

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

APPLICATIONS

: Applicants must use this link 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

: 05 October 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 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. 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. 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 DPSSA, 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 34/99</u>	:	<u>DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL REF NO: DSAC-06/09/2026</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</u>	:	Pretoria
<u>REQUIREMENT</u>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. An undergraduate qualification (NQF level 7) as recognised by SAQA in Sociology/ Public Management & Governance/ Public Administration/ Public Management/ Business Management/ Business Administration/ Office Management or any relevant qualification; Successful completion of the Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government; 5 years relevant experience at a Middle (Deputy Director level) /Senior Management level in governance administration, committee management, parliamentary liaison, stakeholder relations, intergovernmental relations, or any institutional coordination environment. Valid driver's licence; Knowledge of Public Service Regulation, Public Service Act and relevant prescripts; Knowledge and understanding of governance structures; Knowledge and understanding of protocol processes; Knowledge and understanding intergovernmental relations and system; Knowledge and understanding of District Development Model (DDM) Framework; Knowledge and understanding of relevant policies and procedures; Knowledge and understanding of PFMA; Strategic capability and Leadership; People management and Empowerment; Programme and Project Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; Client Orientation and Customer Focus; Presentation skills; Research and Analytical skills; Good communication and Interpersonal relations; Computer literacy.
<u>DUTIES</u>	:	Manage Governance Structures, Parliamentary and Stakeholder Coordination- Manage the implementation of governance and transformation initiatives in support of the department's strategic objectives; Coordinate the functioning of governance structures, committees and forums within the office of the Director-General; Coordinate FOSAD Cluster activities, governance forums and institutional policy coordination processes; Manage parliamentary liaison services, including the coordination of parliamentary questions, committee responses, briefing notes and submissions; Monitor the implementation of decisions and resolutions arising from governance structures and provide progress reports; Develop and implement governance systems, procedures and standard operating processes to strengthen institutional governance; Coordinate stakeholder engagement and institutional governance initiatives with relevant stakeholders; Facilitate governance-related planning, monitoring, evaluation and reporting processes; Conduct research and provide technical advice on governance and departmental institutional effectiveness; Manage and coordinate administrative support to the District Development Model (DDM)-Manage the provision of administrative, secretariat and coordination support services within the office of the DG; Manage registry, records and document management services within the office of the DG, ensuring compliance with records management framework; Coordinate the department's participation in DDM structures and related activities, meetings and reporting requirements; Monitor implementation of DDM commitments, resolutions, action plans and provide progress reports to management; Facilitate collaboration and information sharing with national, provincial and local government stakeholders to support DDM implementation; Coordinate departmental participation in DDM initiatives; Coordinate administrative systems and support processes to improve operational efficiency; Provide recommendations for improved operational efficiency within executive support structures; Review and consolidate submissions within the Chief Directorate; Coordinate departmental input into MINMEC, NEDLAC and related intergovernmental forums; Coordinate Institutional Governance Compliance and Reporting-Manage and monitor compliance with governance policies, frameworks, procedures and applicable prescripts; coordinate the compilation and submission of governance, parliamentary and executive administrative

reports; Manage and track implementation of governance-related commitments and recommendations arising from governance structures and oversight bodies; Identify governance, compliance and operational risks requiring management intervention; Coordinate departmental responses to governance-related audit findings and monitor the implementation of action plans; Monitor compliance with governance information and reporting requirements and ensure the timely submission of reports to relevant oversight structures; Provide governance support and advice to management and relevant stakeholders; Coordinate Intergovernmental and Stakeholder Relations-Manage and coordinate the department's participation in intergovernmental structures and forums; Coordinate engagements with government departments, public entities and other relevant stakeholders to support the achievement of departmental objectives; Develop and maintain stakeholder databases and engagement plans to strengthen institutional coordination; Monitor implementation of stakeholder commitments, resolutions and action plans and provide progress reports to management; Facilitate information sharing coordination and collaboration within spheres of government; Coordinate departmental participation in governance, parliamentary and stakeholder platforms to ensure the timely preparation of briefing documents, reports and submissions; Provide secretariat and administrative support for stakeholder and intergovernmental forums; Manage the Directorate-Provide strategic leadership, management and performance oversight of human, financial, information and other resources within the Directorate; Develop, implement, monitor and review the Directorate's operational and performance plans to ensure alignment with departmental priorities; Manage performance, risks, internal control and audit processes, and ensure the implementation of corrective action plans arising from audit findings and risk assessment; Consolidate and coordinate reports, submissions and presentations on governance structures;

