



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
SPORT, ARTS & CULTURE
Confidential
HEAD OFFICE

Ref : S4/1/1
Enq : Mr Musia
Date : 2 December 2021

To : ALL HEADS OF DEPARTMENT AND STAFF
LIMPOPO PROVINCIAL ADMINISTRATION

ADVERTISEMENT OF POSTS FOR LIMPOPO DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC) CIRCULAR NO 06 OF 2021

Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. 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).

Successful incumbents 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.

Applications must be submitted on the prescribed application form new Z.83 of the Public Service Act only, (i.e., application for employment form), obtainable from any Public Service Department or any Public Service and Administration website.

All applications must be accompanied by comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons are excluded.

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.

All shortlisted candidates for SMS post will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools.

In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme.

The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

The closing date for submission of applications is 14 January 2022 @13h00.

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


NB! Candidates who previously applied for re-advertised posts are encouraged to re-apply.

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 Olympic towers Building, (21 Corner Biccand and Rabe Street, POLOKWANE. Enquiries: Mr Musia N 015 284 4143 and Ms Ramavhanda N.D @ 015 284 4038


Head of Department
Ms Ramokgopa M.D

03/12/2021
Date

Ref No: SAC 2021/01 : Director: Library and Archives Services
Salary Level : 13
Salary : R1 057 326.00 per annum (Level 13), (all-inclusive remuneration package) of which 30% may be structured according to the individual's needs.
Centre : Head Office (Polokwane)

MINIMUM REQUIREMENTS: -

- An undergraduate qualification (NQF Level 7) as recognised by the South African Qualifications Authority (SAQA)
- An undergraduate qualification (NQF Level 7) as recognised by SAQA in Library Services / Information Studies/ Library Science/Archival Studies will be an added advantage.
- A minimum 5 years of experience at a Middle/Senior Managerial level in library and archives services
- A valid driver's license (with the exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication

KNOWLEDGE AND SKILLS:

Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, negotiations, Understanding of Library and Archives services environment and stakeholders. Understanding of the functioning of public service system; thorough understanding of policy Formulation and coordination; good background in service delivery; turnaround strategy; report writing skills; facilitation skills; co-ordination skills; interpersonal skills; analytical skills; planning & organizing; time management; team player; policy analysis and development.

DUTIES:

Provide leadership and strategic direction to ensure alignment with business plan. Development and implementation of a provincial Library and Archives framework, policies and guidelines within the context of the national policies. Coordinate and monitor the implementation of the strategic plan of library and information services. Manage the line function of library services and information resources. Overall management of Provincial Archives services. Manage and care for public records in the custody of governmental bodies. Manage the development and implementation of library and archives policies and procedures in line with National and Provincial legislation. Manage and utilise human, physical and financial resources in accordance with relevant directives and legislation. Ensure capacity development of library personnel. Formulate and manage the directorate's budget in line with strategic objectives. Manage Projects.

Ensure the achievement of operational targets. Manage others and ensure that all contribute towards achievement of dept goals. Develop Guidelines/ Practices/ Frameworks/ M&E.

Ref No: SAC 2021/02 : Director: Sport Development

Salary Level : 13

Salary : R1 057 326.00 per annum (Level 13), (all-inclusive remuneration package) of which 30% may be structured according to the individual's needs.

Centre : Head Office (Polokwane)

Minimum requirements: -

- An undergraduate qualification (NQF Level 7) as recognised by the South African Qualifications Authority (SAQA)
- An undergraduate qualification (NQF level 7) as recognized by SAQA in Sport Science / Management will be an added advantage.
- A minimum 5 years of experience at a Middle/Senior Managerial level in sport development/management
- A valid driver's license (with the exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES:

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS:

Knowledge and understanding of the legislative framework governing the Public Service, deep knowledge of the relevant sport and recreation legislation, sound Understanding of the functioning of public service system; thorough understanding of policy. Formulation and coordination; good background in service delivery; turnaround strategy; report writing skills; facilitation skills; co-ordination skills; interpersonal skills; analytical skills; planning & organizing; time management; team player; policy analysis and development.

