



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF SPORT, ARTS AND CULTURE HEAD OFFICE

REF: S4/1/1
ENQ: HRM&D

TO: ALL HEADS OF DEPARTMENTS AND STAFF
LIMPOPO PROVINCIAL ADMINISTRATION

ADVERTISEMENT OF POSTS FOR LIMPOPO DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC) CIRCULAR NO 03 OF 2025

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. The employment decision shall be informed by the Employment Equity Plan of the Department.

Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation.

Applicants should apply using E-Recruitment system at <https://erecruitment.limpopo.gov.za>, click on browse jobs and select Department of Sport, Arts and Culture.

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. 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 (3) 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 Department reserves the right not to make any appointment(s) to the posts advertised.

Pre-Entry Assessments

All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

Practical Exercise

(a) All shortlisted candidates shall undertake a pre-entry practical exercise as part of the

assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

(b) The assessment must comprise a formal test to determine a candidate's proficiency in core functions and the technical dimensions specified in the job advertisement.

<https://www.dpsa.gov.za/dpsa2g/documents/ep/2024>

The closing date for submission of applications is the **31 October 2025**. Shortlisted candidates will be subjected to 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.

NB: Due to austerity measure the Department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

The advert will be posted on the following websites www.sac.limpopo.gov.za / www.limpopo.gov.za, and www.dpsa.gov.za

Applicants will be assisted to apply through the E-recruitment system at The Department of Sport, Arts and Culture, 21 Biccard Street, Polokwane, Olympic Towers

Enquiries: Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF @ 015 284 4143 / 4109 / 4032 / 4186


HEAD OF DEPARTMENT
MOKGONYANA KV

2025/10/07
DATE:

Component : Chief Directorate: Corporate Services
Post : Director: Legal Services
Ref Number : DSAC 2025/01
Salary Level : 13
Salary : R1 266 714.00 per annum (all-inclusive remuneration package) of which 30% may be structured according to the individual's needs
Centre : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

An undergraduate qualification (NQF Level 7) in Law as recognized by SAQA. A minimum of five (5) years' experience at Middle / Senior Management level in Legal services. SMS pre-entry (Nyukela) certificate upon appointment. A valid driver's license (except for persons with disabilities).

CORE AND PROCESS COMPETENCIES:

Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation, Research, Policy formulation and Analytic thinking. sound understanding of the functioning of Public Service system and good background in service delivery, turn around and change management strategy.

KNOWLEDGE AND SKILLS:

Knowledge and understanding of the legislative framework governing the public services, Knowledge of the South African Constitutional Law and comparative legal systems, administrative law, interpretation of statutes, public sector legislation and regulations (including the PFMA, Treasury Regulations, Public Service Act and Regulations, Municipal Systems/ Structures Act), commercial law, law of contract, legislative drafting, good Communication skills, report writing skills, facilitation skills, co-ordination skills, liaison skills, networking, interpersonal skills, leadership skills, analytical skills, change and knowledge management, planning and organising skills, people Management, financial Management, problem Solving, Legal interpretation, time Management, team player, strategic planning, policy analysis and development

KEY PERFORMANCE AREAS:

Provide leadership and strategic direction in the directorate: Align the information management and information technology strategy with the strategic direction, management plans and business processes of the department, monitor and ensure the implementation of the strategic plans, align individual performance to the strategic business objectives of the sub-directorate. implement and report on strategic frameworks in functional responsibility, monitor the attainability & sustainability of performance standards as per departmental objectives and oversee the development of Operational Plans to give strategic direction to the sub-directorate by managing & coordinating the activities. **Provide legal advice and assistance in the**

department: Ensure a well-coordinated labour litigation service, arbitration and labour court matters, conduct research on legal matters, consult with Executive Authorities to obtain relevant information for the purpose of legal assistance, interpret laws and policies on behalf of the Department, draft, edit ,amend legal documents and assist with the preparation of other documents with legal bearing e.g. tender documents, provide legal inputs concerning policy formulation and implementation and serve on task teams/working groups from a legal point of view. Draft and review legislation to ensure alignment with departmental and governmental outcomes and priorities. **Drafting or editing international agreements and other legal contracts and documents:** Manage legal instruction, ensure drafting and editing of labour contracts for the provincial administration, ensure consultation within the department and submission of well researched legal documents and ensure that the Department's interest is considered and protected when entering into contracts with national or international third parties and in policies and legislation. **Manage resources (physical, human and finance):** Ensure proper implementation of budget, ensure that preparations of budget are in line with strategic plans, & department objectives, monitor and report on the utilization of equipment, evaluate and monitor performance of employees, ensure capacity and development of staff, manage discipline in the workplace and enhance and maintain employee motivation and cultivate a culture of performance management.

Component : Chief Directorate: Cultural Affairs
Post : Deputy Director: Culture and Creative Industries
Ref Number : DSAC 2025/02
Salary Level : 12
Salary : R1 059 105 per annum
Centre : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

An undergraduate qualification (NQF Level 6) in Arts and Cultural Studies or as recognized by SAQA. A minimum of three to three (3) – five (5) years of experience in Culture and Creative Industries environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities).

