

## **DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE**

### **DIRECTOR: HUMAN RESOURCES MANAGEMENT**

*Salary Range: An all-inclusive remuneration R R1 057 326 (Level 13)*

*HEAD OFFICE Ref: DSRAC 01/11/2019*

**Minimum Requirements:** An appropriate B-degree 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. 5 years of experience at a middle/senior managerial 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 administration services. Manage the coordination of HR utilization and development programmes. Manage and facilitate human resource planning, strategy and systems. Manage and facilitate the provision of labour relations services. Manage the provisioning of Organisational Development Services. Manage the Development and Maintenance of the Organisational Structure and Facilitation of Job Evaluation Process. Manage and facilitate the provision of employee wellness and programmes. Oversee the formulation and implementation of all HR related policies in order to enable the department to fulfil its role in delivering a service to the communities / clients of the Department and to ensure compliance with national and provincial policies. Provide high level management advice to Executive Management in order to ensure sound decision making and forward planning. Liaise with all relevant stakeholders, internally and externally stakeholders to ensure coordination of activities, sharing of information, etc. as well as handling of reports to stakeholders on HR related matters (i.e Auditor General, DPSA, etc.). Plan, manage and coordinate the resources of the Directorate to ensure the efficient and effective utilization of resources, including the management of performance of personnel. Participate in policy formulation, strategic and operational planning as well as budget planning on senior management level in order to ensure that goals and objectives are reasonable and attainable and that reporting against the Strategic Plan takes place.

### **DEPUTY DIRECTOR: LABOUR RELATIONS**

*Salary Range: An all-inclusive remuneration R 733 257 (Level 11)*

*HEAD OFFICE Ref: DSRAC 02/11/2019*

**MINIMUM REQUIREMENT:** An appropriate Bachelor 's Degree or National Diploma in Labour Relations or Labour Law/ Public Management/ Social Science with labour Relations or Labour law as majors. 5 years' relevant experience of which three (3) years must be at an Assistant Director level/ Junior Management level experience in the Labour Relations environment. Good communication skills (verbal, presentation and report writing). A practical understanding of the Public Service prescripts dealing with misconduct. Public Service Act, Public Service Regulation, and PSCBC Resolution no.2 of 1999 as amended by Resolution no1 of 2003, the relevant provisions a chapter 7 of the SMS handbook and Labour Relations Act, Proven Managerial and leadership credentials. Computer Literacy. Sound knowledge of labour legislation and labour relations practices. Good negotiation, conflict management, strategic capability, administration and analytical skills. Ability to plan and organize. An understanding of the Public Service Regulatory Framework. Computer literacy in all MS Office packages. A Valid code 08 driving licence.

**DUTIES:** Manage the implementation of the grievance procedures. Facilitate investigation of grievances. Handle disputes/appeals upon unfair labour practice and /or unfair dismissal. Make appropriate recommendations. Monitor the implementation of decisions. Compile and submit reports to the Office of Public Service Commission; Treasury; OTP; etc. Manage the handling of disputes (unfair labour practices, unfair dismissal). Represent the departmental

at Commission for Conciliation Mediation and Arbitration/Bargaining Council. Monitor the implementation of the awards. Compile reports and submit to the top management. Manage the handling of Disciplinary matters. Facilitate investigations of disciplinary cases. Ensure the protection and confidentiality of the information gathered during investigation Deal with employees' representative queries on a matter under investigation. Ensure that sound labour relations between management Labour through functional and active Labour Forum at Head Office and District offices. Analyse labour relations trends within the department and prepare recommendations to management. Render Labour Relations support both to Head office and District offices' matters. Monitor the Implementation of the outcome of the disciplinary hearing. Implement appeals' outcomes arising from disciplinary hearings. Management of resources. Manage human resources. Ensure effective management of all physical assets. Compile, control and monitor the budget. Working knowledge of PERSAL.

