

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** : 17 July 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. 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 23/323** : **CANDIDATE CONSTRUCTION PROJECT MANAGERS REF NO: DSAC-20/06/2026 (X2 POSTS)**
(1 Year Contract Posts)
- SALARY** : R791 604 - R840 180 per annum, (total package) as outlined in terms of the Occupation-specific Dispensation for Engineering professions and related occupations)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Senior Certificate/Matric Certificate /Grade 12 Certificate/ NQF 4 or equivalent qualification; National Higher Diploma in Build environment field with a minimum of 18 months' experience/ Three-year Degree or National Diploma (NQF 6) in any Built Environment field with a minimum of 2 years' experience/ BTech degree (NQF 7) in any Built Environment field with a minimum of 1 year experience / Honours degree (NQF 8) in any Built Environment field with no experience; A Code 08 driver's license; Willingness to travel extensively and work irregular hours; Compulsory Registration with the South African Council for the Project and Construction Management Profession (SACPCMP) as a Candidate Construction Project Manager upon appointment; Compulsory knowledge of Government Immovable Asset Management Act (GIAMA) and Framework for Infrastructure Delivery and Procurement Management; Contract management experience including contract specification, oversight, and monitoring; Knowledge and understanding of the Project Management principles and methodologies; Knowledge of legal compliance; Research and development; Computer-aided engineering applications; Technical report writing; planning and organizing skills; Problem solving and analysis; Presentation and communication technologies; Document management systems; The ability to work and manage projects in a complex environment; Decision making; Team work; Customer focus and responsiveness; Communication skills; knowledge of Sport, Arts and Culture including the Heritage.
<u>DUTIES</u>	:	To manage and oversee all aspects of the projects in support of the management of capital and technical maintenance projects under the supervision of the Director: Infrastructure Development; Project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs; 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; Report project progress to the Director: Infrastructure Development; Manage project budget and resources in consultation with the Director: Infrastructure Development; Office administration- Provide inputs to Director: Infrastructure Development with tender administration; Liaise and interact with service providers, client and management under the guidance of the the Director: Infrastructure Development; Contribute to the human resources and related activities; Maintain the record management system and the architectural library; Utilize resources allocated effectively; Prepare quarterly reports, project status/site visit reports. Keep up with new Built Environment technologies and procedures; Research/literature on new developments on project management methodologies; Liaise with relevant bodies/councils on project management.
<u>ENQUIRIES</u>	:	Ms P Ben-Mazwi Tel No: (012) 441 3041/ 0829098790
<u>POST 23/324</u>	:	<u>FOOD AID SERVICE: OFFICE OF THE MINISTER REF NO: DSAC-21/06/2026</u>
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	ABET or equivalent qualification. No experience required.
<u>DUTIES</u>	:	Key Performance Areas: The purpose of this position is to render an efficient food service aid and cleaning kitchen areas for the office of the Minister; Maintain kitchen area and boardroom areas within the office of the Minister; Wash all crockery, cutlery and dish cloths in kitchen areas; Ensure cleanliness and tidiness of kitchen cupboards and surfaces; Prepare beverages and refreshments within the offices of the Minister; Obtain dietary needs of the Minister; Arrange cutlery/crockery neatly for serving beverages and refreshments; Arrange refreshments for meetings of the Minister; Serve refreshments as required; Provide fresh water and clean glasses in Boardrooms; Wash all crockery, cutlery and dish cloths after meetings; Keep equipment clean and tidy on a regular basis (microwave/kettle/fridge/urn, etc.); Keep kitchen cupboards and surfaces clean; Conduct stock taking of Cutlery/crockery and procuring of cleaning materials and condiments: Keep supervisor updated on stock levels of all cutlery/crockery (missing/broken) / condiments / cleaning materials in the Conference Centre and note in a register; Obtain quotation for cutlery / condiments / cleaning materials; Safe

keeping of cutlery/crockery/condiments /cleaning materials; Provide general assistant services in the office of the Minister when necessary: Prepare refreshments for the visitors; Assist in preparing documents to be couriered when required; Assist with shredding and photocopying documents when required.

ENQUIRIES

: Ms N Pule Tel No: (012) 441 3422