appointment; A Code 08 driver's license; Willingness to travel; Knowledge of the Regulatory framework applicable to Public Infrastructure; Knowledge and understanding of the Project management principles and methodologies; Knowledge and understanding of System (IDMS) and Government Immovable Assets Management Act (GIAMA) etc. Knowledge and understanding of legal compliance; Knowledge of the sporting and cultural environment in South Africa.
- DUTIES** : The purpose of this post is to provide technical and management support to municipalities and other infrastructure related projects to ensure compliance with Norms and standards; Manage and co-ordinate all aspects of projects-Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Develop, execute and review project work plans to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; Effectively apply methodology and enforce project standards to minimize risk on projects; Review project designs; Conduct site inspections; Conduct conditional assessment of existing projects; Manage project budget and financial resources in consultation with the Project Manager-Monitor and report project progress to Project Manager; Manage project budget and resources; Attend progress site meetings; Ensure utilisation of financial resources allocated effectively; Provide administration support to tender processes-Provide inputs to other professionals with tender administration; Liaise and interact with

service providers, clients and management; Contribute to human resources and related activities; Maintain the record management system and the architectural library; Conduct research, development and ensure compliance; Ensure laws and regulations on design, construction and building procedures; Ensure Implementation and monitoring of Infrastructure projects within the Department; Keep up with new technologies and procedures; Research/ literature on new developments on project management methodologies; Liaise with relevant bodies/ councils on project management matters; Supervise subordinates-Advise and lead subordinates regarding all aspects of the work; Ensure compliance with governance, risk, and performance management requirements.

ENQUIRIES : Ms N Tshivhase Tel No: (012) 441 3013

POST 20/81 : **ASSISTANT DIRECTOR: TERMINOLOGY COORDINATION (X3 POSTS)**

SALARY : R605 742 per annum (Level 10)

CENTRE : **Pretoria:**

Afrikaans Ref No: DSAC-11/06/2026

Siswati Ref No: DSAC-12/06/2026

Isindebele Ref No: DSAC-13/06/2026

REQUIREMENTS : 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 Language Practice/ Linguistics/ Translation and Interpreting Studies/ BA /BEd with a major in a relevant source language qualification; 2-3 years relevant experience with at least 2 years as a Language Practitioner in a terminological or lexicographical environment; Knowledge of Public Service Regulations; Knowledge of terminological and lexicographical principles; Knowledge of relevant prescripts and Regulations; Knowledge and understanding of Language policies and procedures; Knowledge of Terminology Management System; Strong editing, proofreading, and writing skills; Excellent command of at least two official languages (including English); Project Management skills; advanced computer skills; Problem solving and Analysis; Presentation skills; Good Communication and interpersonal relations.

DUTIES : The purpose of these positions is to ensure that a multilingual technical terminology service is rendered in the department through source text development; target text development; compilation of front and back matter; project management; stakeholder collaboration; development of national terminology policy and implementation; publication and dissemination of terminology lists; recording of minutes; translation-oriented terminography; conducting terminology research; management of the Terminology Management System (TMS); management of the National Terminology Register and the National Term Bank; conducting training on principles of terminology management and people management. Collaboration with other language stakeholders and continuous liaison with institutions and members of language communities; Supervise subordinates.

ENQUIRIES : Dr H Machaba Tel No: (012) 441 3251

POST 20/82 : **ASSISTANT DIRECTOR: TRANSLATION AND EDITING (X3 POSTS)**

SALARY : R605 742 per annum (Level 10)

CENTRE : **Pretoria:**

Xitsonga Ref No: DSAC-14/06/2026

Sepedi Ref No: DSAC-15/06/2026

Isindebele Ref No: DSAC-16/06/2026

REQUIREMENTS : 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 Language Studies/ Linguistics/ Translation and Interpreting Studies/ majoring in a relevant language and/or translation, or relevant language qualification; 2–3 years relevant experience at least 2 years as a Language Practitioner in the translation environment; Successful completion of a departmental translation and editing test in the relevant official language; Knowledge of Public Service Regulations; Knowledge and understanding of relevant language policies and prescripts; Knowledge of translation/ editing/ language administration; Excellent command of at least two official languages including English; Strong editing, proofreading and writing skills; Ability to translate and edit text electronically;

DUTIES

Good communication interpersonal relations; Planning and organising skills; Computer literacy; Research skills.

