



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
SPORT, ARTS & CULTURE
HEAD OFFICE

ERRATUM

Ref no: S4/2

Enq: Ms Ramavhanda ND

Date: 11 August 2022

CIRCULA NO. 5 OF 2022

TO ALL HEADS OF DEPARTMNETS: LIMPOPO PROVINCIAL GOVERNMENT

**ERRATUM OF THE ADVERTISED VACANT POSTS ON CIRCULAR NO. 05 OF 2022 FOR
THE DEPARTMENT OF SPORT, ARTS AND CULTURE**

The Limpopo Provincial Department (Department of Sport, Arts and Culture) herein amends the name of the post from Sport Promotion Officer: Infrastructure: ref no.: SAC 08/2022 to Administration Officer: Infrastructure: ref no.: SAC 08/2022

Kindly Note: Applications must be submitted on new z83, accompanied by detailed curriculum vitae only, qualifications will be submitted on the day of the Interview.

The department would like to apologise for any inconvenience caused in this regard.

Head Of Department

Ms Ramokgopa MD

Date :



DEPARTMENT OF
SPORT, ARTS & CULTURE
HEAD OFFICE

Ref: S4/1/1
Enq: Mr Musia N
Date: 25 July 2022

TO: ALL HEADS OF DEPARTMENTS AND STAFF
LIMPOPO PROVINCIAL ADMINISTRATION

**ADVERTISEMENT OF POSTS FOR LIMPOPO DEPARTMENT OF SPORT, ARTS AND CULTURE
(DSAC) CIRCULAR NO: 05 OF 2022**

Department of **Sport, Arts & Culture** is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture as per attached "Annexure A". Women and People with Disabilities are encouraged to apply.

Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA).

Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za. Applicants are to specify the centre on Z83.

The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)" then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The Department reserves the right to appoint.

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

The heartland of South Africa – Development is about people!

A specific reference number for the post applied for must be quoted in the space provided on Z83 form.

Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) are only required to be presented on the day of the interview.

Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons are excluded.

Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000.

The closing date for submission of applications is the **26 August 2022 @13h00**.

Short-listed candidates will be subjected to a security clearance and pre-employment verifications.

Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty.

The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations.

The contents of this Circular will also be posted on the following websites www.sac.limpopo.gov.za / www.limpopo.gov.za, and www.dpsa.gov.za

Applications should be submitted to:

The Head of Department,
Department of Sport, Arts and Culture
Private Bag X 9549
POLOKWANE, 0700

Hand delivered at 21 Rabe Street, POLOKWANE. Enquiries: Mr Musia 015 284 4143 and Ms Ramavhanda ND 015 284 4038


HEAD OF DEPARTMENT
MRS RAMOKGOPA M.D

25/07/2022
DATE

Core and Process Competencies:

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation.

Knowledge and Skills

Knowledge and understanding of legislative framework governing the Library and Information Service Sector; Knowledge and understanding of legislative framework governing public services; Ability to think analytically and to develop new or revised library management systems, procedures and workflow; Knowledge and understanding of library security systems. Advanced knowledge of virtual technology, networking systems, various electronic devices and operating systems, including Linux. Strong understanding of library applications and technologies and experience working with database management. Strong analytical and problem-solving skills, with project management experience. Good understanding of troubleshooting and maintaining library management systems software. experience and knowledge of networks in a public library environment, Public Service Knowledge, Computer literacy

Duties: Key Performance Areas:

Manage the LP Library Management System and provide support to the Provincial Library Services staff regarding system software and hardware queries. Provide support and oversight to community libraries on the library management system matters; Co-ordinate requests for computer equipment and all computer needs and maintain inventory control register for all information technology equipment. Compile procedures and manuals for the section. Responsible for loading maintaining system password for library staff. Process Library Management system and subscription libraries applications. Co-ordinate requirements and setting up of Library Management system Institutions and subscription libraries. Responsible for requests for printing of barcodes from public libraries and regions. Responsible for generating all Library Management system standard reports. Attend training sessions, meetings, workshops and assist in Library Management system training with Library Services staff and public library staff. Computer training for library services staff. Attend Library Management system user group meetings and distribute minutes and attend Systems Administrators Workshops. Develop and implement Library System Policy and Procedures manuals, Prepare and direct disaster recovery for Library System, resources, and services. Manage hardware lifecycle for all Library Systems. Evaluate current system and service for improvements. Organise and participate in the creation and maintenance of documentation for systems. Implement and maintain multiple layers of back-up solutions for Library systems, resources, and services.

Ref no : DSAC 2022/08
Post : Sport Promotion Officer: Infrastructure
Salary : R261 372.00 per annum (Level 7)
Centre : Head Office (Polokwane)

Minimum Requirements:

An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). Qualification in Sports will be an added advantage. 01 to 02 years relevant experience in sports Environment. A valid driver's license with the exception of people with disabilities.

Core and Process Competencies:

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation.

Knowledge And Skills:

Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, negotiations, Sport and Recreation Environment and Stakeholders, Understanding the operations of all the professional and developmental sporting codes in the province, policy formulation and analytic thinking. Public Service Knowledge; Negotiation skills, Computer Literacy.

Duties: Key Performance Areas:

Facilitate and Process application for special MIG, Monitor the implementation of 15% of MIG for Sport and Recreation Facilities, Facilitate the site inspections for projects for Sport and Recreation facilities, Provide technical assistance to municipalities on Sport and Recreation norms and standards for facilities, Identify the needs for the disabled people in relation to training, Facilitate the training that is accredited for both sport specific and Management course, Keep data base for trained personnel in disability sector, Determine and monitor the implementation of leagues/ tournaments. Facilitate the implementation and responding to requests by stakeholders, facilitate inclusion of disability sport groups in the mainstream of sport, Facilitate the identification of needs for people with disability in sport.

Ref no : DSAC 2022/09

Post : Sport Promotion Officer: School Sports x4

Salary : R261 372.00 per annum (Level 7)

Centre : Vhembe District x1, Mopani District x1, Waterberg District x1 and Capricorn District x1

Minimum Requirements:

An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). Qualification in Sports Administration and Sport Science will be an added advantage. 01 to 02 years relevant experience in Sports Environment. A valid driver's license with the exception of people with disabilities.

Core and Process Competencies:

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation.

Knowledge And Skills:

Knowledge and understanding of the legislative framework governing the public service. Public service knowledge, negotiations, Sport and Recreation Environment and Stakeholders, Understanding the operations of all professional and developmental sporting codes in the province, policy formulation and analytic thinking. Event and Sport Management. Computer Literacy; Public Service Knowledge; Negotiation skills.

Duties: Key Performance Areas:

Coordinate the establishment and provide support to sport and recreation structures in schools, wards, and local areas. In conjunction with stakeholders, facilitate sustainable capacity development programs in sport within the school, wards, local areas and districts, implement sport and recreation programs in the schools, wards and local areas for the development of sport and recreation, Monitor and evaluate the compliance with sport and recreation transformational policies, render administrative functions in relation to programs that are implemented, provide support services to federations, clubs school sport structures, administer coach education in terms of different sporting codes, liaise with hubs, sport federations, sport council and academy to increase the number of participants in sports and recreation activities, promote gender mainstream in sport and recreation examine, compile the monitor transfer payments of funded projects.