



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

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

Ref: S4/1/1  
Enq: Ramavhanda N.D  
Date: 13 September 2016

TO: ALL HEADS OF DEPARTMENTS AND STAFF  
LIMPOPO PROVINCIAL ADMINISTRATION

CIRCULAR NO: 05 OF 2016 (HRM)

**ADVERTISEMENT OF POSTS FOR LIMPOPO DEPARTMENT OF SPORT, ARTS  
AND CULTURE (DSAC)**

1. Applications are hereby invited for the filling of vacant posts, which exist in the Department as outlined on the attached document, **Annexure "A"**.
2. Applications must be submitted on Z83 form obtainable from any Public Service Department / Institution or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za).
3. Applications must be completed in full and signed, accompanied by certified copies of an identity document; educational qualifications and a comprehensive CV. Applications without attachments will not be considered. A specific reference number for the post applied for must be quoted in the space provided in the form.
4. 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 Rabe Street, POLOKWANE. Enquiries: Mr Musia N @ 015 284 4143 and Ms Ramavhanda N.D. @ 015 284 4038 Faxed or emailed will not be considered.
5. The contents of this circular must be brought to the attention of all employees.
6. 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.
7. Applicant (s) recommended for appointment will be subjected to all vetting procedures
8. The closing date is 14 October 2016 at 16h00. Applications received after closing date will not be accepted.
9. If you do not receive any response from us within three (3) months after the closing date, regard your application as unsuccessful.  
The incumbent will be placed in a relevant District that he/she has applied for:
10. DSAC is an equal opportunity and affirmative action employer. Women and people with disabilities are encouraged to apply.

  
ACTING HEAD OF DEPARTMENT

13/09/2016  
DATE

**Ref No** : **Sac 2016/01: Director Budget Salaries and Expenditure**  
**Level** : **13**  
**Salary Notch** : R898 743, 00 per annum  
**Centre** : **Head Office**

**Requirements**

NQF 7 /Bcom Degree or equivalent qualification as recognized by SAQA in Finance or Accounting, Extensive experience in financial management, At least 5 years' experience at middle/senior management level, Knowledge and understanding of the legislative framework governing the Public Service, Sound understanding of Treasury Regulations and GRAAP, Good Communication skills, Strategic and analytical thinking, Change and knowledge management, Planning and organization skills, Project management, People Management, Financial Management, Report writing skills; Facilitation skills, Co-ordination skills, Liaison skills, Networking, Interpersonal skills, Leadership skills, Analytical skills, Problem Solving, Time Management.

**Responsibilities**

Coordinate the budget planning process, Manage departmental expenditure, Manage payment of salaries, Managing of accounts, General management of human , financial and physical capital in the sub-branch, Coordinate the budget planning process, Manage departmental expenditure, Manage payment of salaries, Managing of accounts, Prepare ,consolidate and finalise budget inputs received from various directorates, Monitor changes to baseline and prepare adjustment for submission to Treasury, Ensure financial delegations of functions are in accordance to standing rules and regulations, Monitor and evaluate conditional grants to ensure reporting is done in prescribed format and frameworks in compliance with DORA, Verify and Capture payments for motor vehicles running allowance and capital remuneration, Administer deductions and prepare manual IRP5 reports, Manage financial expenditure and Conduct budget planning and monitor utilisation in accordance with applicable prescripts

**NOTE.** The shortlisted candidates will be subjected to competency assessment, security clearance and the appointed candidate will be expected to sign a performance agreement within three months after assumption of duty and disclose financial interest within 30 days after assumption of duty

**Ref No Sac 2016** : **Sac 2016/02 Director Library services**  
**Salary Level** : 13  
**Salary** : R898 743, 00 per annum  
**Centre** : Polokwane: Head Office

### **Requirements**

NQF level 7 / Degree or equivalent qualification as recognized by SAQA in library services or Information studies. At least 5 years' experience at a middle/ senior managerial level, Knowledge of relevant legislation and prescripts that governs Library and information services. Strategic capability and leadership. Project and programme management, financial management, service delivery innovations, problem solving and analysis and valid driver's licence

### **Responsibilities**

Establish strategic direction of the unit to ensure alignment with business plan. Manage, coordinate and monitor the implementation of the strategic plan of library and information services. Align individual performance to strategic business objectives as outlined in component's balance scorecard. Manage the line function of library services and information resources. Manage development and implementation of policies. Manage resources in accordance with relevant directives and legislation. Research on policies that impact on organizational efficiency and advice on interventions. Ensure capacity development of library personnel. Formulate and manage the directorate's budget in line with strategic objectives.