: The purpose of this position is to promote access to information by providing translation and editing services; Translating official documents from English into the relevant official language and vice versa; Receive and review official documents for translation requirements; Study, analyse and excerpt problematic terms from source documents; Translate documents from English into the relevant official language; Translate documents from the relevant official language into English; Consult with subject matter experts or language specialists when necessary; Editing official documents written in the relevant official language and editing, checking and proofreading official documents translated into the relevant official language; Editing official documents written in [Xitsonga/Sepedi/Isindebele, depending on the position applied for]; Checking and verifying the accuracy of edited documents; Proofreading final versions of official documents translated into [Xitsonga/Sepedi/Isindebele, depending on the position applied for]; Ensuring quality and consistency in all translated and edited materials; Performing quality checks on all documents before final approval; Conduct research and develop terminology;-Conduct research and consultation on translation issues; Review and revise existing terminology for clarity and accuracy Provide administrative support and liaison service; Archiving all translated and edited documents electronically; Reporting on progress; Liaise with stakeholders; Carry out tasks as requested by the supervisor; Assist and give advice to clients on language matters; Supervision of subordinates-Supervise translation activities of subordinates.

ENQUIRIES

: Ms PM Gaffane Tel No: (012) 441 3256

POST 20/83

: **ASSISTANT DIRECTOR: STRATEGIC COMMITTEES (EMINENT PERSONS GROUP (EPG) REF NO: DSAC-17/06/2026**

SALARY

: R487 197 per annum (level 09)

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 Public Administration, Office Management, Business Administration, Business Management, Office Management and Technology or any relevant Administration qualification; 2-3 years relevant experience at least 2 years as an Administration Officer in secretariat support of sport transformation initiatives for EPG or any relevant administration / office support environment; Knowledge of Relevant Public Service Regulation, Transformation Charter and Prescripts; Understanding of office procedures, administrative systems and policies; Understanding of Sport Federations; Knowledge and understanding of the Sport sector in South Africa; Knowledge and understanding of EPG initiatives; Data analytical skills; Client Orientation and Customer Focus; Presentation skills; Good communication and Interpersonal relations; Computer literacy; Planning and organising skills; Strong Minute taking skills; Problem solving skills; Analytical skills; Research skills; knowledge management skills, document management skills; meticulous and attention to detail.

DUTIES

: The purpose of this post is to provide administrative and logistical support to the Eminent Persons Group (EPG) and its Secretariat by coordinating sport transformation initiatives; Capture, verify and cross check data received from Federations; Distribute data sheets to National Federations; Receive completed Data Sheets from National Federations; Follow up on outstanding data sheets from Federations; Capture Data Received from Federations into Master Sheet; Conduct research to assist in report writing; Submit Cross Checked Master Sheet Data to Federations for verification; Ensure all Master Sheet information submitted to Federations are returned and verified; Communicate regularly with Federations to clarify discrepancies and support data accuracy; Identify and resolve data anomalies, inconsistencies, and missing information; Monitor federations adherence to timelines and reporting standards; Compile reports highlighting data quality issues and areas for improvement; Maintain and approve verified Master Data Sheets; Record and track all anomaly resolution activities for audit and reporting purposes; Provide regular progress updates and feedback to relevant stakeholders; Ensure data is correct and up to date for annual audit; Assist in developing and maintaining Master Comparative Data Sheet, Comparative Barometer Tables, and Prepare graphs, tables, data interpretation and data analysis; Provide administrative

