



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
SPORT, ARTS AND CULTURE
HEAD OFFICE

Enq: Ledwaba M.S
Ref: S4/1/1
Date: 26 April 2013
To: All Heads of Departments: Limpopo Provincial Government
From: Senior Manager Human Resource Management

AMENDMENT OF CLOSING DATE FOR DEPARTMENT OF SPORT, ARTS AND CULTURE: CIRCULAR NO. 1 AND 16 OF 2013 ADVERTISEMENT OF GRANT POSTS UNDER LIBRARY AND INFORMATION SERVICES AND SPORT AND RECREATION SUB-BRANCH

1. Applications are hereby invited for filling of Library and Information Services as well as Sport and Recreation conditional grant posts as outlined on the attached annexure A.
2. Applications for all positions must be submitted on a Z83 Form, obtainable from any Public Service department and should be accompanied by a CV and certified copies of all qualification(s) and ID document.
3. Note: •Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA) •Failure to submit the requested documents will result in your application not being considered •All qualifications are subject to verification •The successful candidates will be appointed on a probation period of 12 months •Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months of the closing date, please accept that your application was unsuccessful.
4. Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, for the attention of Head of Department, Department of Sport, Arts and Culture, Private Bag X9549, Polokwane, 0700 or hand-delivered at Olympic Towers, 21 Biccarr Street, Polokwane. Enquiries can be directed to Ms Ledwaba at (015) 284 4138, Mr N Musia at (015) 284 4143 and Ms M.N Mokwele at (015) 284 4310.
5. Closing date: 24 May 2013.
6. NB: The contract positions (sport and recreation as well as Library and Information services) will not be extended beyond the contract period.
7. This circular should be brought to the attention of citizens who are in district offices and those who are living near municipalities in Limpopo Province.
8. All appointments are subject to the verification of educational qualifications, previous employment, citizenship and criminal records. All shortlisted candidates are subject to security clearance.

HEAD OF DEPARTMENT

29-04-2013

DATE

21 BICCARR ST, POLOKWANE, 0699, Private Bag X9549, POLOKWANE, 0700
Tel: 015 284 4000, Fax: 015 284 4508
Website: <http://www.limpopo.gov.za>

The heartland of southern Africa - development is about people!

REF NO. SAC 2013/01 : LIBRARY CONDITIONAL GRANT INFRASTRUCTURE
(2 years contract)

LEVEL : 11

SALARY NOTCH : R 494 603.00 PLUS 37% in a lieu of benefit

CENTRE : HEAD OFFICE (POLOKWANE)

REQUIREMENTS

- NQF 6 or Bachelor's Degree in the built environment and or Quantity Surveying equivalent qualification from a recognised institution of higher education coupled with relevant experience
- A project management course will be an added advantage and 4-5 years' experience.
- A valid driver's licence; own car added advantage

KEY PERFORMANCE ARREARS

- To co-ordinate all public sector building construction projects for the Department, to carry out inspection on capital projects, and to ensure that financial cash flow of these projects is well managed.
- Advice on tendering procedures and contractual arrangement in conjunction with DPW Conceptualise and design infrastructure projects plans.
- Liaise with stakeholders on issues pertaining to departmental projects.
- Scrutinise claims from contractors and consultants to make sure that the department is not over-charged i.e. scrutinise and process payment claims for contractor and consultants. This may include measuring the work done on site and compares it with the claim submitted.
- Checks and process final accounts on assigned projects in respect of the contract.
- Make sure the project is finished within the estimated budget, required quality standard and within the required time frame.
- Measure and value work in progress, determine the value of variation orders by the architect or engineer and ensure that a fair and equitable settlement of the cost of the project is reached in accordance with the conditions of contract.
- Help in the careful examination of alternative methods and types of tender documentation available although the Bills of Quantities are generally regarded as the most economical and best method of obtaining a competitive price.
- Monitor and evaluate infrastructure projects.
- Manage infrastructure contracts.
- Provide regular reports on the status of all projects.
- Ensure compliance with relevant regulations affecting contracts.
- Monitor projects budgets and expenditure.

