



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
SPORT, ARTS & CULTURE
HEAD OFFICE

Ref: S4/1/1
Enq: Mr Musia N
Date: 28 November 2022

TO: ALL HEADS OF DEPARTMENTS AND STAFF
LIMPOPO PROVINCIAL ADMINISTRATION

**ADVERTISEMENT OF POSTS FOR LIMPOPO DEPARTMENT OF SPORT, ARTS AND CULTURE
(DSAC) CIRCULAR NO 14 OF 2022**

Department of **Sport, Arts & Culture** is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture as per attached "Annexure A". Women and People with Disabilities are encouraged to apply.

Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA).

Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za. Applicants are to specify the centre on Z83.

The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)" then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The Department reserves the right to appoint.

A specific reference number for the post applied for must be quoted in the space provided on Z83 form.

Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) are only required to be presented on the day of the interview.

Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons are excluded.

Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000.

The closing date for submission of applications is the **28 December 2022 @13h00**.

Short-listed candidates will be subjected to a security clearance and pre-employment verifications.

Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty.

The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations.

The contents of this Circular will also be posted on the following websites www.sac.limpopo.gov.za / www.limpopo.gov.za, and www.dpsa.gov.za

Applications should be submitted to:

The Head of Department,
Department of Sport, Arts and Culture
Private Bag X 9549
POLOKWANE, 0700

Hand delivered at 21 Biccard Street, POLOKWANE. Enquiries: Mr Musia 015 284 4143 and Ms Ramavhanda ND 015 284 4038



HEAD OF DEPARTMENT
MRS RAMOKGOPA M.D

28/11/2022

DATE

Ref no : **DSAC 2022/01**

Post : Librarian X2

Salary : **R 269 214.00 per annum (Level 7) plus 37% in lieu of benefit**
(12 Months contract)

Centre : **Sekhukhune District: Vlakfontein Public Library and**
Capricorn District: Mogwadi Public Library

MINIMUM REQUIREMENTS:

An undergraduate qualification NQF level 6 as recognized by SAQA. Qualification in Library & information Studies/Science from an accredited institution of higher learning. Experience in the library environment will be an added advantage.

SKILLS & KNOWLEDGE: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy. Organising and planning. Computer literacy. Basic interpersonal relations. Problem solving. Maintaining discipline.

KEY PERFORMANCE AREAS: Market and promote library services. Classify and catalogue library material. Render reference and information services. Develop a new established library. Render professional library and information service to the community. Assist with identifying maintenance needs for the building, equipment, library assets and material. Manage day to day library operations. Responsible for the marketing and advocacy of library services and within the library. Facilitate establishment and full participation of book clubs. Perform necessary library administrative tasks. Conduct library orientation to users regarding library usage and retrieval of information. Provide information service to library users. Monitor library user's statistics and compile reports as required. Assist the District Librarian to conduct asset verification. Liaise with stakeholders and district library on library matters. Compile monthly, quarterly, and annual reports. Supervise library staff.

Ref no : **DSAC 2022/02**

Post : **Registry Clerk**

Salary : **R 181 599 per annum (Level 5)**

Centre : **Head Office: MEC' s Office (Polokwane)**

Minimum Requirements: NQF level 4 / Grade 12 Certificate. Qualifications in Records Management/ Management /Public Management / Administration will

be an added advantage. Experience in the Registry environment will be an added advantage. A valid driver's license with the exception of people with disabilities.

Core and process Competencies: Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Time Management.

Skills and Knowledge: Reasoning and problem-solving ability, Computer literate (MS Office software package) Ability to work under pressure. Strong Interpersonal Skills. Good verbal and written communication skills.

Duties: Key Performance Areas: Management of records storage area, Conduct inspection and audit files according to the best model of records management, rendering of postal services, opening, sorting and registering mail, registering and franking outgoing mail, registering incoming and outgoing courier, register and distribute incoming statements and invoices, Dispatch of circulars, issuing of departmental circular number, Registering circulars, record keeping, opening files according to the approved file plan, receive and file fuel, SNT, overtime, rendering couriers services, registering incoming courier, registering outgoing courier, preparing requisition form for payment, communicate with courier company.

Ref No: DSAC 2022/03

Post: Library Assistantx14

Salary Notch: R151 884 plus 37% Lieu benefit (12 Months contract)

Centre:

Capricorn (2): Alldays Public Library, Senwabarwana Public Library

Waterberg District (X2): Waterberg District Library

Mopani District (X9) : Giyani districts library(1), Mashishimale Library(1), Mulati Public Library (2),Tzaneen Public Library (2), Hoedspruit (1), Haenertsburg Library(1), Shiluvhane Library.