support services to the unit and the EPG Committee; Liaise with the EPG Chairperson and Members to coordinate and schedule meeting dates for the financial year; Attend and provide secretariat support to the EPG Committee; Attend EPG meetings virtually and in person, both internal and external; Take minutes of meetings and circulate to all stakeholders; Ensure all meeting minutes are completed with accuracy and submitted timeously; Track and follow up on action items and resolutions from meetings; Serve as a point of contact between the EPG Secretariat and stakeholders; Maintain filing systems (electronic and manual) and ensure records are properly managed and easily retrievable; Prepare relevant documents, minutes, correspondence, reports, submissions, memos and briefing notes as required; Ensure timely dissemination of information and documentation; Handle confidential documents with discretion and maintain data integrity; Provide support to the Director and the EPG Committee members in terms of Transformation Reports- Consolidate and provide support in terms of writing the EPG Report; Assist with proof-reading the report; Assist with issues related to printing the report.; Ensure all logistics are in place for the release of the report; Distribute the EPG Transformation report to internal and external stakeholders; Coordinate travel for the EPG Director and EPG committee and assist with financial administration activities within the Directorate-Monitor expenditure against the allocated budget and report variances; Make travel arrangements for the Director and EPG Committee members; Prepare and assist in processing travel claims for EPG Committee members and reconcile expenditure in line with financial policies; Assist with documentation for procuring a service provider if required; Maintain records of financial transactions and ensure compliance with relevant policies.

ENQUIRIES

: Ms S Dawad Tel No: (012) 441 3000

POST 20/84

: **ASSISTANT DIRECTOR: GEOGRAPHICAL NAMES (ADMINISTRATOR AND RESEARCH REF NO: DSAC-18/06/2026)**

SALARY CENTRE

: R487 197 per annum (Level 09)
: Pretoria

REQUIREMENTS

: Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; Three-year Degree/ National Diploma (NQF level 6)/ Degree (NQF level 7) as recognised by SAQA in Geography/ Heritage Studies or any relevant Heritage qualification; 2-3 years relevant experience at least 2 years at a Heritage Officer level in research, geographical names, information or data analysis, and data processing or any related environment; A valid driver's licence; Knowledge of South African Geographical Names Council Act, 1998; Knowledge and understanding of South African Heritage Sector; Knowledge of Heritage and cultural policy frameworks; Knowledge of Public Service legislation and regulations; Ability to operate at a national, provincial, and local levels; Understanding of language developments and orthography rules; Computer literacy; Research and presentation skills; Good communication and interpersonal relations; Analytical and critical thinking skills; Knowledge and understanding of ArcView, ArcMap and Visual basics will be added advantage; Problem solving skills; Planning and organising skills; Knowledge of basics of Project Management.

DUTIES

: The purpose of this post is to provide coordination, and administrative support in the South African Geographical Names Council (SAGNC); Facilitate the standardization of geographical names in the country-Assist with liaising with Provincial Geographical Names Committees to receive geographical name applications; Ensure geographical names applications comply with the Councils SOP's; Assist to compile and circulate calendars for SAGNC meetings, awareness and stakeholder engagements; Draft responses to general requests and queries; Drive evidence-based research and analysis on geographical names, heritage, history, and linguistic dimensions to support national standardization processes on receipt of geographical names. Participate in documenting indigenous knowledge, orthography, and place-name heritage to strengthen informed decision-making and academic collaboration. Provide Secretariat Support to the South African Geographical Names Council-Arrange logistics for SAGNC and subcommittee meetings (venue, catering, travel bookings); Prepare, record and distribute minutes and meeting documentation of subcommittee and council meetings; Assist with filing and management of SAGNC records; Coordinate processing of payments and travel claims for SAGNC members; Assist in drafting memos and

submitting necessary documents to Supply Chain Management for budget and financial Reconciliation; Provide administrative support in the establishment of the South African Geographical Names Council (SAGNC)-Assist with the nomination, appointment and general setting up of the new SAGNC members; Coordinate induction programme and ensuring reconciliation; File documents related to the nomination and the appointment process of the council; Arrange awareness campaigns and monitor Stakeholder Liaison-Assist with organising awareness campaigns and outreach initiatives; Arrange logistics for awareness campaigns; Assist communication with National, Provincial, local authorities and stakeholders.