### **DEPUTY DIRECTOR: CULTURAL AFFAIRS X2**

*Salary Range: An all-inclusive remuneration R869 007 (Level 12)*

*Alfred Nzo District Ref: DSRAC 03/11/2019*

*OR Tambo District Ref: DSRAC 04/11/2019*

**Minimum Requirements** : B Degree in Arts and Culture/ Museum & Heritage/Libraries coupled with 05 years' experience in the field of Cultural Affairs of which 3 years must be at an Assistant Manager level. A post-graduate qualification in any of the above fields will be an added advantage, coupled with 3 years' experience at Assistant Manager level. Knowledge of Government prescripts, Treasury Regulations, PFMA and policies. Good communication skills. Ability to meet deadlines. Must be able to analyse and implement policies. Knowledge of Arts and Culture, Museum & Heritage and Libraries prescripts. Problem- solving skills. Knowledge of finances and the budget process. Computer literacy. A valid code 8 driving licence. **(People with disability and females are encourage to apply)**

**KPA's:** Manage and provide leadership to Cultural Affairs which include Library & Information Services, Arts & Culture as well as Museum & Heritage. Develop and maintain strategic linkages with other government departments, municipalities and other relevant stakeholders. Manage the implementation of the district Operation Plan. Manage the budget of the component and align it with Strategic and Operation Plan of the Department. Manage Cultural Affairs resources. Manage and monitor all activities of Cultural Affairs in the District to ensure that the Departmental goals are achieved. Co-ordinate the implementation of Arts & Culture, Museums & Heritage as well as Library & Information Services Legislation and policies in the District.

### **DEPUTY DIRECTOR: SPORT & RECREATION**

*Salary Range: An all-inclusive remuneration R869 007 (Level 12)*

*Amathole District Ref: DSRAC 05/11/2019*

**Minimum Requirements** : An appropriate bachelor's degree/Diploma in the field of Sport & Recreation coupled with 5 years' experience in the field of Sport & Recreation of which 3 years must be at an Assistant Manager level. Knowledge of Preferential Procurement Policy Framework Act and Regulation, Public Finance Management Act, Division of Revenue Act. Knowledge of Financial Management and how to implement Conditional Grants in line with DORA framework. Knowledge of the grant framework conditions. Knowledge of the sport environment in the Eastern Cape. Must have good interpersonal, problem – solving and crisis management skills. Need to show good strategic capabilities and leadership. Project Management skills. Must be able to work under pressure. A valid code 08 driving license **(People with disability and females are encouraged to apply)**

**KPA's:** Planning of the sub-directorate and the district operational plans. Ensure compliance with Conditional Grant Framework. Prepare budgets, procurement plans and cash flow projections in line with the Business Plan, Provincial and National Directives. Synchronise the operational plans with budget and business plans. Provide strategic leadership and ensure capacity building. Assist and facilitate the implementation of mass participation programmes in the following areas: School Sport, Club Development, Recreation Development, Sport Academy, Sport Councils. Implement programmes in line with policy directives and political imperatives. Implement and monitor nation directives for the programme. Manage the utilization and safe – keeping of assets. Ensure a productive organizational culture

### **DEPUTY DIRECTOR: SCM (Demand & Acquisition)**

*Salary Range: An all-inclusive remuneration R733 257 (Level 11)*

*Head Office Ref: DSRAC 06/11/2019*

**Minimum Requirements:** A three (3) year Degree; National Diploma or an equivalent on NQF level 6 with knowledge of Public Management/ Public Administration/ Purchasing/ Business Administration/ Supply Chain

Management/ Logistics Management. Five (5) years' procurement experience of which three (3) years should be at an Assistant Director level. Knowledge of Supply Chain Management framework; financial systems (System capability – LOGIS and BAS); Public Finance Management Act (PFMA), Treasury Regulations; BBBEE Act and PPPFA. Good interpersonal relations. Good communication skills (written and verbal). Good organisational, planning, project management and supervisory skills. A valid Code 08 Driving Licence.

