



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
SPORT, ARTS & CULTURE
HEAD OFFICE

Confidential

Ref : S4/1/1
Enq : Mr Musia N
Date : 17 March 2022

To: ALL HEADS OF DEPARTMENT AND STAFF
LIMPOPO PROVINCIAL ADMINISTRATION

ERRATUM

Kindly note that the post advertised through circular 10 of 2021 on DSAC website (www.sac.limpopo.gov.za) published on 01 March 2022 have the following amendment.

POSITION	CORRECTION
Director: Infrastructure Coordination	12 months contract
Assistant Director: Information Technology	Minimum requirements for the post
Librarian	Two centers added: Modjadjiskloof library x1 and Letsitele Library x1

Ref No : DSAC 2022/01
Post : Director: Infrastructure (12 months contract)
Level : 13
Salary Notch : R1 073 187 (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
Centre : Head Office

Minimum requirements: An undergraduate qualification NQF level 07 as recognised by SAQA in Built environment/Civil Engineering/ Quantity Surveyor or similar. A minimum 05 years of

experience at a Middle/Senior Managerial level in the Built environment/Civil Engineering/ Quantity Surveyor or similar. A valid driver's licence (with the exception of persons with disabilities).

Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.

Knowledge and skills: Extensive knowledge and understanding of public service policies and procedures. Working knowledge of the functioning of National/Provincial as well as Local Government

Knowledge of Built environment, Government Infrastructure Planning and Delivery, Infrastructure Delivery Legislative Framework, Construction contracts, Infrastructure Delivery Management System (IDMS). Knowledge of Financial Management. Knowledge of Project Management. Basic knowledge of Microsoft Office Applications. Interpersonal skills, Written and verbal communication skills, sense of urgency, Attention to details, Conflict management, Analytical skills

Key performance areas:

Development, review and updating of the Infrastructure Delivery Management Framework(s), performance and risk management systems and implementation strategies. facilitate and support capacity building for improved infrastructure performance. development, updating and implementation of infrastructure policies, systems, standard operating procedures, Codes of Practice and Best Practice Notes/Circulars. Monitoring and reporting of Infrastructure Financial Management. Provide guidance with regard to integrated spatial infrastructure planning in the Department. Monitoring of infrastructure programmes and projects. Guide the monitoring of processes, plans and budgets for conditions and functional assessments (including any specific requirements stated in the OHS Act). Facilitate implementation of maintenance strategies, service delivery models, plans, and budgets. Manage the development and review of the infrastructure delivery plan and maintenance strategy. Manage the development and review of the infrastructure and immovable asset management plan to enable achieving of the strategy. Manage relationships with implementing agents and stakeholders to support infrastructure development and delivery. Formulate and manage the directorate's budget in line with strategic objectives. Manage Projects. Ensure the achievement of operational targets. Manage others and ensure that all contribute towards achievement of dept goals. Develop Guidelines/ Practices/ Frameworks/ M&E.

Ref No : DSAC 2022/04
Post : Assistant Director Information Communication Technology (ICT) (x3)
Level : 09
Salary Notch : R382 245 plus 37% lieu benefit (12 months contract)
Centre : Head office x1, Waterberg x1 and Mopani x1

Minimum requirements:

An undergraduate qualification NQF level 6 as recognized by SAQA in IT field from a recognised institution of higher education. At least 3 to 5 years' experience in LAN support, Desktop Support, Server Support, Open-Source Platforms, MS Exchange, and Network Management. N+, A+, Linux, Novell, Cisco Certified, MCSE will be an added advantage. Valid drivers' licence.

Knowledge and skills:

Knowledge of the prescripts. Working Knowledge of CISCO environment including firewalls, intrusion prevention, IP Telephony, Wireless Connection, switches, routers, etc. Work ethics; Drafting of standards procedures; ITIL; COBIT, organizing, ability to work independently; Ability to operate computer; Problem solving; Interpersonal relationship; Conflict Management; Project management and budgeting. Open-Source Software Network Management, Planning and organization skills, Problem Solving, Report writing skills, Analytical skills; Facilitation skills, ICT Technical Skills, Change Management and Interpersonal relations. Implement and maintain the remote software deployment and maintenance

Key performance areas:

LAN infrastructure support, implementation, and maintenance. Conduct ICT audit, maintain the ICT asset register and support (Inclusive of computers, laptops, scanners, printers, etc.). Conduct ICT need analysis and drafting of specification. Internet Connection implementation, support, and maintenance. Applications and ICT equipment support, implementation, and maintenance (Inclusive of SLIMS/ Library Management System, Email, Intranet, Operating Systems, Office Applications etc.). Training of users on ICT applications. Provide technical support to the enterprise's local IT hardware and software, which connect to the local area network and Wide Area Network. Install and configure operating system to desktops, servers. To develop standard configuration procedure manual for network equipment, desktop and servers and document them.