KEY COMPETENCIES

- Knowledge of the built environment performance standards
- Knowledge of Building Science and financial standards and procedures
- Knowledge of Budgetary processes
- Project management skills
- Research and information technology skills
- Advance computer skills
- Quantity Surveying
- Planning and organising skills and Financial Management skills

POST NO. SAC 2013/02 : DEPUTY MANAGER: ASSET MANAGEMENT X1
(2 years contract)
LEVEL : 09
SALARY NOTCH : R 252 144.00 PLUS 37% in a lieu of benefit
CENTRE Head Office (POLOKWANE)

REQUIREMENTS:

- Bachelors degree in Financial Management/Accounting) or equivalent qualification from a recognised institution of higher education.
- Extensive 3 years relevant experience in asset management
- Sound knowledge of PFMA, Finance /BAS, GRAP, Supply Chain Management, National Treasury Regulations
- Administration and organisational skills
- Excellent communication skills (both verbal and written)
- Computer literacy in MS. Word, MS Excel and MS Power Point and Excel
- Valid driver's licence: own car added advantage
- Ensure adherence to all applicable prescripts

KEY PERFORMANCE AREAS

- Update EXCEL- Based Asset Register
- Reconcile asset register against monthly BAS print outs
- Manage Internal Asset Movement
- Manage regular asset verification
- Facilitate and Manage disposal of redundant and obsolete assets

- Compile reports on obsolete and redundant assets and also maintain a database of such items
- Ability to work under pressure

KEY COMPETENCIES

Critical thinking and problem solving skills, Planning and organising, Decision making, Communication skills, influencing and leading, delegation, team work, negotiation, conflict management, adaptability, stress tolerance

POST NO. SAC 2013/03 : DEPUTY MANAGERS: IT X3 (2 years contract)
LEVEL : 09
SALARY NOTCH : R 252 144.00 PLUS 37% in a lieu of benefit
CENTRE: Head Office, Waterberg District Library and Giyani District Library

REQUIREMENTS

- National Diploma/Degree in an IT field from a recognised institution of higher education. .
- N+, A+ and international examination passed.
- MCTS.
- At least 1-2 years experience in LAN and desktop support including Microsoft O/S server
- Directory services and security services
- System Administration and or Development
- Valid driver's license; own car added advantage

KEY PERFORMANCE AREAS

- Infrastructure preparation
- To implement and maintain the remote software deployment strategy, systems development and maintenance.
- Provide desktop advisory services on all LAN and desktop related environments under supervision.
- Provide support to the enterprise's local IT hardware and software, which connect to the local area network to support individual and collective use to the end users to ensure availability of applications to the end users.
- Install and configure operating system to desktops, serves and printers.
- To develop standard configuration for network equipment, desktop and servers and document them and delete unused accounts.

- Support implementation of library and information management system (SLIMS).
- Setup and renew passwords for users, develop policies on the provision of ICT equipment.
- Ensure that LAN is virus-free, develop intrusion and detection mechanisms.
- Ensure availability of the network at 100% to the users, set up email, internet and applications for users and ensure their availability to users.

TECHNICAL COMPETENCIES DESCRIPTION

Computer and network principles, LAN principles and topology, internet protocols, Service standards, network management, LAN Principles, Cabling Principles, Network Operating Systems, Hardware and software support, System Performance and security indicators, Design principle and practices, Proficiency in routing and switching technologies. ITIL, VPN support, Speaking/Verbal Expression, Writing, Reading, Enabling, Questioning, Initiative, integrity, Self esteem, Design and implementation, business process understanding, Remote Management Skills, Business problem solving skills, Implement & monitoring solution