SKILLS AND KNOWLEDGE:

Knowledge: Sound and in-depth knowledge of All Arts and Cultural legislative frameworks. In-depth knowledge of the legislative and regulatory frameworks governing the Public Service. Human Resource Management principles.

Skills: Applied Strategic Thinking, Creative Thinking, Citizen Service Orientation, Decision Making, Communication and Information Management, Diversity Management, Citizenship focus and responsiveness, Continuous Improvement, Communication and information management, Problem Analysis and decision-making, Applying Technology, Budgeting and Financial Management, Networking and building bonds, Project Management, Team leadership, Planning and Organising, Developing Others, Self-Management, Team Membership, Report writing skills, Facilitation, Presentation and Stakeholders Engagement, Research/Analysing, Interpersonal

Relationship skills, Analytical Thinking skills, Ability to self-motivate and work in a team environment. Advanced human resource management.

KEY PERFORMANCE AREAS:

Manage the provision of performing arts services: Develop and promote performing arts programmes, provide support to emerging artists and arts and culture structures, coordinate and promote performing arts events, festivals and other related initiatives, develop business and project plans for performing arts events and projects and manage the development, implementation and monitoring of performing arts policies. **Manage the development of visual arts industry in the province:** Coordinate planning and executions of visual arts, craft, design programmes, exhibition and trade fairs, establish and maintain visual arts committees in the province, facilitate interaction and provide professional advice to all relevant stakeholders in the sector and research development initiatives in the sector, provide support and create income generating opportunities for emerging artists and crafters and develop and implement policies related to visual arts, craft and design. **Manage the development and distribution of local film and video:** Identify, nurture, and mentor emerging talent in film and video. Provide opportunities to previously disadvantaged communities, ensure identification and nurturing of talent in film and video, promote the use of local content on television, provide support to any person or organisation participating in film and video, manage the development and implementation of film and video policies and procedures and develop and implement a marketing plan for film and video. **Manage and utilise human, physical and financial resources in accordance with relevant directives and legislation:** Evaluate and monitor performance of employees, ensure capacity and development of staff, enhance and maintain employee motivation and cultivate a culture of performance management, develop a stimulating working environment for staff through leadership and sound management and development strategy and manage discipline.

Component	: Chief Directorate: Cultural Affairs
Post	: Deputy Director: Museum and Heritage
Ref Number	: DSAC 2025/03
Salary Level	: 12
Salary	: R1 059 105 per annum
Centre	: Head Office

MINIMUM REQUIREMENTS:

An undergraduate Qualification (NQF level 06) in Heritage Management / Museum studies, Arts/Cultural Studies as recognized by SAQA. A minimum of three to three (3) – five (5) years of experience in Museum and Heritage environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities).

SKILLS AND KNOWLEDGE:

Knowledge: Sound and in-depth knowledge of All relevant n-depth knowledge of museum, heritage, and cultural legislative frameworks and all relevant legislative frameworks that govern the Public Service. Strong grounding in Human Resource Management, Financial Management, and governance principles.

Skills: Applied Strategic Thinking, Creative Thinking, Citizen Service Orientation, Decision Making, Communication and Information Management, Diversity Management, Citizenship focus and responsiveness, Continuous Improvement, Communication and information management, Problem Analysis and decision-making, Applying Technology, Budgeting and Financial Management, Networking and building bonds, Project Management, Team leadership, Planning and Organising, Developing Others, Self-Management, Team Membership, Report writing skills, Facilitation, Presentation and Stakeholders Engagement, Research/Analysing, Interpersonal Relationship skills, Analytical Thinking skills, Ability to self-motivate and work in a team environment.

KEY PERFORMANCE AREAS:

Manage transformation and revitalisation of museums and heritage services: Develop, implement and monitor provincial museum, heritage, and cultural strategies. Coordinate the revitalisation of museums and heritage activities, lead the promotion of museum and heritage services to previously marginalised communities, promotion of material culture from previously marginalised communities. Align Museum and heritage programs to address social concerns such as poverty alleviation, education, and awareness campaigns (e.g., HIV/AIDS). Bridge the information gap between government programs and communities. **Ensure enhancement of collection and conservation:** Capacity building to empower communities around local museums, coordinate and oversee that heritage objects of cultural significance are identified, graded, acquired, documented, and preserved, ensure rare and culturally significant objects are secured and maintained to professional standards. Manage provincial heritage sites that are associated with each museum and contribute towards the development of a working tool to guide museum functions. **Manage promotion of education, research and tourism:** Building of partnerships with academic institutions to enhance research initiatives, Collaborate with heritage-tourism clubs, government, and non-governmental organizations to promote heritage tourism and cultural experiences., Lead school outreach programs and community engagement initiatives to complement the curriculum in Limpopo Province, coordinate the celebration of important national and international days in the Museums and Heritage calendar and promotion of museums. **Ensure contribution towards global initiative programmes:** Build networks with heritage and museum institutions nationally and globally to facilitate intercultural exchange., Coordinate the E-Heritage documentary program and other digital initiatives, explore investment and development opportunities for heritage development in the province. identification, acquisition, and provide curatorship to museum or heritage objects of Limpopo origin that are either overseas and in other province and participate in the intercultural exchange programs with well-established heritage institutions in the world.