**KPA's:** Assist the department in procurement planning, implementation and control. Facilitating goods and services demand for the Department. Establishing procurement plan for the Department. Conduct market analysis and commodity (needs) analysis. Ensuring that the requirements are linked to the approved budget. Determine the sourcing strategy. Analysing and review of specifications and terms of references for goods and services. Determine procurement method. Record management. Follow up on outstanding unpaid orders. Facilitate cancelation of unused orders. Manage and control commitments of the Department

### **SENIOR LEGAL ADMIN OFFICER (MR6)**

**Salary Range: An all-inclusive remuneration R 473 820 – R 533 772 (OSD)**

**HEAD OFFICE Ref: DSRAC 07/11/2019**

**Minimum Requirements:** An LLB or recognised four-year legal degree. At least 8 years' appropriate post qualification legal experience advisory / civil high court litigation experience. Admission as an Attorney / Advocate. A post graduate qualification and Public-Sector Experience in Constitutional Law / Administrative Law/ Labour Law / Contracts Management will be an added advantage. A valid code 08 driver's license is essential. Computer literacy and proficiency is essential.

**KPA's:** To render legal advisory services to the Department of Sport, Recreation, Arts and Culture (Eastern Cape Province) related to public sector legal claims, litigation, labour law practice, drafting and vetting of contracts and agreements and legislation services. Sound professional and ethical liaison must be fostered with various stakeholders including the Office of the State Attorney. The management of Public Sector Civil litigation. The drafting of legal opinions and documents. Conduct, analyse, interpret, advise on research that will provide information and case law relevant to the legal matter at hand. Present on and advise on motivation/proposals on how the specific case should be approached to obtain a desirable/justifiable outcome. Draft legal documents and advise on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Unit.

### **ASSISTANT DIRECTOR: MONITORING AND EVALUATION**

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

**HEAD OFFICE Ref: DSRAC 08/11/2019**

**Minimum Requirements** : A Bachelor's Degree or National diploma in Business Administration/ Public Administration or relevant qualifications. Certificate in monitoring and evaluation certificate will be added advantage. At least three years' experience in the monitoring and evaluation environment, and also three years' experience at supervisory level (SL7/8). Proven experience in the development of procedures for data collection and analysis. Knowledge and experience in monitoring and evaluation tools and systems. Good report writing skills. Presentation skills. Computer literacy (MS Word, Excel, Outlook and PowerPoint). Good interpersonal skills, project management skills, strategic thinking, good verbal and communication skills, coordination and facilitation skills, report and business writing skills, planning and organising skills, able to work under pressure, prepared to travel long distances. Good understanding and knowledge of government policies, outcomes, priorities and programmes. Strategic Management within the context of PFMA and other relevant regulatory framework in the Public Service. Reporting, monitoring and evaluation processes. Must be in possession of a valid code 08 driving licence.

**KPA's:** Facilitate the development and implementation of monitoring and evaluation systems in the Department. Conduct evaluations in partnership with research institutions and institutions of higher learning. Facilitate and manage the development of Departmental Monitoring and Evaluation Reports. Conduct and produce data analysis report on the implementation of Departmental Strategic and Annual Performance Planning in line with Provincial wide Monitoring and Evaluation framework as well as Government Programme of Action. Monitor, evaluate and report on the implementation of Departmental Service Standards, Service Delivery Improvement Plans and Service Delivery Charter. Monitor, evaluate and report on the implementation of Departmental Conditional Grants. Undertake any other task as directed by the supervisor.

**ASSISTANT DIRECTOR: SPU**

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

*JOE GQABI DISTRICT Ref: DSRAC 09/11/2019*

**Minimum Requirements** : A 3-year degree/Diploma in Social Sciences, Development studies\_with 3 years of experience in working with designated groups. Experience in working with Women, Children and Older person, People with disabilities as well as HIV/AIDS, and also three years' experience at supervisory level (SL7/8). Must be in possession of a valid code 08 driving licence.