**Ref No Sac 2016** : **Sac 2016/03 Director: Archives Services**  
**Salary Level** : 13  
**Salary** : R898 743, 00 per annum  
**Centre** : Polokwane: Limpopo Provincial Archives

### **Requirements**

NQF level 7 / Degree or equivalent qualification as recognized by SAQA in Archival studies or Information studies. At least 5 years' experience at a middle/ senior managerial level, Knowledge of relevant legislation and prescripts that governs archives and records management services. Strategic capability and leadership. Project and programme management, financial management, service delivery innovations, problem solving and analysis and valid driver's licence

### **Responsibilities**

Develop business plan of archives and records management service and ensure its alignment to strategic plan. Manage, coordinate and monitor the implantation of the operational plan. Provide leadership and direction in the Institution. Manage provincial archives services. Manage records management activities in the province. Manage the development and implementation of archives and records management policies. Promote access to archival information. Formulate and manage the directorate's budget in line with strategic objectives. Ensure capacity and development of Archivists.

**NOTE.** The shortlisted candidates will be subjected to competency assessment, security clearance and the appointed candidate will be expected to sign a performance agreement within three months after assumption of duty and disclose financial interest within 30 days after assumption of duty

**Ref No** : **Sac 2016/04: Network Controller (ICT Network)**  
**Level** : **08**  
**Salary Notch** : **R 262 272.00 per annum**  
**Centre** : **Head Office**

### **Requirements**

National diploma / degree in an IT field from a recognised institution of higher education, N+ A+, Linux, Novell, Cisco Certified, MCSE, At Least 3 Years' Experience in LAN Support, Desktop Support, Sever Support, Open Source Platforms, Ms Exchange and Network Management. Valid driver's licence. Must have Knowledge of cisco environment including firewalls, intrusion prevention, IP telephony, wireless connection, switches, routers, operational and application software, open source environment, etc. work ethics, organising , ability to work independently, ability to operate computer, problem solving skills , interpersonal relationship, disaster recovery and backups.

### **Responsibilities**

Install and configure operation systems and application to desktops and printers. Develop standard configuration for network equipment, desktops and servers and document them. Setup new user accounts, delete unused accounts. All desktop to conform to the departmental licenced software's. To setup and renew password for users. Ensure the LAN is virus-free, develop intrusion and detection mechanism. Ensure availability of the network at 100% to the users. Setup email, internet and applications for the users and ensure their safekeeping at a different location. Training staff on ICT and keep incident register.

**Ref No** : **Sac 2016/05: Assistant Director: Monitoring and Evaluation (1 Year contract renewable based on performance for a period of 5 years)**  
**Level** : **9**  
**Salary Notch** : **R311 784.00 Plus 37% in lieu of benefit**  
**Centre** : **Head Office**

### **Requirements**

A Bachelor's degree /Diploma in / Monitoring and Evaluation / Public Administration or equivalent ,At least 3 years' experience in the monitoring and evaluation field ,Must have Facilitation and presentation skills; Excellent verbal communication, reading and writing skills; Project planning and report writing, Must have report writing skills, Good interpersonal relationships and Ability to work under pressure, Excellent computer skills.

### **Responsibilities**

Collection and analysis of programme data of sport and recreation programmes; Assess and evaluate sport and recreation programmes and projects; Maintain records of portfolio of evidence for sport and recreation programmes; compile programme reports and advise management in relation to methods of rolling out programmes; Support the sport and recreation branch in reviewing the performance of existing management system to identify potential modifications.

**Post No.: Sac 2016/06: School Sport Coordinator X17 ( 1Year contract renewable based on performance for a period of five years)**

**Level : 4**  
**Salary Notch : R 119 154.00 Plus 37 % of Lieu of benefit**  
**Centre : Sekhukhune X3, Waterberg X3, Mopani x3, Capricorn X 4 and Vhembe X4**

**Requirements**

Grade 12 / Matric Certificate. A three year Diploma/degree in Sport Management and Administration will be an added advantage, Valid Driver's license ,Must have Facilitation and presentation skills, Excellent verbal communication, reading and writing skills; Project planning and report writing. Problem solving skills, Good interpersonal relationships and Ability to work under pressure, Computer skills: PowerPoint, Excel, Microsoft Word etc.