Identify, acquire, and curate heritage objects of provincial origin. Supervise employees to ensure an effective museum and heritage service. This would, inter alia, entail the following: Coordinate and monitor the implementation of Museums operational plans to ensure alignment with provincial Outcomes and outputs, allocate duties and do quality control of the work delivered by supervisees, advice and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of supervisees, ensure that all supervisees are trained and

developed to be able to deliver work of the required professional standards efficiently and effectively and develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

Component : Chief Directorate: Sport and Recreation
Post : Deputy Director: Recreation Promotion
Ref Number : DSAC 2025/04
Salary Level : 12
Salary : R1 059 105 per annum
Centre : Head Office

MINIMUM REQUIREMENTS:

An undergraduate Qualification (NQF level 06) in Sport Management, Sport Sciences/ Management / Sport Administration qualification as recognized by SAQA. A minimum of three to three (3) – five (5) years of experience in Sport and Recreation environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities).

SKILLS AND KNOWLEDGE:

Knowledge of sport and recreation in the South African context, Legislative Frameworks, strategic Frameworks , principles and procedures for management including best practices in this arena, in-depth appreciation of business ethics and the capability to maintain a high level of confidentiality and sensitivity regarding work issues, able to withstand the political pressures related to this job, good understanding of the hub system blueprint, ability to work under pressure and over weekend.

Skills: Applied Strategic Thinking, Creative Thinking, Citizen Service Orientation, Decision Making, Communication and Information Management, Diversity Management, Citizenship focus and responsiveness, Continuous Improvement, Communication and information management, Problem Analysis and decision-making, Applying Technology, Budgeting and Financial Management, Networking and building bonds, Project Management, Team leadership, Planning and Organising, Developing Others, Self-Management, Team Membership, Report writing skills, Facilitation, Presentation and Stakeholders Engagement, Research/Analysing, Interpersonal Relationship skills, Analytical Thinking skills, Ability to self-motivate and work in a team environment. Skill in planning and project management, workshops and presentation skills and in maintaining composure under pressure while meeting multiple deadlines. Good computer skills with word processing, spreadsheet, and other business software to prepare reports, memos, summaries, and analyses, verbal and written communications skills, active listening skills and skills in presenting reports and recommendations. Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment. Must be able to handle confrontational situations with diplomacy.

KEY PERFORMANCE AREAS:

Facilitate Implementation of Recreation Programs: Development recreation policy and plan and monitor Implementation of Recreation Plan. Coordinate, plan, and manage community-based recreation activities to increase participation and engagement. **Promote Community Mass Participation:** Encourage broad public involvement in recreational activities, targeting women, youth, persons with disabilities, the elderly, and rural communities. Facilitate Community Indigenous Sport: Support the preservation, promotion, and practice of indigenous sports within communities. Promote Access to Recreational Facilities. Develop and implement programs that encourage active living, wellness, and holistic community health. **Operational Leadership and Community Hub Development:** developing and implementing frameworks to involve targeted groups in sport and recreation activities. Establish, oversee, and manage community hubs, build and maintain partnerships with local organisations and recreation-related community structures to support hub development and foster community engagement., develop and implement interventions to enhance community hubs, including capacity-building programs for stakeholders to promote certified sport development initiatives. Provide Operational and tactical guidance for the operational activities within the sub directorate, ensuring operational and financial objectives are constituent with departmental objectives, allocate financial, human resources and related efforts. **Manage the performance and impact of the Sub directorate:** Planning and organizing the activities of the Sub-Directorate to ensure optimum service delivery, monitor own unit's expenditure, allocate work and give clear instructions and communicate expectation, perform quality control on the work delivered, manage performance, conduct and discipline of subordinates and ensure training and development of subordinates to be able to deliver work of the required standard efficiently and effectively active recreation events organised and implemented. Data base active recreation stakeholders' development and implement integrated programme of recreational events, strengthen partnerships with recreational agencies and Non-Governmental Organisations (NGOs) to deliver effective programmes to communities. Utilise parks and open spaces for recreation activities. Recreation facilities audit, communicate norms and standards for recreation facilities-monitor MIG recreation. Audit on Sport and Recreation clubs and membership, ensure recreation clubs affiliate to the relevant organisation, provide volunteer programme-database. **Deliver programme and promote peace in sport transformation programmes to promote inclusivity:** women, persons with a disability, youth, aged and rural communities. Encourage the corporate sector to offer active participation in sport and recreation. Link with private sector sport and recreation initiatives. Facilitate the establishment of community sport and recreation hubs and clubs. Design and implement programmes to promote active and healthy lifestyles amongst all age groups and abilities. Procure and develop a Geographical Information System (GIS) for hubs, clubs established and schools, Implement outreach programmes for vulnerable and previous marginalised groups through hubs. Convert hubs into self-sustainable entities like Community Based Organisations (CBOs), Non-Profit Organisations (NPOs) or NGOs. Assist to ensure that where clubs are non-existent, hubs will work jointly with NFs to support the creation of clubs. Ensure that Sports Councils act as interface to support the linking of hubs/clubs with federations, municipalities, civil society structures and NGOs to ensure integration of sports programmes and to avoid duplication of resources.

