



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

~~Confidential~~  
DEPARTMENT OF  
**SPORT, ARTS & CULTURE**  
**HEAD OFFICE**

Ref: S4/1/1  
Enq: Musia N  
Date: 14 March 2016  
TO: ALL HEADS OF DEPARTMENTS AND STAFF  
LIMPOPO PROVINCIAL ADMINISTRATION  
CIRCULAR NO.3 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](http://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 Ms Ledwaba M.S 015 284 4138 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 **15 April 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

2016/03/14  
DATE

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

**The heartland of southern Africa – Development is about people!**

Ref No: Sac 2016/01 : Chief Director: District Coordination  
Salary Level : 14  
Salary : R104 2500.00 per annum  
Centre : Polokwane Head Office

#### **REQUIREMENTS**

Bachelor's degree/ 3 years National Diploma. 6-10 years' experience. Proven extensive experience in management services. Sound understanding of the Public Service System. Good Communication Skills, People Management, Financial Management, Strategic Planning, Policy analysis and development, Leadership skills, Analytical skills, change and knowledge management, planning and organizing skills, time Management, Co-ordination skills.

#### **DUTIES**

Provide leadership and strategic direction in division. Establish strategic direction of the district and ensure alignment with its business plans. Align individual performance to the strategic objectives as outlined in the Component's balance scorecard. Monitor the attainable & sustainability of performance standards as per departmental objectives. Manage the implementation of policies and procedures related to the functioning of the district. Facilitate and ensure an overall system for implementation and monitoring of departmental services within the district. Promote an integrated service delivery system and ensure that service delivery is in line with the strategic objectives of the department. Overall management monitoring and evaluation of the provision of departmental services in the district. Manage the performance of the district in line with applicable mandates and laid down standards and norms. Formulate and manage the district's budget against its strategic objectives. Ensure that the preparations of the budget are in line with strategic plans and department objectives. Manage and utilise human resources in accordance with relevant directives and legislation.

Ref No: Sac 2016/02 : Deputy Director: Provincial Academy of Sport  
Salary Level : 12  
Salary : R674 979.00 per annum  
Centre : Polokwane Head Office

#### **REQUIREMENTS**

Bachelor's Degree / 3 years National Diploma or equivalent qualification in Sport Management. Valid driver's licence. Communication skills (verbal and written). Computer literacy. Project planning and report writing. Problem solving skills. Strategic planning and Financial Management. Ability to work under pressure

#### **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/ 03 : Parliamentary Officer (MEC SUPPORT)**  
**Salary Level : 11**  
**Salary : R569 538.00 per annum**  
**Centre : Polokwane Head Office**

#### **REQUIREMENTS**

Bachelor's Degree / 3 years National Diploma or equivalent qualification in Social/Political Science. 3 - 5 years management experience. Valid driver's licence. Computer literacy. Project Management. Reporting skills. Good communication skills. Computer literacy. Project Management

#### **DUTIES**

Handling confidential cabinet documents. Attend to questions, motions and interpretations, and preparing such replies. Ensure information security and correct document classification. Respond to or make to be responded to all interpellations and questions from Parliament. Advise the Head of the office and the Appointment Secretary on all programs of Parliament/Legislature as the case may be. Liaise with the Legislature/Parliament and the NCOP and advice the Political Bearer on all issues that require his/her attention. All Parliamentary out-reach programs that warrant the immediate attention of the EA.

**Ref No Sac 2016/ 04 : Assistant Director: Acquisition Management**  
**Salary Level : 09**  
**Salary : R289 761.00 per annum**  
**Centre : Polokwane Head Office**

#### **REQUIREMENTS**

Bachelor's Degree / 3 years National Diploma or equivalent qualification. National Certificate in Public Procurement and Supply Management/ Strategic Sourcing and Supply Chain Management will be added as advantage. 3- 5 years' experience in Acquisition Management (Tender/ Bid administration). Sound knowledge of PFMA, BAS, PPPFA and National Treasury Practice Notes and National Treasury Regulations .Administration and Organisational skills. 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 Evaluation Committee, Manage Transversal and Departmental Contracts and Management of Human and Financial capital of the Sub-Directorate

**Ref No Sac 2016/ 05 : Assistant Director: Security Information Officer (ISO)**  
**Salary Level : 09**  
**Salary : R289 761.00 per Annum**  
**Centre : Polokwane Head Office**