Sekhukhune District(.X1): Fetakgomo Public Library

MINIMUM REQUIREMENTS: NQF level 4/ grade 12 certificates from a recognized Institution of Basic Education. Qualification in Library & information Studies/Science from an accredited institution of higher learning will an added advantage. Experience in the library environment will be an added advantage.

Knowledge and skills: Knowledge and understanding of administration procedures relating to the library environment including norms and standards. Must be computer and internet literate. Planning and organising skills, Computer literacy, Basic interpersonal relationship, and Problem-solving skills. A valid driver's license (except for persons with disabilities). Ability to work under pressure.

Key performance areas: Provision of clerical support services within the library. Provide support services for library administration. Computerisation of library materials. Provide support services for awareness and collection development. Assist with processing of library materials to be shelved ready. Assist the librarian in the day-to-day management and operation of the library. Sorting, shelving and shelve reading of library materials according to their categorization. Assist with executing library programmes and events. Provide assistance to the librarian in keeping a proper record of all library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related information. Assist with counter, phone, and email enquiries from library users. Checking books in and out at the front desk. Register new customers and maintaining and updating customer profiles.

Ref no : DSAC 2022/04

Post : Hub and Club Coordinators X 31 (3 year performance based contract)

Salary : R3500.00 per month

Centres:

Capricorn DistrictX7

| Hubs | Municipality |
|--------------|----------------|
| 1. Hlakano | Lepelle Nkumpi |
| 2. Seleteng | Lepelle Nkumpi |
| 3. Mehlareng | Lepelle Nkumpi |
| 4. Manamela | Polokwane |
| 5. Ramalapa | Polokwane |
| 6. Serape | Polokwane |
| 7. Enveran | Blouberg |

Mopani Districtx8

| Hubs | Municipality |
|--------------|----------------|
| 1. Motapa | Letaba |
| 2. Lulekani | Ba- Phalaborwa |
| 3. Metz | Maruleng |
| 4. Mageva | Giyani |
| 5. Sekgosese | Letaba |
| 6. Mogapene | Tzaneen |
| 7. Tikiline | Tzaneen |
| 8. Thlabine | Tzaneen |

Vhembe Districtx5

| Hubs | Municipality |
|---------------|--------------|
| 1. Tshixwadza | Thulamela |

| | |
|----------------------|---------|
| 2. Munzhedzi | Makhado |
| 3. Basedrop | Musina |
| 4. Kwaaldrain | Makhado |
| 5. Musina/ Nancefied | Musina |

Sekhukhune District X4

| Hubs | Municipality |
|----------------|-------------------|
| 1. Phokoane | Makhuduthamaga |
| 2. Kgautswane | Fetakgomo Tubatse |
| 3. Hlogotlou | Elias Motswaledi |
| 4. Leeufontein | Ephraim Mogale |

Waterberg District X7

| Hubs | Municipality |
|----------------------|--------------|
| 1. Rapotokwane | Bela-Bela |
| 2. Pienaarsriver | Bela-Bela |
| 3. Northam | Thabazimbi |
| 4. Pudi ya Kgopa | Mogalakwena |
| 5. Sekgakgapeng | Mogalakwena |
| 6. Morulaview/Masodi | Mogalakwena |
| 7. Marapong | Lephalale |

Minimum Requirements: An undergraduate qualification (NQF level 4) as recognized by SAQA. An experience in sports coordination / Management will an added advantage.

Core and process Competencies: Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Time Management.

Knowledge and Skills: Must have Facilitation and presentation skills, Excellent verbal communication, reading and writing skills, An active sport participant and organiser with a year experience as key sports for reference and Facilitation and presentation skills.

Duties: Key performance Areas: Mobilise the community to be part of sport and recreation activities at in their community; Manage and coordinate activities of sport and recreation through clubs in hubs; safeguard and maintain sport equipment delivered in hubs and clubs ; Coordinate and support sport and recreation activities in the community for schools and non-schools sport teams and clubs; Maintain relationships with local Sports community organisations and other community youth groups in the community; Set up and coordinate all administration related to the Sport Clubs and hubs programmes , Be responsible for the coordination and implementation of the sport and recreation programmes and events in hubs, clubs and schools; Be committed to personal development and growth; Be prepared to work in the remote rural areas. Compile and present monthly and quarterly reports to the relevant District Manager.