Component : Directorate: Infrastructure Planning and Management
Post : Deputy Director: Infrastructure Planning and Management
Ref Number : DSAC 2025/05
Salary Level : 12
Salary : R1 059 105 per annum
Centre : Head Office

MINIMUM REQUIREMENTS:

An undergraduate Qualification (NQF level 06) in Built Environment studies as recognised by SAQA. A minimum of three to three (3) – five (5) years of experience in infrastructure project management, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities).

SKILLS AND KNOWLEDGE:

Knowledge of Built environment, government Infrastructure Planning and Delivery, Infrastructure Delivery Legislative Framework, construction contracts, Infrastructure Delivery Management System (IDMS) Programme Planning. Knowledge of public services policies and procedures. Microsoft office applications, financial management and project management.

Skills: Applied Strategic Thinking, Creative Thinking, Citizen Service Orientation, Decision Making, Communication and Information Management, Diversity Management, Citizenship focus and responsiveness, Continuous Improvement, Communication and information management, Problem Analysis and decision-making, Applying Technology, Budgeting and Financial Management, Networking and building bonds, Project Management and spreadsheet skills, Team leadership, Planning and Organising, Developing Others, Self-Management, Team Membership, Report writing skills, Facilitation, Presentation and Stakeholders Engagement, Research/Analysing, Interpersonal Relationship skills, Analytical Thinking skills, Ability to self-motivate and work in a team environment

KEY PERFORMANCE AREAS:

Facilitate the development of infrastructure plans: Develop, review and update infrastructure delivery frameworks and plans. Develop and implement infrastructure sop`s. Liaise with Programme leaders and understand the infrastructure needs, liaise across the different spheres of Government to understand the infrastructure development plans, participate in and contribute to the development and review of the Limpopo Integrated Infrastructure Plan (LIIMP), develop the infrastructure plan (UAMP) to achieve the overall strategic objectives and to align and leverage off other infrastructure investments and developments, conduct pre-feasibilities assessments to determine the priority of projects and to develop the project conceptual frameworks, develop the high level project timeframe for implementation, test the draft project plan with stakeholders and amend to include their feedback and priorities development of the APP and operational plan, develop the Infrastructure Programme Management Plan (IPMP) and manage service providers to provide information to support the planning process. Monitor and report on the implementation of infrastructure plans. Liaison with the implementing Agents. Manage the performance and impact of the Sub directorate. Planning and organising the activities of the Sub-Directorate to

ensure optimum service delivery, monitor own unit's expenditure, allocate work and give clear instructions and communicate expectation, perform quality control on the work delivered, manage performance, conduct and discipline of subordinates and ensure training and development of subordinates to be able to deliver work of the required standard efficiently and effectively

Ensure infrastructure budget development and management: Consider the pre-feasibility assessments and the project plan and develop a draft infrastructure budget, identify budget and funding sources, prepare presentations and proposals to secure budget allocation and grant funding, develop the budget and test this with the relevant stakeholders, submit the budget for approval, develop and implement a budget tracking tool and track expenditure against planned budget and identify budget and expenditure anomalies and liaise with relevant parties to implement corrective action. **Manage the procurement of infrastructure:** Develop the departmental Construction Procurement Strategy, develop the infrastructure procurement plan, draft the relevant terms of reference and bill of quantities, provide technical input into the procurement review process, review and comment on proposals that are received, manage that the procurement process happens in line with this agreed timeframes and review the appointment of service providers in line with the agreed terms of reference and conditions of contract.

Component : Chief Directorate: Sport and Recreation
Post : Deputy Director: Academy of Sport (for a period of one (1) year contract)
Ref Number : DSAC 2025/06
Salary Level : 12
Salary : R1 059 105 per annum
Centre : Head Office

MINIMUM REQUIREMENTS:

An undergraduate Qualification (NQF level 06) in Sport Science as recognized by SAQA. A minimum of three to three (3) – five (5) years of experience in Sport environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities).

SKILLS AND KNOWLEDGE:

Sound and in-depth knowledge of the South African Sports Academies Strategic framework and policy guidelines, deep knowledge and understanding of the national sport and recreation plan,

Skills: people Skills, teamwork, project Management, planning and organising, financial Management, communication skills, report writing skills, facilitation, budgeting and research

KEY PERFORMANCE AREAS:

Manage the activities of the provincial sport academy: monitor activities of all District Academies of Sport (DAS), manage, monitor and evaluate the database of all PAS and DAS athletes and coaches, evaluate and propose intervention strategies for betterment of Academies systems and programmes, implement, monitor and evaluate Academy systems and policies in

line with the directives of Provincial Sports Confederation and SASCO. Provide regular reports to SASCO through the Provincial Sports Confederations. **Provide sport science and medicine support:** Manage sport specific testing through scientific protocols, facilitate physiotherapy services for athletes, facilitate the provision of medical services to athletes and facilitate the provision of rehabilitation programmes. Manage coaching services, ensure training of elite coaches, provide qualified elite coaches to nominated talented athletes, ensure deployment of head coaches during training camps and championships, conduct research on the latest trends relative to coaching, provide advice on matters related to coaching. Facilitate and coordinate scientific and medical support services for athletes and officials. **Oversee sports technology support, aligned with national coaches and the High-Performance Department of SASCO.** **Manage performance squad and events:** Facilitate life skills workshops, liaise with clubs, federations and confederations, develop sport specific tactics and techniques programs. Ensure the nurturing and accelerated development of talented athletes through structured development pathways. Facilitate the provision of career counselling, life skills, and guidance programs, tailored to the needs of athletes and officials. Manage the accommodation of provincial athletes and officials in the PAS in accordance with the selection policy and availability of funding. Ensure PAS priority codes align with national priority codes, and accommodate other sports based on provincial demographics and funding availability. **Coordinate exchange programs:** Manage talent identification, ensure deployment of scouts, facilitate access to conducive sport facilities, monitor usage of the correct criteria for selection of talented athletes, develop and maintain a data base of elite athlete. Develop and implements the PAS Annual and Operational Planning and compile, submit and monitor the PAS budget and performance, and manage the physical assets of PAS. Allocate work and give clear instructions and communicate expectation, perform quality control on the work delivered, manage performance, conduct and discipline of subordinates and ensure training and development of employees to be able to deliver work of the required standard efficiently and effectively.

Component	: Directorate: Library and Archives
Post	: Librarian x04
Ref Number	: DSAC 2025/07 (Ntsako Matsakali Library)
	: DSAC 2025/08 (Thulamela Library)
	: DSAC 2025/09 (Bela-Bela Town Library)
	: DSAC 2025/10 (Roedtan Library)
Salary Level	: 07
Salary	: R325 101 per annum
Centre	: Ntsako Matsakali and Thulamela (Vhembe District), Bela-Bela town and Roedtan Library (Waterberg District)

MINIMUM REQUIREMENTS:

An undergraduate qualification NQF level 6 in Library & information Studies/Science as recognized by SAQA. A minimum of 2 years' experience of Experience in the library environment. A valid driver's license (except for persons with disabilities).

SKILLS AND KNOWLEDGE

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

Component : Directorate: Library and Archives
Post : Librarian: CPU
Ref Number : DSAC 2025/11
Salary Level : 07
Salary : R325 101 per annum
Centre : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

An undergraduate qualification NQF level 6 in Library & information Studies/Science as recognized by SAQA. A minimum of 2 years' experience of Experience in the library environment. A valid driver's license (except for persons with disabilities).

SKILLS AND KNOWLEDGE

Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy. Organizing and planning. Computer literacy. Basic interpersonal relations. Problem solving. Maintaining discipline

KEY PERFORMANCE AREAS:

Formulate the bibliographic data, consult the Dewey Decimal classification schedules (DDC23). Check the existence of a library material on the SLIMS database, analyse and determine the type, audience, language and subject content and use Sears List of Subject Headings to determine the subject headings. Scan ISBN or type in the CLOI number of an item to retrieve its bibliographic record on Resource Monitoring for Remote Application (REMORA), verify information, edit the necessary fields, i.e. Price, quantity, etc and print the catalogue cards. Search the library material by International Standard Book Number (ISBN), author and title, check the existence of a record on the database, catalogue if unavailable, print catalogue cards if already catalogues and confirm information on the cards and confirm the information on the cards.

Component : Directorate: Culture and Creative Industries
Post : Cultural Officer
Ref Number : SAC 2025/12
Salary Level : 07
Salary : R325 101 per annum
Centre : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

An undergraduate qualification level 06 in Arts and Cultural Studies as recognized by SAQA. A minimum of 2 years' experience in Arts and Culture. A valid Driver's License (except for persons with disabilities).

KNOWLEDGE AND SKILLS:

Sound and in-depth knowledge of All relevant Cultural and Creative prescripts and all relevant legislative frameworks that govern the Public Service. Project Management. computer skills. Planning and organising. Financial Management. Communication skills. Report writing skills.

KEY PERFORMANCE AREAS:

Identify, develop and promote (emerging) artists and crafters as well as implementing projects related to performing and visual arts and craft: Facilitate transformation of performing and visual arts to impact on socio-economic development, promote and develop community/public based arts, culture and heritage programmes, establish and maintain partnerships with relevant stakeholders, manage the implementation of youth development programmes and projects, promote socio-cultural development of vulnerable groups, identify and support the development of high impact job creation areas and skills development in arts, culture and heritage sector, promote the culture of reading and writing, SA craft, music sector and technical service industries and multimedia (audio-visual, design, visual arts) sector. **Create awareness programmes for craft, performing and visual arts:** Design and conduct awareness campaigns to promote arts and culture programmes, liaise with all relevant stakeholders, promote usage of Art Centres and integrated crafts hubs, promote and develop community/public based arts and culture programmes. **Conduct needs analysis and provides professional advice on performing, visual arts and crafts:** Conduct research on arts and culture programmes, coordinate the establishment and provide support to arts and culture structures, implement policies and strategies for art, culture and heritage sector, provide advice to all relevant stakeholders on arts and culture matters.