DUTIES:

Provide leadership and high-level strategic direction to the Directorate. Development and implementation of a provincial sport strategic framework, policies and guidelines within the context of the national sport and recreation policy. Coordinate the development and implementation of sport development programmes in the province. Facilitating the building, upgrading, maintenance and management of sport and recreation facilities in conjunction with local authorities. Manage the development of policy, norms and standards for the governance of sport in the province. Establish and implement a provincial sport recognition system. Develop talented and elite athletes by providing them with opportunities to excel at domestic and national competitions. Provide athletes

and coaches athletes and coaches with access to a comprehensive range of support programmes. Provide formal sports participation opportunities through an integrated and sustainable club structure. Assisting and guiding provincial and regional academies in line with national directives. To identify and develop talented athletes through the implementation of a structured system. Regular interaction and provision of support to professional Sport Bodies and Stakeholders in the province. Facilitating and supporting the provincial confederation to deliver on its mandate. Build the capacity of the Sports Councils to be operational and functional in line with national approved policy guidelines. Hosting provincial sport and recreation events and supporting national and international events. Coordinate funding of recognised sport and recreation entities in the province. Ensure implementation of the code of ethics for sport in the province. Secure and efficiently manage financial resources to optimally support sport in line with government principles. Ensure that equal opportunities exist for all South Africans to participate and excel in sport and recreation through the adoption of deliberate transformation initiatives. Utilise sport as a mechanism for achieving peace and development. Manage and utilise human, physical and financial resources in accordance with relevant directives and legislation. Manage Projects. Ensure the achievement of operational targets. Manage others and ensure that all contribute towards achievement of dept goals. Develop Guidelines/ Practices/ Frameworks/ M&E.

RE-ADVERT

Ref No: SAC 2021/03 : Director: Arts and Culture

Salary Level : 13

Salary : R1 057 326.00 per annum (Level 13), (all-inclusive remuneration package) of which 30% may be structured according to the individual's needs.

Centre : Head Office (Polokwane)

MINIMUM REQUIREMENTS: -

- An undergraduate qualification (NQF Level 7) as recognised by the South African Qualifications Authority (SAQA)
- An undergraduate qualification (NQF level 7) as recognized by SAQA in Arts / Social Science will be an added advantage
- A minimum 5 years of experience at a Middle/Senior Managerial level in Arts and Culture
- A valid driver's license (with the exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES:

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS:

Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, negotiation, policy formulation and analytic thinking. Knowledge and understanding of the Arts and Culture Environment. Understanding of the functioning of public service system; thorough understanding of policy formulation and coordination; good background in service delivery; turnaround strategy; report writing skills; facilitation skills; co-ordination skills; interpersonal skills; analytical skills; planning & organizing; time management; team player; policy analysis and development.

DUTIES:

Provide leadership and strategic direction. Manage the provision of arts and culture services. Coordinate performing and visual arts services. Development and implementation of arts and culture provincial frameworks, policies and guidelines within the context of the national policies. Ensure equitable delivery of arts and culture services. Coordinate development, implementation and monitoring of provincial arts and culture strategies, policies and procedures. Initiate and encourage establishment of visual arts centre in communities. coordinate and monitor the production of film and video. monitor and evaluate the implementation of special crafts programmes. Promote Indigenous Knowledge System (IKS). Regular interaction with professional Arts and Culture Bodies and Stakeholders in the province. Manage and utilise human resources in accordance with relevant directives and legislation. Manage Projects. Ensure the achievement of operational targets. Manage others and ensure that all contribute towards achievement of dept goals. Develop Guidelines/ Practices/ Frameworks/ M&E.

REF NO: SAC 2021/04 : Director: Human Resource Management

SALARY LEVEL : 13

SALARY : R1 057 326.00 per annum (Level 13), (all-inclusive remuneration package) of which 30% may be structured according to the individual's needs

CENTRE : Head Office (Polokwane)

MINIMUM REQUIREMENTS: -

- An undergraduate qualification (NQF Level 7) as recognised by the South African Qualifications Authority (SAQA)
- An undergraduate qualification (NQF level 7) as recognised by SAQA in Human Resource Management / Human Resource Development /Public Administration / Public Management / Administration / Personnel Management / Management Services / Operations Management will be an added advantage.
- A minimum 5 years of experience at a Middle/Senior Managerial level in HRM.
- A valid driver's license (with the exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment,

Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS:

Applied knowledge of the Government legislative framework, and Public Service legislative framework. Public service knowledge, negotiations, Understanding of Human Resource Environment and Stakeholders, policy formulation and analytic thinking; negotiation, report writing skills; facilitation skills; co-ordination skills; interpersonal skills; analytical skills; planning & organizing, team work, diversity management, confidentiality. Human resources management and research, Project management, Monitoring and evaluation and Policy development and application skills. Knowledge of PERSAL system.

