



LIMPOPO

PROVINCIAL GOVERNMENT

REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
SPORT, ARTS & CULTURE
Confidential
HEAD OFFICE

Ref: S4/1/1
Enq: Mohlake L.S
Date: 25 November 2016
TO: ALL HEADS OF DEPARTMENTS AND STAFF
LIMPOPO PROVINCIAL ADMINISTRATION
CIRCULAR NO. 7 OF 2016 (HRM)

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

1. Applications are hereby invited for the filling of vacant posts, which exist in the Department as outlined on the attached document, **Annexure "A"**.
2. Applications must be submitted on Z83 form obtainable from any Public Service Department / Institution or can be downloaded from www.dpsa.gov.za.
3. Applications must be completed in full and signed, accompanied by certified copies of an identity document; educational qualifications and a comprehensive CV. Applications without attachments will not be considered. A specific reference number for the post applied for must be quoted in the space provided in the form.
4. 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: Mr Musia N @ 015 284 4143, Ms Ramavhanda N.D. @ 015 284 4143 and Mr Mohlake L.S 015 284 4143 Faxed or emailed will not be considered.
5. The contents of this circular must be brought to the attention of all employees.
6. 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.
7. Applicant (s) recommended for appointment will be subjected to all vetting procedures
8. The closing date is **23 December 2016** at 16h00. Applications received after closing date will not be accepted.
9. If you do not receive any response from us within three (3) months after the closing date, regard your application as unsuccessful.
10. DSAC is an equal opportunity and affirmative action employer. Women and people with disabilities are encouraged to apply.


ACTING HEAD OF DEPARTMENT


DATE

21 BICCARD ST, POLOKWANE, 0699. Private Bag X9549, POLOKWANE, 0700
Tel: (015) 284-4000 • Fax: (015) 284-4508
Website: www.limpopo.gov.za

The heartland of southern Africa – Development is about people!

Ref No: Sac 2016/01 : ASSISTANT DIRECTOR - ASSET MANAGEMENT
Salary Level : 09
Salary : R311 784.00 per annum
Centre : Polokwane Head Office

REQUIREMENTS

B Admin, B Com/ Finance degree or National Diploma (NQF6) in Accounting or Finance/Asset Management/Logistics with 1 to 2 years' experience in Asset management environment. Knowledge of Public Service Regulations, PFMA, Treasury Regulations, Asset Management Framework, Reporting Framework for Financial Statements, Asset Management policies and prescripts, Supply Chain Management policies and prescripts, Management of Asset Registers and knowledge of BAS, LOGIS. Computer literacy in Ms Word, Excel & PowerPoint is a must. Willingness to work under pressure, and to travel between district offices and head office. Must be able to work in a team and have good interpersonal skills. A valid driver's license.

DUTIES

Maintain and update fixed asset register for library books, furniture, equipment and other machinery on a monthly and ensure that assets are properly accounted for in the register (practical knowledge will be tested). Update asset register with internal and external movements, disposals and losses. Conduct physical asset verification and spot-checks at the district offices, public and district libraries. Perform monthly reconciliations between BAS and the Assets Register. Ensure safekeeping of all departmental assets and perform other activities as required to achieve the goals of the department. Attend to audit queries. Submit reports to head office of any transactions relating to Departmental assets for consolidation onto the main asset register. Manage internal asset movements at district level.

SKILLS REQUIRED

Planning and organizing, interpersonal relations and problem-solving skills. Be able to work with minimum supervision.

Ref No. Sac 2016/ 02 : ASSISTANT DIRECTOR: PROVINCIAL RECORDS
Salary Level : 09
Salary : R311 784.00 per annum
Centre : Polokwane Head Office

REQUIREMENTS

Bachelor's Degree / National Diploma Records/ Archives Management or equivalent qualification from a recognised institution of Higher Education, and or National Certificate in Public Management. Extensive two (2) to three (3) years relevant experience in records management or archives. Research information utilisation. Excellent communication and report writing skills, Computer literacy in MS-Word, MS-Excel and MS-Power point. Clear understanding of Government legislative framework. Prepared to work under pressure and work after hours.

DUTIES

Preserve Public and non-Public Records for use by public. Marketing archives and promotion of awareness of archives and records management. Conduct records inspection in governmental bodies. Capacitate clients in records management. Train records clients in Archives and records management. Conduct research on oral history. Identify research topics. Supervision of Archivist.

