ANNEXURE Q

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 : 11 December 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, 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. 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 DPSA, which is an online course endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced 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

POST 43/158 : **DIRECTOR: POLICY AND RESEARCH REF NO: DSAC-01/11/2026**

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 : Pretoria

REQUIREMENTS : Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; An undergraduate qualification (NQF level 7) as recognised by SAQA in Social Science/ Monitoring and Evaluation/ Development Studies/ Information and Knowledge Management/ Public Policy/ Policy Research/ Information Management Studies/ Public Administration and Management/ Business Administration 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 policy research, policy development, analysis and implementation, development of evaluation matrices and evaluation methodologies, knowledge management or any relevant policy research and evaluation environment; Knowledge of Public Service Regulations; Knowledge and understanding of policy development; 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 (qualitative and quantitative); Knowledge of monitoring and evaluation principles and frameworks; Knowledge of data management and statistical analysis principles; Knowledge and understanding of Promotion of Access to Information Act (PAIA); Strategic capability and Leadership; People management and Empowerment; Programme and Project Management; Financial Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; Client Orientation and Customer Focus; Presentation skills; Good communication and Interpersonal relations; Computer Literacy; Project Management Skills.

DUTIES : Manage the development and review of the departmental policies-Develop, review, and implementation of departmental policies, frameworks, guidelines and standards; Ensure policy alignment with legislation, government priorities and departmental; Coordinate policy research, analysis and impact assessments; Ensure alignment of departmental policies with government priorities, legislation and strategic objectives; Provide policy advice and recommendations to relevant stakeholders; Facilitate policy consultation processes with relevant stakeholders; Develop and implement the departmental research agenda and research strategy-Develop and implement the departmental research agenda and research strategy; Manage and coordinate research projects and studies; Conduct environmental scanning, benchmarking and trend analysis; Ensure that research findings inform policy development and organisational planning; Promote evidence-based decision-making within the Department; Evaluate the implementation and effectiveness of Policies and programmes within the department-Lead the development and implementation of departmental evaluation plans; Oversee the establishment and governance structures within the evaluation environment; Manage the development of evaluation matrices and evaluation methodologies; Oversee the development of qualitative and quantitative data collection instruments; Ensure the collection, analysis, validation and interpretation of evaluation data; Manage the development, quality assurance and approval of evaluation reports; Lead the development of management responses to evaluation findings; Monitor and report on the implementation of evaluation recommendations and improvement plans; Conduct oversight on service provider projects and stakeholder engagement-Oversee the procurement and appointment of service providers for research and evaluation studies; Manage the development of specifications, terms of reference, and service level agreements; Monitor service provider performance, project deliverables, and contractual compliance; Ensure quality assurance and adherence to research and evaluation standards and methodologies; Manage project risks and ensure

effective governance throughout the project lifecycle; Manage service providers and contractual obligations relating to Directorate projects; Provide Leadership, governance and organisational performance management of the Directorate-Develop and maintain strategic partnerships and engagements with key internal and external stakeholders to strengthen institutional governance, collaboration and service delivery; Provide leadership in coordinating intergovernmental relations, governance forums and collaborative initiatives across all spheres of government and relevant stakeholders; Coordinate the development and operational plans and activities of the Directorate fostering effective communication and stakeholder relations; Consolidate and coordinate reports, submissions, briefing notes and presentations governance structures. ensuring accountability and timely execution; Monitor and review the performance of the Directorate and provide strategic guidance; Establish monitoring and reporting mechanisms to evaluate the effectiveness of governance systems, stakeholder engagement and executive coordination processes; Represent the Department in strategic governance, intergovernmental and stakeholder forums to advance departmental priorities and strengthen cooperative governance; Ensure governance risks are identified, monitored and mitigated through appropriate governance controls and reporting mechanisms; Manage the human, financial, information and other resources of Directorate in accordance with the Public Finance Management Act (PFMA), the Public Service Act and other applicable prescripts; Manage audit queries, compliance and accountability processes within the Directorate.

