

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

: 30 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. 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 37/82**

: **DEPUTY DIRECTOR: GENDER FOCAL POINT REF NO: DSAC-01/10/2026**

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; A minimum Three-year Degree/National Diploma (NQF level 6)/ Degree (NQF Level 7) as recognised by SAQA in Gender Studies / Sociology/ Public Management & Governance/ Humanitarian Studies/ Social Sciences/ specializing in gender and transformation development or any relevant gender studies qualification; 3-5 years relevant experience, at least 3 years at an Assistant Director level in transformation, gender mainstreaming, gender analysis, social inclusion or any relevant gender equality, and special programs/ projects environment; Valid driver licence; Knowledge and understanding of Gender and Disability mainstreaming in the Public Service; Knowledge of relevant legislations and policies, Transformation agenda in the public service; Knowledge of 194 International conventions/agreements on targeted groups; Knowledge and understanding of National Gender Knowledge of gender analysis; Knowledge of promoting human rights; Knowledge of Commission on Gender Equality Act; Public Service Transformation frameworks (Batho Pele, Diversity Management); Knowledge of Human Resource policies and governance structures; Knowledge of Reporting frameworks (EEA2/EEA4, DPSA templates, M&E tools); Knowledge of Public Service Act and Regulations; Knowledge of transformation policies and legislative frameworks; Understanding of convention on the elimination of all forms of discrimination against women (CEDAW); Presentation skills; Negotiation skills; Financial management and leadership skills; Ability to conduct research; Project management and administration skills; Computer literacy; Planning and organisational skills Policy Framework; Good communication and interpersonal relations; Problem solving skills; Ability to work independently and within a team; Ability to meet deadlines and work well under pressure.

DUTIES

: Develop and manage gender mainstreaming and transformation strategic plans; Champion gender equality and gender-responsive planning across the department; Provide advice on gender mainstreaming, transformation and diversity matters; Ensure implementation of national gender frameworks, policies and legislative prescripts; Manage the integration of gender perspectives into departmental strategic and operational plans; Oversee the maintenance of gender specialist networks and stakeholder partnerships database; Represent the Department in gender mainstreaming structures, forums, workshops and intergovernmental engagements; Prepare reports, speeches, presentations and briefing documents on gender mainstreaming and transformation matters; Facilitate awareness programmes on Gender Based Violence (GBV), sexual harassment, gender rights and diversity; Facilitate the implementation of departmental gender mainstreaming programmes and initiatives; Oversee the integration of gender mainstreaming policies, programmes and projects within the departmental; Manage and coordinate the capacity-building and awareness programmes within the Department; Monitor the implementation of interventions addressing cross-cutting gender challenges and transformation priorities; Nominate and establish gender mainstreaming and transformation committees; Conduct gender audits and assessments to evaluate; Ensure implementation of transformation and diversity management initiatives within the Department; Facilitate the promotion of the integration of gender and transformation perspectives across departmental operations; Develop guidelines, tools and frameworks to support gender mainstreaming processes; Oversee the coordination of gender-related training and competence development programmes; Conduct research, benchmarking and project visits to identify challenges and opportunities across gender mainstreaming and transformation; Facilitate organisational transformation initiatives aimed at promoting equity, inclusion and diversity; Liaise with relevant stakeholders, institutions and government departments on women empowerment, gender equality and transformation initiatives; Promote collaboration with key gender institutions and relevant stakeholders; Coordinate and participate in national and international awareness campaigns and commemorative events; Oversee the promoting of inclusive and equitable workplace culture through advocacy and awareness initiatives; Coordinate the implementation of programmes relating to Women's Month, GBVF, Human Rights, Disability Rights and related campaigns; Facilitate awareness sessions on gender rights, diversity, inclusion and workplace transformation; Coordinate communication and advocacy initiatives supporting departmental priorities; Provide input into strategic operational planning of the directorate; Coordinate the development, review

and implementation of gender mainstreaming and transformation policies; Ensure departmental policies align with gender equality and diversity frameworks; Monitor compliance with gender mainstreaming and transformation legislative and policy frameworks; Prepare reports on gender mainstreaming and transformation programmes; Monitor and track departmental performance against gender equality and transformation targets; Identify gaps, risks and corrective measures relating to gender mainstreaming implementation.

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

POST 37/83 : **ASSISTANT DIRECTOR: TRANSLATION AND EDITING: ISINDEBELE REF NO: DSAC-02/10/2026**

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 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 an isiNdebele Language Practitioner in the translation environment; Successful completion of a departmental isiNdebele translation and editing test; Knowledge of Public Service Regulations; Knowledge and understanding of relevant language policies and prescripts; Knowledge of translation/ editing/ language administration; Excellent command of at least two official languages including English; Strong editing, proofreading and writing skills; Ability to translate and edit text electronically; Good communication interpersonal relations; Planning and organising skill; Computer literacy; Research skills.

DUTIES : The purpose of this position is to promote access to information by providing translation and editing services; Translating official documents from English into isiNdebele 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 isiNdebele; Translate documents from isiNdebele into English; Consult with subject matter experts or language specialists when necessary; Editing, checking and proofreading official documents translated into isiNdebele; Editing official documents written in isiNdebele; Checking and verifying the accuracy of edited documents; Proofreading final versions of official documents translated into isiNdebele; 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; Provide administrative support and liaison service; Archiving all translated and edited documents electronically; Reporting on progress; Liaise with stakeholders; Carry out tasks as requested by the supervisor; Assist and give advice to clients on language matters; Supervision of subordinates–Supervise translation activities of subordinates.

ENQUIRIES : Ms PM Gaffane Tel No: (012) 441 3492