



DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

ASSISTANT DIRECTOR: RECREATION DEVELOPMENT

*Salary Range: An all-inclusive remuneration R 470 040 (Level 10)
AMATHOLE DISTRICT Ref: DSRAC 01/02/2020*

Minimum Requirements: A Senior Certificate plus a National Diploma In Sport Management or Human Movement Science Studies with at least 3 years' experience in the field of recreation at supervisory level. Knowledge of sport and recreation related government prescripts in particular those focusing on sport and recreation development, such as National Sports Plan. Sound knowledge of MPP grant framework, knowledge of Public Service Act, Public Service Regulation, Employment Equity Act, Public Service Finance Management Act (PFMA), Division of Revenue Act (DORA) and Employee Performance Management Development System (EPMDS) and other applicable government prescripts. Planning, organizational, communication and presentation skills are essential. Ability to follow correct reporting procedures and ability to compile management reports. Conflict management and resolution skills, ability to be innovative and creative. Policy analysis and implementation. Computer literacy. A valid driver's license.

KPA's: Assist in management of sub-directorate staff and implementation of EPMDS. Assist in managing budget, complete business plans and operational plan for recreation section. Conceptualise and initiate programmes for the development and promotion of recreation. Facilitate, support, monitor and evaluate sub-directorate programmes. Monitor the implementation of service delivery and transformation in sport. Monitor the implementation of service delivery model. Development and submission of reports according to the system of the department. Facilitate the process of recreation development, transformation working with recreation structures, and bodies, and other relevant stakeholders. Facilitate the graduating of recreation participants to mainstream sport. Assist in managing and eliminating risk hazards within the section being guided by the policies of the department and public service regulations. Assist manage the coordination of activities and festivals at hub, local and district levels. Facilitate programmes that promote moral regeneration and a healthy lifestyle.

ASSISTANT DIRECTOR: MUSEUM & HERITAGE

*Salary Range: An all-inclusive remuneration R 470 040 (Level 10)
OR TAMBO DISTRICT Ref: DSRAC 02/02/2020*

Minimum Requirements: A Senior Certificate plus a National Diploma in Social Science (Historical/Heritage Studies) with 3 years' experience working in a Museum (Specifically Cultural Heritage Environment) at supervisory level. Knowledge of government prescripts and policies in Heritage and Museum. Good presentation skills. Good verbal and written communication skills. Good interpersonal skills. A valid driving licence.

KPA's: Managing the section of Museum and Heritage in the District. Develop and promote Museum and Heritage in the district. Ensure compliance with statutory requirements within the section. Monitor and managing the budget of the section. Planning of budget and operational plans. Reporting of activities and project monthly, quarterly and annually. Manage identification development and promotion of both tangible and intangible Cultural Heritage and indigenous knowledge systems. Strength relations with local authorities, indigenous traditional and religious leaders. Supervise staff and provide support to the section

ASSISTANT DIRECTOR: LANGUAGE SERVICES

Salary Range: An all-inclusive remuneration R 470 040 (Level 10)

HEAD OFFICE Ref: DSRAC 03/02/2020

Minimum Requirements: A Senior Certificate plus a B.A degree with seSotho and English/Afrikaans as major subjects; or a Degree/ Diploma In Translation/ Interpreting Studies in seSotho and English/Afrikaans. A post graduate qualification In Languages will be an added advantage; a minimum of 3 years' experience in translation and interpreting at supervisory level. Good written and verbal communication skills. Ability to translate technical and legal documents to and from seSotho and at least one of the other Eastern Cape official languages. Proficiency in spelling and grammar. Experience and knowledge in publishing and creative writing. Should be able to work independently and under pressure. Knowledge and understanding of prescripts in the field of languages. Sound knowledge of EPMDs and PFMA and other government prescripts. Good report- writing and presentation skills; creative thinking, problem solving skills and be self-driven. Computer literacy and good interpersonal relations; knowledge of Excel and PowerPoint; knowledge of South African Sign Language or willingness to learn it. Driver's license is a must.

