



# LIMPOPO

**PROVINCIAL GOVERNMENT**  
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF  
SPORT, ARTS AND CULTURE  
HEAD OFFICE**

**INTERNAL CIRCULAR**

Enq: Ledwaba M.S  
Ref: S4/1/1  
Date: 22 October 2012  
To: All Heads of Departments  
From: Senior Manager Human Resource Management

**DEPARTMENT OF SPORT, ARTS AND CULTURE: CIRCULAR NO. 06 OF 2012 ADVERTISEMENT OF  
VACANT FUNDED POSTS**

1. Applications are hereby invited for filling of vacant post as outlined on the attached annexure A.
2. Applications should be submitted on form Z83 obtainable from any Public Service Department / Institution and on [www.dpsa.gov.za](http://www.dpsa.gov.za) and should be accompanied by certified copies of educational qualifications, ID and recent updated CV to The Head of Department, Department of Sport, Arts and Culture, Private Bag x 9549, POLOKWANE, 0700 or submitted by hand at 21 Rabe Street, POLOKWANE. Enquiries: Mrs Ledwaba M @015 284 4138 and Musia N.
3. This circular should be brought to the attention of all employees within the departments and citizens
4. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. All shortlisted candidates are subjected to security clearance. The recommended candidates for CFO position will be subjected to competency assessment, sign a performance agreement and disclosure form within three months after assumption of duty.
5. The closing date is 30 November 2012
6. Applications received after the closing date will not be considered.
7. N.B. DSAC is an equal opportunity and affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment will promote representativity will be given first preference. If you have not been contacted within two months after closing date, kindly accept that your application is unsuccessful. Faxed or e-mailed applications will not be considered.

**HEAD OF DEPARTMENT**

25-10-2012

**DATE**

**ANNEXURE A****REF NO. SAC 2012/01 : PALIAMENTARY OFFICER (MEC SUPPORT)**

**REQUIREMENTS:** Bachelor's Degree or equivalent qualification at NQF 6 or relevant experience. Experience in Government or Parliamentary/Legislative process. Experience in facilitating engagements with communities and stakeholders. Good Management and Administrative skills. Ability to liaise and communicate at all levels. Strong Interpersonal Relations. Prepared to work irregular and long hours. Good organising and coordinating skills. Working knowledge of political and parliamentary processes. Sound planning and organising skills. Proven leadership skills. Strategic capability. Project management. Writing and reporting skills. Excellent communication skills. Computer literate. Ability to work under pressure. Valid driver's licence.

**KEY PERFORMANCE AREA:** Monitor legislative events and represent the department in the Legislature. Prepare motions and replies to question papers (i.e. identifying questions addressed to the MEC, especially those that impact on her/his functional terrain, ensuring that responses are done in a format prescribed by the legislature). Serve as an interface between statutory bodies and the MEC. Liaise with the Department on Legislative matters. Monitor the meetings of the Committees of the Legislature relevant to the Department's Portfolio Committee. Liaise with the legislature and advice the Political Office Bearer on all issues that requires her/his attention. Handle draft Acts, prepare documents and keep a register of all relevant documents. Assist MEC with constituency work, which includes (supporting the party political activities, liaising with constituencies and stakeholders). Document and direct complaints received from the public to the relevant Directorates of the Department

**LEVEL : 11**  
**SALARY NOTCH : R464 919.00 (INCLUSIVE REMUNERATION PACKAGE)**  
**CENTRE : HEAD OFFICE (POLOKWANE)**

**REF NO. SAC 2012/02 : SECRETARY/RECEPTIONIST (MEC SUPPORT)**

**REQUIREMENTS:** NQF 5 (Senior Certificate). Communication skills (Verbal and Written). Computer literacy. Good telephone etiquette. Sound organisational and planning skills. Excellent interpersonal and customer relation skills. Ability to work under pressure. Prepared to work irregular and long hours. Computer proficiency will be tested.

**KEY PERFORMANCE AREARS:** Provide a secretarial / telephonist support to the Office of the MEC. Make travel and accommodation arrangements. Arrange meetings and record minutes. File records and manage the daily activities in the Office of the MEC. Ensure information security within the office. Assist in administrative responsibilities.

**SALARY LEVEL : 05**  
**SALARY NOTCH : R 108 078.00**  
**CENTRE : HEAD OFFICE (POLOKWANE)**

**REF NO. SAC 2012/03 : CHIEF FINANCIAL OFFICER**

**REQUIREMENTS:** NQF 6/Bachelor's degree in financial or business management/administration. NQF 7/Honours degree or equivalent post graduate Certificate and qualification as CA will be an added advantage. Extensive experience in and knowledge of government accounting systems at senior management level of a commercial finance function. Skills and knowledge: Advanced financial analytical skills and extensive knowledge of the applicable legislative and regulatory framework, costing methodologies, tools and techniques for accounting, reporting, planning, and budgeting and performance measurement. Proven management skills. Good and proven track record in preparation and management of strategic plans, business plans and budgeting. Ability to implement internal systems and controls to ensure sound financial management. Competencies: Project Management. Innovative thinking, Problem solving. Communication. Change management. Networking. Strong Interpersonal Relations. Diagnostic action research. Strategic and conceptual orientation. Advanced computer skills. A valid driver's licence

**KEY PERFORMANCE AREAS:** Manage the financial and procurement function of the Department. Establish and maintain appropriate systems (analytical tools, information Systems and models or projections of cost behaviour) and policies to ensure effective and efficient management of resources. Support the Head of Department and other senior managers in the execution of their functions in terms of the Public Finance Management Act, and the Treasury Regulations. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the Department. Facilitate the implementation of national norms and standards where applicable. Advise the HOD pertaining to matters that have strategic and financial implications. Liase with the relevant role-players in the financial environment regarding transversal financial matters. Ensure effective and efficient financial management/administration by collaborating in the development of training programmes or by providing direct training in financial matters to officials of the Department. Manage the financial and provisioning administration functions of the Department. Oversee and manage the budget processes including the production of performance reports. Monitor the operation of accounting systems, controls and procedures. Contribute to the development of strategic and annual performance plans.

**LEVEL : 14**  
**SALARY NOTCH : R872, 214.00 (ALL INCLUSIVE PACKAGE)**  
**CENTRE : HEAD OFFICE (POLOKWANE)**