




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

Ref : S.4/1/1
Enq : Ledwaba M.S
Date : 08 July 2015
TO : All Heads Of Departments and Staff
Limpopo Provincial Administration

**DEPARTMENT OF SPORT, ARTS AND CULTURE: CIRCULAR NO.2 OF 2015.
ADVERTISEMENT OF COMMUNITY LIBRARY CONDITIONAL GRANT POSTS UNDER
LIBRARY DEVELOPMENT AND COLLECTION SERVICES**

1. Applications are hereby invited for filling of Library Development and Information Collection Services - Community Library Services Grant posts as outlined on the attached **Annexure A**.
2. Applications must be submitted on form Z83 obtainable from any Public Service Department / Institution or can be downloaded from www.dpsa.gov.za. The completed and signed applications forms should be accompanied by a detailed CV, as well as certified copies of all qualifications, ID document and Driver's license (where applicable). A specific reference number for the post and the station applied for must be quoted in the space provided in the form. Note: Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation from the South African Qualifications Authority (SAQA).
3. 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 Biccard Street, POLOKWANE. Enquiries: Ms. Ledwaba M.S @ 015 284 4138 and Mr. Musia N @ 015 284 4143.
Faxed or emailed applications will not be considered. The successful candidates will be appointed on a three year fixed term contract. The contents of this circular must be brought to the attention of all employees in the Limpopo Provincial Administration. 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 personnel suitability check for security reasons.
4. **The closing date is 07 August 2015.** 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. The Department of Sport, Arts and Culture is an equal opportunity and affirmative action employer. Women and people with disabilities are encouraged to apply.


ACTING HEAD OF DEPARTMENT
MABAKANE MANGENA

08/07/2015
DATE

"ANNEXURE A"

REF NO. SAC 2015/01 : MANAGER: INFRASTRUCTURE COORDINATION (3 Year Contract)
LEVEL : 12
SALARY NOTCH : R 671 196.00
CENTRE : HEAD OFFICE- POLOKWANE

REQUIREMENTS

Bachelor's Degree or equivalent qualification in Built environment (Quantity Surveyor, Civil Engineering, Building and/ or Construction Management coupled with relevant experience. A project management course will be an added advantage. A valid driver's licence.

DUTIES

To lead, manage and co-ordinate infrastructure projects. Conceptualise and design infrastructure projects. Oversee the development of projects plans. Liaise with stakeholders on issues pertaining to departmental projects. Monitor and evaluate infrastructure projects. Ensure continuous monitoring of project implementation to agreed schedules, and of the use of inputs, infrastructure, and services by project beneficiaries. Facilitate contract management and manage and utilise human resource. Manage discipline and disputes

REF NO. SAC 2015/02 : DEPUTY MANAGER: ASSETS MANAGEMENT (3 Year Contract)
LEVEL : 09
SALARY NOTCH : R288 135.00 Plus 37% lieu of benefits
CENTRE : HEAD OFFICE (POLOKWANE)

REQUIREMENTS

NQF 6 or Bachelor's Degree in Financial Management/ Accounting of equivalent qualification from a recognised institution of higher education. Extensive 2-3 years' experience in asset management. Sound knowledge of PFMA, Finest/ BAS, GRAP, Supply Chain Management, National Treasury Regulations. Administration and organisational skills. Excellent communication skills (both Verbal and Written). Computer literacy in MS-Office Suite. Valid driver's licence: own is an added advantage. Ensure adherence to all applicable prescripts.

DUTIES

Update Excel- Based Asset Register. Reconcile assets register against monthly Bas print outs. Manage internal asset movement. Manage regular assets verification. Facilitate and manage disposal of redundant and obsolete assets.

REF NO.SAC 2015/03 : DEPUTY MANAGER: HR PROVISIONING (3 Year Contract)
LEVEL : 09
SALARY NOTCH : R288 135.00 Plus 37% lieu of benefits
CENTRE : HEAD OFFICE (POLOKWANE)

REQUIREMENTS

NQF 6 / Bachelor's Degree in Human Resource Management/Public Management or equivalent qualification in relation to Human Resource Management from a recognised institution of higher education. Extensive 2-3 years' experience at a supervisory level. Sound knowledge of Public Service Act of 1994 as amended, Public Service Regulations, Constitution

of the Republic of South Africa and other related Acts. Planning and organising skills. Persal as an added advantage. Excellent communication skills (both Verbal and Written). Computer literacy in MS-Office Suite.

