PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

APPLICATIONS : To apply for the below position, please apply online at https://jobs.gauteng.gov.za Or designated email address: emailed to: SACR.RecSMS@gauteng.gov.za Online applications will be considered and for general enquiries please contact Human Resource on Ms. Itumeleng Maisane at 082 810 6152 / Mr. Ouwen Gaveni at 071 855 8934

CLOSING DATE : 20 November 2026 at 23:59 pm

NOTE : Applications should be submitted on a new Z83 form. “Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 01st January 2021, a new application form which can be downloaded at www.dpsa.gov.za-vacancies. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part “F” must be answered and declaration signed, as per DPSA circular no. 03 of 2025. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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. If you have not been contacted within three (03) months after the closing date of this advertisement, accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check. Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. It is the Department’s intention to promote equity (race, gender and disability) through the filling of these post(s). Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made for Senior Management posts. Enrolment for the course should be made on the NSG’s website at https://www.thensg.gov.za/training-course/sms-pre-entry-programme suitably qualified, dynamic, passionate, and experienced qualifying persons are invited to apply for the vacant position.

MANAGEMENT ECHELON

POST 40/157	:	**DIRECTOR: LIBRARY INFORMATION SERVICES AND PROVINCIAL ARCHIVES REF NO: REFS/056598** Re-advertisement, those who previously applied are encouraged to re-apply. Directorate: Library Information Services and Provincial Archives
SALARY	:	R1 317 308 per annum (Level 13), (all-inclusive package)
CENTRE	:	Head Office
REQUIREMENTS	:	The successful candidate should have a Grade 12 Certificate plus an undergraduate qualification (NQF level 7) in Archival Studies / Libraries & Information Science or relevant qualification. A minimum of 5 years' experience in middle/ senior Managerial level (or Deputy Director) in the relevant field. A compulsory Pre-Entry Senior Management Certificate will be required before the assumption of duty. A valid driver's license. Skills: Decision making. Management of projects. Technical Analytic skills. Financial Management. Strategic and operational. Planning and organizing. Problem solving. Conflict management. Verbal and written communication. Leadership. Computer literacy. Report writing. Knowledge of: The Constitution of 1996. PFMA. Promotion of access to information act. Promotion of administration justice act. Electronic communication and transaction act. National archives and records services act. Change Management, Programme and Project Management, Conflict Management, Financial, People Management and empowerment.
DUTIES	:	Oversee the development and implementation of archives and library policies. Oversee and manage the preservation of public and non-public records and ensure accessibility to the public. Manage the development, transformation, promotion and modernization of libraries and information services. Manage financial support to municipal library services by providing earmarked transferred allocation. Oversee the implementation of reading and library programs to inculcate the culture of reading. Identify the needs for library and archives infrastructure.
ENQUIRIES	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697/ 082 810 6152