#### **REQUIREMENTS**

Bachelor's Degree / 3 years National Diploma or equivalent qualification in Information Technology. Certified Information Systems Security Practitioner (CISSP) or Certified Information Security Manager (CISM, or Certified Security Auditor (CISA); IT Risk Management ISO 17799 will be an added advantage. Minimum 3 years relevant experience. Valid Driver's License

#### **KEY COMPETENCIES**

Wide range of work procedures: Training users in security awareness; Knowledge of ISO27002 security standards; Work ethics; Advanced security protocols and standards; Drafting of policies, standards and procedures; ITIL; COBIT, Knowledge of software and security architectures Skills ; Organising; Ability to work independently; Ability to operate computer; Problem solving; Interpersonal relationship; Conflict Management; Project management; Budgeting.

#### **DUTIES**

Implement and maintain ICT Security Enterprise, ICT Security System Assessment Plans, ICT Security for the Department; Maintain ICT Security Incident Management; Maintain ICT Security recovery, Maintain and monitor all ICT security compliance for the Department. Facilitate vetting process and conduct qualification verifications

**Ref No Sac 2016/ 06 : Assistant Director: Provincial Records management and collections**  
**Salary Level : 09**  
**Salary : R289 761.00 per Annum**  
**Centre : Polokwane: Limpopo Provincial Archives**

#### **REQUIREMENTS**

An undergraduate qualification (NQF level 7) as recognized by SAQA in archives and records management field or Information studies. At least 5 years records management experience. Knowledge of records management processes and procedures. Knowledge of relevant legislation and prescripts that governs records management. Communication skills (verbal and written). Computer literacy. Project planning and report writing. Problem solving skills. Good interpersonal relationship. Ability to work under pressure and valid driver's licence

#### **DUTIES**

Assess and recommend approval of file plans. Assist institutions in development of file plans. Train monitor and evaluate staff on implementation of records systems. Inspect institutions on records management. Conduct records appraisal. Facilitate development of filling system. Conduct information research. Promote management of records (electronic and paper based). Staff supervision

Ref No Sac 2016/07 : Assistant Director: ICT Support  
 Level : 09  
 Salary : R289 761.00 per annum  
 Centre : Polokwane Head Office

#### REQUIREMENTS

Bachelor's Degree / 3 years National Diploma or equivalent qualification in an IT ,N+, A+ , Linux, Novell, Cisco Certified, MCSE will be added advantage, At least 3 years' experience in LAN support, Desktop Support, Sever Support, Open Source Platforms, MS Exchange, and Network Management and Valid drivers' licence.

#### KEY COMPETENCIES

Knowledge of CISCO environment including firewalls, intrusion prevention, IP Telephony, Wireless Connection, switches, routers, etc. Work ethics; Drafting of policies, standards and procedures; ITIL; COBIT, Organising; Ability to work independently; Ability to operate computer; Problem solving; Interpersonal relationship; Conflict Management; Project management; Budgeting, Disaster Recovery and Backups.

#### DUTIES

LAN infrastructure preparation; Implement and maintain the software deployment strategy and maintenance; Provide desktop and LAN advisory services on all environments under supervision; Provide support to the enterprise's local IT hardware and software; Provide support to individual and collective use to the users to ensure availability of applications to staff; Install, configure and maintain software to desktops, servers, switches, printers and routers. Develop standard configuration for network equipment, desktops and servers and documentation; Installation & commissioning of the servers and other hardware equipment; Defining and monitoring SLAs for maintenance; Network Management and defining and monitoring SLAs for maintenance

Ref No Sac 2016/08 : Assistant Director: Branding and Advocacy (5 Year Contract)  
 Level : 09  
 Salary : 289 761. 00 Plus 37% In Lieu of benefit  
 Centre : Head Office Office

## REQUIREMENTS

Bachelor's Degree / 3 years National Diploma or equivalent qualification. 3 to 5 years well rounded marketing experience. Strong advocacy and marketing; library and information services knowledge and background. Must be self-motivated, much organised, positive and enthusiastic, highly professional with excellent verbal and written communication skills, presentation skills coupled with public relations skills, project management, and cost benefit analysis skills. Have working knowledge and understanding of social media platforms. Computer literate MS Office suite. Valid driver's license.

