

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

### **DIRECTOR: INTERNAL AUDIT**

*Salary Range: An all-inclusive remuneration R 1 005 063 - R 1 183 932 (Level 13)*

*HEAD OFFICE Ref: DSRAC 01/07/2019*

**Minimum Requirements:** Bachelor's Degree / Diploma in Auditing / Internal Audit and Accounting. 5 years middle managerial level experience. Strategic capability and leadership. Registration with Certified Internal Audit (CIS) will be an added advantage. Understanding of Treasury and PFMA Regulations. Knowledge of Project Management best practice. Knowledge of the standards of the Institute of Internal Auditors. Knowledge of risks based Internal Audit methodologies; procedures and software. Knowledge of risk management standards and procedures. Knowledge of government legislation. Knowledge of monitoring and evaluation methods. Job related skills required: Problem solving skills. Computer literacy. Analytical skills. Interpersonal skills. Negotiation skills. People and diversity management skills. Sound financial management skills. Report writing skills. Presentation skills. Must be in possession of a valid code 08 drivers' licence.

**KPA's:** Manage the development of Strategic risk-based Audit plans and Operational policies and procedures. Managing adherence to and continuous improvement of the Internal Audit risk-based audit methodology. Act as a secretariat for the Audit Committee. Act as an interlocutor between the department and the Auditor-General of South Africa (AGSA). Conduct risk and compliance audits to address Operational and compliance risks. Conduct information technology audits. Oversee the development and implementation of Risk Management process. Provide advisory services on Risk Management process. Review Strategic risk register quarterly. Management of Human, Physical and Financial resources.

### **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT**

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

*HEAD OFFICE Ref: DSRAC 02/07/2019*

**Minimum Requirements:** An undergraduate qualification (NQF level 6 or 7 as recognized by SAQA) in Human Resource Management/Development/Public Administration/Management or equivalent relevant qualification plus relevant experience of 5 years of which 3 years must have been at the Assistant Manager level within the field of Training & Development as well as sound knowledge of the Performance Management Development System within the Public Service Environment. Strong PMDS Administration Skills. The following skills, knowledge and attributes are required: People Management. Problem Solving. Presentation. Planning and Organizing. Policy Analysis. Communication. Computer Literacy. Report Writing. Valid code 08 driver's license required.

**KPAs:** Facilitate and co-ordinate the development of departmental HRD policy. Conduct skills audit and analysis thereof. Develop workplace skills plan and alignment of training programmes to previously disadvantage people. Manage all training/ interventions to employees. Facilitate, manage, co-ordinate internship and learnership programmes. Provide reports to Management, OTP and Public Sector Education and Training Authority. Facilitate and manage any in-house training and development programmes. Facilitate presentations and induction programmes. Evaluate the impact of training provided. Manage the bursary processes. Facilitate and co-ordinate the implementation of the PMDS for ALL Salary Levels in the Department.

## **DEPUTY DIRECTOR: COMMUNITY LIBRARIES SERVICES**

**(CONTRACT FROM DATE OF ASSUMPTION TO 31 MARCH 2021 – Conditional Grant Funded)**

**(Re-Advertisement, people who have applied before, are encouraged to re-apply)**

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

**HEAD OFFICE Ref: DSRAC 03/07/2019**

**Minimum Requirements:** A B.BIBL or B Tech Degree or Post Graduate Diploma in Library and Information Science or equivalent qualification with a minimum of five (5) years' experience in the Library and Information Services field. Knowledge of Finance and Human Resources. Good computer and negotiation skills. Good research and analytical skills. Knowledge on all applicable Public Service Legislations and Treasury regulations. Knowledge on procurement directives and departmental policies and policy formulation. Good interpersonal relations. Strong customer ethic. Must be able to think strategically and be service-orientated. Must be in possession of a valid code 08 drivers' licence.

**KPA's:** Manage all Conditional Grant activities. Represent and give input on the grant implementation in Library Service and DSRAC strategic planning. Chair / attend planning meeting of Conditional Grant. Liaise with Municipalities. Consult with DSRAC District Management Municipal Library Service Management. Attend DAC and Treasury meeting with regard to conditional grant. Manage annual allocation of Library subsidy transfers to Municipalities and Conditional Grant funds. Compiling MTEF budget for the conditional grant. Manage the annual project budget process. Establish, manage and co-ordinate financial monitoring mechanisms. Ensure that expenditure is in line with business plan, PFMA and Treasury Regulations. Monitor and evaluate municipal financial reports. Coordinate inputs for Library Services annual budget process. Control and monitor payments of all purchases and transfer payments. Develop and maintain a sound internal control and risk management system for the conditional grant. Manage MOA's business plans and other outputs of the conditional grant. Human Resource Management i.e. Co-ordinate, evaluate and handle staff reports and staff performance. Administrative Management.