DUTIES:

Provide leadership and strategic direction in the sub branch, Overall management of the HR function, Ensure Provisioning of Human Resource Planning, Human Resource Information Management, Human Resource Practice and Administration, Human Resource establishment and Organisational design and efficiency. Ensure mission effectiveness and operational efficiency through effective and efficient management of departmental records. Manage development, review and implementation of the organisational structure. Co-ordinate and manage employee health and wellness programs such as HIV/AIDS, alcohol abuse, drug addiction, stress related problems, etc Oversee the development and implementation of policies, guidelines, processes, procedures, legislation and related requirements. Develop and review an integrated Human Resource and Employment Equity plan. Develop policies and design planning frameworks and guidelines to operationalise strategy. Manage and utilise human resources in accordance with relevant directives and legislation. Manage Projects. Ensure the achievement of operational targets. Manage others and ensure that all contribute towards achievement of dept goals. Develop Guidelines/ Practices/ Frameworks/ M&E.

Ref No: SAC 2021/05

: Director: Supply Chain Management

Salary Level

: 13

Salary

: R1 057 326.00 per annum (Level 13), (all-inclusive remuneration package) of which 30% may be structured according to the individual's needs.

Centre

: Head Office (Polokwane)

MINIMUM REQUIREMENTS:-

- An undergraduate qualification (NQF Level 7) as recognised by the South African Qualifications Authority (SAQA)
- Bachelor Degree or Qualification (NQF Level 7) in Financial Management/Accounting/SCM will be an added advantage.

- A minimum 5 years of experience at a Middle/Senior Managerial level in Supply Chain Management
- A valid driver's license (with the exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication

KNOWLEDGE AND SKILLS: 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. A valid driver's licence is essential.

DUTIES:

Develop, review and implement physical asset management framework and policies. Ensure the monitoring of assets through verification (physical condition, functionality, utilisation and financial performance) evaluation and reporting. Develop, review, and implement the supply chain acquisition management framework and policies processes and methodologies. Review and implement the supply chain demand management framework and policies and through research, analysis and planning of procurement needs, collating of information for the annual procurement plan ensuring that funds are available and the compilation of specifications. Manage the Supply Chain Management (Logistics and Disposal), develop, review, and implement a logistics and disposal service develop, review, and implement a risk & performance management service. Render auxiliary services. Manage Projects. Ensure the achievement of operational targets. Manage others and ensure that all contribute towards achievement of dept goals. Develop Guidelines/ Practices/ Frameworks/ M&E.

Ref No.SAC 2021/06: Deputy Director: Provincial Academy of Sport (Three- year contract)

Level : 12
Salary Notch : R882 042.00
Centre : Head Office

MINIMUM REQUIREMENTS:-

- An undergraduate qualification (NQF Level 6) as recognised by the South African Qualifications Authority (SAQA)
- NQF Level 6 qualification in Sport Management/Administration or/ Sport Science, Sport Management will be an added advantage.
- Valid driver's license (with the exception of persons with disabilities).
- Five (5) years' experience in Sport Environment / Management of which three (3) must be a Junior Management / Assistant Director level.

KNOWLEDGE AND SKILLS:

Communication skills (verbal and written). Computer literacy. Programme / project planning and report writing skills, problem solving skills. Strategic planning and Financial Management skills. Policy analysis and development skills. Problem solving, Facilitation and presentation skills. Interpersonal relations. Research and analysis skills. Ability to work under pressure.

DUTIES:

Manage all activities of the Provincial Academy of Sport (PAS). Formulate programmes and projects and implementation thereof. Coordinate sport activities in District Academies. 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 Academy systems and policies as shall be directed by the Provincial Sports Confederation and SASCO. Manage PAS Human Resources. Manage and ensure all movable and immovable PAS Assets. General management.

Ref No. SAC 2021/07: Sport Coordinator X2 (Three- year contract)

Level : 4

Salary Notch : R147 459.00 Plus 37 % of Lieu of benefit

Centre : Waterberg x1 and Vhembe x1

MINIMUM REQUIREMENTS:

- Grade 12 and Certificate.
- NQF Level 6 qualification in Sport Management/Administration or/ Sport Science will be an added advantage
- One (1) – two (2) years' experience in sports environment will be an added advantage.
- Valid driver's license (with the exception of persons with disabilities).

KNOWLEDGE AND SKILLS:

Must have facilitation and presentation skills, Excellent verbal communication, reading and writing skills; planning and organising skills, report writing, Problem solving skills, basic research and information gathering, Good interpersonal relationships and ability to work under pressure and excellent computer skills, data capturing skills.

DUTIES:

Support hubs with equipment and attire. Establish good governance structures of sport and recreation as dictated by relevant legislation. Facilitate capacity building programmes. Implement and organise sustainable sport and recreation programmes. Establish clubs to participate in indigenous games tournament. Render administrative functions in relation to programmes that are implemented.

