



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF SPORT, ARTS & CULTURE HEAD OFFICE

Ref: S4/1/1
Enq: Hanyane NP
Date: 13 August 2015
TO: ALL HEADS OF DEPARTMENTS AND STAFF
LIMPOPO PROVINCIAL ADMINISTRATION

CIRCULAR NO.05 OF 2015 (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, Applications must be submitted on Z83 form obtainable from any Public Service Department / Institution or can be downloaded from www.dpsa.gov.za. Applications must be completed in full and signed, accompanied by certified copies of an identity document; educational qualifications and a comprehensive CV.
2. 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. 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.
3. The contents of this circular must be brought to the attention of all employees. 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. Applicant (s) recommended for appointment will be subjected to all vetting procedures.
4. The closing date is 25 September 2015 at 16h00. Applications received after closing date will not be accepted. If you do not receive any response from us within three (3) months after the closing date, regard your application as unsuccessful. DSAC is an equal opportunity and affirmative action employer. Women and people with disabilities are encouraged to apply.


ACTING HEAD OF DEPARTMENT

17/08/2015
DATE

21 BICCARD ST, POLOKWANE, 0699, Private Bag X9549 POLOKWANE, 0700

Tel: (015) 248 4000. Fax: (015) 248 4508

Website: <http://www.limpopo.gov.za>

The heartland of Southern Africa – Development is about people!

REF NO. SAC 2015/01: MANAGER: COMPLIANCE AND INVESTIGATION
LEVEL : 11
SALARY NOTCH : R569 538.00
CENTRE : HEAD OFFICE- POLOKWANE

REQUIREMENTS:

Bachelor's degree or equivalent qualification in Accounting, Finance/ Internal Auditing. A Project management course will be an added advantage and 3-5 years' experience. A valid driver's licence. Investigation skills and strategies, Strategic Management, Conflict Management, Basic Accounting skills and internal Audit skills.

DUTIES

Monitor of work procedures, methods and control over operations. Checking of expenditure vouchers, revenue collected and payroll. To ensure that attributes of accounting systems are in place. Inspection of assets and stores processors. Conducting inspection of asset management and stores. Investigation and follow up on detected irregularities. Monitoring

REF NO.: SAC 2015/02 : DEPUTY MANAGER: ASSETS MANAGEMENT
LEVEL : 09
SALARY NOTCH : R289 761.00
CENTRE : HEAD OFFICE (POLOKWANE)

REQUIREMENTS

Bachelor's degree or equivalent qualification in Financial Management/ Accounting. 3- 5 years' experience at supervisory level. Knowledge of BAS and draw BAS reports. Sound knowledge of PFMA, Finest/ BAS, GRAP, Supply Chain Management, National Treasury Regulation, Administration and organisational skills. Excellent communication skills (both Verbal and Written). Computer literacy in MS-Office Suite. Valid driver's licence. Problem solving skills, decision making skills.

DUTIES

Update and reconcile Excel based Asset register. Manage Asset verification and serve as Secretariat (manage disposal process). Attend Limpopo Provincial Internal and Auditors general matters. Reconcile assets register against monthly Bas print outs. Manage internal asset movement. Review of the Departmental Assets management and Procedure manual. Facilitate and manage disposal of redundant and obsolete assets.

REF NO.: SAC 2015/03 : DEPUTY MANAGER: BUDGET PLANNING AND CONTROL
LEVEL : 09
SALARY NOTCH : R289 761.00
CENTRE : HEAD OFFICE (POLOKWANE)

REQUIREMENTS

A Bachelor's degree / National Diploma or equivalent qualification in Financial Management / Management Accounting. A minimum of 3-5 years practical experience in Financial management at a supervisory level. Knowledge of budgeting and financial management, Computer Literacy in MS Word, MS Excel, BAS and FINEST. An understanding of the Public Finance. Management Act, Division of Revenue Act and Treasury Regulations. Ability to work under pressure and good communication skills.

DUTIES

Assist to ensure effective management of financial systems. Maintain strategic financing plan. Reconcile budget with expenditure. Maintain books of accounts and register. Facilitate improved Financial Management. Assistance to users and staff. Coordination and prepare responses to audit queries for ratification. Assist with compilation of financial reports for management and committees. Assist in the compilation of cash flow projections. Facilitate allocation of departmental budget. Compile monthly and quarterly financial reports.

REF NO.: SAC 2015/04 : DEPUTY MANAGER: COMPETITIVE SPORT
LEVEL : 10
SALARY NOTCH : : R361 659
CENTRE : HEAD OFFICE (POLOKWANE)

REQUIREMENTS

Bachelors Degree or equivalent qualification in Sport Management. A minimum of 3 -5 years' experience in Sport management and at supervisory level. Conflict resolution, research skills, interpersonal relations, planning and organising and computer literacy. Problem solving and a valid driver's licence.