Render administrative functions in relation to programmes that are implemented: Monitor and evaluate funded projects and programmes, develop and maintain database of arts, culture and heritage institutions, provide administrative and technical support regarding arts and culture programmes and monitoring the implementation.

Component : Directorate: Chief Financial Officer
Post : Personal Assistant
Ref Number : SAC 2025/13
Salary Level : 07
Salary : R325 101 per annum
Centre : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

An undergraduate qualification level 06 in Office Management / Management Assistant as recognized by SAQA. A minimum of 2 years' experience as a Personal Assistant. A valid Driver's License (except for persons with disabilities).

KNOWLEDGE AND SKILLS:

Word processing, managing files and records, obtaining and disseminating Information, managing requests or enquiries and providing customer and personal services. Good Telephone etiquette, computer literacy, sound organising skills, good people skills, basic Interpersonal relationship, communication skills, organising skill and client Liaison / Customer care.

KEY PERFORMANCE AREAS:

Provide secretarial/ receptionist support service to the chief director: Handling phone calls, in addition to the call for the Chief Financial Officer, Discretion is required to decide to whom the calls should be forwarded. In the process the job incumbent should finalize some enquiries, performs advanced typing work, operates and ensures that office equipment, e.g. Fax machines and photocopies are in good working order, records the engagements of the Chief Financial Officer, utilizes discretion to decide whether to accept/ decline or refer other employees request for meetings, based on the assessed importance and urgency of the matter, co-ordinates with and sensitises/ Advises the Chief Director regarding engagements and compiles realistic schedules of appointment. **Render administrative support services:** Process all invoices that emanates from the activities of the Chief Financial Officer's work, records minutes of the meetings of the Chief Financial Officer where required, drafts routine correspondences and reports, filing of documents for the Chief Financial Officer, administers matters such as leave registers and telephone accounts, receive records and distributes all incoming and outgoing documents, handles the procurement of standard items like stationery, refreshments, etc, collect all relevant documents to assist the Chief Financial Officer to prepare for meetings. **Remains up to date with prescripts/ policies and procedures applicable to his work terrain to ensure efficient and effective support:** study the relevant Public Service and Departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly and remains abreast with the procedures and processes that apply in the office of the Chief Financial Officer.

Component : Directorate: Supply Chain Management
Post : Administration Officer: Acquisition
Ref Number : SAC 2025/014
Salary Level : 07
Salary : R325 101 per annum
Centre : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

An undergraduate qualification level 06 in Acquisition/ Logistic Management / Public Administration / Management / Supply Chain Management / Purchasing as recognized by SAQA. A minimum of 2 years' experience in Acquisition. A valid Driver's License (except for persons with disabilities).

KNOWLEDGE AND SKILLS:

Knowledge of PFMA, treasury regulations, prescripts and PPPFA, demand management skills, successful completion of SCM course, knowledge of bas and LOGIS systems, communication skills (verbal and written), Computer literacy (MS word, excel, power point), Project planning and report writing. Problem solving skills. Good interpersonal relationship. Ability to work under pressure, skills, information management skills, good organisational skills, negotiation skills, people management skills and financial management skills.

KEY PERFORMANCE AREAS:

Invitation of price quotations: Facilitate procurement of goods and services, acquire quotations from suppliers on a daily basis, enforce best practice of acquisition of goods and services through adherence to procurement strategies and procedures. **Invitation of bid price quotations:** Implement policies, guideline, systems and practice in line with national and provincial ensure that goods and services are procured economically and efficiently, assists in the identification and development of internal procurement policies and systems (procurement procedures), and **capturing of orders on LOGIS:** Orders captured on LOGIS System. **Preparations of payment invoices:** Register service provider on payment book, submit to finance, give them orders. Handling of queries: Ensure maximum complains are attended to and from internal clients (end – users) and external clients service providers.

Component : Directorate: Library and Archives
Post : Librarian x 06: plus 37% of lieu benefit (for a period of one (1) year contract)
Ref Number : DSAC 2025/15 Mulamula Library
: DSAC 2025/16 Vleifonein Library
: DSAC 2025/17 Tshaulu Library
: DSAC 2025/18 Mampane Library
: DSAC 2025/19 Botshabelo library
: DSAC 2025/20 Moopetse library
Salary Level : 07
Salary : R325 101 per annum

Centre : Mulamula, Vleivontein, Tshaulu (Vhembe District), Mampane, Botshabelo and Moopetsetse (Sekhukhune District)

MINIMUM REQUIREMENTS:

An undergraduate qualification NQF level 6 in Library & information Studies/Science as recognized by SAQA. A minimum of 2 years' experience of Experience in the library environment. A valid driver's license (except for persons with disabilities).

SKILLS AND KNOWLEDGE

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

Chief Directorate : Corporate Services
Post : Records Clerk
Ref Number : SAC 2025/21
Salary Level : 05
Salary : R228 321.00 per annum
Centre : Head Office

MINIMUM REQUIREMENTS:

NQF level 4/ Grade 12 certificates from a recognized institution of Basic Education. An undergraduate qualification NQF 6 in Records Management / Archives or Human Resource Management or Public Management / Admin as recognised by SAQA will be an added advantage.