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 : DSAC 2022/11
Post : Librarian x 100
Level : 7
Salary Notch : R 261 372. 00 plus 37% Lieu benefit (12 Months contract)
Centre : Head Office

Capricorn District (x17): Morebeng x1, Matlala x1, Alldays x1, Mankweng x1, Lebowakgomo x1, Seleteng Modular x1, Fedile x1, Molepo x1, Moletjie x1, Seshego x1, Polokwane x1, Nirvana x1, Eldorado x1, Ramokgopa x1, Capricorn District Library x3

Mopani District (x 34): Giyani public Library x1, Selwane x1, Gravelote x1, Makhuvha x1, Xihlovo x1, Leboneng x1, Rixile x1, Muyexe x1, Nkuri x1, Timamogolo x1, Kgapane x1, Soetfontein x1, Sekgopo x1, Mokwakwaila x1, Maphalle x1, Motupa x1, Senwamokgope x1, Metz x1, Shiluvane x1, Hoedspruit x1, Mulati x1, Haenesburg x1, Drakensig x1, Tzaneen x1, Phalaborwa x1, Runnymede x1, , Mavalani x1, Giyani District Library x2, Tzaneen District Library x2. Modjadjiskloof x1, Letsetele x1

Sekhukhune District (x10): Phatantswane x1, Fetakgomo x1, Ga Phaahla x1, Jane Furse x1, Mapodile x1, Ohrigstad x1, Phokwane x1, Sekhukhune District Library x3.

Vhembe District (x21): Musina x1, Musina Nancefield x1, Thulamela x1, Saselamani x1, Mukondeleni x1, Nzhelele x1, Mutale x1, Makhahlule x1, Ntsako Matsakali x1, Masisi x1, Litshovu x1, Murongwe/Khuvi x1, Tshitale x1, Manenzhe x1, Tshikonele x1, Vuwani x1, Ha Masia x1, Olifantshoek x1, Vhembe District Library x3

Waterberg District (x18): Vaalwater x1, Modimolle x1, Phagameng x1, Mookgopong (Town) x1, Mookgopong (Township) x1, Bela Bela (Township) x1, Roedtan x1, Northam x1, Thabazimbi x1, Rapotokwane x1, Bakgoma x1, Babirwa x1, Shongwane x1, Rooiberg/Regorogile x1, Bakenberg x1, Waterberg District Library x3

Minimum requirements: An undergraduate qualification NQF level 6 as recognized by SAQA. Qualification in Library & information Studies/Science from an accredited institution of higher learning. Experience in the library environment will be an added advantage.

Knowledge and skills: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy.

Organising and planning. Computer literacy. Basic interpersonal relations. Problem solving. Maintaining discipline.

Key performance areas: Market and promote library services. Classify and catalogue library material. Render reference and information services. Develop a new established library. Render professional library and information service to the community. Assist with identifying maintenance needs for the building, equipment, library assets and material. Manage day to day library operations. Responsible for the marketing and advocacy of library services and within the library. Facilitate establishment and full participation of book clubs. Perform necessary library administrative tasks. Conduct library orientation to users regarding library usage and retrieval of information. Provide information service to library users. Monitor library user's statistics and compile reports as required. Assist the District Librarian to conduct asset verification. Liaise with stakeholders and district library on library matters. Compile monthly, quarterly, and annual reports. Supervise library staff.

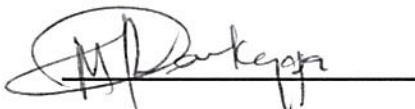
DSAC would like apologise for the inconvenience this might have been caused.

The closing date for submission of applications is the **25 March 2022 @15h30**. Short-listed candidates will be subjected to a security clearance and pre-employment verifications. The Department reserves the right to appoint. 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, Ms Ramavhanda N.D 015 284 4038.



HEAD OF DEPARTMENT

Ms. RAMOKGOPA M.D



DATE