ENQUIRIES

: Dr C Khumalo Tel No: (012) 441 3439

POST 34/100

: **DIRECTOR: HERALDRY SERVICES REF NO: DSAC-07/09/2026**

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 in Fine Arts/ Visual Arts/ Cultural Heritage Management/ Heritage Studies/ History/ Museum Studies/ Indigenous Knowledge Systems/ Bachelor of Laws or any relevant qualification; Successful completion of Pre-entry Certificate for Public Sector Senior Management Leadership as endorsed by the National School of Government (NSG); 5 years relevant experience at a Middle (Deputy Director level) /Senior Management level in heraldry, heritage management within the development, registration and preservation of heraldic representations environment; A valid driver's license and willingness to travel; Knowledge of Public Service Regulations; Knowledge and understanding of policy development; Knowledge and understanding of South African heritage, culture and history; Knowledge and understanding of Registration and preservation processes for heraldic representations; Knowledge of heraldry services; Understanding of heraldic principles, practices, standards and procedures; Knowledge and understanding of national symbols, their significance, and protocols governing their use; Knowledgeable in the Public Finance Management Act with an understanding of relevant policies, prescripts, and legislation; Knowledge of policy development and analysis processes; Knowledge of research methodologies; Strategic capability and Leadership; People management and Empowerment; Programme and Project Management; Financial Management; Service Delivery Innovation (SDI); Client Orientation and Customer Focus; Presentation skills; Good communication and Interpersonal relations; Computer Literacy; Project Management Skills.

DUTIES

: Manage the heraldic artistry design and preservation-Develop, design and maintain official heraldic representations in line with prescribed standards; Provide advice on design and preservation of official heraldic artistry; Document traditional and cultural symbolism for preservation purposes;

Ensure preservation and safeguarding of heraldic records and artefacts; Provide guidance on heraldic symbolism and interpretation; Ensure compliance with heraldic processes; Support quality assurance of all heraldic artworks and outputs; Lead the development and processing of the Heraldry Bill; Manage the development and registration of heraldic representations-Facilitate the development and registration of heraldic representations; Manage and process applications for heraldic registration; Facilitate review and approval processes for heraldic designs; Ensure accurate documentation and recording of registered heraldic symbols; Liaise with relevant stakeholders on registration and compliance requirements; Ensure production and quality assurance of draft and final designs; Coordinate publication of approved designs in the Government Gazette; Ensure compliance with heraldic standards and legislative requirements; Engage relevant stakeholders on heraldic approval processes; Coordinate publication of approved heraldic representations; Oversee coordinate and popularization of national symbols-Facilitate the coordination and popularisation of national symbols; Implement public awareness programmes on national symbols; Oversee the coordinate of outreach programmes; Promote civic education on national identity and symbolism; Engage relevant stakeholders including schools, communities and institutions; Monitor and evaluate awareness and outreach initiatives; Oversee the distribution of national flags to schools and institutions across the country; Provide strategic leadership in conceptualising, planning, and executing the National Orders Award Ceremony and all associated deliverables; Develop and ensure implement of policies, procedures, guideline and conduct research related to Heraldry services-Conduct research on heraldry, national symbols and Indigenous Knowledge Systems (IKS); Source and analyse literature, archival materials and academic publications; Participate in conferences, seminars and forums; Produce research reports, articles and technical documentation; Support evidence-based improvement of heraldic and symbolic practices; Engage the Office of the State Law Adviser on legislative matters; Facilitate approval processes including SEIAS documentation; Lead initiatives to promote awareness of national symbols; Manage the Directorate-Develop and manage operational plans aligned to departmental strategy; Respond to audit queries, parliamentary questions and compliance requests; Manage risk identification and mitigation processes within the directorate; Oversee performance management systems and staff development; Ensure compliance with legislation, policies and governance frameworks; Manage stakeholder engagement and intergovernmental relations.