SKILLS AND KNOWLEDGE:

Knowledge of registry duties, practices as well as the ability to capture data, operate computer. Working knowledge and understanding of legislative framework governing the Public Service. Knowledge of storage and retrieval procedures. Computer operating skills. Planning and organization. Good verbal and written communication skills. Computer operating skills

KEY PERFORMANCE AREAS:

Provide HR registry services: Attend to client, handle telephonic and other enquiries received, receive and register completed files from HR staff. **Handle incoming and outgoing records:** Process incoming human resource records, retrieve files from storage, issuance of documents and register the return of the record to maintain a clear audit trail, handle transfers of personnel files and provide support to the directorate during audit (maintenance and accessibility of HR records). **Render an effective filing and record management service:** Maintain electronic and physical personnel records, opening and close files according to record classification system, filing/storage, tracing (electronically/manually) and retrieval of human resource documents and files and complete index cards for all files. Process documents for archiving and/ disposal: Electronic scanning of files, sort and package files for archives and distribution, compile list of documents to be archived and submit to the supervisor and keep records for archived documents.

Component	: Chief Directorate: District Coordination
Post	: Library Assistant x 04
Ref Number	: DSAC 2025/22 Tzaneen
	: DSAC 2025/23 Tzaneen District Library
	: DSAC 2025/24 Lephalale Library
	: DSAC 2025/25 Masisi Library
Salary Level	: 04
Salary	: R193 359.00 per annum
Centre	: Tzaneen (Mopani District), Lephalale (Waterberg District) and Masisi (Vhembe District)

MINIMUM REQUIREMENTS:

NQF level 4/ Grade 12 certificate from a recognized institution of Basic Education. An undergraduate qualification NQF level 6 in Library and Information Studies/Library and Information Science as recognised by SAQA will be an added advantage. A valid driver's license (except for persons with disabilities).

SKILLS AND KNOWLEDGE:

Knowledge and understanding of administration procedures relating to library environment including norms and standards. Must be computer and internet literate. Planning and organising skills, Basic interpersonal relationship and problem-solving skills. Ability to work under pressure.

KEY PERFORMANCE AREAS:

Provision of clerical support services within the library. Provide support services for library administration. Computerisation of library material. Provide support services for awareness and collection development. Assist with processing of library materials to be shelve ready. Assist the librarian in day-to-day management and operation of the library. Sorting, shelving and shelve reading of library materials according to their categorisation. Assist with executing library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related purposes. Assist library users when looking for reding, research materials and computer related information. Assist with counter, phone and email enquiries from library

users. Checking books in and out at the from desk. Register new customers and maintaining and updating customer profiles.

Component : Chief Directorate: District Coordination
Post : Library Assistant x 03 (Re-advertisement) Applicants who applied before are encouraged to apply again
Ref Number : DSAC 2025/26 Rixile Library
: DSAC 2025/27 Gravelote Library
: DSAC 2025/28 Alldays Library
Salary Level : 04
Salary : R193 359.00 per annum
Centre : Rixile, Gravelotte and Allays

MINIMUM REQUIREMENTS:

NQF level 4/ Grade 12 certificate or from a recognized institution of Basic Education. An undergraduate qualification. An undergraduate qualification in Library and Information Studies/Library and Information Science as recognised by SAQA will be an added advantage. A valid driver's license (except for persons with disabilities).

SKILLS AND KNOWLEDGE:

Knowledge and understanding of administration procedures relating to library environment including norms and standards. Must be computer and internet literate. Planning and organising skills, Basic interpersonal relationship and problem-solving skills. Ability to work under pressure.

KEY PERFORMANCE AREAS:

Provision of clerical support services within the library. Provide support services for library administration. Computerisation of library material. Provide support services for awareness and collection development. Assist with processing of library materials to be shelve ready. Assist the librarian in day-to-day management and operation of the library. Sorting, shelving and shelve reading of library materials according to their categorisation. Assist with executing library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related purposes. Assist library users when looking for reding, research materials and computer related information. Assist with counter, phone and email enquiries from library users. Checking books in and out at the from desk. Register new customers and maintaining and updating customer profiles.

Component : Chief Directorate: District Coordination
Post : Library Assistant x 12: plus 37% of lieu benefit (for a period of one (1) year contract)
Ref Number : DSAC 2025/29 Mulamula Library x02
: DSAC 2025/30 Vleifontein Library x02
: DSAC 2025/31 Tshaulu Library x02
: DSAC 2025/32 Mampane Library x02
: DSAC 2025/33 Botshabelo Library x02
: DSAC 2025/34 Moopetse Library x02
Salary Level : 04
Salary : R193 359.00 per annum
Centre : Mulamula, Vleivontein, Tshaulu (Vhembe District), Mampane, Botshabelo and Moopetsetse (Sekhukhune District)

MINIMUM REQUIREMENTS:

NQF level 4/ Grade 12 certificate or from a recognized institution of Basic Education. An undergraduate qualification. An undergraduate qualification in Library and Information Studies/Library and Information Science as recognised by SAQA will be an added advantage. A valid driver's license (except for persons with disabilities).

