

INTERNAL CIRCULAR

Enq: Ledwaba M.S

Ref: S4/1/1

Date: 26 NOVEMBER 2009

To: All Heads of Departments: Limpopo Provincial Government

From: Senior Manager Human Resource Management

DEPARTMENT OF SPORT, ARTS AND CULTURE: CIRCULAR NO.29 OF 2009: ADRTISEMENT OF VACANT POSTS OF DEPARTMENT OF SPORT, ARTS AND CULTURE

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 should be accompanied by certified copies of qualifications, ID and 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
3. This circular should be brought to the attention of all officers/employees in the Limpopo Province.
4. The closing date is 18 DECEMBER 2009.
5. N.B. Women and disabled persons are encouraged to apply in order to redress the gender imbalances. If you have not been contacted within two months after closing date, kindly accept that your application is unsuccessful. DSAC is an equal opportunity and affirmative action employer. Faxed applications will not be considered

REF NO. SAC 2009/22: MANAGER ADMINISTRATION (HOD's OFFICE)

REQUIREMENTS

- A recognized Degree/ Diploma or equivalent qualification
- Experience in administration
- Creative problem Solving ,project management ,Report writing , Human Resource Management , Financial Management and Communication Skills
- Computer Literate
- Code 08 Driver's license

KEY PERFORMANCE AREAS

- General Management of the office of the HOD
- Manage budget of HOD's office and procurement
- Establish and maintain administrative systems for co-ordinating the work of the HOD.
- Co-ordinate and expedite follow-up work as may be required
- Draft responses for correspondence addressed to the HOD as directed
- Assist the HOD in compiling monthly performance and expenditure reports.
- Assist the HOD in compiling monthly procurement plans for the office
- Liase with Strategic business units within the department on behalf of the HOD.
- Liase with Provincial departments and public entities as directed by the HOD on matters pertaining to the function of the department.
- Co-ordinating and management meetings of the department
- Keep records of all meetings and follow – up on outstanding issues to ensure compliance

LEVEL : 12
SALARY NOTCH: R448 521
CENTRE : HEAD OFFICE

REF NO. SAC 2009/23: PERSONAL ASSISTANT: HOD'S OFFICE

REQUIREMENTS

- NQF 5 (Senior Certificate) or equivalent
- Extensive relevant experience
- Excellent communication skills (both verbal and written)
- Excellent administrative skills (planning, organizing and co-ordination).
- Computer literacy in MS Word, MS Excel, MS PowerPoint and Internet
- Code 08 Driver's license

KEY PERFORMANCE AREAS

- Exclusive administrative and logistical duties rendered by the office
- personal assistant to the Head of Department
- Handle correspondence, take minutes, record keeping, make travel arrangements, organize meetings and workshops
- Provide general administrative support to HOD
- Consolidate plans from other division

- Manage and prioritize events on the diary

SALARY LEVEL : 07

SALARY NOTCH: R130 425

CENTRE : HEAD OFFICE (POLOKWANE)

REF NO. SAC 2009/24: Librarian x 1 Waterberg

Requirements:

- NQF 6 (three year qualification) or equivalent qualification in library and information studies.
- 2 years working experience in a public library environment
- Excellent communication and analytical skills
- Computer literate (MS Office) and the use of a library management system like PALS
- Ability to work under pressure and with precision.
- Accounting or mathematical skills
- Fully conversant with all aspects of librarianship
- Sound interpersonal skills and client service orientation
- The ability to work both independently and as part of a team

Key Performance Areas

- Coordination of LIS in the district
- Planning of library activities
- Implementing library and general management policies
- Planning and marketing of LIS programmes
- Library collection development (weeding, selection, ordering, acquisition, accessioning, cataloguing, classification)
- Stocktaking of provincial stock in all libraries
- Manage library assts and stores
- Supervision of staff at district libraries
- Compile reports
- Monitoring of LIS in at all libraries
- Implementation of a library management system (PALS) in the district and libraries in the province
- Liaising with all stakeholders on LIS matters.

SALARY LEVEL : 06

SALARY NOTCH: R105 645.00

CENTRE : HEAD OFFICE (POLOKWANE)

REF NO. SAC 2009/25 : MANAGER: RECREATION PROMOTION (SIYADLALA MASS PARTICIPATION)

REQUIREMENTS

- NQF 6 (Three year qualification) in Sports Management
- 3+ years experience in sports
- Computer Literacy
- Excellent communication and analytic skills
- Good managerial skills
- Knowledge of sports codes
- Valid driver's licence

KEY PERFORMANCE AREA

- Plan and co-ordinate the provision of community sports
- Promote community mass participation in sport
- Implement Sports policies
- Collect data on sports performance for talent identification
- Ability to implement internal and external control for competitive sports and recreation services
- Promote sport and transformation initiatives
- Compile the business plan and monthly reports for the unit.
- Manage and coordinate hubs and usage of equipment in the hubs.
- Manage the budget and report on compliance.