**Responsibilities:**

Implement the departmental policy on sport in schools; facilitate the coordination of sport on schools programmes and activities; Coordinate school sport meetings; Facilitate the development of sport in school mass participation business plan; Coordinate mass participation programme; Facilitate stakeholder meetings; Ensure equitable participation in sport; Coordinate and integrate stakeholders activities ;Organise and plan meetings; Review activities by providing strategic direction; Provide support establishment of School Sport management committees ; Coordinate School Sport Leagues in School Circuits and Districts ; Compilation of reports and data capturing.

**Post No: Sac 2016/07: Sport Science X 1 (1Year contract renewable based on performance for a period of five years)**

**Level : 4**  
**Salary Notch : R119 154.00 Plus 37 % of Lieu of benefit**  
**Centre : Head Office: Limpopo Academy of Sport**

**Requirements**

Grade 12 / Matric Certificate. A three year Diploma/degree in Sport Management/Administration or/ sport science will be an added advantage, Must have Facilitation and presentation skills, Excellent verbal communication, reading and writing skills; Project planning and report writing, Problem solving skills, Good interpersonal relationships and Ability to work under pressure, Excellent computer skills and presentation skills and Valid drivers' licence.

**Responsibilities:**

Coordinate programmes of Sport Science in 6 academies; coordinate and liaise with medical practitioners for testing of athletes; medical screening; sport specific testing; and medical interventions. Involve in team preparations and advice on medical interventions to be made; Coordinate scientific athlete support in district and provincial academies; Liaise with Federations and other critical clients in areas of scientific support in sport; Support identified athletes in a high performance areas and maintain athlete support database.

**Post No: SAC 2016/08: Sport Coordinator X5 (1Year contract renewable based on performance for a period of five years)**

**Level : 3**  
**Salary Notch : R100 545.00 Plus 37 % of Lieu of benefit**  
**Centre : Limpopo Academy of Sport: Sekhukhune x1, Waterberg x1  
Mopani x1, Capricorn x1 and Vhembe x1**

#### **Requirements**

Grade 12 / Matric Certificate. A three year Diploma/degree in Sport Management/Administration or/ sport science will be an added advantage, Valid Driver's license, Must have Facilitation and presentation skills, Excellent verbal communication, reading and writing skills; Project planning and report writing, Problem solving skills, Good interpersonal relationships and Ability to work under pressure and Excellent Computer skills.

#### **Responsibilities**

Coordinate sport activities in District Academies ; Ensure the functionality of District Academy; liaise with District Confederations and federations in ensuring that Talent Identification programmes are implemented; Support athletes from districts through the academy system; Ensure that team preparation in terms of academy requirements is implemented in Districts; Establish relations with Municipalities , District Municipalities , District Confederations and Federations, Roll – out Academy capacity building programmes ; ensure that District sport and recreation activities are supported through the Academy system; Support identified sport focus schools and maintain database of coaches and elite athletes.

**Ref No : 2016/09 Sports & Recreation Grant Administrator x 4  
( 1Year contract renewable based on performance for a period of five years)**  
**Level : 2**  
**Salary Notch : R84 096.00 Plus 37 % of lieu of benefit**  
**Centre : Head Office**

#### **Requirements**

Grade 12 / Matric Certificate. A three year Diploma/degree in Sport Management/Administration will be an added advantage, Valid Driver's license ,Must have Facilitation and presentation skills, Excellent verbal communication, reading and writing skills; Project planning and report writing. Problem solving skills, Good interpersonal relationships and Ability to work under pressure and Computer skills.

#### **Responsibilities**

Administer the sport and Recreation programmes; Compile and file sport and recreation management documents; Responsible for sport inventory management of Sport and recreation branch; Responsible for filing and recording of portfolio of evidence for sport and management programmes; Ensure the mobilization of the stakeholders groupings; Ensure the gathering of information/ collect data, including community audits, Ensure that records of Sport and Recreation branch are properly maintained.