**KPA's:** Facilitate effective mainstreaming issues of designated groups in District. Ensure that the rights of designated groups are promoted, protected and prioritized in the District Office through the recruitment, selection and retention of designated groups. Coordinate, facilitate and participate in District events that promote the rights of designated groups within the District Office. Develop knowledge of legal, strategic framework and mandates at District Level.

**ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT**

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

*OR Tambo District Ref: DSRAC 10/11/2019*

**Minimum Requirements** : A three (3) year Degree / Diploma in Financial Management or equivalent qualification coupled with 3 years supervisory experience (SL7/8). Knowledge of Public Service Prescripts such as Public Finance Management Act, Treasury Regulations. Knowledge of PERSAL and BAS. Knowledge of GAAP. Computer Literacy Valid code 08 driving licence.

**KPA's:** Facilitate financial planning and budget services. Render expenditure, Accounting, Pre-Audit services. Ensure that the prescribed financial procedures and methods are applied and supervise domestic procedures and methods. Supervise the activities of subordinates entrusted with inter alia, the care accounts, vouchers, documents, financial planning and budget, report on budget deviations, cost control and cost analysis programs, internal control and financial administration. Collect and coordinate expenditure planning data. Compile budget proposals on the basis of the financial decisions of the Accounting Officer. Ensure execution of all financial prescripts and procedures o the PFMA and Treasury Regulations.

**ASSISTANT DIRECTOR: LOGISTICS AND STORES MANAGEMENT**

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

*Head Office Ref: DSRAC 11/11/2019*

**Minimum Requirements:** A three (3) year Degree or National Diploma in Supply Chan Management/ Logistics Management/ Public Management/ Public Administration or Commerce with 3 years at a supervisory level (SL7/8). LOGIS literacy, is a requirement. Knowledge of Public Service Legislation/ policies/ prescripts and procedures. Knowledge and skills of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts. Background in Logistical processes and office procedures. Highly motivated, creative and must have an ability to engage with service providers, end – users and stakeholders on matters relating to Logistics, receipts and distribution of goods and services. The ability to plan in tight timeframes and to work under pressure. Computer skills in Microsoft Office applications. Computer Literacy, Good verbal and written communication skills, Conversant to work on LOGIS System. Decision and problem-solving skills. A valid Code 08 Driver's Licence

**KPA's:** Manage the implementation of Logistical procedures and policies. Management of commitments/ orders on LOGIS. Management of 0-9 filling system. Maintenance of all relevant registers and reports. Ensures that payment vouches are submitted to Finance within three days of receipt of a valid invoice. Supervise processes for reporting on Logistics and Stores management practices in the Department. Monitor and oversee the provisioning of logistics and stores services in District Offices. Supervise subordinates and support departmental planning processes.

## **ASSISTANT DIRECTOR: RECORDS MANAGER (ARCHIVES)**

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

*Head Office Ref: DSRAC 12/11/2019*

**Minimum Requirements:** NQF Level 7 qualification in Archives and Records Management field with 3 years' experience at supervisory level (SL7/8). Knowledge of the Provincial Archives and Records Act and related legislations. Extensive knowledge of archival and records management systems and procedures. Knowledge of current archival and records management policies. Good knowledge of electronic records management practices and procedures. Computer and IT literacy. Extensive experience in records management work in governmental bodies. Good verbal and written communication skills. Presentation skills. Be a team worker. Must be in possession of a valid code 08 drivers licence.

**KPA'S:** Responsible for managing all records in accordance with the Provincial Archives and Records Service Act. Liaise with all organs of state regarding proper management of records. Ensure proper maintenance of records in registries of client offices. Evaluate draft file plans for client offices. Initiate and develop training programmes for records management staff in archives and departmental records managers'-ordinate designing and implementation of records management policies and procedures in client offices. Monitor compliance of governmental bodies. Ensure compilation of reports and validation. Monitor interim repository. Monitor appraisal and systematic disposal plans. Assist in management electronic records management systems in liaison with the client offices. Develop guides and directives for paper and electronic records. Monitor unauthorised destruction of records-paper and electronic.

