

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

: 07 August 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 26/127**

: **DEPUTY DIRECTOR: ORGANISATIONAL DESIGN AND JOB EVALUATION**
REF NO: DSAC-01/07/2026

SALARY

: R932 292 per annum, (an all-inclusive remuneration salary package), consists of a basic salary, Sate'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 Middle Management Services Guidelines

<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate/ NQF 4 or equivalent qualification. Minimum three-year National Diploma (NQF level 6)/ Degree (NQF Level 7) as recognised by SAQA in Management Services / Organisation and Work Study / Operations Management/Production Management/ Organisational Development/ Industrial Psychology or any relevant Organisational Development qualification. Job Evaluation Certificate and PERSAL Establishment Certificate as additional requirements. 3-5 years relevant experience, at least 3 years at an Assistant Director level in organisational development, job evaluation and or any relevant organisation development environment. Knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act, etc. Knowledge of Job evaluation and job grading processes. Knowledge and understanding of DPSA directives, circulars, PSCBC Resolutions etc. applicable to organisational development/change management environment. Knowledge and understanding of Organisational Design principles and techniques. Understanding of Code of Remuneration (CORE). Knowledge of Computer software (Excel, OrgPlus, Visio, PowerPoint, etc). Knowledge and understanding of Diversity management. Knowledge and understanding of business process management. Good communication and Interpersonal relation. Planning and organising skills. Problem solving skills. Interviewing and analytical thinking skills. Project Management skills. Facilitation and Presentation skills. Computer literate. Attention to detail. Ability to work independently and as a team. Ability to keep classified information.
<u>DUTIES</u>	:	To manage and provide organisational development and design services to support organisational effectiveness within the Department. Manage organisational development and structure review process: Lead organisational design and structure review processes. Manage the development, review, and alignment of organisational structures with approved establishment requirements and CoE provisions. Develop organisational structure reports, recommendations, and submissions for management approval. Monitor the implementation of approved organisational structures and related organisational development interventions. Conduct organisational functionality and mandate analysis. Authorise the creation, amendment, and abolishment of posts on PERSAL in line with approved organisational structures. Manage and monitor alignment between approved organisational structures, establishment information, and PERSAL records. Manage and monitor job evaluation processes: Oversee the implementation of job evaluation and job grading processes in accordance with DPSA policies and frameworks. Ensure newly created, revised and existing positions are evaluated and graded in line with approved job evaluation systems. Manage the coordination of job evaluation panel meetings. Oversee the monitor of job evaluation register and implementation of approved grading outcomes. Provide technical advice and guidance on job evaluation and grading matters. Ensure approved job evaluation and grading outcomes are accurately implemented and updated on PERSAL. Manage job description development and review processes: Oversee the development, review, and quality assurance of job descriptions aligned to organisational structures and operational requirements. Ensure all employees have approved and signed job descriptions in the department. Oversee the maintenance of the job description database and related records. Manage Business Process Improvement Initiatives: Oversee the business process mapping, analysis, and improvement initiatives. Oversee the development and review of Standard Operating Procedures (SOPs) and business process documentation. Facilitate the identification of process gaps, inefficiencies, and operational improvement opportunities. Monitor the implementation of approved business process improvements. Leveraging AI tools to analyse organisational structures, spans of control and reporting lines. Supporting AI-assisted business process mapping and process optimisation. Developing governance frameworks for the responsible and ethical use of AI within Organisational Design and Development. Develop reports and recommendations on business process improvement within the department. Manage Administrative and Governance Support Services: Coordinate administrative, reporting, and governance processes within the organisational development unit. Prepare reports, submissions, presentations, and memos related to organisational development processes and procedures. Manage the coordination of meetings, workshops, consultations, and stakeholder