KPA's: To implement approved operational plan; coordinate language services programmes; supervise subordinates on translation and interpreting services in the province. Provide and facilitate language related development initiatives, such as supporting the language structures in the other official languages of the province including dialects; support such programmes as International Translation Day and workshops. Proof-read and edit translated seSotho documents. Provide interpreting services when necessary. To provide guidance in publication of manuscripts. To monitor language units in other government departments on implementation of Eastern Cape Use of Official Languages Act.

NB: Preference will be given to qualifying female applicants

ASSISTANT DIRECTOR: HUMAN RESOURCES DEVELOPMENT

Salary Range: An all-inclusive remuneration R 376 596 (Level 09)

HEAD OFFICE Ref: DSRAC 04/02/2020

Minimum Requirements: A Senior Certificate plus 3 years Degree or Diploma In Human Resource Development/ Training and Development or equivalent qualification (NQF level 7 as recognized by SAQA) in the field of Human Resource Management / Personnel Management / Public Administration majoring in Personnel Management with at least 3 years of experience at a supervisory level. Valid driving license (code B) Recommendations: Analytical & research skills (Advanced). Leadership Skills. Communication/presentation skills (advanced). People management -, Change Management - & Financial Management skills. Project management skills.

KPA's: Provide human resource development administration services. Facilitate the annually training plan and prepare the quarterly report. Apply for coordination of SETA Grant Funding. Prepare draft Annual Training Plan. Coordinate short courses for Employees. Coordinate and facilitate the CIP Level 6-15 (Compulsory Induction Program) Design and implement the departmental orientation and induction programs. Report on evaluation of training programs and make necessary recommendations to improve training. Coordinate and facilitate the Re-Orientation Programme. Coordinate the Artisan Development Program. Coordinate the implementation of Learnership and capacity building. Manage and monitor the Accelerated woman developmental Program. Coordinate SMS capacity Building. Managing contracting of Staff and PMDS quarterly reviews. Promote staff development through continuous supervision coaching and mentoring.

ASSISTANT DIRECTOR: COMPLIANCE MANAGEMENT

Salary Range: An all-inclusive remuneration R 376 596 (Level 09)

HEAD OFFICE Ref: DSRAC 05/02/2020

Minimum Requirements: A Senior Certificate plus an appropriate National Diploma qualification (NQF level 7 as recognized by SAQA) in the field of Supply Chain Management or Accounting or Commerce plus 3 years of experience at a supervisory level in a Supply Chain Management environment. Knowledge: relevant Public Service legislation. Government systems including Preferential Procurement Policy Framework Act, BBBEE, LOGIS, BAS and PFMA. Valid driver's licence. Competencies needed: Policy analysis skills. Monitoring and evaluation skills. Coordination and facilitation skills. Computer literacy. Interpersonal and liaison skills. Analytical skills. Client orientation and customer focus skills. Report writing skills. Stakeholder management skills. Negotiation skills. Attributes: Integrity, assertiveness and trustworthiness. Ability to work under pressure. Ability to work in a team and independently. Cultural sensitivity. Innovative and creative. Assertiveness. Achievement orientated. Leadership Skills. Communication/presentation skills (advanced). People management -, Change Management - & Financial Management skills.

KPA's: Ensure compliance with all elements within SCM, policies and procedures that regulate and govern supply chain management processes. Provide an efficient Supply Chain Management service. Assist management to implement and maintain procurement systems. Check Procurement request in accordance with and in adherence with procurement policies and procedures and proper usage of supplier's database to achieve BBBEE targets. Ensure proper update of procurement Registers for requisitions. Prepare monthly procurement reports. Check and monitor requisitions captured on SRM. Follow up with HPC for creating purchase orders. Expedite purchase orders. Monitor progress of the unit and report to management on weekly basis. Ensure all GRVs are captured on time. Compile submissions, motivations and reports. Manage and attend all queries related to procurement, provide advice and guidance as and when required. Provide guidance and support to End- users. Facilitate all contract management processes. Update contract management registers. Ensure proper control and management of stores. Attend meetings and take minutes. Monitor, supervise, train and manage PMDS of staff in the unit.