SKILLS AND KNOWLEDGE:

Knowledge and understanding of administration procedures relating to library environment including norms and standards. Must be computer and internet literate. Planning and organising skills, Basic interpersonal relationship and problem-solving skills. Ability to work under pressure.

KEY PERFORMANCE AREAS:

Provision of clerical support services within the library. Provide support services for library administration. Computerisation of library material. Provide support services for awareness and collection development. Assist with processing of library materials to be shelve ready. Assist the librarian in day-to-day management and operation of the library. Sorting, shelving and shelve reading of library materials according to their categorisation. Assist with executing library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related purposes. Assist library users when looking for reding, research materials and computer related information. Assist with counter, phone and email enquiries from library users. Checking books in and out at the from desk. Register new customers and maintaining and updating customer profiles.

Component : Chief Directorate: Sport and Recreation
Post : Club Coordinator X02: plus 37% of lieu benefit (for a period of one (1) year contract)
Ref Number : SAC 2025/35
Salary Level : 05
Salary : R228 321.00 per annum
Centre : Head Office

MINIMUM REQUIREMENTS:

NQF level 4/ Grade 12 certificate or from a recognized institution of Basic Education. An undergraduate qualification NQF level 6 in Sport Management / Administration/ Science as recognised by SAQA will be an added advantage. 1-2 years of experience in Sport environment and administration. A valid driver's license (except for persons with disabilities).

SKILLS AND KNOWLEDGE:

Public Service Acts, Regulations, policies, and other legislative frameworks. Knowledge of Sport Administration Planning and organising, Computer literacy, Project planning, Problem solving Communication, Report writing

KEY PERFORMANCE AREAS:

Provide administrative support to local federations and confederations: Provide support services to federations, clubs and schools, render support to Provincial Sport academy and satellite, implement programmes to increase and improve relation between sport and recreation stakeholders and establish good governance structures of sport and recreation as dictated by relevant legislation. Coordinate and integrate stakeholder activities in communities: Collect, analyse, compile and update data in all sport and recreational activities, provide administrative support regarding sports and recreation facilities and infrastructure, administer the system for storage, maintenance, issues and return of sport and physical recreation equipment. Facilitate capacity building development plans: Facilitate capacity building activities, administer coach training in terms of different sporting codes, provide support for education and training events, promote sports and skills management, coordinate club development leagues, perform events management/coordination activities, liaise with hubs, sport federations, sport councils and academy to increase the number of participants in sports and recreation activities and implement programmes to increase and improve relations between sports and recreation stakeholders. Administer league related to sports programmes: Provide health and fitness activities in communities, provide support to local and district clubs, encourage all levels of communities to participate in different codes of sport and recreation activities, collate club needs, collect club profiles and coordinate club affiliation and promotion programmes

Component : Chief Directorate: District Coordination
Post : General Worker x03
Ref Number : DSAC 2025/36 Muti Wa Vatsonga x02
DSAC 2025/37 Sekhukhune District
Salary Level : 02
Salary : R138 486.00 per annum
Centre : Muti Wa Va Tsonga Museum (Mopani District) and Sekhukhune
District

MINIMUM REQUIREMENTS:

NQF level 1 or 2 (Grade 8 or 9) (AET/ABET level 2 certificate) from a recognized institution of Basic Education.

KNOWLEDGE AND SKILLS:

Good communication skills. Be physically fit and in good health and not allergic to grass and able to work under pressure and different working conditions or environment (outdoor environment). Knowledge of different buildings, maintenance and cleaning styles, (i.e. paving maintenance, bush clearing, creation of firebreaks, soil erosion control, etc.

KEY PERFORMANCE AREAS:

Perform routine activities on the maintenance of the Museums or Heritage site. Ensure the cleaning and maintenance: cutting, collection and use of all raw materials for the restoration and renovations of the museums or heritage site structures and the surroundings, etc. Cleaning of museums or heritage site facilities and structures, care of the allocated working tools and equipment. Landscaping such as controlling water streams in the site to avoid soil erosion. Ensure de-bushing and weed clearing around the Museums premises and the surroundings. Creation and maintenance of fire breaks around the museums and surroundings. Maintenance of Museums fence and enclosure. Render any manual labour necessary for the effective care and maintenance of the Museums.

Component : Chief Directorate: District Coordination
Post : General Worker
Ref Number : DSAC 2025/38 Mopani District
Salary Level : 02
Salary : R138 486.00 per annum
Centre : Mopani District

MINIMUM REQUIREMENTS:

NQF level 1 or 2 (Grade 8 or 9) (AET/ABET level 2 certificate) from a recognized institution of Basic Education.

KNOWLEDGE AND SKILLS:

Ability to operate equipments, basic literacy and good communication skills. Knowledge of repetitive work procedures such as cleaning\ equipments /gardening and Health and Safety measures

KEY PERFORMANCE AREAS:

Perform General Duties: Load and off-load furniture, equipment, archivalia and any other goods to the relevant destination, safe keeping of records and archivalia. Cleaning inside and outside of the building: clean relevant workstations and maintenance of the external areas of the archive building: Distribute and collect documents, ensure proper movements of documents: Ensure proper movements of documents and record in the register. Operate elementary machines: Vacuums and photocopier.