ENQUIRIES : Mr WG Kasibe Tel No: (012) 441 3033

POST 20/85 : **ADMINISTRATIVE OFFICER: MAINTENANCE, HEALTH AND SAFETY REF NO: DSAC-19/06/2026**

SALARY : R338 106 per annum (Level 07)

CENTRE : Pretoria

REQUIREMENTS : Senior Certificate/Matric Certificate /Grade 12 Certificate/ NQF level 4 or equivalent qualification. A minimum three-year National Diploma (NQF 6)/ Degree (NQF level 7) in Environmental Health/ Safety Management/ Facilities Management as recognised by SAQA or any other relevant qualification. Completed Community Service. Valid driver's licence. Registration with HPCSA or any relevant organization. 1-2 years relevant experience in maintenance, facilities or Occupational Health and Safety environment or any related environment field. Knowledge of facilities maintenance processes and Occupational Health Safety principles. Basic understanding of the Occupational Health and Safety Act, Maintenance and related legislations. Understanding of administrative processes and records management skills. Computer literacy. Good report writing skills. Good communication and interpersonal relations. Planning and organizational skills. Problem-solving and coordination skills.

DUTIES : Report defects, compile job cards and liaise with the landlord. Monitor and ensure that all maintenance and repairs are completed timeously. Liaise with internal stakeholders and external service providers regarding maintenance issues. Oversee cleaning services. Manage the procurement and distribution of toilet and cleaning consumables. Manage minor repairs via the handyman services. Compile maintenance reports and statistics for management. Monitor turnaround times and follow up on outstanding maintenance tasks. Manage the Meeting Room Booking (MRBS). Oversee the preparation of meeting rooms. Oversee the cleaning of the Pause areas. Supervise the printing production services. Conduct inspections of buildings and ensure compliance with the Health and Safety procedures and quality standards. Assist with the coordination of occupational health and safety activities in addressing emerging environmental risks. Monitor hygiene and housekeeping at all departmental sites. Investigate and report incidents and complaints. Liaise and work closely with the health and safety representatives at all Departmental sites. Assist with coordination of the emergency preparedness exercises at all sites. Assist with maintaining a healthy and safe working environment to ensure compliance. Provide administrative support for the implementation of OHS policies, procedures and programmes. Maintain OHS registers, incident/ accident records and compliance documentation. Ensure confidentiality and integrity of records and information. Manage the contracts for building maintenance such as but not limited to Toilet consumables, Air fresheners, DSTV and TV licences. Prepare submission and memos for approval to procure. Liaise with internal stakeholders and external service providers. Compile the terms of reference and specifications. Monitor services rendered by all contractors. Check and ensure all payments are affected timeously. Provide general administrative support including correspondence, filing, compliance documents, and certificates. Assist and schedule meetings, prepare agendas and record minutes related to maintenance and OHS matters. Coordinate training sessions, inductions and awareness programmes for employees and contractors. Assist with procurement administration related to maintenance and OHS services and supplies. Support compliance with the Occupational Health and Safety Act, Maintenance and related regulations. Assist in monitoring contractor compliance with safety and maintenance requirements. Allocate work and monitor progress. Provide overall supervision and guidance to subordinates. Provide training and development of

ENQUIRIES

subordinates. Manage discipline. Ensure all requirements of performance management system are met. Enable a healthy and efficient working environment with subordinates.
: Ms Philiswa Mthembu Tel No: (012) 441 3147