LABOUR RELATIONS PRACTITIONER

Salary Range: An all-inclusive remuneration R316 791 (Level 08)

Amathole District Ref: DSRAC 06/02/2020

Minimum Requirements : A Senior Certificate plus National Diploma in Labour Law / Labour Relations / Human Resources Management, with 1 - 2 years' relevant experience in the of Labour Relations. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, PSCBC Resolutions. Conflict resolution capabilities and confidentiality. Negotiations and research skills. Policy evaluation analysis skills. Innovation and change management. Be able to give basic counselling. Knowledge of PERSAL. A Valid code 08 Driving Licence

KPA's: Facilitate and render training and workshop on Labour Relations and wellness related issues. Facilitate proper administration of discipline and grievance procedures. Render advisory service to district management and officials in order to enhance service delivery. Facilitate and represent the department in all grievance and dispute resolution meetings. Implement outcomes of dispute resolutions and grievance hearings. Facilitate and administer the relationship process between management and organized labour. Risk identification management. Compilation of monthly and quarterly reports. Facilitate the implementation of the District Wellness Program.

SENIOR PROVISIONING ADMIN OFFICER:

Salary Range: An all-inclusive remuneration R316 791 (Level 08)

Head Office Ref: DSRAC 07/02/2020

Minimum Requirements: A Senior Certificate plus a National Diploma in SCM, Logistics, Purchasing Management, Financial Management or equivalent plus a minimum of 1 - 2 years relevant experience. Knowledge of SCM Practice Notes and Circulars, Treasury Regulations, PFMA, PPPFA and prescripts governing supply chain management. Knowledge of transversal systems (BAS & LOGIS). Ability to work under pressure and prioritise work. Knowledge of Batho Pele Principles. Good Communication Skills (verbal and written). Computer Literacy. A valid code 08 driving licence.

KPA's: Render and Coordinate Acquisition services, ensuring the issuing of orders and they have been issued in accordance with the SCM Policy, Treasury Regulations, BB BEE and Preferential Procurement Act. Must be able to do follow ups on manual orders and ensure that the Logis orders are issued. Good administration knowledge and skills are a requirement

PRICIPAL HR OFFICER

Salary Range: An all-inclusive remuneration R257 508 (Level 07)

Chris Hani District Ref: DSRAC 08/02/2020

Minimum Requirements: Senior Certificate plus a National Diploma in Human Resource Management with at least 1 – 2 years relevant experience. Knowledge of Registry duties, practice as well as the ability to capture data, and operate computer. Working knowledge and understanding of legislative framework governing the Public Sector. Extensive of Knowledge and operation of PERSAL System. Knowledge of Operation of Pension Case Management (PCM). Reporting Skills. Ability to Communicate. Knowledge of Public Service Regulation and Policies. Knowledge of Human Resource Policies. Valid Driving Licence (Compulsory)

KPA's Implementation of Recruitment and Selection (Advertisements, Appointments, Transfer, Verification of Qualification, Secretariat functions at Interviews, absorptions, probationary period etc). Implementation of Condition of Service (Leave, Housing, Medical, Injury on duty, Long Service Recognition, Overtime, Relocation, Pension, Allowance, PILIR etc). Draw leave reports, leave credits and salary printouts. Compile leave reconciliation.