## **LABOUR RELATIONS PRACTITIONER X3**

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

*Sarah Baartman District Ref: DSRAC 13/11/2019*

*OR Tambo District Ref: DSRAC 14/11/2019*

*Joe Gqabi District Ref: DSRAC 15/11/2019*

**Minimum Requirements** : BA Degree / 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.

## **SENIOR PROVISIONING ADMIN OFFICER: LOGISTICS AND DISPOSAL**

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

*Alfred Nzo District Ref: DSRAC 16/11/2019*

**Minimum Requirements:** A Degree/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 Logistic, Government Garage fleet Services, Asset and disposal, stores management and registry. Supervise staff in the section. Provide operational and functional control on Logistics, Fleets, Assets and Disposal, Stores management and registry.

### **SENIOR STATE ACCOUNTANT: EXPENDITURE**

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

*Nelson Mandela District Ref: DSRAC 17/11/2019*

**Minimum Requirements** : A Degree/ Diploma in Finance Administration or equivalent with 1 - 2 years' relevant experience. Knowledge of relevant government prescripts and financial administration processes. Knowledge of LOGIS, BAS and PERSAL. Good written and communication skills. Good interpersonal skills. Computer literacy. A valid driving licence will be an advantage

**KPA's:** Facilitate payments of service providers within 30 days. Handle salary related issues, S&T claims, petrol claims and gratuities. Render proper filing system procedure related to financial matters. Implement clearly defined norms and standards of work regarding financial procedure. Maintain payments registers to track all forms of payments.

### **TRANSPORT OFFICER: LOGISTICS AND DISPOSAL**

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

*Chris Hani District Ref: DSRAC 18/11/2019*

**Minimum Requirements** : A National Diploma in Public Administration / Public Management with 1 - 2 years relevant experience in the field of Fleet Management. A qualification in Supply Chain Management will be an added advantage. Good written and communication skills. Computer literacy. A valid code 08 drivers' licence.

**KPA's:** Responsible for the allocation, use and maintenance of Government leased vehicles in the District. Ensure proper completion and regular scrutiny of all transport and fleet management records. Attend to government leased vehicles involved in accidents and compilation of accident reports. Knowledge of and implementation of Fleet Management Policies and other Transport Legislations. Monitor utilisation of subsidy vehicles and reconciliation of records.

### **ADMIN OFFICER: FACILITIES**

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

*Head Office Ref: DSRAC 19/11/2019*

**Minimum Requirements** : An appropriate NQF Level 6 qualification in Property Management/ Facilities Management/ Project Management/ Public Administration/ Management with 1 -2 years functional experience in Facilities and Maintenance environment.

**KPA's:** Provide general maintenance of the Department of Sport, Recreation, Arts and Culture properties and facilities. Responsible for ensuring that services for cleaning and gardening are done in the most effective and efficient manner in the Department. Ensure that electricity, plumbing and general maintenance contractors perform as per the Service Level Agreement (SLA). Responsible for procurement of goods and services for the unit and ensure that contractors are paid in compliance with government rules and regulations. Attend and resolve queries from internal and external stakeholders of the Department. Knowledge of Public Financial Management Act (PFMA). Project Management. Facilities Management /Maintenance. Supply Chain Management. Government Immovable Asset Management Act. Public Service Act (PSA). Labour Relation Act (LRA). Occupational Health and Safety Act (OHSA). Property/ Facility Management skills: Financial Management. Analysis and Problem-Solving skills. Project Management. Communication (Verbal and Written). Computer Literacy.

