



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

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

Ref: S4/1/1  
Enq: Mohlake L.S  
Date: 07 December 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](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 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 **22 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

08/12/2016  
\_\_\_\_\_  
DATE

**ADDENDUM FOR THE POSITIONS OF ASSISTANT DIRECTOR –ASSET MANAGEMENT X6 IN DISTRICT OFFICES, PROVISIONING ADMIN OFFICER: ACQUISITION, LIBRARY ASSISTANT AND CLEANER**

**Ref No: Sac 2016/01 : ASSISTANT DIRECTOR - ASSET MANAGEMENT x6**  
**Salary Level : 09**  
**Salary : R311 784.00 per annum**  
**Centre : Vhembe District Library x1, Sekhukhune District Library x1, Waterberg District Library x1, Capricorn District Library x1, Mopani District Library x2(Tzaneen and Giyani)**

**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.

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

## **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**

Acquisition management, Invitation of price quotations through approved Central Supplier Database (CSD), Compile bid document, bid advertisement, closing and evaluation of bids, Serve as Secretariat for the Departmental Bid Evaluation Committee and Manage Transversal and Departmental Contracts.

<b>Ref No. Sac 2016/ 04</b>	<b>:</b>	<b>STATE ACCOUNTANT: BUDGET</b>
<b>SALARY</b>	<b>:</b>	<b>R211 194.00 per annum</b>
<b>LEVEL</b>	<b>:</b>	<b>07</b>
<b>CENTRE</b>	<b>:</b>	<b>Head Office (Polokwane)</b>

## **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.

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

## **REQUIREMENTS**

Bachelor's Degree / National Diploma or equivalent qualification. Extensive two (2) to (3) year's 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.

<b>Ref No 2016/ 06</b>	<b>:</b>	<b>Library Assistant</b>
<b>Salary</b>	<b>:</b>	<b>R100 545.00</b>
<b>Level</b>	<b>:</b>	<b>03</b>
<b>Centre</b>	<b>:</b>	<b>Mopani District (Tzaneen Library)</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.

<b>Ref No Sac 2016/07</b>	<b>:</b>	<b>CLEANER</b>
<b>Level</b>	<b>:</b>	<b>02</b>
<b>Salary</b>	<b>:</b>	<b>R93 444.00 per annum</b>
<b>Centre</b>	<b>:</b>	<b>Mopani District Office</b>

### **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.