DUTIES

Coordinate OR Tambo games. Ensure teams are selected from various local and district municipalities. Identify and make arrangements for training camps. Identify and nurture talent in the Province. Provide sport development activities in all districts. Administer the development of Clubs. Monitor the utilisation of facilities. Conduct workshops to capacitate team's players. Advocacy and monitoring of sport facilities and projects. Provide support to disabled structures in preparations for events (nationally and internationally). Ensure proper implementation of the budget by projecting and reporting expenditure. Provide leadership and guidance to subordinates. Lead and guide the teams to adopt best practice. Manage Human Resource.

REF NO.: SAC 2015/05 : DEPUTY MANAGER: SPORT DEVELOPMENT
LEVEL : 10
SALARY NOTCH : R361 659
CENTRE : HEAD OFFICE

REQUIREMENTS

Bachelor's degree or equivalent qualification in Sport Management. A minimum of 3-5 years' experience in Sport management and at supervisory level. Must be able to work beyond working hours. Valid driver's licence. Analytical thinking, conflict resolution, research skills, interpersonal relations, problem solving, computer literacy, planning and organising.

DUTIES

Coordination of sport for people with disability and women. Ensure equitable provision of sport development activities in all districts. Facilitate workshops and meetings. Coordinate formation and alignment of structures. Provide sport development activities in all districts. Provide logical support during events. Ensure proper implementation of the budget by projecting and reporting expenditure. Lead and guide teams to adopt best practise. Coordination of sport for people with disability. Planning for and coordinate rehabilitative activities.

REF NO.: SAC 2015/06 : DEPUTY MANAGER: HR RECORDS
LEVEL : 09
SALARY NOTCH : R289 761.00
CENTRE : HEAD OFFICE (POLOKWANE)

REQUIREMENTS

Bachelor's Degree or equivalent qualification in Human Resource/ Public Management. A minimum of 3-5 years' experience in HR. Must be able to work beyond working hours. Analytical thinking, conflict resolution, research skills, interpersonal relations, problem solving, computer literacy, planning and organising, reporting skills, good communication skills (written and verbal) functions and records systems. Understanding of the Legislative framework governing the Public Service e.g. Archives and records services of South African Act, PFMA.

DUTIES

Implement strategy to restore employee records. Employ records keeping systems and records control mechanism. Monitor the updating of employee information and records. Monitor HR record system. Ensure safe keeping and maintenance of employee records. Ensure compliance with institutional requirements in terms of identification and classification of employee records. Ensure adherence to custody and storage requirements. Manage the filing system. Provide systematic management of the departmental records disposal program. Maintain the filling system. Manage human resources. Provide leadership and guidance to subordinates. Conduct performance assessment of subordinates.

REF NO.: SAC 2015/07 : COMMUNICATION OFFICER: EVENTS MANAGEMENT
LEVEL : 07
SALARY NOTCH : R196 278.00
CENTRE : HEAD OFFICE (POLOKWANE)

REQUIREMENTS

Bachelor's degree or equivalent qualification in Communication / Marketing/Media Studies 1 year experience at supervisory level. Knowledge of computer, project Management, reporting skills, communicating skills (written and verbal). Computer literacy

DUTIES

Compile events calendar. Facilitate preparatory meetings, agenda and minutes. Identify and coordinate role players for the events. Preparing meetings. Liaise with other departments for various services. Identify and source a suitable venue. Draft programmes for the events. Handle the logistical arrangements. Ensure proper sitting arrangements. Compile and update guest list.

REF NO.: SAC 2015/08 : MUSEUMS HUMAN SCIENTIST
LEVEL : 07

SALARY NOTCH : R196 278.00
CENTRE : MUTI WA VHA TSONGA

REQUIREMENTS:

Bachelor's degree or equivalent qualification in Museums. 1 year experience at supervisory level. Knowledge of Public Service Act and other transformation policies, Supervisory skills, good communication skill (written and verbal), report writing skill, client orientation skill, co-ordination skill, telephone etiquette, good interpersonal relations. Networking; record management, computer literacy

DUTIES

Liaise and consult with internal and external heritage stakeholders such as municipalities, traditional Healers and leaders, other government departments and academic institutions, and forums, site visits and compilation of reports. Assist with the planning and establishment of exhibition. Assist with the interpretation of the museum through demonstration. Clean, mark and store museum objects. Basic documentation of the museum objects. Handle transport matters of the institution.