		engagements. Monitor compliance with organisational development policies, procedures, and legislative prescripts.
<u>ENQUIRIES</u>	:	Ms Z Lamati Tel No: (012) 441 3831
<u>POST 26/128</u>	:	<u>DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: DSAC-02/07/2026</u>
<u>SALARY</u>	:	R932 292 per annum, (an all-inclusive remuneration salary package), consists of a basic salary, Sate'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 Middle Management Services Guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Senior Certificate / Matric Certificate / Grade 12 Certificate / NQF 4 or equivalent qualification. Minimum three-year National Diploma (NQF level 6)/ Degree (NQF level 7) as recognised by SAQA in Monitoring and Evaluation/ Public Administration / Public Management / Public Governance / Internal Auditing / Statistics / Data Management or any relevant Monitoring and Evaluation qualification. 3-5 years relevant experience and (at least 3 years at an Assistant Director level) in monitoring and evaluation environment. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Knowledge of Public Service Act and Regulations. Knowledge of Project Management. Problem solving and analysis skills. Good Communication and Interpersonal relations. Computer literacy. Planning & Organizing skills. Presentation skills Client Orientation and Customer Focus. Ability to work with different stakeholders on performance information matters. Strategic capability and leadership. Accountability and Ethical Conduct. Change management. Teamwork. Ability to work under pressure.
<u>DUTIES</u>	:	To develop and maintain performance monitoring, evaluation and reporting framework systems and procedure for the department. Consolidate and review the develop of Quarterly Performance Reports: Analysis and review quarterly input submitted by programmes. Participate in the Quarterly and Departmental performance review session. Finalise the quarterly performance report and facilitate the sign off by the DG or delegated official. Facilitate the submission of reports to Internal audit, DPME and National Treasury. Review draft monthly report on targets that are not achieved. Conduct refresher workshop with programmes on the reporting guidelines. Review and consolidate quarterly performance presentations for Audit and Portfolio Committee. Review and consolidate input for ENE mid-term report. Consolidate and review the development of Annual Performance Report: Review draft annual performance report. Review the Dashboard report on verification sources as outlined in the TID and Standard Operating Procedures. Participate in the Quarterly and Departmental performance review session. Facilitate the submission of the Annual performance review report to AGSA. Facilitate the appointment of the Service Provider and approval of the cover page. Facilitate the tabling of the Annual Report in Parliament. Review and consolidate Annual performance presentations for Audit and Portfolio Committee. Provide national oversight on provincial quarterly reporting on Electronic Quarterly Performance Reporting System of Department of Planning Monitoring and Evaluation: Review of the provincial reports on Electronic Quarterly Performance Reporting system of DPME. Submit national oversight comments to DPME and provincial department of Sport, Arts and Culture through eQPRS. Compile a draft report on reviewed Departmental Annual Performance Plans and Standard Operating Procedures (inclusive of its technical indicator description): Compiling a draft report on reviewed APP, TIDs and Strategic Plan covering the following; SMART principles of indicators and targets. Proposed verifications sources in the TID. Review the previous FY Standard Operating Procedures and propose changes where necessary. Consolidate and review the development of quarterly operational plan reports: Develop reporting template on operational plan. Circulate the reporting template to all programmes in the Department. Receive and review operational plan reports submitted by programmes. Generate operational plan reports for the department. Review and consolidate quarterly performance presentations for programmes. Facilitate the submission of reports to programmes for noting and improvement.
<u>ENQUIRIES</u>	:	Mr T Khumalo Tel No: (012) 441 3669