LEVEL : 12

SALARY NOTCH : R448 521 (ALL INCLUSIVE PACKAGE)

CENTRE : HEAD OFFICE (POLOKWANE)

REF NO. SAC 2009/26 : MANAGER LITERATURE PROMOTION (IKS AND LANGUAGE RELATED MATTERS)

REQUIREMENTS

- NQF 6 (Three year qualification) in Sports Management
- 3+ years experience in Language Services
- Knowledge and experience in Authorship or literature promotion
- Computer Literacy
- Excellent communication and analytic skills
- Good managerial skills
- Research skills
- Drivers license

KEY PERFORMANCE AREA

- Facilitate promotion and development of literature in all the language of Limpopo.
- Redress formally disadvantage and marginalized languages in literature development
- Facilitate research projects in IKS and Language related matters.
- Oversee personnel in the literature and research component.
- Coordinate and monitor all literature and research activities
- **LEVEL : 12**
- **SALARY NOTCH : R448 521 (ALL INCLUSIVE PACKAGE)**
- **CENTRE : HEAD OFFICE (POLOKWANE)**

REF NO. SAC 2009/27 : DEPUTY MANAGER: HRM ESTABLISHMENT MANAGEMENT (2 years contract)

REQUIREMENTS

- NQF 5 or equivalent qualification
- Communication skills (both verbal and written)
- Computer Literacy
- Good people Management
- Knowledge of PERSAL relevant legislations
- Valid driver's license

KEY PERFORMANCE AREA

- Manage PERSAL establishment
- Manage creation and abolishment of posts
- Facilitate recruitment and appointments
- Facilitate interdepartmental transfers

LEVEL : 09

SALARY NOTCH : R192 540.00

CENTRE : HEAD OFFICE (POLOKWANE)

REF NO. SAC 2009/28: HUMAN RESOURCE PRACTITIONER (2 YEARS CONTRACT)

REQUIREMENTS

- NQF 5 or relevant equivalent qualification.
- Extensive experience in Finance
- Computer Literacy
- Strong Interpersonal Relation
- Good people management

KEY PERFORMANCE AREA

- Knowledge of relevant legislations
- Provide expert advice regarding employment practice
- Implementation of CORES
- Provide incentive
- Responsible for HR policies
- Capturing of personal information of staff members on Persal system
- Process leave and advice for payments
- Process resettlement

LEVEL : 07

SALARY NOTCH : R130 425.00

CENTRE : HEAD OFFICE (POLOKWANE)

REF NO. SAC 2009/29: STATE ACCOUNTANT (2 YEARS CONTRACT)

REQUIREMENTS

- NQF 5 or relevant equivalent qualification.
- Experience in Financial matters
- Computer Literacy
- Strong Interpersonal Relation
- Good accounting skills

KEY PERFORMANCE AREA

- Process payments
- Capture advices
- Responsible for pay sheet
- Prepare last pay certificates
- Good accounting skills

LEVEL : 07

SALARY NOTCH : R130 425.00
CENTRE : HEAD OFFICE (POLOKWANE)

REF NO. SAC 2009/29: MANAGER: LIBRARY INFRASTRUCTURE X1: HEAD OFFICE (2 YEARS CONTRACT)

SALARY: LEVEL 11 R378 457.00

Requirement:

- An appropriate bachelor's degree with Project Management and/or Financial Management as an area of specialisation
- Knowledge and experience in managing projects of large magnitude.
- Minimum three years experience in large infrastructure projects.
- Valid driver's licence

Key Performance Areas

- Facilitate identification of infrastructural needs
- Co-ordinate library ICT and physical infrastructure development
- Co-ordinate planning for Library ICT and physical infrastructure
- Manage ICT and physical Infrastructure budget
- Manage the Provincial library ICT network and security for library infrastructure.
- Develop and implement Disaster recovery procedures
- Provide end user help desk services to community libraries.
- Manage Library and Information Services inventory of ICT related Hardware at community libraries.
- Develop and implement ICT and physical infrastructure risk plan.