ENQUIRIES

:

Mr I Langeveld Tel No: (012) 441 3037

OTHER POSTS

POST 34/101

:

DEPUTY DIRECTOR: PRESERVATION MANAGEMENT SERVICE REF NO: DSAC-08/09/2026

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

:

Pretoria

REQUIREMENTS

:

Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; Minimum three-year National Diploma (NQF level 6) / Degree NQF level 7) as recognised by SAQA in Archival Studies/ Library and Information Science/ Conservation Studies/ Archives and Records Management/ Heritage and Cultural Sciences/ Museum Studies/ History or any relevant qualification; 3-5 years relevant experience, at least 3 years at an Assistant Director level in preservation of records, conservation, or any archival environment; Knowledge of Public Service Regulations; Knowledge and understanding of preservation and conservation principles and practices; Knowledge and understanding of heritage preservation frameworks; Knowledge and understanding of collection management, storage, and environmental control standards; Knowledge records and archives management principles; Knowledgeable in the Public Finance Management Act with an understanding of relevant policies, prescripts, and legislation; Knowledge of policy development and analysis processes; Client Orientation and Customer Focus; Presentation skills; Good communication and

	Interpersonal relations; Computer Literacy; Project Management Skills; Ability to work under pressure
<u>DUTIES</u>	: Develop and Implement preservation operational plans, conservation and restoration plans and digitisation strategies.; Coordinate conservation and restoration activities for heritage assets, heraldic artwork, records, and collections; Establish preservation and conservation priorities;; Ensure compliance with preservation and conservation legislation, standards, policies and international best practices; Coordinate digitisation projects to improve access, and safeguard historical records; Maintain preservation databases and information management systems; Assess the condition of materials and determine appropriate conservation interventions; Ensure preventative conservation measures are in place to minimise deterioration; Monitor conservation projects and ensure quality standards are maintained; Manage and Implement care for collections and security measures of strongrooms-Maintain storage and handling procedures for preserved materials; Monitor environmental conditions affecting preservation, including temperature, humidity, light, and pests; Ensure appropriate storage facilities and preservation equipment are maintained; Coordinate disaster preparedness and recovery plans for heritage assets and collections; Conduct regular risk assessments to identify threats to preserved materials; Implement measures to protect assets from physical, environmental, and operational risks; Conduct research on emerging preservation technologies, methodologies preservation policies, standards and guidelines-Develop, review and implement preservation, conservation and digitisation policies, standards, procedures and guidelines; Develop standard and best practices to enhance service delivery; Provide advice and guidance on preservation, conservation and digitisation matters; Facilitate awareness and training initiatives on preservation standards and practices; Manage the sub directorate and its performance
<u>ENQUIRIES</u>	: Ms K Ngcobo Tel No: (012) 441 3234
<u>POST 34/102</u>	: <u>DEPUTY DIRECTOR: GOVERNANCE STRUCTURES AND COMMITTEES</u> <u>REF NO: DSAC-09/09/2026</u>
<u>SALARY</u>	: 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.
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; Minimum three-year National Diploma (NQF level 6) / Degree (NQF level 7) as recognised by SAQA in Political Science/ Public Administration/ Government Studies/ Public Policy/ Public Management/ Office Management or any related administration qualification; 3-5 years relevant experience, at least 3 years at an Assistant Director level in parliamentary support services, coordination of government structures, committee administration or any relevant governance administration environment; Knowledge of Parliamentary procedures and processes; Knowledge of public sector governance frameworks, policy and procedures; Knowledge and understanding of Constitution of the Republic of South Africa; Understanding of government and legislative systems; Policy analysis and legislative monitoring; Report writing and presentation skills; Problem-solving and decision-making; Planning and coordination; Client Orientation and Customer Focus; Good communication and Interpersonal relations; Computer Literacy; Project Management Skills; Ability to work as a team; Ability to work under pressure; Professional Integrity; Confidentiality
<u>DUTIES</u>	: Manage the coordination of parliamentary services-Develop and implement systems and processes to coordinate parliamentary and governance matters; Coordinate all interactions between the Department, its entities and Parliament; Manage relationships with parliamentary committees, Members of Parliament, parliamentary support staff and other relevant stakeholders; Coordinate the preparation, quality assurance and submission of parliamentary questions, replies, briefing notes, presentations and other parliamentary documents; Facilitate the attendance and participation of the Executive Authority and departmental officials in parliamentary committee meetings, hearings, oversight visits and other parliamentary engagements; Ensure departmental representation at parliamentary events and official engagements;