Ref No.SAC 2021/08: Sports & Recreation Grant Administrator x 1
(Three- year contract)

Level : 2
Salary Notch : R104 073.00 Plus 37 % of lieu of benefit
Centre : Head Office

MINIMUM REQUIREMENTS:

- Grade 12 and Certificate.
- NQF Level 6 qualification in Sport Management/Administration or/ Sport Science will be an added advantage
- Valid driver's license (with the exception of persons with disabilities).
- One (1) – two (2) years' experience in sports environment will be an added advantage

KNOWLEDGE AND SKILLS:

Must have facilitation and presentation skills. Excellent verbal communication, reading and writing skills. Project planning and report writing. Problem solving skills. Good interpersonal relationships and ability to work under pressure and computer skills.

DUTIES:

Administer the sport and Recreation programmes. Compile and file sport and recreation management documents. Responsible for sport inventory management of Sport and recreation branch. Responsible for filing and recording of portfolio of evidence for sport and management programmes. Mobilization of the stakeholders' groupings. Ensure the gathering of information/ collect data, including community audits. Maintain records of Sport and Recreation Chief Directorate.

Ref. No. SAC 2021/09 : Club Development Administrator x1 (1 Year contract renewable based on performance for a period of three (3) years)

Stipend : R5 000.00 Per Month
Centre : Head Office

MINIMUM REQUIREMENTS:-

- A Grade 12 Matric National Certificate or NQF Level 4 qualification
- Mathematics or Maths literacy at level 3
- Must have English and local language fluency (communication at level 3)
- A year experience as an active sport participant and organised will be an added advantage

KNOWLEDGE AND SKILLS:

Must have facilitation and presentation skills, Excellent verbal communication, reading and writing skills, facilitation and presentation skills, planning and organising skills, basic interpersonal relationship. Ability to operate a computer system including knowledge of

word processing and spreadsheet packages. Ability to conduct basic planning i.r.o. processes to follow to perform tasks. Be committed to personal development and growth. Be prepared to work in the remote rural areas.

DUTIES:

Promote sport activities. 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 administrative duties related to the sport clubs and hubs programmes. Coordination and implementation of the sport and recreation programmes and events in hubs, Clubs and Schools. Compile and present monthly and quarterly reports to the relevant Sport Coordinator. Compile registers and capture participants information.

Ref No. SAC 2021/10 : Hub and Club Coordinators X 11 (Three- year contract)
Stipend : R3 500 per month

The hub centres are as follows:

WATERBERG DISTRICT	
Name of Hubs	Village
Bakenburg	Bakenburg x1
Thusanang	Thusanang x1
Mapela	Mapela x1
Mabatlane	Mabatlane x1
Reuben Mogoshoa	Reuben Mogoshoa x1
Phagameng	Phagameng x1
VHEMBE DISTRICT	
Name of Hubs	Village
Saseleman	Saseleman x1
Khakhu	Khakhu x1
Mashau Bodwe	Mashau Bodwe x1
CAPRICORN DISTRICT	
Name of Hubs	Village
Eldorado	Eldorado x1
Buffelshoek	Buffelshoek x1

MINIMUM REQUIREMENTS:-

- A Grade 12 Matric National Certificate or NQF level 4 qualification
- Mathematics or Maths Literacy at level 3
- Must have English and local language fluency (communication at level 3)

- A year experience as an active sport participant and organiser will be an added advantage.

KNOWLEDGE AND SKILLS:

Must have facilitation and presentation skills, excellent verbal communication, reading and writing skills, facilitation and presentation skills. Be committed to personal development and growth. Be prepared to work in the remote rural areas.

DUTIES:

Promote sport activities. 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. Compile and present monthly and quarterly reports to the relevant Sport Coordinator.

INTERNS

Stipend: R6 174.96 per month (Interns will receive a stipend of per month for a period of 24 months (2 years), commencing on 1 April 2022 and ending on 31 March 2024)

QUALIFICATIONS REQUIRED	REF NO.	AREA OF PLACEMENT
National Diploma/Degree in Supply Chain Management, Logistics or Finance related field	SAC2021/11	Supply Chain Management: Asset Management (1)
Degree/National Diploma in Archives & Records Management or Information Sciences/Studies	SAC2021/12	Archives services (1)
National Diploma/Degree in Translation and Linguistics: Xitsonga	SAC 2021/13	Language services (1)
National Diploma/Degree in Human Resource Development/Management or Management of Training	SAC2021/14	Human Resource Development (1)