



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

Enq: Musia N
Ref: S4/1/1
Date: 02 July 2014

To: ALL HEADS OF DEPARTMENTS AND STAFF
LIMPOPO PROVINCIAL ADMINISTRATION

CIRCULAR NO. 04 OF 2014 (HRM)

**ADVERTISEMENT OF VACANT POSTS FOR LIMPOPO DEPARTMENT OF SPORT,
ARTS AND CULTURE**

1. Applications are hereby invited for the filling of vacant posts, which exist in the Department (Limpopo Department of Sport, Arts and Culture), as outlined on the attached **Annexure "A"**.
2. Applications must be submitted on form Z83 obtainable from any Public Service Department / Institution or can be downloaded from www.dpsa.gov.za. The completed and signed applications forms should be accompanied a detailed CV, as well as certified copies of all qualifications, ID document and Driver's license (where applicable). A specific reference number for the post applied for must be quoted in the space provided in the form.
3. All applications should be submitted 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: Ms Ledwaba M.S at 015 284 4138 ,Ms Ratshikhopha F.E at 015 284 4167 and or Mr Musia N at 015 284 4143. Faxed or emailed applications will not be considered.
4. The contents of this circular must be brought to the attention of all employees in the Limpopo Provincial Administration.
5. All short-listed applicants will be subjected to security clearance, verification of qualifications and must provide their original certificates of the qualification and identity document on the day of the interviews for verification purposes.
6. Applicant (s) recommended for appointment will be subjected to personnel suitability check for security reasons.
7. The closing date is 01 August 2014 at 16h00. Applications received after closing date will not be accepted.
8. If you do not receive any response from us within three (3) months after the closing date, regard your application as unsuccessful.
9. The Department of Sport, Arts and Culture is an equal opportunity and affirmative action employer. Women and people with disabilities are encouraged to apply.


ACTING HEAD OF DEPARTMENT


DATE

POST SAC 2014/01 : SENIOR MANAGER :MUSEUM AND HERITAGE
SALARY : R819 126 per annum (all-inclusive remuneration package)
LEVEL : 13
CENTRE : Head Office (Polokwane)

REQUIREMENTS : An appropriate Bachelor degree/ National diploma or equivalent qualification. A post-graduate degree will serve as an added advantage. At least 3 years' experience in management level. Appropriate knowledge of the relevant legislations regarding the delivery of Museum and Heritage services. Good interpersonal , people management and customer orientation skills.

DUTIES : Monitor heritage and museum management in the province. Ensure identification and development of museums and heritage sites in the province. Render support services in museums and heritage sites development. Provide leadership and manage the human and Financial capital within the sub-branch.

NOTE: The short listed candidates will be subjected to competency assessment, security clearance and the appointed candidate will be expected to sign a performance agreement within three months after assumption of duty and disclose financial interests within 30 days after assumption of duty.

POST AC 2014/02 : SENIOR MANAGER SUPPLY CHAIN MANAGEMENT

SALARY : R819 126 per annum (all-inclusive remuneration package)

LEVEL : 13

CENTRE : Head Office (Polokwane)

REQUIREMENTS : An appropriate Bachelor degree/National Diploma or equivalent qualification. At least 3-5 years' experience in management of the SCM environment. Knowledge of the PFMA, PPPFA, Treasury Regulations, SCM principles and other relevant legislative frameworks. Strategic capability and leadership. Financial management. People management and empowerment. Communication. Honesty and integrity. Planning and organising skills. Analytical thinking.

DUTIES : Oversee the Supply Chain Management (SCM) function that comprises, viz; Demand Management, Acquisition Management, Contracts Management, Asset Management, Logistics Management as well as transport and office services. Provide leadership and manage the human and financial capital within the sub-branch.

NOTE : The short listed candidates will be subjected to competency Assessment, security clearance and the appointed candidate will be expected to sign a performance agreement within three months after assumption of duty and disclose financial interests within 30 days

after assumption of duty.