### **PROVISIONING ADMIN OFFICER: LOGISTICS AND DISPOSAL**

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

*Amathole District Ref: DSRAC 20/11/2019*

**Minimum Requirements** : An appropriate NQF Level 6 Qualification in Logistics or Supply Chain Management with 1 - 2 years relevant working experience. Computer Literacy Knowledge and application of the following prescripts: Public Finance Management Act, Supply Chain management Policies and Practises. Financial Accounting. Ability to work under pressure and meet tight deadlines. Ability to physically carry heavy loads. Good communication skills (verbal & written). Computer literate and knowledge of LOGIS is essential. A valid Code 08 driver's license will be an added advantage.

**KPA's:** Facilitate Requisitions, Receipts and Issuing of stores items: Receive requests from departmental staff. Prepare items requested. Render support in maintaining inventory stock level: Analyse inventory levels and ensure that request to replenish is initiated. Assist in preparation of reports that indicate procurement and adjust re-order

levels when placing the order for all the inventory items. Monitor, record and updating of bin cards: update of bin cards for all items that are procured. Populate inventory reports on a monthly basis. Render support in managing stock in the department: Facilitate overall physical count process performed by the inventory unit. Perform spot checks on all items that are on issue voucher. Prepare report for all obsolete items identified during stock counts.

### **INTERNAL AUDITOR**

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

*Head Office Ref: DSRAC 21/11/2019*

**Minimum Requirements** Degree / Diploma in Accounting / Internal Auditing. Knowledge of Standards for the relevant government prescripts. Knowledge of service delivery (Batho Pele) principles. Good verbal and communication skills. Internal audit techniques. Organizational relationships. A high level of confidentiality. Drafting of reporting points. Computer Literacy. A valid Code 08 Driving Licence.

**KPA's:** Provision of innovative, cost effective and value-added business processes and internal control view to ensure good corporate governance in the Department. To strive for continuous improvement in systems of internal control within the Department. Plans and monitors own daily performance of audit assignments to ensure quality and timeous delivery. Preparation of reports.

### **ARCHIVIST**

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

*Head Office Ref: DSRAC 22/11/2019*

**Minimum Requirements:** An appropriate NQF Level 6 qualification in Archives and Records Management field. Knowledge of the Provincial Archives and Records Act and related legislations. 1 - 2 years' experience in the records management and archives environment. Extensive knowledge of archival and records management systems and procedures. Knowledge of Archives and Records Service legislation and policies. Knowledge of electronic records management systems. Good management and leadership abilities. Research and report writing skills. Financial Management and budgeting Skills Good communication and presentation skills. Computer literacy, A valid code 08 Driving Licence.

**KPA'S:** Responsible for managing Government records in accordance with the Provincial Archives and Records Act. Liaise with organs of State regarding proper management and use of records. Supervise proper maintenance of records in registries of client offices of the designated area. Monitor compliance with records management prescripts. Train records managers of client offices. Conduct records appraisals. Review file plans, policies and procedure manuals. Assist client offices in designing electronic records management environment together with the relevant stakeholders

### **ACCOUNTING CLERK: CASH MANAGEMENT**

*Salary Range: An all-inclusive remuneration R173 703 (Level 05)*

*Head Office Ref: DSRAC 23/11/2019*

**Minimum Requirements:** Standard 10 / Grade 12 / NQF Level 4 qualification with mathematics/ accounting or equivalent certificate. Knowledge of PFMA and Treasury regulations. Computer literacy, BAS, PERSAL as an added advantage. Ability to work under pressure.