<u>POST 26/129</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DSAC-03/07/2026</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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 Monitoring and Evaluation/ Public Administration/ Public Management/ Public Governance/ Internal Auditing/ Statistics/ Data Management or any relevant Monitoring and Evaluation qualification. 2-3 years relevant experience and (at least 2 years at a Senior/ Practitioner/ Officer level) in data analysis, data auditing, monitoring, evaluation and reporting environment. Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA and relevant legislations. Knowledge and understanding of Monitoring and Evaluation Frameworks. Knowledge and understanding of data collection and data analysis. Knowledge of departmental policies and procedures. Research skills. Facilitation and presentation skills. Problem solving and analytical thinking skills. Planning and organising skills. Good communication and Interpersonal relations. Change management skills. Computer literacy. Ability to work in a Team and independently. Ability to work under pressure.
<u>DUTIES</u>	:	To provide support for monitoring and evaluating departmental programmes. and projects. Assisting in the coordination of the development and review of the Departmental Quarterly Performance Reports: Coordinate and send out meeting invites for branch review sessions as well as the Departmental review session. Prepare agendas for quarterly review sessions. Prepare quarterly reporting templates for relevant Programmes. Make inputs for TID and targets in the Barnowl system. Review evidence submitted by relevant Programmes. Prepare feedback report to be used as discussion document during quarterly review sessions for relevant Programmes. Capture quarterly report for relevant Programmes. on the DPME EQPR system. Prepare minutes for review session for relevant Programmes and the Departmental review session. Prepare demographic reports for relevant indicators. Respond to audit queries from Internal Audit. Prepare statistical report for women, youth and people with disabilities. Prepare a quarterly deviation register to report progress on targets that were not achieved. Coordinate submission of beneficiary details for projects under relevant programmes. Prepare PMER presentation. Facilitate the development of monitoring and evaluation reports: Prepare the annual report review report template for relevant programmes. Review evidence submitted by the relevant Programmes. Prepare feedback report to be used as discussion document during review sessions for the relevant Programmes. Capture quarterly report for the relevant Programmes on the DPME EQPR system. Respond to audit queries from Internal Audit. Prepare documents/information for submission to AGSA in response to the requests for information. Coordinate SCM processes for appointment of a service provider that will develop the annual report. Develop the task directive for the appointment of a service provider. Develop a workplan for annual report project. Coordinate and review annual report inputs from various units in the Department. Liaise with service provider for the design and layout of the annual report. Review the annual report from the service provider and provide further inputs/ changes/ corrections. Assist in the development of the ENE Mid-Term report: Receive reporting template from the relevant unit. Assist in coordinating inputs for Estimated of National Expenditure (ENE) Mid Term report from the relevant programmes. Consolidate, capture and verify performance information on the template. Submit to the budget unit. Coordinate development and review of standard operating procedures: Assist with the development and updating of the M&E database / systems. Assist in reviewing SOPs for the relevant programmes. Develop SOP report (tracking tool). Review of SOP evidence for the relevant programmes. Coordinate the development of criteria/selection document for the relevant Programmes. Develop APP AND TID assessment report. Verify and validate data captured on the M&E databases and system. Assist in the development of quarterly operational plan reports: Assist with the review of data Management guidelines. Develop quarterly reporting templates for the relevant programmes. Review evidence submitted by the relevant Programmes. Develop operational plan reports for the relevant Programmes. Develop operational plan presentations for the relevant Programmes.

<u>ENQUIRIES</u>	:	Mr T Khumalo Tel No: (012) 441 3669
<u>POST 26/130</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: DSAC-04/07/2026</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate /Grade 12 Certificate/ NQF level 4 or equivalent qualification. Minimum three-year National Diploma (NQF level 6)/ Degree (NQF Level 7) as recognised by SAQA in Management Services / Organisation and Work Study / Operations Management / Production Management/ Organisational Development/ Industrial Psychology or any relevant Organisational Development qualification. Job Evaluation Certificate and PERSAL Establishment Certificate are additional requirements. 2-3 years relevant experience (at least 2 years at a Senior/Officer/ Practitioner level) in organisational development, job evaluation and change management or any relevant organisation development environment. Knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act, etc. Knowledge of Job evaluation and job grading processes. Knowledge and understanding of DPSA directives, circulars, PSCBC Resolutions etc. applicable to organisational development/change management environment. Knowledge and understanding of Organisational Design principles and techniques. Understanding of Code of Remuneration (CORE). Knowledge of Computer software (Excel, OrgPlus, Visio, PowerPoint, etc). Knowledge and understanding of Diversity management. Good communication and Interpersonal relation. Planning and organising skills. Problem solving skills. Interviewing and analytical thinking skills. Project Management skills. Facilitation and Presentation skills. Computer literate. Attention to detail. Ability to work independently and as a team. Ability to keep classified information.
<u>DUTIES</u>	:	To implement an organisational development design and job evaluation support services. Monitor and coordinate the development and review of job descriptions: Coordinate the development, review, and maintenance of job descriptions as mandated by the DPSA or when necessary. Develop Job descriptions in line with the departmental structure. Identify job profiles to be developed and reviewed. Quality assures job descriptions for advertising. Conduct benchmarking of job descriptions in line with DPSA directives. Provide advisory and technical support to employees. Ensure all newly appointed employees have signed job descriptions. Maintain and update the job descriptions database. Assist with the development and review of job description policy, frameworks and guidelines. Coordinate the review and redesign processes and Change Management interventions: Coordinate organisational design, restructuring, and work study processes. Facilitate organisational functionality assessments. Collect, analyse, and consolidate organisational data to support organisational design and structural alignment processes. Coordinate the implementation of approved organisational structures and related change interventions. Facilitate the creation, abolition, and amendment of posts on PERSAL in line with approved organisational structures. Participate in the development and review of organisational structures, service delivery models, and establishment requirements. Prepare organisational design reports, presentation, recommendations, and submissions for approval. Support the implementation of change management initiatives arising from organisational restructuring and transformation processes. Coordinate and provide secretariat support to awareness session, meeting and forums. Monitor and conduct Job Evaluation process: Coordinate and facilitate the implementation of job evaluation processes within the department. Facilitate and establish the nomination and training of panel members within the department. Analyse, evaluate, and grade posts in a job according to the Public Service Job Evaluation System. Ensure provision of secretariat and administrative services to the job evaluation panel meeting. Identify and prioritise jobs to be evaluated. Maintain and monitor job evaluation register in line with the approved job evaluation outcomes. Conduct benchmarking of job descriptions and grading of levels in line with DPSA directives. Facilitate the implementation of DPSA directives, policies, and frameworks relating to job evaluation and grading. Coordinate the development and review of JE and job grading policy. Facilitate awareness sessions, workshops, and capacity-building initiatives on job evaluation systems, policies, and directives. Conduct and coordinate Organisational functionality