<u>POSTSAC</u>	: <u>SENIOR MANAGER:MEC SUPPORT</u>
<u>2014/03</u>	
<u>SALARY</u>	: R819 126 per annum (all-inclusive remuneration package)
<u>LEVEL</u>	: 13
<u>CENTRE</u>	: Head Office (Polokwane)
<u>REQUIREMENTS</u>	: An appropriate Bachelor's degree/National Diploma or equivalent qualification. Appropriate managerial record or experience. Preparedness to work beyond normal working hours. Interpersonal relations skills. Strategic capability and leadership skills. Communication skills. Problem solving and analysis. Good verbal and written communication. Facilitation and presentation skills.

<u>DUTIES</u>	: Provide strategic management to the staff in the office of the MEC. Serve as the first point of contact between the MEC and the Head of Department and all other officials in the Department. Manage strategic stakeholder relations and do regular environmental scan and advise the MEC accordingly. Attend high level meetings involving the MEC and take record of such proceedings.
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NOTE: The short listed candidates will be subjected to competency assessment, security clearance and the appointed candidate will be expected to sign a performance agreement within three months after assumption of duty and disclose financial interests within 30 days after assumption of duty.

<u>POST SAC 2014/04</u>	: <u>MANAGER: PARLIAMENTARY OFFICER</u>
<u>SALARY</u>	: R532 278 per annum (all-inclusive remuneration package)
<u>LEVEL</u>	: 11
<u>CENTRE</u>	: Head Office (Polokwane)
<u>REQUIREMENTS</u>	: An appropriate Bachelor's degree/National Diploma or equivalent qualification. 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. Computer Literacy.
<u>DUTIES</u>	: Serve as a link between the Office of the MEC and the Legislature. Liaise with the Legislature and advise the MEC on all issues that require his/her attention. Serve as a liaison between the MEC and the Constituency Office. Execute other duties as instructed by the Head of Department, the Head of the MEC Support Office and or the MEC.

<u>POST SAC 2014/05</u>	:	<u>MANAGER: APPOINTMENT SECRETARY</u>
<u>SALARY</u>	:	R532 278 per annum (all-inclusive remuneration package)
<u>LEVEL</u>	:	11
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree/National Diploma or equivalent qualification. Knowledge of the Public Service environment.
<u>DUTIES</u>	:	Managing the Diary of the MEC and compiling of programmes and itineraries for the MEC. Attend to all logistics matters. Carry out any other task as delegated by the MEC or Head of the MEC Support Office.
<u>POST SAC 2014/06</u>	:	<u>MANAGER: HOD Support</u>
<u>SALARY</u>	:	R532 278 per annum (all-inclusive remuneration package)
<u>LEVEL</u>	:	11
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor degree/National Diploma or equivalent qualification. Proven experience in the area of management. Ability to work under pressure. Ability to work in a multi-skilled team. Ability to gather and analyse information. Knowledge of Public Service procedures and prescripts, research, growth and development strategies, general strategic planning and related issues, government administrative procedures and general management practice. Communication, report writing, interpersonal and computer skills.
<u>DUTIES</u>	:	Provide administrative and management support services to the Head of Department (HoD). Coordination of strategic decisions from various internal and external forums including meetings chaired by the HoD. Management of the component budget. Monitor and report expenditure against the budget. Ensure implementation of various a's decisions and report on progress. Manage and utilise human resources in accordance with relevant directives and legislation.
<u>POST SAC 2014/07</u>	:	<u>DEPUTY MANAGER: DEMAND MANAGEMENT</u>
<u>SALARY</u>	:	R 270 804
<u>LEVEL</u>	:	09
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree/National Diploma or equivalent qualification with relevant experience in Demand Management. Knowledge of the public sector procurement processes, rules and regulations. Knowledge of FINEST, BAS and government transversal systems will be an added advantage. Computer literacy. Good verbal and written communication, time management, research and report writing skills. Interpersonal relations. Ability to work under pressure and deliver to tight deadlines.

DUTIES

- : Assist end users with timeous development of the specifications/terms of reference for sourcing of quotes and bids. Conduct market research and variance analysis. Maintenance of effective systems and procedures for the processing of specifications. Provision of support to clients, Bid Specification committees, supervisors and suppliers. Prepare management information, reports, statistics and reporting on procurement to management. Manage the human and physical resources in the division.