## DUTIES

Ensure optimum visibility of all library and information services projects through the use of all available media. Developing and implementing marketing plan. Ensure development of the library projects. To develop and implement advocacy plan in consultation with the relevant stakeholders. Develop a budget for marketing plan. Preparing, planning and project managing the publication of all publicity material to maximise library project campaign. Creating marketing campaigns and working with district librarians to see them executed. Creating and developing cost effective and efficient ways to communicate the library marketing projects to the public. Evaluating the effectiveness of all marketing activity. Developing and implementing an internal and external marketing programme. Deliver library campaigns as agreed within timescales.

Ref No Sac 2016/ 09 : Archivist X 7

Salary Level : 07

Salary : R196 278.00 per annum

Centre : 6 x Limpopo Provincial Archives  
1 x Makwarela Archives

## REQUIREMENTS

Degree or Three years diploma in archives and records management or Information studies, Communication skills (verbal and written). Computer literacy, report writing and problem solving skills. Good interpersonal relationship. Research skills, Ability to work under pressure and valid driver's licence. **Experience** in archives and records management field will be an added advantage.

## DUTIES

Design records, implement and maintain records classification system. Provide records management training. Conduct appraisal of records for disposal purposes. Conduct inspections to ensure compliance with proper records management practices. Provide professional support and advice to stakeholders. Collect, arrange, describe and preserve non-public and public records and promote and market archival functions and services. Conduct research.

Ref No. Sac 2016/ 10 : Librarian X18 (5 Year performance- based Contract).  
Salary : R196 278.00 Plus 37% in Lieu of Benefit  
Level : 07

Centre: Regorogile, Ga-Ramokgopa, Eldorado, Masisi, Ntsako Matsakali, Kubvi, Litshovhu, Timamogolo, Fedile, Nkurhi, Tshikonelo, Phagameng, Mookgopong, Vuwani, Manenzhe, Tshitane, Makahlule and Makushu

#### REQUIREMENTS

Bachelor's Degree / 3 years National Diploma or equivalent qualification in Library and Information Studies from a recognised institution of higher learning. Minimum of 2 years working experience in a library environment. Must have excellent working knowledge of MS Office. Fully understand legislations governing librarianship. Applicants should be a valid member of LIASA (Proof should be attached)

#### DUTIES

Develop a newly established library. Render professional library and information service to the community. Assist with maintenance of building, equipment, library assets and materials. Manage day-to-day library operations. Conduct library orientation to users regarding library usage and retrieval of information. Conduct information literacy workshops including training in use of library resources. Provide information service to library users. Promote and market library resources and services to the community. Monitor user statistics. Conduct stocktaking. Liaise with stakeholders and the district library on library matters. Compile monthly, quarterly and annual reports.

Ref No 2016/ 11 : Admin Officer: Acquisition (5 Year performance-based contract).  
Salary : R196 278.00 Plus 37% in lieu of benefit  
Level : 07  
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 2016/ 12 : Human Resource Officer (Recruitment and Selection)  
Salary : R 132 399.00 per annum  
Level : 05  
Centre : Head Office- Polokwane

## **REQUIREMENTS**

Senior Certificate / N4 or equivalent qualification. Knowledge of recruitment process. Knowledge of Public Service Regulations. Public service act of 1999 and other related guideline in HRM. Communication skills (verbal and written). Computer literacy. Problem solving skills. Good interpersonal relationship. Ability to work under pressure

## **DUTIES**

Handle advertisement of posts, Receive application forms, Schedule application forms and facilitate shortlisting and interviews processes.

<b>Ref No Sac 2016/ 13</b>	<b>:</b>	<b>Records Clerk: X1</b>
<b>Salary Level</b>	<b>:</b>	<b>05</b>
<b>Salary</b>	<b>:</b>	<b>R132 399.00 per Annum</b>
<b>Centre</b>	<b>:</b>	<b>Polokwane: Limpopo Provincial Archives</b>

## **REQUIREMENTS**

Grade 12 (Matric) certificates, ability to read and write. Good interpersonal relationship and able to work under pressure.

## **DUTIES**

Sorting of documents, classification of records, opening of files, packaging of files in file boxes, verification of retention period, listing of records, repairing of worn out files, transcription of faded information and reorganizing of misfiled documents.

<b>Ref No 2016/ 14</b>	<b>:</b>	<b>Library Assistant X3 (5 Year performance- based Contract).</b>
<b>Salary</b>	<b>:</b>	<b>R93 444.00 Plus 37% in lieu of benefit</b>
<b>Level</b>	<b>:</b>	<b>03</b>
<b>Centre</b>	<b>:</b>	<b>Rooiberg, Ga-Ramokgopa and Eldorado</b>

## **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.