Compilation of monthly reports. Performance assessment of subordinates. Classification of personal file regarding active/inactive officials. Creations of box file for new appointments. Monitoring incoming and outgoing files

ADMIN OFFICER: COMPLIANCE MANAGEMENT
Salary Range: An all-inclusive remuneration R257 508 (Level 07)
HEAD OFFICE Ref: DSRAC 09/02/2020

Minimum Requirements: Senior Certificate plus a National Diploma in Supply Chain Management or Finance or Internal Audit with at least 1 – 2 years relevant experience. Reporting Skills. Knowledge of Public Service Regulations and Policies. Knowledge of Treasury Regulations, PFMA, PPPFA and prescripts governing supply chain management. Knowledge of transversal systems (BAS & LOGIS). Ability to work under pressure and prioritise work. Knowledge of Batho Pele Principles. Good Communication Skills (verbal and written). Computer Literacy. Valid Driving Licence (Compulsory)

KPA's: To render Compliance services to all sub sections of Supply Chain Management. Review Supply Chain Management compliance before an official order is issued. Compile and monitor Risk Register. Compile MPAT submissions for SCM. Facilitation and monitoring of SCM budget. Coordinate Supply Chain PDMS. Timous submission of EC's to Finance. Submission of budget adjustments on time. Compilation of vote 14 when shifting of funds with the Directorate is need.

ADMIN CLERK: LOGISTICS AND STORES MANAGEMENT X2
Salary Range: R173 703 per annum (Level 5)
HEAD OFFICE Ref. No. DSRAC 10/02/2020

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Computer Literacy. Knowledge of Supply Chain legislations and Records Management. Good verbal and written communication skills are needed. Certificate of electronic Filing System. Must have ability to work under pressure. Sound knowledge of customer care. Certificate in Records Management and Implementation of File plan. One (1) year Public service Internship programme experience will be given preference.

KPA's: Maintain in a proper filing system. Physical file reference and document storage in bulk files for easy access and auditing. Capturing all bid projects allocated to on Electronic Filing Systems and transfer Lever Arch Files to Z20 in line with File Plan. Assist in Training SCM officials on Electronic Filing System & Manual filing through Eastern Department of Health. Printing Reports on performance of system users. Checking status of bid projects on Electronic Filing System. Taking minutes during staff meetings. Procuring goods necessary for office operations.

ADMIN CLERK – ARCHIVES X9
(DIGITISATION – ONE (1) YEAR CONTRACT)
Salary Range: An all-inclusive remuneration R 173 703 (Level 05)
HEAD OFFICE Ref: DSRAC 11/02/2020

Minimum Requirements: A Senior Certificate plus Diploma in Archives and Records Management with 2 years' experience in the records management field. Knowledge of electronic records management systems and digitised archiving. IT skills. Excellent report writing ability. Computer Literacy, good communication skills (written and verbal). Good interpersonal relations and leadership skills. Must be in possession of a valid code 08 driving licence.

KPA's: Preparation of records for the actual digitisation. Auditing of files. File retrieval from strong-rooms. Arrangement and description of archival records. Sorting and itemisation of records according to nature of paper material. Capturing records and finding aids electronically. Writing reports.

CLOSING DATE: 2020 – 12H00

NB: Forward applications to the relevant centre.

Head Office Enquiries – Mrs. R. E. Swartbool Tel: 043 492 0949

Post to: The Acting Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605

Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwayi Building, King William's Town, 5605

Chris Hani District: Attention Mr. X. Kwanini 045 492 0030 / 065 596 8907

Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag, X7190, Queenstown, 5320

Hand deliver to: No. 6 Ebden Street, Queenstown, 5319

Amathole District: Enquiries Mr. Trevor Jantjies Tel: 043 704 7806 / 083 454 9993

Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200 OR

Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201

OR Tambo District: Attention Ms. N. Kenqa Tel: 047 502 9211 / 079 554 6886

Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X5003, Mtata, 5100

Hand deliver to: human Resource Management, 6th Floor, Botha Sgcau Building, corner Leeds and Owen Street, Umtata.

Note: Applications must be submitted on Z83 form, obtainable at any public service department or on the Internet at <http://www.info.gov.za/documents/forme/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) (Matric certificate must also be attached) an ID document and driver's license (where applicable). Non RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/ her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment(s) to the advertised post(s). **Persons with disability are encouraged to apply.**

No Faxed or Emailed applications will be accepted.

Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert