



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
SPORT, ARTS & CULTURE
HEAD OFFICE

REF : S.4/1/1
ENG : Hanyane NP
Date : 15 December 2015

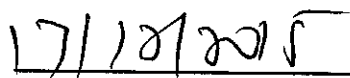
TO : ALL HEADS OF DEPARTMENTS AND STAFF
LIMPOPO PROVINCIAL ADMINISTRATION

**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: Ms. Ledwaba M.S @ 015 284 4138 and Ms Hanyane N.P. @ 015 284 4133 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 **19 February 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.



HEAD OF DEPARTMENT



DATE

ANNEXURE A

REF NO.: SAC 2015/01 : DEPUTY DIRECTOR: LEGAL SERVICES
LEVEL : 11
SALARY NOTCH : R569 538.00
CENTRE : HEAD OFFICE (POLOKWANE)

REQUIREMENTS

Bachelor's Degree in LAW or equivalent qualification. At least 3-5 years' experience in Legal Service Environment. Knowledge of Interpretation and implementation of Social assistance Legislations and Administrative Justice.

Competencies: Negotiating skills, People management, Financial solving, Planning and organizing, Time management, Strategic planning, Policy analysis and development, Good communications skills, Diversity management, Leadership skills, Change knowledge management, Creative legal thinking, Group dynamics, Facilitation skills, Co-ordination skills.

DUTIES

Furnish formal legal opinions to the Head of Department in connection with civil litigation matters. Prepare legal opinion and submission to the Head of Department. Provide legal advice and assistance to the Head of Department. Make legal inputs concerning policy formulation and implementation. Ensure that service delivery is not hampered by illegal actions of third parties and stakeholders by instituting legal proceedings and recovery of debts on behalf of the department. Collect evidence for purpose of litigation. Ensure that service delivery is not hampered by unfounded lawsuits by defending any claim or actions instituted against the department. Attendance of court proceedings for purpose of guiding counsel and giving instructions to protect the rights of the State. Liaise with the State Attorney in litigation matters including the briefing of counsel and correspondent attorneys. Provide legal representation to officials in criminal proceedings when charged for transgressions related to their official functions. Ensuring that all obligations pertaining to payment of agency fees and costs are complied with. Research and keep abreast of all developments in the legal field (studying or articles, opinions, circulars, legislation, etc) and assisting all legal personnel with research.

REF NO.: SAC 2015/02 : DEPUTY DIRECTOR: AQUISITION MANAGEMENT
LEVEL : 11
SALARY NOTCH : R569 538.00
CENTRE : HEAD OFFICE (POLOKWANE)

REQUIREMENTS

Bachelor Degree in Financial/ Public Management or Accounting, or equivalent qualification from a recognised institution of Higher Education. Extensive three (3) to five (5) years relevant experience in Acquisition Management. National Certificate in Public Procurement and Supply Management/ Strategic Sourcing and Supply Chain Management will be added as an advantage. Sound knowledge of PFMA, BAS, PPPFA and National Treasury Practice Notes and National Treasury Regulations. Administration and Organisational skills. Liaise with, and attend to Provincial Supply Chain Management forums. 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

Maintain Departmental Acquisition planning/compliance. Manage bid administration (compile bid document, bid advertisement, closing and evaluation of bids). Manage Acquisition processes. Serve as Secretariat for the Departmental Bid Adjudication Committee. Manage Transversal and Departmental Contracts. Management of Human and Financial capital of the Sub-Directorate.

REF NO.: SAC 2015/03 : DEPUTY DIRECTOR: APPOINTMENT SECRETARY
LEVEL : 11
SALARY NOTCH : R569 538.00
CENTRE : HEAD OFFICE (POLOKWANE)

REQUIREMENTS

Bachelor's degree/National Diploma or equivalent qualification. At least 3-5 years' experience within the Administrative services. Preparedness to work under pressure, travel extensively and work beyond normal working hours. Political relations skills. Policy analysis and development skills. Research skills. Report writing skills. Interpersonal relations skills. Strategic Capability and leadership skills. Communication skills (written and verbal). Problem solving and analysis. Facilitation and presentation skills. Planning and organising skills. Customer care. Computer literacy. A valid driver's licence

DUTIES

Management of Executive Authority's diary: Compile programmes and itinerary for the Executive Authority. Make appointment on behalf of the Executive Authority. Confirm all the appointments agreed to by the Executive Authority: Communicate with the relevant stakeholder regarding the proceedings of appointments, Reception of visitors and /or guests and managing the guests. Attend to all logistical matters both at the Executive Authority's office and residence: Ensure proper maintenance and security of the Executing Authority's office and residence, Handle furniture arrangements and ensure proper maintenance of the transport for the Executive Authority. Attending to the official travel matters of the EA. Manage resources in the office of the EA. Administration of office and general policy management.

REF NO. SAC 2015/04 : ASSISTANT DIRECTOR: COMPLIANCE
LEVEL : 09
SALARY NOTCH : R289 761.00
CENTRE : HEAD OFFICE- POLOKWANE

REQUIREMENTS:

Bachelor's Degree in Accounting, Finance/ Internal Auditing or equivalent qualification. At least 2-3 years' experience in risk and compliance management. Presentation skill and reporting skill. Knowledge and ability to translate relevant legislations. Project management skills. Excellent communication and analytical skills. Accounting skills and internal Audit skills. Computer skills. A valid driver's licence. Negotiation skills. Interpersonal relations skills. Project management skills, Knowledge of revenue and expenditure. Knowledge of assets and liability management.

DUTIES

Conduct internal audits and inspections of assets management and stores. Ensure the existence of internal control measures. Ensure compliance with rules and regulations. Coordinate Auditor-general and internal Audit queries and enquiries / coordinate internal and external audit management letters. Report on Audit findings. Ensure responses are provided on time. Checking of revenue collection, expenditure vouchers and payroll for compliance. Coordination of SCOPA resolutions to the units concerned for responses. Compile monthly reports on progress on the resolutions. Investigate and follow up on the detected irregularities.

REF NO.: SAC 2015/05 : ADMIN OFFICER: ACQUISITION
LEVEL : 07
SALARY NOTCH : R196 278.00
CENTRE : HEAD OFFICE (POLOKWANE)

REQUIREMENTS

Bachelor's degree / Diploma in Logistic, Public Administration / Management, National Certificate in Supply Chain Management or equivalent qualification. At least 2 years' experience in Supply Chain Management, specifically in Acquisition. Valid driver's licence. Communication skills (verbal and written). Computer literacy. Project planning and report writing. Problem solving skills. Good interpersonal relationship. Ability to work under pressure.

DUTIES

Invite price quotations through approved Departmental Suppliers database. Compile bid document for price quotations that exceed R30 000 (VAT inclusive) and bid administration. Capture approved requisitions / submissions into FINEST & BAS. Adequate record keeping and administering of Departmental Contracts. Serve as Secretarial to Bid Evaluation Committee. Receive and process service-rendered Tax invoices for payment.

REF NO.: SAC 2015/06 : ADMIN OFFICER: MUSEUM & HERITAGE
LEVEL : 07
SALARY NOTCH : R196 278.00
CENTRE : HEAD OFFICE (POLOKWANE)

REQUIREMENTS

BA in Arts / Heritage / Museum Science or other relevant equivalent qualification. At least 2 years' experience. Knowledge of relevant government prescripts. Good verbal and written communication skills planning and organising skills. Basic computer skills. Project planning and report writing. Problem solving skills. Good interpersonal relations. Workplace relations. Problem solving. Ability to work under pressure. Financial management.

DUTIES

Implement management plans for the directorate as agreed by the management. Ensure proper keeping of records for all financial transactions. Execution of procurement processes. Ensuring compliance with policies of the department. Writing of all reports excepted by the department timeously. Maintenance of relevant service standards and correspondences. Participate in National and Provincial events. Development of Business plans. Marketing and development

of promotional materials. Collecting of statistical information. Provision of exhibitions, educational and outreach programmes. Digitisation of heritage. Conservation and preservation of Heritage: sites visits and compilation of Heritage reports

REF NO.: SAC 2015/07 : ARCHIVIST
LEVEL : 07
SALARY NOTCH : R196 278.00
CENTRE : VHEMBE DISTRICT

REQUIREMENTS:

Bachelor's degree / National Diploma in Arts or equivalent qualification. At least 2 years' experience within the relevant field. Knowledge of relevant government prescripts. Good verbal and written communication skills planning and organising skills. Basic computer skills. Project planning and report writing. Problem solving skills. Good interpersonal relations. Workplace relations. Problem solving. Ability to work under pressure.

DUTIES

Design, evaluate, implement and maintain records classification systems: design records classification systems in consultation with client offices, which includes all governmental bodies, ensure that client offices submit draft records classification systems for evaluation and approval by the Provincial Archivist. Provide records management training: prepare an annual training programme, update the training manual and compile in line with policies and procedures. Conduct appraisal of records for disposal purposes: conduct a contextual analysis, a comprehensive study of the organisation concerned, Provide professional support and advice to stakeholders: Conduct presentation on archives and records management based on the need or request received. Collect, arrange, describe and preserve non-public and public records. Promote and market archival functions and services

REF NO.: SAC 2015/08 : ADMIN CLERK: ACQUISITION
LEVEL : 05
SALARY NOTCH : R132 399.00
CENTRE : HEAD OFFICE (POLOKWANE)

REQUIREMENTS

Grade 12 / Matric / Senior Certificate or equivalent qualification. Computer skills. Planning and organising skills. Good verbal and written communication skills. Workplace relations. Problem solving. Valid driver's licence will be an added advantage.

DUTIES

Invite price quotations through approved Departmental Suppliers Database. Compile bid document for price quotations that exceed R30 000 (VAT inclusive) and bid administration. Capture the approved requisitions / submission into FINEST & BAS. Adequate record keeping and administering of Departmental Contracts. Receive and process service-rendered Tax Invoices for payment.

REF NO.: SAC 2015/09 : HUMAN RESOURCE OFFICER
LEVEL : 05
SALARY NOTCH : R132 399.00
CENTRE : HEAD OFFICE (POLOKWANE)

REQUIREMENTS

Grade 12 / Matric / Senior Certificate or equivalent qualification. Computer skills. Planning and organising skills. Good verbal and written communication skills. PERSAL system. Workplace relations. Problem solving

DUTIES

Co-ordinate submission of performance instruments, quarterly reviews and annual evaluations. Ensure 100% of receiving performance reviews. Correct returning of PMDS instruments, quarterly review and annual assessments. Capturing of performance awards. Ensure correct capturing on PERSAL. Proper calculation of hand advice. Manage probationary appointments. Issuing of quarterly probation forms within two weeks of the appointment. Capturing of PMDS data base. Auditing of files. Ensure updating of performance management system statistics.

REF NO.: SAC 2015/10 : DRIVER/MESSENGER (MEC'S OFFICE)
LEVEL : 04
SALARY NOTCH : R110, 739.00
CENTRE : HEAD OFFICE (POLOKWANE)

REQUIREMENTS

Grade 10/Standard 8/ Form 3 or equivalent. Valid driver's licence and Public Drivers Licence as an added advantage. Competencies: Communication skills: Time management. Organising, confidentiality and writing skills.

DUTIES

Deliver and collect mail outside and within the office of the MEC. Transport documents from different destination. Drive light and medium motor vehicles. Conduct routing maintenance on allocated vehicles and report defects timely.

2016/17 INTERNSHIP PROGRAMME: 05 GRADUATE INTERN OPPORTUNITIES.

INVITATION: APPLICATIONS FOR 2016/17 INTERNSHIP PROGRAMME: 05 GRADUATE INTERNSHIP OPPORTUNITIES.

QUALIFICATIONS REQUIRED	REF NO.	AREA OF PLACEMENT
Degree/National Diploma in Archives & Records Management or Information Sciences/Studies	SAC01/2016	Archives services (2)
Degree/National Diploma in Drama/Film and Video/Music	SAC02/2016	Arts and Culture (2)
Degree/National Diploma in Heritage and Cultural Studies or Museum Science	SAC03/2016	Museum and Heritage services (1)

Applicants must be between 18 and 35 years of age and residing in Limpopo Province. In addition, applicants should be unemployed and never have participated in an internship programme before, in any government department. Interns will receive a stipend of **R4 916.28 per month**.

Completed applications should be forwarded to: Department of Sport, Arts & Culture, Human Resource Development, Private Bag X9549, Polokwane, 0700, or hand delivered to 21 Biccard Street: Olympic Towers and at District Offices. **Faxed or emailed applications will not be considered.**

Applications should be completed on the Z83 form, (obtainable from any Government department) and should be accompanied by Curriculum Vitae, certified copies of qualifications and ID document.

All enquiries should be directed to Makgoka KS @ 015 284 4223 or Baloyi CL @ 015 284 4140 (Head Office) and district contacts are as follows: Mopani (Giyani) 015 812 3042, Capricorn (Polokwane) 015 287 2900, Waterberg (Modimolle) 014 717 4832/34, Sekhukhune (Lebowakgomo) 015 633 6828, Vhembe (Thohoyandou) 015 962 4624.

If you have not received any response from us within six weeks after the closing date, please regard your application as unsuccessful.

CLOSING DATE: 19 FEBRUARY 2016