DUTIES

Co-ordinate Departmental advertisement of posts of Library Conditional Grant. Manage applications for all advertised posts. Track, report and advice on recruitment. Facilitate the established selection process. Provide advisory and secretariat services during the selection process. Manage the service benefits for all libraries conditional grant employees. Ensure proper Human Planning. Manage termination of service for Library Conditional grant posts. Manage the PMDS of all the Library Conditional Grant employees. Manage the statistics of Library Conditional Grant employees on a monthly basis. Monitor the leave register for all Library Conditional grant employees. Manage the filing system of the grant employees. Management of Human and physical resources in the sub-division.

REF NO. SAC 2015/04 : HR PRACTITIONER (3 Year Contract)
LEVEL : 07
SALARY NOTCH : R195 177.00 Plus 37% lieu of benefits
CENTRE : HEAD OFFICE (POLOKWANE)

REQUIREMENTS

NQF 6 / Bachelor's Degree/ National Diploma in Human Resources Management or Public Management from a recognised institution of higher education. 1-2 years extensive experience in the Human Resource field. Knowledge of Human Resource Management . Practical knowledge and experience in MS-suite. Knowledge of Public Service Act and other related transformation policies. Supervisory skills. Persal system will be an added advantage.

DUTIES

Assist in the recruitment and selection of all Library Conditional grant posts. Conditions of service for all library conditional grant employees- leave of absence, the temporary incapacity leave and termination of service. Manage the PMDS of all the Library Conditional Grant employees. Manage the statistics of Library Conditional Grant employees on a monthly basis.

REF NO. SAC 2015/05 : HR OFFICER (3 Year Contract)
LEVEL : 05
SALARY NOTCH : R131 7 658.00 Plus 37% lieu of benefits
CENTRE : HEAD OFFICE (POLOKWANE)

REQUIREMENTS

NQF 4 / Senior Certificate or equivalent qualification from a recognised institution of basic education. Knowledge of Human Resource Management. Practical knowledge and experience in MS-suite. Knowledge of Public Service Act and other transformation policies.

DUTIES

Handle advertisement of posts, receive application forms, schedule application forms and facilitate short listing and interviews processes. Receive leave forms and capture them. Receive PMDS reviews and capture them on the database register. Manage database of Library Conditional grant posts.

REF NO. SAC 2015/06 : ADMINISTRATION OFFICER: ASSETS MANAGEMENT
(3 Year Contract)
LEVEL : 07
SALARY NOTCH : R194 177.00 Plus 37% lieu of benefits
CENTRE : HEAD OFFICE (POLOKWANE)

REQUIREMENTS

National diploma in Financial management from a recognised institution of higher education. One (1) year relevant working experience in assets management. Good interpersonal relations and communication skills. Knowledge of PFMA, Finest/ BAS and Supply Chain Management Prescripts. Computer literacy in MS Office suite.

DUTIES

Bar cording for departmental assets. Conduct stock taking. Compile monthly assets reports. Update of sub-inventory asset registers of the department. Control internal departmental asset movement. Conduct asset verification. Serve as a secretariat for asset disposal committee.

POST NO. SAC 2015/07 : LIBRARIAN X 9 (3 Year contract)
LEVEL : 07
SALARY NOTCH : R 194 177.00 plus 37% lieu of benefits
CENTRE-LIBRARIES : Phatantswane, Ga-Phaahla, Mutale, Molepo, Morebeng,
Head Office-Polokwane, Rosenekaal, Capricorn District,
& Sekhukhune District.

REQUIREMENTS

Degree/ National Diploma in Library and Information Studies/Science from a recognised institution of higher education. Computer Literate in MS Office Suite. Fully conversant with prescripts, legislations, procedures and processes of librarianship.

DUTIES

Render professional library and information service to the community. Perform administrative and supervisory services. Assist in maintenance of library buildings, equipment and library materials. Library Orientation and education of library users regarding library usage and retrieval of information. Liaise with community stakeholders on library and information 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.

POST NO. SAC 2015/08 : LIBRARY ASSISTANT X 5 (3 Year contract)
LEVEL : 03
SALARY NOTCH : R 92 919.00 Plus 37% lieu of benefits
CENTRE : Tzaneen, Ga-Phaahla, Shiluvane, Mogwadi & Vhembe District.

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 matters will be an added advantage.

DUTIES

Handle the library materials exchange process. Handle administrative support services.

Shelving and shelf reading of library materials. Assisting with stock taking of library materials. Assist in executing library programmes. Handle processing of library materials to be shelf ready.