**Sac 2016/10 : Sport Administrator x1 ( 1Year contract renewable based on performance for a period of five years)**

**Level : 2**  
**Salary Notch : R84 096.00 Plus 37% in lieu of benefit**  
**Centre : Limpopo Academy of Sport**

**Requirements**

Grade 12 / Matric Certificate. A three year Diploma/degree in Sport Management/Administration will be an added advantage, Valid Driver's license, Must have Facilitation and presentation skills, Excellent verbal communication, reading and writing skills; Project planning and report writing. Problem solving skills. Good interpersonal relationships and Ability to work under pressure.

**Responsibilities**

Administer the Sport and Recreation programmes in the Limpopo Provincial Academy; Compile and file Limpopo Academy management documents; Responsible for sport inventory management of the Academy; Responsible for filing and recording of portfolio of evidence for the Provincial and District academies; Ensure the gathering of information/ collect data, including community audits, Ensure that records of both the Provincial and District academies are maintained.

**Sac 2016/11 : Hub and Club Coordinators X 40( 1Year contract renewable based on performance for a period of five years)**

**Stipend : R3 500 per month**

**The hubs are as follows:**

<b>MOPANI DISTRICT</b>	
<b>Name of Hubs</b>	<b>Village</b>
Willows	Willows x1
Madumeleng	Madumeleng x1
Julesburg	Julesburg x1
Nkambako	Nkambako x1
Mashishimane	Mashishimane x1
Thomo	Thomo x1
Namakgale	Namakgale x1
Makhwibidung	Hlohlokoe x1
<b>WATERBERG DISTRICT</b>	
<b>Name of Hubs</b>	<b>Village</b>
Phagameng	Phagameng x1
Mabatlane	Vaalwath x1
Mapela	Mapela x1
Bakenberg	Bankeng x1
Reuben mogashoa	Thabo mbeki
Shongoane	Shongwane x1
Regorogile	Regorogile x1

Thusang/mookgophong	Roetan x1
<b>CAPRICORN DISTRICT</b>	
<b>NAME OF HUB</b>	<b>VILLAGE</b>
Tibane	Tibane x1
Mohlonong	Mohlonong x1
Buffelshoek	Buffelshoek x1
Mohodi	Mohodi x1
Mafefe	Mafefe x1
Mphahlele	Dithabaneng
Mankweng	Mankweng x1
Place of Safety	Polokwane x1
<b>VHEMBE DISTRICT</b>	
<b>NAME OF HUB</b>	<b>VILLAGE</b>
Bungeni	Bungeni x1
Khakhu	Khakhu x1
Mashau Bodwe	Mashau Bodwe x1
Saselemani	Saselemani x1
Madimbo	Madimbo x1
Prince Thikhathali	Tshikombani x1
Makwarela	Makwarela x1
Rabali	Rabali x1
<b>SEKHUKHUNE DISTRICT</b>	
<b>NAME OF HUB</b>	<b>VILLAGE</b>
Apel	Apel x1
Stydkraal	Stydkraal x1
Malokela	Malokela x1
Molepane	Molepane x1
Seopela	Seopela x1
Bordershoek	Bordershoek x1
Radingwana	Radingwana x1
Masemola	Masemola x1

### **Requirements**

Must have a Grade 12 /Matric National Certificate or NQF level 4 Qualification. Must have English and local language fluency (communication at level 3), Must have Facilitation and presentation skills, Excellent verbal communication, reading and writing skills, An active sport participant and organiser with a year experience as key sports for reference and Facilitation and presentation skills.

### **Responsibilities**

Mobilise the community to be part of sport and recreation activities at in their community; Manage and coordinate activities of sport and recreation through clubs in hubs; safeguard and maintain sport equipment delivered in hubs and clubs ; Coordinate and support sport and

recreation activities in the community for schools and non-schools sport teams and clubs; Maintain relationships with local Sports community organisations and other community youth groups in the community; Set up and coordinate all administration related to the Sport Clubs and hubs programmes ; Be responsible for the coordination and implementation of the sport and recreation programmes and events in hubs, clubs and schools; Be committed to personal development and growth; Be prepared to work in the remote rural areas. Compile and present monthly and quarterly reports to the relevant District Manager.