

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF ARTS, CULTURE, SPORTS AND RECREATION**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representativity (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representativity will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : Applications must be submitted to Human Capital Management, Department of Arts, Culture, Sports and Recreation, 760 Dr James Moroka Drive, Gaabomotho Building, Mmabatho.
- FOR ATTENTION** : The Head of Department
- CLOSING DATE** : 24 July 2026
- NOTE** : Compliance: Applications must be submitted on the approved New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated, however, the initial on the second page of the form is not mandatory. The form is obtainable any Public Service Department or on the DPSA website, www.dpsa.gov.za Applicants must indicate the post and the correct reference number on the Z83 application Form. The New Z83 Form must be accompanied by detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). DPSA Circular 03 of 2025 states that the form must be completed in manner that provides sufficient information about the candidate and the post applied for by completing all relevant fields. Please note that Part A must be fully completed. Part B, C and D questions of the Z83 may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for. Part E, F and G do not need to be completed if the CV has been attached and provides the required information. However, the question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants currently employed by the public service do not need to complete the section as it is intended for those seeking re-employment. Failure to provide information on CV as requested the applicant may be disqualified. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. All shortlisted candidates, including 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by 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 by the following link: [https://www.thensg.gov.za/training-course/sms-pre-entry-programme/Shortlisted candidate\(s\) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification, verification of any dismissal for misconduct and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if he/she is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to](https://www.thensg.gov.za/training-course/sms-pre-entry-programme/Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification, verification of any dismissal for misconduct and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if he/she is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to)

make appointments. Note: Candidates who previously applied for re-advertised posts are encouraged to re-apply. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 24/281 : **DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: 2026/ACSR49/NW**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive package). The inclusive remuneration package consist of the Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules. The successful candidate must enter a performance agreement and sign an employment contract.

CENTRE REQUIREMENTS : Head Office, Mmabatho
 : Grade 12 Certificate. Degree/ Advanced Diploma/ B-Tech at NQF Level 7 (as recognised by SAQA) in Human Resource Management / Public Administration / Public Management / Human Resource and Industrial Psychology. A minimum of five (5) years relevant experience at Middle/ Senior Management level. A valid driver's license. An SMS pre-entry programme must be completed and a Nyukela Certificate be obtained and submitted before an appointment can be considered. Knowledge: Client focused HR Strategist. A thorough understanding of policy formulation and coordination. Proven experience in or thorough understanding of the social development system/ sector. A good background in turnaround and change management strategies Experience in and insight into legislation that impacts on human resource practices and procedures. Knowledge of Government systems (PERSAL). Competencies: A results-driven, customer-focused approach, with excellent planning, organisational communication (written and verbal) and presentation skills. Analytical and innovative thinking. Knowledge of human and financial resource management. Good computer literacy in the Microsoft Office suite (Word, Excel and PowerPoint). The ability to work in highly pressured environment and driven by a sense of urgency to meet deadlines. Leadership skills. Research and policy formulation. Presentation and facilitation skills. Executive report - writing skills. People management. Financial management. Strategic planning. Project management. Change and knowledge management. Negotiation skills.

DUTIES : Provide Strategic Direction, Leadership, and Management in Human Capital Management Unit. Ensure policy development, implementation, and monitoring. Ensure development and implementation of the Strategic Plan, Annual Performance Plan for the Unit. Provide Human Resource Administration Services (and HR practices). Ensure the provision of comprehensive organisational development support. Manage and co-ordinate implementation of departmental transformation programmes. Manage overall employee relations. Ensure implementation and monitoring of Employee Health and Wellness programmes. Manage and co-ordinate human capital planning, salaries and information systems services that support the departmental strategy. Coordinate, and manage strategic human resource training and development services. Ensure implementation of the Performance Management and Development System in the department to ensure performance contracting, management, assessments, and rewards.

ENQUIRIES : Ms L.E. Moloele Tel No: (018) 388 2810

OTHER POSTS

POST 24/282 : **DEPUTY DIRECTOR: ICT REF NO: 2026/ACSR47/NW**

SALARY : R932 292 per annum (Level 11), (all-inclusive package). The inclusive remuneration package consist of the Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules. The successful candidate must enter a performance agreement and sign an employment contract.

CENTRE REQUIREMENTS : Head Office, Mmabatho
 : Grade 12 Certificate. Appropriate 3 year National Diploma (NQF level 6)/ Bachelor's Degree (NQF level 7) in Information Technology, Computers

Science or relevant (equivalent) qualification. A minimum of five (5) years relevant experience in the ICT environment of which 3 three years should be at junior management level (Assistant Director and equivalent), MCSE/ ITIL/ COBIT/ Project management Certification/ other relevant certifications will be an added advantage, and a valid drivers' licence. Skills and attributes: Knowledge of hardware and software platforms, their limitations and capabilities. Knowledge and ability to apply relevant regulations, policies and directives. Planning and organising. Project management and administration. People management and conflict resolution. Leadership, delegation and empowerment of subordinates. Financial management. Customer relationship management skills. Excellent written and verbal communication skills with the ability to communicate concepts appropriately to officials at various levels of responsibility. Trustworthy, ethical and professional with integrity. Innovative, self-driven and results-oriented.

DUTIES : Implementation of good corporate governance of ICT within the department as guided by relevant legislations. Development and implementation of business-enabling ICT Strategy. Management of ICT technical support services (hardware, software and networks). Ensure Improvement of departmental processes through deployment of ICT solutions. Initiate, develop and review relevant IT policies/ procedures/ frameworks ensuring adherence to best practices. Planning and execution of ICT projects. Define, negotiate and manage service agreements with external ICT service providers. Proper implementation of ICT risks management processes. Management of the ICT unit financial and human resources.

ENQUIRIES : Mr S.G. Sebolecwe Tel No: (018) 388 2764

POST 24/283 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 2026/ACSR48/NW**

SALARY : R932 292 per annum (Level 11), (all-inclusive package). The inclusive remuneration package consist of the Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules. The successful candidate must enter a performance agreement and sign an employment contract.

CENTRE REQUIREMENTS : Head Office, Mmabatho
 : Grade 12 Certificate. Appropriate 3 year National Diploma (NQF level 6)/ Bachelor's Degree (NQF level 7) in Operations Management/ Management Services/ Industrial Psychology/ Human Resource Management or relevant (equivalent) qualification. A minimum of five (5) years relevant experience of which three (3) must be at Assistant Director level. A valid drivers' license. Job Evaluation Certificate. Knowledge of Organisational development interventions and techniques. Knowledge of mandates prescript attached to Organisational Develop. Knowledge of Org - Plus and Job Evaluate and OD System. Understanding of Batho Pele Values. Knowledge of Human Resource Planning of PERSAL. Change Management principles. Understanding of Public Service regulations and Act and other Government policies. Skills: Advance Communications skills, both oral and writing. Problem solving skills, People management and empowerment, Presentation skills, Project management skills. Good interpersonal relations skills. Presentation skills. Research analysis skills. Computer skills.

DUTIES : Ensure the development of the Organisational structure. Manage the implementation of Job Evaluation system in the Development. Facilitate job analysis, job design and job evaluation processes. Facilitate implementation of Organizational functionality assessment processes. Management the Departmental Human resource administration delegations. Management the implementation of Change Management Initiatives. Facilitate the development Human resource Plan HRP. Facilitate the development of Departmental Employment Equity Plan.

ENQUIRIES : Ms W Jacobs Tel No: (018) 388 2719