**Ref No: Sac 2016/03 : PROVISIONING ADMIN OFFICER: ACQUISITION
MANAGEMENT**
Salary Level : 07
Salary : R211194.00 per annum
Centre : Polokwane Head Office

REQUIREMENTS

Bachelor Degree in Logistics/ Public Management, or equivalent qualification from a recognised institution of Higher Education, and or National Certificate in Public Procurement and Supply Management/ Strategic Sourcing and Supply Chain Management will be added as advantage. Extensive two (2) to three (3) years relevant experience in Acquisition Management (Tender/ Bid administration). National Certificate in Public Procurement and Supply Management/ Strategic Sourcing and Supply Chain Management will be added as advantage. Sound knowledge of PFMA, BAS, PPPFA and National Treasury Practice Notes and National Treasury Regulations. Excellent communication and report writing skills, Computer literacy in MS-Word, MS-Excel and MS-Power point, Valid and unendorsed vehicle driver's licence. Clear understanding of National Treasury Supply Chain Management Guide for Accounting Officers/ Authorities

DUTIES

Manage all activities of the Provincial Academy of Sport , Compile, submit and monitor the PAS budget , Compile, submit and implement the PAS Operational Plan , Monitor activities of all District Academies of Sport (DAS) , Manage, monitor and evaluate the database of all PAS and DAS athletes and coaches , Evaluate and propose intervention strategies for betterment of Academies systems and programmes , Implement, monitor and evaluate Academy systems and policies as shall be directed by the Provincial Sports Confederation and SASCOC , Manage PAS Human Resources , Manage and ensure all movable and immovable PAS Assets , General Management.

Ref No. Sac 2016/ 04 : STATE ACCOUNTANT: BUDGET
SALARY : R211 194 .00 per annum,
LEVEL : 07
CENTRE : Head Office (Polokwane)

REQUIREMENTS

Bachelor's degree /National Diploma or equivalent qualification in Financial Management. Extensive two (2) or more year's relevant experience. Ability to interpret policies such as PFMA, Treasury Regulations and other relevant legislation. Extensive experience and knowledge of BAS and FINEST are essential. Ability to work under pressure and meet

deadlines. Good planning and reporting skills. High level of computer literacy and sound knowledge of the Microsoft Office suite applications essential. Numeracy, knowledge of accounting principles and problem solving skills and well-developed interpersonal skills.

DUTIES

The successful candidate will be responsible for administering financial operations in the Department and will perform the following duties: capturing and monitoring the correct budget allocations on BAS. Compiling and capturing of journals to ensure the correct allocation of expenditure. Assisting with preparation of all budget reports, coordinate and compile the MTEF budget in line with the Provincial priorities and Strategic direction of the department. Assisting with the preparations of cash-flow estimates and drawing of funds. Attend to the preparation of the Interim and Annual Financial Statements. Assisting with the preparation of submissions to Provincial Treasury and senior management regarding the MTEF. Virements, roll-overs, adjustments, shifting and reprioritisation of funds. Attend to all adhoc request.

Ref No Sac 2016/ 05 : PERSONAL ASSSISTNAT TO THE CFO
Salary Level : 07
Salary : R211 194.00 per annum
Centre : Polokwane Head Office

REQUIREMENTS

Bachelor's Degree / National Diploma or equivalent qualification. Extensive two (2) to years relevant experience in Office Assistant. Excellent communication and report writing skills, Computer literacy in MS-Word, MS-Excel and MS-Power point. Clear understanding of government legislative framework. Willingness to work under pressure.

DUTIES

Provide secretarial / Receptionist support to the CFO. Perform advanced typing work. Render administrative support services. Ensure the effective flow of information and document to and from the Chief Financial Officer. Respond to enquiries received from the internal and external stakeholder. Provide support to the Chief Financial Officer regarding meetings. Support the Chief Financial Officer with the administration of the budget. Management of incoming and outgoing correspondences.

Ref No 2016/ 06 : Library Assistant (5 Years Contract renewable annually based on performance).
Salary : R93 444.00 Plus 37% in lieu of benefit
Level : 03
Centre : Mopani District (Tzaneen Library)

REQUIREMENTS

Senior certificate or equivalent qualification from a recognised institution of basic education. Computer literate in MS Office suite and internet. Knowledge of library and information environment.

DUTIES

Handle administrative support services. Shelving and shelf reading of library materials. Assist with stocktaking of library materials. Assist in executing library programmes. Assist with processing of library materials to be shelved ready.

Ref No Sac 2016/07	:	CLEANER
Level	:	02
Salary	:	R100 545.00 per annum
Centre	:	Mopani District Office

REQUIREMENTS

Basic Literacy. ABET and related qualifications an added advantage. Knowledge of cleaning and operation equipment's. Good Communication skills. Organising skills. Good interpersonal relations.

DUTIES

Cleaning offices corridors, elevators and boardrooms. Cleaning general kitchens. Keep and maintain cleaning materials and equipment's.