POST SAC 2014/08

- : **DEPUTY MANAGER: RECRUITMENT AND SELECTION**

SALARY

- : R 270 804

LEVEL

- : 09

CENTRE

- : Head Office (Polokwane)

REQUIREMENTS

- : A Bachelor degree or National Diploma in Human Resource Management .Proven experience in the field of HRM, with a specific focus on recruitment, selection and human resource planning. Experience in Persal. Computer, policy development, problem solving, good people management and analytical thinking skills.

DUTIES

- : Coordinate recruitment, selection and appointment of staff. Manage termination of service and transfer of employees. Implement guidelines in line with human resource practices, procedures, guidelines and policies. Provide technical advice and guidance to line managers on restructuring of salary packages. Compile monitoring reports. Manage the human and physical resources in the division.

POST SAC 2014/09

- : **LIBRARIAN**

SALARY

- : R 148 584.00

LEVEL

- : 06

CENTRE

- : Vhembe District Library (Makwarela)

REQUIREMENTS

- : A Bachelor's degree/National Diploma in library and information studies/science. Two years' experience in a library environment. Computer skills and proficiency in Microsoft office products. Knowledge and understanding of relevant prescripts, legislation, procedure and processes of librarianship. Report writing. Written and verbal communication.

DUTIES

- : Coordination of library and information services in the district. Cataloguing, classification of library materials. Conduct stock taking of library materials, manage assets and collection development. Market and promote library services to the community. Implementation of library and information management system. Perform administrative and supervisory services. Provide in-house training to service point staff. Manage all library assets.

POST SAC 2014/10
SALARY
LEVEL
CENTRE
REQUIREMENTS

- : **ARCHIVIST**
- : R 183 438.00
- : 07
- : Vhembe District (Makwarela Archives)
- : An appropriate Bachelor degree or equivalent qualification. Knowledge and understanding of relevant prescripts, legislation, procedure and processes. Report writing. Good written and verbal communication. Basic project management, research, presentation and facilitation skills. Good interpersonal relationship.

DUTIES

- : Coordinate, evaluate, and facilitate implementation and maintenance of records classification systems. Provides records management training. Conduct appraisal of records for disposal purposes. Conduct inspections to ensure compliance with proper records management practices. Provide professional support and advice to stakeholders. Collect, arrange, describe and preserve non-public and public records. Promote and market archival functions and services. Compile budget inputs and reports. Provide information to clients. Liaison with difference sectors and communities.

POST SAC 2014/11
SALARY
LEVEL
CENTRE
REQUIREMENTS

- : **CULTURAL OFFICER**
- : R 183 438.00
- : 07
- : Waterberg District
- : A Bachelor's degree/National Diploma in Arts or equivalent qualification. Knowledge of relevant Government prescripts. Good verbal and written communication skills. Planning and organizing skills. Basic computer skills. Project planning and report writing skills. Problem solving skills. Good interpersonal relationship. Ability to work under pressure.

DUTIES

- : Identify, develop and promote (emerging) artists and crafters as well as implementing projects related to performing and visual arts and craft. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and provides professional advice on performing, visual arts and crafts. Render administrative functions in relation to programmes that are implemented. Compile budget inputs and reports.

POST SAC 2014/12

SALARY

LEVEL

CENTRE

REQUIREMENTS

- : **HUMAN RESOURCE PRACTITIONER (PMDS)**
- : R 183 438.00
- : 07
- : Head Office (Polokwane)
- : A Bachelor's degree in Human Resource Management or equivalent qualification coupled with relevant experience. Knowledge of PERSAL system, performance management and development system (PMDS). Computer Literacy. Good written and verbal communication. Good interpersonal relationship. Problem solving. Planning and organising. Ability to interpret and apply policies.
- : Coordinate submission of performance agreements/Memorandum of Understanding's and reviews. Capturing of Performance Management and Development System (PMDS) information in PERSAL. Coordinate PMDS workshops and briefing sessions. Compile monthly and quarterly PMDS reports. Conduct quality assurance on received PMS reviews. Coordinate meetings of the PMDS committees. Supervision of staff.

DUTIES

POST SAC 2014/13

SALARY

LEVEL

CENTRE

REQUIREMENTS

- : **REGISTRY CLERK (MEC SUPPORT STAFF)**
- : R123 738.00
- : 05
- : Head Office (Polokwane)
- : A grade 12 certificate or equivalent. Computer skills. Planning and organising skills. Good verbal and written communication skills.
- : Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and /disposal.

DUTIES