**POST NO. SAC 2013/04 : ADMINISTRATION OFFICERS (ASSET MANAGEMENT) X 2
(2 years contract)**

LEVEL : 07
SALARY NOTCH : R 170 799.00 PLUS 37% in a lieu of benefit
CENTRE : POLOKWANE HEAD OFFICE

REQUIREMENTS

- National diploma in Financial Management from a recognised institution of higher education.
- One (1) year relevant work experience in Asset Management
- Good interpersonal relations and communication skills
- Valid driver's licence; own transport will be an added advantage
- Knowledge of PFMA, Finest/BAS and Supply Chain Management Prescripts
- Computer literacy in MS Office Suite

KEY PERFORMANCE AREAS

- Bar coding for departmental assets
- Update of sub-inventory Asset Registers of the department
- Control internal Departmental Asset Movement
- Conduct asset verification
- Serve as Secretariat for Asset Disposal Committee

POST NO. SAC 2013/05 : LIBRARIANS X 17 (2 years contract)

LEVEL : 06
SALARY NOTCH : R 138 345.00 PLUS 37% in a lieu of benefit
CENTRE: Soetfontein x 1, Metz x 1, Ga-Kgapane x 1, Shiluvane x 1, Mulati x 1, Saselemani x 1, Letsitele x 1, Thulamela x 1, Mukondeni x 1, Musina-Nancefield x 1, Alldays x 1, Lebowakgomo x 1, Seleteng x 1, Bakgoma x 1, Rapotokwane x 1, Shongwane x 1, Mapodile x 1

REQUIREMENTS

- National Diploma/Degree in library and information studies/ Science from a recognised institution of higher education..
- 2 years working experience in library and information services environment.
- Computer literate in Ms Office Suite.
- Fully conversant with prescripts, legislations, procedures and processes of librarianship
- Valid driver's license.

KEY PERFORMANCE AREAS

- Render professional library and information service to community, planning and co-ordination of.
- Perform administrative and supervisory services.
- Assist in maintenance of library buildings, equipment and library materials
- Library orientation and Educating of library users regarding library usage and retrieval of information.
- Liaise with community stakeholders on library and information service related matters.
- Stock taking of library materials, collection development, cataloguing and classification of library materials.
- Render reference and information services.
- Market and promote library services to the community.

COMPETENCIES

Customer Care, Creative thinking, Supervisory Skills, Conflict Management, Problem Solving, Communication Skills. Ability to work under pressure.

POST NO. SAC 2013/06 : LIBRARIANS X 5 (2 years contract)
LEVEL : 06
SALARY NOTCH : R 138 345.00 PLUS 37% in a lieu of benefit
CENTRE: Capricorn District Library x 1, Giyani District Library x 1, Vhembe District Library x 1, Waterberg District Library x 2, Sekhukhune District Library x 1

REQUIREMENTS:

- National Diploma/degree in library and information studies/ science from a recognised institution of higher education.
- Two years experience in a library and information services environment.
- Computer literate in Ms Office
- Fully conversant with prescripts, legislation, procedure and processes of librarianship.
- Ability to work under pressure
- Valid driver's license: own car added advantage

KEY PERFORMANCE AREAS

- Coordination of library and information services in the district
- Cataloguing, classification of library materials.
- Stock taking of library materials, manage assets and collection development
- Render reference and information services
- Market and promote library services to the community
- Implementation of library and information management system
- Perform administrative and supervisory services.

COMPETENCIES

Customer Care, Creative thinking, Supervisory Skills, Conflict Management, Problem Solving, Communication Skills. Ability to work under pressure

POST NO. SAC 2013/07 : ACQUISITION LIBRARIAN X1 (2 years contract)
LEVEL : 06
SALARY NOTCH : R 138 345.00 PLUS 37% in a lieu of benefit
CENTRE : Head Office

REQUIREMENTS:

- National Diploma/Degree in library and information studies/ science from a recognised institution of higher education.
- Two years working experience in a library and information services environment
- Knowledge and application of AACRII, DDC, and subject heading
- Computer literate in Ms Office and internet
- Fully conversant with prescripts, legislation, procedure and processes of librarianship.
- Valid driver's license

KEY PERFORMANCE AREAS

- Management of library materials in central processing unit.
- Cataloguing, classification and indexing according to international library standards.