Monitor compliance with parliamentary procedures, protocols, reporting requirements and prescribed timeframes; Provide advice and guidance on parliamentary procedures, governance matters and legislative processes; Coordinate parliamentary committee support services and monitor the implementation of parliamentary committee resolutions; Prepare and submit parliamentary governance reports and performance reports for management; Manage government structures- Develop and implement governance frameworks, policies and standard operating procedures for departmental governance structures and committees; Coordinate the establishment, review and effective functioning of governance structures and committees; Develop work plans for governance structures and committees; Ensure the effective planning, coordination and administration of governance committee meetings; Review committee agendas, reports and supporting documentation to ensure quality, accuracy and compliance; Monitor the implementation of committee resolutions and track progress on action items; Ensure governance structures comply with legislative, regulatory and departmental requirements; Coordinate the review of committee terms of reference, delegations of authority and governance charters; Provide governance advice and secretariat support to governance structures; Compile governance reports and recommendations for Executive Management; Coordinate the administration of departmental governance committees-Coordinate the end-to-end administrative support for departmental governance committees; Develop and maintain annual meeting schedules and committee calendars; Coordinate the preparation and distribution of meeting notices, agendas and committee packs; Ensure the accurate recording and timely distribution of committee minutes; Maintain an effective system for recording committee decisions and maintaining the resolution register; Maintain governance committee records and ensure effective filing and document management; Coordinate logistical and administrative arrangements for governance committee meetings; Manage stakeholder liaison and governance-Develop and implement stakeholder engagement strategies relating to governance structures and committees; Establish and maintain effective relationships with government departments, public entities, oversight bodies and other governance stakeholders; Coordinate intergovernmental governance forums, committee engagements and stakeholder consultations; Provide governance advice and support to relevant stakeholders; Facilitate communication between governance committees and relevant stakeholders; Coordinate awareness and capacity-building initiatives on governance frameworks, committee processes and compliance requirements; Represent the Department on governance forums, interdepartmental committees and working groups; Prepare governance reports, briefing documents and stakeholder engagement reports; Manage the sub-directorate- Allocate work to subordinates; Provide advice on governance structures and committees; Ensure training and development to subordinates; Facilitate the performance agreement of subordinates; Monitor proper filing for record and audit purposes; Coordinate responses to audit findings; Identify organisational risks and implement appropriate mitigation measures; Ensure sound governance, compliance, ethics and internal control within the Sub-Directorate; Ensure compliance with all applicable legislative and departmental prescripts.

ENQUIRIES : Dr C Khumalo Tel No:(012) 441 3439

POST 34/103 : **ASSISTANT DIRECTOR: TERMINOLOGY COORDINATION-ISIXHOSA REF NO: DSAC-10/09/2026**

SALARY : R605 742 per annum (Level 10)
CENTRE : Pretoria
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 isiXhosa; 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);

<u>DUTIES</u>	:	Project Management skills; advanced computer skills; Problem solving and Analysis; Presentation skills; Good Communication and interpersonal relations
	:	The purpose of the position 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.
<u>ENQUIRIES</u>	:	Dr H Machaba Tel No: (012) 441 3251
<u>POST 34/104</u>	:	<u>ASSISTANT DIRECTOR: TRANSLATION AND EDITING-SISWATI REF NO: DSAC-11/09/2026</u>
<u>SALARY</u>	:	R605 742 per annum (Level 10)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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 the relevant language and/or translation, or relevant language qualification; 2-3 years relevant experience at least 2 years as a Language Practitioner in the translating environment; 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; Good communication interpersonal relations; Ability to translate and edit text electronically.
<u>DUTIES</u>	:	The purpose of this position is to promote access to information by providing translation and editing services; Translating official documents from English into Siswati 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 Siswati; Translate documents from Siswati into English; Consult with subject matter experts or language specialists when necessary; Editing, checking and proofreading official documents translated into Siswati; Editing official documents written in Siswati; Checking and verifying the accuracy of edited documents; Proofreading final versions of official documents translated into Siswati; Ensuring quality and consistency in all translated and edited materials; Performing quality checks on all documents before final approval; Conduct research and develop terminology terms; Conduct research and consultation on translation issues; Review and revise existing terminology for clarity and accuracy–Coin and record new terms; 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.
<u>ENQUIRIES</u>	:	Ms M Gaffane Tel No: (012) 441 3256
<u>POST 34/105</u>	:	<u>ASSISTANT DIRECTOR: LIBRARY POLICY AND INSTITUTIONS REF NO: DSAC-12/09/2026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; Minimum Three-year Degree/National Diploma (NQF level 6) / Degree (NQF Level 7) as recognised by SAQA in Library and Information Science/ Information Studies or any relevant qualification; 2-3 years relevant experience at least 2 years at a librarian level in Library information services, information management, public sector coordination, administration or any relevant environment; Registration with Library and Information Association of South Africa (LIASA); Valid driver's license; Knowledge of Public Service