ENQUIRIES : Ms N Mahlobo Tel No: (012) 441 3538

OTHER POST

POST 43/159 : **ASSISTANT DIRECTOR: NORTH, EAST AFRICA AND MIDDLE EAST REF NO: DSAC-02/11/2026**

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Matric Certificate /Grade 12 Certificate or any equivalent NQF level 4 qualification. Minimum three-year National Diploma (NQF level 6)/ Degree (NQF level 7) as recognised by SAQA in International Relations, Political Science or any relevant International Relations qualification. Valid Driver's License. Willingness to travel abroad. 2–3 years' relevant experience, of which at least 2 years at an International Relations Officer/ Practitioner level in coordinating bilateral and/or multilateral engagements, liaising with foreign missions and international stakeholders, managing or coordinating international projects/ programmes, stakeholder management, administrative reporting or any relevant environment. Knowledge and understanding of Public Service Regulations, Public Service Act and relevant prescripts. Knowledge of Public Finance Management Act. Knowledge and understanding of relevant Foreign Policies. Basic knowledge of regional languages (e.g., Arabic, French, Swahili, Hausa, Amharic). Knowledge Public diplomacy and strategic communication. Knowledge International relations theory and practice. Knowledge and understanding of governance systems, institutional capacity building, and rule of law. Knowledge of Human rights, gender equality, and inclusive development practices. Understanding of bilateral and multilateral engagement strategies. Knowledge of political systems, history, and current affairs of countries in Africa and the Middle East. Good communication and interpersonal relations. Problem-solving skills. Analytical thinking skills. Computer Literacy. Good administrative skills. Project management skills. Good planning and organising skills.
DUTIES : Provide coordination and administrative support for bilateral and multilateral meetings, engagements and activities. Gather and consolidate information and inputs from relevant business units for international engagements. Assist with the preparation of country information, briefing packs, meeting documents and related background material. Maintain records and trackers of bilateral agreements, programmes of cooperation and other international commitments. Follow up with relevant officials and business units on agreed actions and implementation activities. Monitor deadlines and provide progress updates to the Deputy Director on outstanding matters. Assist with the preparation of meeting reports and records of decisions arising from international engagements. Refer matters requiring policy direction, substantive intervention

or higher-level engagement to Supervisor. Assist with the planning and coordination of international projects, programmes, meetings and events including initiating submissions for approval. Coordinate administrative and logistical arrangements for incoming and outgoing official visits. Liaise with relevant officials and stakeholders regarding programmes, travel, accommodation, transport, venues, accreditation and other logistical requirements. Prepare and maintain schedules, checklists, programmes and activity plans for assigned engagements. Follow up with responsible stakeholders to ensure that required arrangements and documentation are completed within agreed timelines. Provide operational support during official visits, meetings and international events where required. Maintain project and engagement records and assist with the preparation of completion and activity reports. Report logistical or implementation challenges to the Deputy Director for guidance and resolution where necessary. Maintain routine working contact with foreign missions, government departments, international organizations and other relevant stakeholders on assigned matters. Facilitate the exchange of information and correspondence between the Directorate and relevant internal and external stakeholders. Receive and process requests, invitations and correspondence from international stakeholders and refer them to the appropriate officials for consideration. Coordinate requests for information and inputs from departmental business units and follow up on outstanding responses. Arrange and provide administrative support for stakeholder meetings and consultations. Communicate agreed actions and follow up with relevant stakeholders on implementation. Maintain stakeholder contact lists and records of correspondence and engagements. Refer sensitive, strategic or policy-related stakeholder matters to the Deputy Director. Provide general administrative and coordination support for the day-to-day functioning of the Directorate. Draft routine correspondence, memoranda, submissions, reports, meeting documents and other administrative documentation for review by the Deputy Director. Maintain filing, record-management and information-management systems for the Directorate. Maintain action lists, reporting schedules and administrative trackers and follow up on outstanding matters. Coordinate and consolidate information required for operational plans, performance reports and other Directorate reporting requirements. Assist with administrative processes relating to travel, procurement, finance and logistical arrangements in accordance with departmental procedures. Allocate routine work to designated staff and/or interns, provide guidance and monitor completion and quality of assigned tasks. Provide regular progress updates to the Deputy Director and escalate matters requiring management intervention

ENQUIRIES : Mr. TR Matibe Tel No: (012) 441 3068