REF NO.: SAC 2015/09 : LANGUAGE PRACTITIONER (XI-TSONGA)
LEVEL : 08
SALARY NOTCH : R243 747
CENTRE : HEAD OFFICE (POLOKWANE)

REQUIREMENTS

Bachelor's Degree/ National Diploma or equivalent qualification in Languages. Knowledge of Public service Act and other related transformation policies. A minimum of 3-5 years' experience at supervisory level. Computer Literacy. Research methodology. Project Management. Communication skills (Verbal and written), Interpersonal skills, Problem solving skills.

DUTIES

Literature promotion. Organise literature workshops in the five district in Limpopo. Develop and promote literature across the Limpopo. Terminology development. Promote multilingualism in Limpopo and beyond. Translate documents from other government Department , municipalities. Exhibitions. Promote multilingualism by meeting with people in the province. Organise events. Responsible to organise events on language issues. Responsible to organise events on language issues. Research and collect oral literature across the province. Collaborate with teams of language experts.

REF NO.: SAC 2015/10 : CULTURAL OFFICER
LEVEL : 07
SALARY NOTCH : R196 278.00
CENTRE : CAPRICORN DISTRICT

REQUIREMENTS:

Bachelor's degree/ National Diploma or equivalent qualification in Arts . 1year experience. Knowledge of relevant government prescripts. Good verbal and written communication skill

planning and organising skills. Basic computer skills. Project planning and report writing. Problem solving skills. Good interpersonal relationship. Ability to work under pressure.

DUTIES

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

REF NO.: SAC 2015/11 : HR PRACTITIONER (RECRUITMENT AND SELECTION)

LEVEL : 07

SALARY NOTCH : R196 278.00

CENTRE : HEAD OFFICE

REQUIREMENTS

Bachelor's degree / Diploma or equivalent qualification in Human Resource Management or Public Management. 3-5 five experience in HRM.1 year experience at a supervisory level Computer literate in MS- Office suite and Internet. Knowledge of Persal, planning and organising, knowledge of recruitment processes, knowledge of Public Service Regulations, Public Service Act of 1999 and other related guidelines in Human Resource Management.

DUTIES

Ensure advertisement of vacant posts according to the approved organisational structure, Advise members on selection process. Manage scheduling of application. Provisioning of application. Appoint officials on Persal. Ensure correct capturing of transfers on Persal system. Ensure provisioning of Middle and Senior Management (MMS & SMS) Services structuring of package.

RER NO.: SAC 2015/12 : ADMIN CLERK: TRANSPORT

LEVEL : 05

SALARY NOTCH : R132, 399.00

CENTRE : HEAD OFFICE (POLOKWANE)

NQF 4 (Matric) logistics and or relevant experience. Experience in transport management. Knowledge of Transport policy. Problem solving, workplace relation. Good Communication skills (written and verbal). Valid driver's licence code 8 /EB driver's licence.

DUTIES

Dealing with all aspects of requisition such as quotations purchases and processing. Maintain and keep records of all requests. Ensure compliance to legislation. Handle enquiries of internal and external suppliers and vendors. Provide services with regard to fleet management. Arrange for serving and maintenance of vehicles. Maintain and update registers. Reconcile official kilometres with regards to petrol consumption. Provide clerical support related to assets management and client services

REF NO.: SAC 2015/13 : REGISTRY CLERK: MEC SUPPORT

LEVEL : 05

SALARY NOTCH : R132, 399.00
CENTRE : HEAD OFFICE (POLOKWANE)

REQUIREMENTS

A grade 12 certificate or equivalent. Computer skills. Planning and organising skills. Good verbal and written communication skills.

DUTIES

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. Receive and register hand delivered mail/files. Sort, register and dispatch mail. Opening and close files according to record classification system. Complete index cards for all files.

REF NO.: SAC 2015/14 : DRIVER/MESSENGER
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 skill.

DUTIES

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

REF NO.: SAC 2015/15 : CLEANER
LEVEL : 02
SALARY NOTCH : R 78 156.00
CENTRE : HEAD OFFICE (POLOKWANE)

REQUIREMENTS:

ABET will be an added advantage. Must be reliable and responsible. Able to work quickly and efficiently. Good interpersonal relations.

DUTIES

Cleaning offices corridors, elevators, boardrooms, general kitchens and restrooms. Keep and maintain cleaning materials and equipment's. Cleaning of machines and equipment after use. Request cleaning materials.

REF NO.: SAC 2015/16 : GENERAL WORKER
LEVEL : 02

SALARY NOTCH : R 78 156.00
CENTRE : MUTI WA VHA TSONGA

REQUIREMENTS:

ABET will be an added advantage. Must be reliable and responsible. Able to work quickly and efficiently. Good interpersonal relations.

DUTIES

Cleaning offices corridors, elevators, boardrooms, general kitchens and restrooms. Keep and maintain cleaning materials and equipment's. Cleaning of machines and equipment after use. Request cleaning materials.