- Printing of catalogue cards for library materials to distributed to libraries
- Distribution and allocation of processed library materials to libraries
- Handle administrative support services
- Assist with acquisition of library materials under library management system.

COMPETENCIES

Customer Care, Creative thinking, Supervisory Skills, Conflict Management, Problem Solving, Communication Skills and Ability to work under pressure

POST NO. SAC 2013/08 : LIBRARY ASSISTANTS X15 (2 years contract)
LEVEL : 03
SALARY NOTCH : R 81 312.00 PLUS 37% in a lieu of benefit

CENTRE : Xihlovo x 1, Giyani x 1, Phalaborwa x 1, Rixile x 1, Leboneng x 1, Tzaneen x 1, Haenertsburg x 1, Seleteng x 1, Capricorn District Library x 1, Shongwane x 1, Bela-Bela x1 ; Jane Furse x1 , Saselemani x 1 , Head Office x 1, Waterberg District Library x 1

REQUIREMENTS

- Senior Certificate or equivalent qualification from a recognised institution of basic education.
- Working experience in a library and information services environment will be an added advantage experience.
- Computer literate in MS Office Suite and Internet.
- Knowledge of library and information services matters.

KEY PERFORMANCE AREAS

- Handle the library material exchange process.
- Handle administrative support services.
- Shelving and shelf reading library materials. .
- Assisting with stocktaking of library materials
- Assist in executing library programmes.
- Handle processing of library materials to be shelf ready

COMPETENCIES

Organising, Analytical thinking, Customer care, Creative thinking, Problem solving, Communication skills (Verbal and writing), Ability to work under pressure and Report writing,

REF NO. SAC 2013/09 : DEPUTY MANAGER: MONITORING AND EVALUATION
(3 years contract)

POST LEVEL : 09

SALARY NOTCH : R252 144.00 PER ANNUM PLUS 37% IN LIEU OF BENEFITS

CENTRE : POLOKWANE

REQUIREMENTS

A tertiary qualification in Monitoring and Evaluation as well as five years experience in Government .Experience and Knowledge of Monitoring and Evaluation .Driver's licence is essential. Understanding of the Sport and Recreation programmes will be an added advantage.

KEY PERFORMANCE ARREARS

Provide strategic direction and leadership with regard to Monitoring and Evaluation of Conditional Grant Programmes .Develop and implement a monitoring and evaluation framework for Sport and Recreation conditional grant programmes for all districts .Manage and coordinate all conditional grant Monitoring and Evaluation reporting processes according to Provincial and National objectives .Prepare M& E reports for the conditional grant and external stakeholders .Provide input to the strategic and business plans .Monitor the performance of the Branch in line with the APP.

REF NO. SAC 2013/10 : STATE ACCOUNTANTS - FINANCE, ADMINISTRATION
AND PLANNING X 2 (3 years contract)

POST LEVEL : 7

SALARY NOTCH : R170 799.00 PER ANNUM PLUS 37% IN LIEU OF BENEFITS

CENTRE : POLOKWANE

A tertiary qualification in Financial Management or Accounting. Five years experience in the Public Sector.