REF NO. SAC 2009/30 DEPUTY MANAGER ICT: SYSTEM ADMIN X 1 HEAD OFFICE (2 YEARS CONTRACT)

SALARY: LEVEL 9 R192 539.00

REQUIREMENTS

- NQF 6/ equivalent in System analysis and development with relevant experience
- Knowledge of Library Management Systems will be an added advantage
- Knowledge and understanding in Project Management and System Development Lifecycle
- Minimum of 2 years in System development environment
- Good interpersonal and communication skill
- Valid driver's licence

Key Performance Areas

- Provide planning of work to the software development team
- To investigate the business needs and strategy and align ICT services accordingly
- Conduct research and evaluate products, procedures, integration of data bases, applications and operating systems and new technology
- To provide liaison with SITA and other service providers on the development of systems in the office.
- Defining appropriate technology, technical specifications for application development

REF NO. SAC 2009/31 DEPUTY MANAGER: LIBRARY INFRASTRUCTURE X1: HEAD OFFICE (2 YEARS CONTRACT)

SALARY: LEVEL 9 R192 539.00

REQUIREMENTS

- Degree in Quantity surveying or equivalent qualification coupled with relevant experience
- Knowledge and understanding in Building and Construction
- Minimum of 2 years at Building and Construction environment
 - Computer literate MS Project suite
- Good interpersonal and communication skill
- Valid driver's licence

Key Performance Areas

- Assist communities in the development of new libraries
- Coordinate maintenance of structures, facilities and systems
- Participate in the conceptual development of a construction projects
- Manage complaints and construction challenges
- Facilitate supervision of workers on construction site to ensure project meets requirements
- Formulates reports on work progress, costs and scheduling of projects
- Inspects and reviews construction work, repair projects and reports to ensure work conforms to specifications.
- Studies job specifications to plan and approve construction of projects

REF NO. SAC 2009/32 DEPUTY MANAGERS X 5 :CAPRICORN X 1, MOPANI X 1, SEKHUKHUNE X 1, WATERBERG X 1, VHEMBE X 1

SALARY: LEVEL 10 : R240 318.00 (2 YEARS CONTRACT)

REQUIREMENTS

- NQF 6 (three year qualification) or equivalent qualification in library and information studies.

- 2 years working experience in a public library environment
- Excellent communication and analytical skills
- computer literate
- Ability to work under pressure and with precision.
- Excellent interpersonal and customer relation skills
- Accounting or mathematical skills

Key Performance Area:

- Manage district library and ensure that professional services are rendering a libraries including the planning and co-ordination of services and activities performed within the library.
- Manage administration of the district library.
- Facilitate the alignment of strategic plans
- Manages maintenance of library building, equipment & material
- Facilitate preparation and maintenance of library material & equipment.
- Facilitate liaison with community stakeholders on library related matters.
- Facilitate identification of reading gaps within the collection at libraries

REF NO. SAC 2009/33 SYSTEM ADMINISTRATOR X1: HEAD OFFICE (2 YEARS CONTRACT)

SALARY: LEVEL 8 R161 971.00

REQUIREMENTS:

- Degree/Diploma in Computer Science or equivalent.
- Minimum three year's experience related to the duties within the HR environment.
- Knowledge and understanding of all employment legislation, policies and trends.
- Good interpersonal and communication skills.
- Hands on experience and knowledge in HR administration.
- Computer Literate in office suite.
- Valid driver's licence.

Key Performance Areas

- Man the Helpdesk for PALS for libraries
- Maintain Inventory Control register of all Information Technology equipment of the Library and Information Service
- Compile procedures and manuals for PALS
- Training PALS users
- Co-ordinate development of ICT network
- Co-ordinate access to internet, e-mail and other electronic databases for libraries

REF NO. SAC 2009/34 ADMINISTRATION OFFICER: X1:HEAD OFFICE (2 YEARS CONTRACT)

SALARY: LEVEL 7 R130 426.00

REQUIREMENTS:

- NQF 4
- An additional recognized qualification in office Administration will be added advantage.
- Knowledge of government and municipal legislations.
- Knowledge of MS office (MS Word, MS Excel, MS PowerPoint)
- Good written and communication skills
- Good presentation and filing skills.
- Valid Driver's license.
- Sound interpersonal skills and client service orientation
- The ability to work both independently and as part of a team

Key Performance Areas

- Facilitate all procurement processes from submission of specifications and rendering of services and payment of service providers.
- Inspect and update assets at community libraries.
- Identify needs for assets at community libraries.
- Prepare relevant documents for consolidation of monthly, quarterly and annual reports including financial reports.
- Maintaining filing system and control of records.
- General administrative duties
- Any other duties that will be given by the supervisor.