**KPA's:** Collect information around day-to-day financial obligation of the department. Compile and submit cash flow to Provincial Treasury. Reconciliation of cash request, monthly drawings and bank statements. Compile and submit monthly cash flow projection to Provincial Treasury. Effect the department's revenue transfers to Exchequer account. Assist in preparing Appropriation statement

## **ACCOUNTING CLERK: BUDGET MANAGEMENT**

*Salary Range: An all-inclusive remuneration R173 703 (Level 05)*

*Head Office Ref: DSRAC 24/11/2019*

**Minimum Requirements:** Standard 10 / Grade 12 / NQF Level 4 Qualification in Accounting of Financial Management. Knowledge of PFMA and Treasury regulations. Computer literacy, BAS, PERSAL as an added advantage. Ability to work under pressure

**KPA's:** Monitor compliance with respect to Section 45 of the PFMA and advise the Programme and Responsibility Manager in relation to over / under expenditure. Manage, and track incoming and outgoing submission, with the aim of managing commitments, to ensure service delivery is not compromised. Co-ordinate the implementation of Section 43 of the PFMA. Assist in co-ordination of departmental budgets, and ensure they are credible. Assist in the alignment of performance information with the budget. Liaise with all departmental components, and Districts in relation to budget inputs, and consolidate them on a prescribed input. Knowledge and understanding of: the Public Finance Management Act and Treasury Regulations; and General Ledger reconciliation and analysis. Knowledge of travel and subsistence, SCoA, Basic Accounting System (BAS) and PERSAL systems as well as data capturing.

## **ACCOUNTING CLERK: SALARIES X2**

*Salary Range: An all-inclusive remuneration R173 703 (Level 05)*

*Head Office Ref: DSRAC 25/11/2019*

**Minimum Requirements:** Standard 10 / Grade 12 / NQF Level 4 Qualification in Accounting. Knowledge of PFMA and Treasury regulations. Computer literacy, BAS, PERSAL as an added advantage. Ability to work under pressure.

**KPA's:** Prepare BAS payments & journals. Reverse official's salaries where it is applicable. Recall salaries from Bank. Sorting of the salary schedules, payrolls and payslips. Mailing of Pay over Schedules. Capturing of all deductions and allowances on Persal. Changing of officials banking details. Capture fuel reimbursement claims for officials. Prepare and Capture leave gratuities on PERSAL. Assist with other duties when required (Official).

## **HR OFFICER: CONDITIONS OF SERVICE X2**

*Salary Range: An all-inclusive remuneration R 173 703 (Level 05)*

*Head Office Ref: DSRAC 26/11/2019*

**Minimum Requirements** : Standard 10 / Grade 12 plus an appropriate NQF Level 4 Qualification in Human Resource Management / Personnel Management / Public Administration. Knowledge of Human Resources and Conditions of Service. A fair understanding of Public Service Regulations, Public Service Act and other Legislation governing Human Resource Administration. Computer literacy. Knowledge of PERSAL will be an added advantage.

**KPA's:** Implementation of Service Benefits (Housing allowance, Long Service Recognition Awards, Injury on Duty applications, Service Termination Benefits- i.e. Pension benefits, Leave Gratuity payments, Medical Aid benefits). Leave Administration, auditing of Capped Leave. Administration of HR Payroll. Handling of Human Resource Administration related enquiries. Render Human Resource clerical services within the Department.

**CLOSING DATE: 06 DECEMBER 2019 – 12H00**

**NB: Forward applications to the relevant centre.**

**Head Office Enquiries – Ms. R. Loots 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 Mkwazi 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, 6<sup>th</sup> Floor, Botha Sgcau Building, corner Leeds and Owen Street, Umtata.**

**Joe Gqabi District: Attention Mr Y Dlamkile: 051 492 4774 / 071 812 6015**

**Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750 OR**

**Hand deliver to: No 2 Cole street, Aliwal North ,9750**

**Nelson Mandela District: Attention Mr A Kitching: 041 492 1231 / 1230**

**Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X6003,Port Elizabeth, 6003 OR**

**Hand deliver to: 2<sup>nd</sup> Floor - 66 Corporate Place, Ring Road, Greenacres, Newton Park, Port Elizabeth**

**Alfred Nzo District: Attention Mr Gugwana: 039 254 0960 / 082 542 4726**

**Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X531, Mt Ayliff, 5100 OR**

**Hand deliver to: No 67 Church Street Mt Ayliff**

**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/forms/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**