DUTIES

Regulations; Knowledge of Library and Information Services (LIS) legislation, policies, and strategic frameworks; Knowledge and understanding of the Legal Deposit Act; Knowledge and understanding of conditional grant frameworks and grant administration; Knowledge and understanding of Public Finance Management legislation and Treasury Regulations; Knowledge and understanding of Records and information management; Research and analytical skills; Client Orientation and Customer Focus; Presentation skills; Good communication and Interpersonal relations; Computer Literacy; Project Management Skills; Ability to work under pressure.

: The purpose of this position is to administer the Legal Deposit Committee, LIS policy matters, adhoc grants to LIS and related institutions; Administer legal deposit matters relating to the Legal Deposit Committee-Coordinate the reconstitution of the Legal Deposit Committee; Coordinate and administer meetings of committee; Prepare agendas, minutes, submissions and meeting documentation; Coordinate travel, accommodation and payment of travel and subsistence claims for committee members; Liaise with committee members and monitor implementation of resolutions; Monitor and administer budget allocated to Committee matters; Prepare official correspondence, submissions and reports relating to the Committee matters; Monitor compliance with the Legal Deposit Act and other applicable legislations; Coordinate and administer adhoc grant for national LIS and related institutions and community library conditional grant-Administer ad hoc grants and funding agreements, including Memoranda of Agreement (MoAs) to beneficiaries/institutions (SALB, LIASA, etc.); Facilitate the transfer payments to institutions and beneficiaries; Analyse implementation reports and prepare recommendations for approval; Coordinate engagements with relevant beneficiaries and stakeholders; Prepare presentations and briefing documents for management and stakeholder engagements; Coordinate administrative processes relating to the community library conditional grant; Collect, verify and consolidate programme performance and expenditure on projects and report writing; Assist with monitoring and conduct visits to conditional grant projects; Prepare responses to enquiries relating to the conditional grant; Coordinate the development of policies and research on library information services-Conduct research on library and information services policy matters and emerging issues; Coordinate policy reviews and implementation of relevant legislative frameworks; Support investigations into specialised policy areas, including Legal Deposit, Braille services, copyright and preservation; Coordinate workshops, stakeholder consultations and policy engagements; Update and maintain information relating to LIS policies and programmes on departmental platforms; Manage administrative support within the Directorate-Coordinate records and document management in accordance with departmental policies; Maintain the Directorate file plan and ensure proper record keeping; Supervise and provide guidance to administrative support staff; Monitor compliance with records management requirements; Ensure efficient administrative support to the Directorate.

ENQUIRIES

: Ms R Phasha Tel No: (012) 441 3321

POST 34/106

: **ASSISTANT DIRECTOR: HERALDIC ARTISTRY REF NO: DSAC-13/09/2026**

**SALARY
CENTRE**

: R487 197 per annum (Level 09)
: Pretoria

REQUIREMENTS

: Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; Minimum three-year National Diploma (NQF level 6) / Degree NQF level 7) as recognised by SAQA in Graphic Design/ Fine Arts/ Visual Arts/ Multimedia Design or any relevant qualification; 2-3 years relevant experience at least 2 years as a graphic designer in conceptualising, designing and producing corporate identity and heraldic artwork or any relevant graphic environment; Knowledge of Public Service Regulations; Knowledge of relevant legislation, policies and procedures applicable to the Bureau of Heraldry; Knowledge graphic design and art; Knowledge of illustration and graphic design techniques; Knowledge of calligraphy and typography; Knowledge of colour theory, composition and visual communication; Knowledge of printing and publishing processes; Ability to work under pressure; Knowledge of digital illustration software and graphic design applications; Knowledge of copyright, intellectual property and design ethics; Knowledge of records management practices; Research and analytical skills; Planning and Organising skills;

DUTIES

Strategic thinking and Problem-solving skills; Presentation skills; Good Communication and Interpersonal relations; Computer Literacy; Analytical skills.