Skills: Planning, Organising, budgeting, communication (verbal and written), project management, interpersonal, computer literacy

Knowledge: Division of Revenue Act, the Public Finance Management Act, Treasury Regulations, Public service Regulations, HR Management Practices, budgeting and planning processes, Knowledge of the FINEST AND BAS systems .Driver's license will be an added advantage

KEY PERFORMANCE ARREARS

Develop a framework on the implementation of the DORA finances for sport programmes ;Manage and Monitor finances, budget as well as expenditure and payment of DORA Grant programmes Ensure that the grant expenditure is in line with the National and Provincial

Guidelines ; Ensure that the Business Plans are aligned to the Grant Framework; Coordinate and manage the procurement processes of the conditional grant processes, prepare monthly and quarterly reports on the grant expenditure ;Ensure that service providers are paid timorously

REF NO. SAC 2013/11 : SCHOOL SPORT ADMINISTRATORS X 2 (3 years
contract
SALARY LEVEL : 3
SALARY NOTCH : R81 312.00 PER ANNUM PLUS 37% IN LIEU OF BENEFITS
CENTRE : POLOKWANE

REQUIREMENTS: Grade 12, a post Matric qualification in Office Management or Administration will be an added advantage.

Skills: Communication (verbal and written), coordination, planning, organising, problem solving, ability to interact at all levels, computer literacy

KEY PERFORMANCE ARREAS

Coordinate school sport programmes with school sport cluster coordinators. Provide administrative and logistical support to managers within the unit. Develop and manage an effective filing system. Support preparation for school leagues, district and provincial tournaments .Collect and collate data for school sport reports. Liaise with District Sport officials on all matters related to School Sport

REF NO. SAC 2013/12 : RECREATION ADMINISTRATOR X1 (3 years
contract)
SALARY LEVEL : 3
SALARY NOTCH : R81 312.00 PER ANNUM PLUS 37% IN LIEU OF BENEFITS
CENTRE : POLOKWANE

REQUIREMENTS

Grade 12, a post Matric qualification in Office Management or Administration will be an added advantage.

Skills: Communication (verbal and written), coordination, planning, organising, problem solving, ability to interact at all levels, computer literacy

KEY PERFORMANCE ARREARS

Provide administrative and logistical support to managers within the unit. Provide support in preparation and Coordination of recreation activities with regard to Youth Camps, Big Walk, Indigenous games etc.

Develop and manage an effective filing system. Collect and collate data for recreation reports. Liaise with District Sport officials on all matters related to recreation.

REF NO. SAC 2013/13 : SCHOOL SPORT COORDINATORS X 21 (3 Years Contract)

SALARY LEVEL : 4
SALARY NOTCH : R96 363.00 PER ANNUM PLUS 37% IN LIEU OF BENEFITS
CENTRES : MOPANI X 3, SEKHUKHUNE X5, VHEMBE X5, WATERBERG X3, CAPRICORN X5

REQUIREMENTS

A tertiary qualification in Sport Management or Sport Science or Recreation or Equivalent. Knowledge /experience in coordinating sport programmes in communities or schools. A driver's licence will be an added advantage.

KEY PERFORMANCE ARREARS

Implement School Sport policy and directives in the Province, Coordinate the school league programme, Provide support in preparation for district, provincial and national school competitions, partner with sport federations to effectively implement the school leagues. Facilitate the sport academy involvement in talent identification during school leagues and tournaments. Develop an effective system to manage the registration and participation of schools. Ensure that the School Sport indicators are implemented in line with the Conditional Grant framework. Prepare monthly, quarterly and annual reports with regard to school sport activities

REF NO. SAC 2013/14 : SIYADLALA COORDINATORS X6 (3 years contract)
SALARY LEVEL : 4
SALARY NOTCH : R96 363.00 PER ANNUM PLUS 37% IN LIEU OF BENEFITS
CENTRES : MOPANI X 1 SEKHUKHUNE X2, VHEMBE X1, WATERBERG X1, CAPRICORN X1

REQUIREMENTS

A tertiary qualification in Sport Management or Sport Science or Recreation or equivalent. Knowledge /experience in coordinating sport programmes in communities. A driver's licence will be an added advantage.

KEY PERFORMANCE ARREARS

Interact with federation and sport councillors in municipalities. Make arrangements for all the logistics needed during recreation events. Compile monthly, quarterly and annual recreation reports. Monitor the usage of sport equipment by the public. Ensure that sport equipments are