assessments within the department. Coordinate organisational functionality and operational efficiency assessments. Gather, analyse, and consolidate information and reports to support organisational assessment processes. Monitor progress and follow up on organisational improvement actions and recommendations. Participate in steering committee meetings and provide administrative and secretariat support where required. Coordinate meetings, information sessions and provide secretariat support. Compile information on the DPSA organisational assessment and reporting templates. Identify organisational gaps, inefficiencies, and improvement opportunities to enhance service delivery. Utilise AI tools to draft organisational reports, Support AI-assisted business process mapping and workflow optimisation initiatives. Evaluate opportunities to automate routine organisational reporting and administrative processes using approved digital technologies. Keep abreast of emerging AI technologies and recommend practical applications that improve organisational effectiveness and service delivery. Coordinate the development and implementation of business processes management: Coordinate the development of Standard Operating Procedures (SOP's) for the approved departmental operational plan. Coordinate the compilation list of internal Business Processes for each unit. Facilitate the analysis and mapping of business processes of approved SOPs of the approved operational plan. Coordinate the compilation and maintenance of departmental business process registers. Obtain relevant approvals for developed SOPs and business process documentation. Compile approved departmental business process reports. To manage and provide organisational development and design services to support organisational effectiveness within the Department. legislative prescripts.

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

POST 26/131 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: DSAC-05/07/2026**

SALARY : R487 197 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Matric Certificate /Grade 12 Certificate/ NQF 4 or equivalent qualification Minimum Three-year National Diploma (NQF level 6) /Degree (NQF level 7) as recognised by SAQA in Human Resource Management/ Public Management and Administration/ Industrial Psychology or any relevant Human Resource Management qualification. PERSAL Administration Certificate and Leave Administration Certificate are additional requirements-3 years relevant experience (at least 2 years at an HR Officer/ HR Practitioner level) in recruitment & selection, conditions of service, employee benefits and administration or any human resource administration environment. Knowledge and understanding of the Human Resource Management Framework. Knowledge of HR policies, procedures and implementation strategies. Knowledge and understanding of relevant Directives. Knowledge of Public Service Resolutions, Public Service Act and relevant legislation and prescripts. Knowledge and understanding of PERSAL System. Good communication and interpersonal relations. Problem solving skills. Analytical skills. Computer and digital literacy. Numeracy skills. Planning and organizing skills.

DUTIES : Facilitate the administration of Recruitment and Selection processes Facilitate the administration of conditions of services, remuneration and employee benefits. Facilitate the processing of appointments, promotions, and transfers to the Department, Facilitate the process of Terminations of Service and Transfers from the Department to another. Provide overall supervision and guidance to subordinates. Contribute toward the digitization and automation of HR processes and systems.

ENQUIRIES : Ms NP Maloka Tel No: (012) 441 3730