: The purpose of this post is to design, paint and register personal and institutional heraldic artworks for clients of the Bureau; Design and develop heraldic artwork-Design and illustrate all heraldic symbols; Develop creative concepts and layouts for publications and materials; Prepare original heraldic artwork using traditional and digital illustration techniques; Draft designs manually and electronically in accordance with heraldic principles; Consult with clients to determine design requirements and symbolism; Produce final approved designs for registration; Ensure all designs accurately reflect heraldic symbolism and artistic quality; Maintain consistency in the application of heraldic colours, charges, shields and other design elements; Produce heraldic certificates and register artwork-Paint heraldic certificates to the required artistic and quality standards; Produce register drawings for inclusion in the South African Heraldic Register; Duplicate approved artwork for official registers and archival purposes; Prepare artwork for printing, reproduction and publication; Ensure all artwork is complete, accurate and free from defects before registration; Maintain the quality and consistency of all painted certificates and register drawings; Archive completed artwork and registered drawings in accordance with prescribed procedures; Support the production of replacement and duplicate certificates where required; Prepare heraldic calligraphy and registration documentation-Produce handwritten and digital calligraphy for heraldic certificates and registers; Write blazons accurately in accordance with heraldic terminology and conventions; Apply appropriate lettering styles to complement heraldic artwork; Ensure all lettering is correctly aligned, centered and professionally presented; Complete certificates with approved calligraphic inscriptions; Verify the accuracy of names, descriptions and heraldic terminology before finalization; Prepare documentation required to support the registration of heraldic representations; Maintain high standards of presentation in all calligraphic work; Ensure heraldic compliance and quality assurance-Compare proposed designs against existing heraldic registers and publications to prevent duplication; Verify that all designs comply with heraldic legislation, policies and standards; Conduct quality assurance reviews of artwork before approval and registration; Recommend amendments where designs do not comply with heraldic requirements; Provide technical advice on heraldic design principles to clients and stakeholders; Maintain consistency and integrity of the South African Heraldic Register; Provide administrative support services within the sub directorate-Participate in exhibitions and heraldic designs awareness campaigns; Liaise with printers, designers, photographers and other service providers to coordinate production; Monitor the quality of printed and published material to ensure compliance with approved standards; Conduct research and provide technical advice to support graphic design and publication projects; Conduct research on heraldic symbols, traditions, history and international practices; Prepare reports and maintain records relating to design projects; Assist with budgeting and procurement processes where required.

ENQUIRIES

: Mr M Mothiba Tel No: (012) 441 3229

POST 34/107

: **ASSISTANT DIRECTOR: EXPENDITURE AND TRANSFERS REF NO: DSAC-14/09/2026**

SALARY

: R487 197 per annum (Level 09)

CENTRE

: Pretoria

REQUIREMENTS

: Senior Certificate/Matric Certificate/Grade 12 Certificate or equivalent qualification; minimum three-year National Diploma (NQF level 6) or Degree (NQF level 7), as recognised by SAQA, in Financial Management, Management Accounting, Cost and Management Accounting, Accounting or any relevant financial accounting qualification; 2–3 years' relevant experience, including at least 2 years as a State Accountant or Financial Officer in processing and authorising payments, reconciliations or any financial expenditure management and transfers environment; BAS and LOGIS certificates will be an added advantage; Knowledge of Public Service Regulations; Knowledge of Public Finance Management Act; Knowledge of National Treasury Regulations, instruction notes and financial systems; Knowledge of accounting principles, financial reporting, norms and standards; Knowledge of Basic Accounting System (BAS) and Logistical Information

		System (LOGIS); Knowledge and understanding of relevant policies and prescripts; Planning and Organising skills; Strategic thinking and Problem-solving skills; Presentation skills; Good Communication and Interpersonal relations; Computer Literacy; Analytical skills; Team player; Ability to work under pressure.
<u>DUTIES</u>	:	The purpose of this post is to monitor and authorise financial transactions and payment processes within the Department; Check compliance with payment procedures and controls; Validate supporting documents for correctness, completeness and accuracy; Identify and correct errors before payment approval; Verify and authorise payments on BAS and LOGIS; Monitor LOGIS and sundry payment processes; Maintain accurate payment records; Process payments to beneficiaries, public entities and provinces; Ensure compliance with PFMA, National Treasury regulations ,procedures and policies; Resolve and follow up on payment queries and discrepancies; Ensure payments of invoices are processed within 30 days as prescribed by National Treasury regulations; Monitor and reconcile suspense accounts including GCIS and disbursement reports; Request various BAS reports; Check and monitor journal processes; Monitor and review payment transactions for accuracy; Provide advice and guidance on payment processes; Supervise subordinates; Ensure training and development of subordinates; Facilitate the performance management of subordinates; Prepare financial reports, reconciliations and audit information relating to expenditure and transfers; Monitor proper filing for record and audit purposes.
<u>ENQUIRIES</u>	:	Mr S Makwarela Tel No: (012) 441 3581
<u>POST 34/108</u>	:	<u>ASSISTANT DIRECTOR: BILATERAL RELATIONS REF NO: DSAC-15/09/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; Minimum three-year National Diploma (NQF level 6) / Degree (NQF level 7) as recognised by SAQA in International Relations/ Political Science/ / International Law/ Diplomatic studies or any relevant qualification; 2-3 years relevant experience at least 2 years as an Officer in international relations, diplomacy, bilateral cooperation, intergovernmental relations, or any relevant environment; Knowledge of Public Service Regulations; Knowledge and understanding of international relations and diplomacy; Knowledge and understanding of Bilateral and multilateral cooperation processes and protocols; Knowledge of government policies and international cooperation frameworks; Research and policy analysis; Stakeholder and relationship management; Project and programme coordination; Negotiation and facilitation skills; Planning and organising skills; Communication and interpersonal relations; Computer literacy; Ability to work under pressure; Ability to Interact with other officials from other countries; Adapts to changing demands and conditions; Diplomacy, tact, and cultural sensitivity.
<u>DUTIES</u>	:	The purpose of this post is to facilitate and strengthen bilateral cooperation programmes and agreements with partner countries in support of the departmental priorities; Facilitate the implementation of bilateral agreements to strengthen cooperation and achieve tangible outcomes-Coordinate and facilitate bilateral engagements, including preparatory meetings and follow-ups with designated partner countries; Maintain relationships with foreign governments, embassies, commissions, and international partners; Negotiate, draft, conclude, and renew bilateral agreements and cooperation frameworks; Implement and coordinate agreements, programmes, and action plans; Ensure alignment of bilateral agreements with national cultural diplomacy and international relations frameworks; Monitor and track bilateral engagements and programme delivery status; Enhance and strengthen bilateral cooperation in sport, arts, culture and heritage to advance South Africans interest and cultural diplomacy-Facilitate implementation of signed agreements, Memorandum of Understanding (MoU), and action plans; Monitor, evaluate, and report on progress against bilateral commitments and deliverables; Provide technical and administrative support during negotiations and review processes; Maintain a centralised database and records system for all international agreements and cooperation instruments; Ensure compliance with approved protocols, governance frameworks, and international obligations; Prepare implementation progress reports and updates for relevant

stakeholders; Strengthen and maintain cordial relations between the Department and its bilateral partners-Coordinate the preparation of official documentation, including Ministerial submissions, DG submissions, briefing notes, reports, and correspondence; Facilitate internal coordination between branches and line function managers to ensure policy and operational alignment; Engage with relevant stakeholders; Coordinate participation of departmental officials and cultural practitioners in international programmes; Facilitate international travel arrangements; Assist with intergovernmental and multilateral coordination; Maintain stakeholder engagement records and communication logs; Conduct research, policy analysis, and international scanning-Conduct research on international trends, cultural diplomacy practices, and policy developments; Analyse political, economic, social, and sector-specific developments affecting bilateral relations; Prepare country profiles, policy briefs, and strategic analyses; Identify opportunities for international collaboration and partnerships; Benchmark departmental programmes against international best practice; Provide evidence-based input for negotiation and strategic decision-making; Manage international events, delegations, and protocol processes-Coordinate bilateral meetings, official visits, conferences, workshops, cultural exchanges, and international forums; Organise and facilitate incoming and outgoing international delegations; Manage logistical and programme arrangements for official visits; Support protocol and diplomatic engagement processes; Liaise with protocol units, DIRCO, embassies, and hosting institutions to ensure seamless execution of engagements; Compile post-event reports and evaluation summaries.

ENQUIRIES

:

Mr J Mogashoa Tel No: (012) 441 3095