## **ASSISTANT DIRECTOR: LABOUR RELATIONS**

**Salary Range: An all-inclusive remuneration R376 596 (Level 09)**

**HEAD OFFICE Ref: DSRAC 04/07/2019**

**Minimum Requirements** : Degree/Diploma in Human Resource Management or equivalent qualification with 3 years' experience in the field of which 2 years must be at a supervisory level. Or Matric with at least 10 years' experience in the field of which 2 years must be at a supervisory level. Understanding of the LRA, PSA, the Constitution of South Africa, the PFMA, PSCBC and GPSSBC Resolutions and other relevant legislative directives. Understanding of Treasury Regulations. Understanding of the Public Service reporting procedures. Good report writing, communication, negotiation and conflict management skills. Presiding skills. Innovative and creative thinker. Must be willing to work under pressure. Willingness to travel. Willing to work in a team. Computer Literacy. A Valid Driving Licence

**KPA's:** Maintain Labour peace and promote sound relations between employer and employees. Facilitate and co-ordinate misconduct, grievance and disputes investigations and procedures. Ensures Labour Related Policy development and implementation. Provide training on a range of Labour Relations issues. Liaise externally and represent the department at Provincial Bargaining Chambers and ensures the implementation of collective agreements. Assist with managing the relationship with Unions. Assist with supervision of administrative personnel at lower level.

## **ASSISTANT DIRECTOR: RISK MANAGEMENT**

**Salary Range: An all-inclusive remuneration R376 596 (Level 09)**

**HEAD OFFICE Ref: DSRAC 05/07/2019**

**Minimum Requirements** : Degree/Diploma in Accounting or Auditing, coupled with at least 3 years' experience in the field / related field or Matric certificate coupled with 10 years' experience in the field of Risk Management. Knowledge of Public Sector legislative framework, PFMA, Treasury Regulations, National Treasury Risk Management Framework and Public Sector Anti-Corruption Strategies. Computer Literacy. Report writing skills, proven communication and good presentation skills. Ability to review policies, internal control measures, procedure manuals and departmental circulars. A registration with the institute of Risk Management (RIMSA) will be an added advantage. A valid code 08 Driving license.

**KPA's:** Assist in the development, review and implementation of Departmental Risk Management framework. Give support to the section with regards to Departmental Risk Assessment and Reviews, Implementation of

programmes, Awareness campaigns and workshops on Anti-Fraud, Anti- Corruptions, Ethics management and Risk Management. Facilitate management of Conflict of interest and gift register. Investigate fraud and other risk related matters. Provide reports and maintain safe keeping of registers.

### **ASSISTANT DIRECTOR: SCHOOL SPORT**

**Salary Range: An all-inclusive remuneration R470 040 (Level 10)**

**HEAD OFFICE Ref: DSRAC 06/07/2019**

**Minimum Requirements** : A Degree / Diploma in the field of Sport and Recreation coupled with 3 years' experience in the field of Sport and Recreation with at least 2 years at supervisory level or Matric coupled with 10 years' experience in the field of Sport and Recreation. Project Management will be an added advantage. Knowledge of wide range of work processes and procedures such as events management, government procurement, monitoring and evaluation. Good decision-making, analytical and negotiation skills. Financial management, strategic and operational, planning and organizing, people management, problem-solving and conflict management skills. Computer Literacy. A valid code 08 driving licence.

**KPA's:** Implement strategic partnership programmes with the Federations. Develop and maintain a database of participants and officials. Manage projects in partnership with stakeholders and partners. Set up standing meeting with clients and manage the annual sport development calendar. Monitor compliance to policies and procedures related to sport development. Coordinate and organize the training of identified volunteers. Monitor and evaluate sport development programmes. Good report writing skills. Computer literacy (Excel and PowerPoint) and good interpersonal relations. Should be able to work independently and under pressure.

### **ASSISTANT DIRECTOR: MPP**

**Salary Range: An all-inclusive remuneration R470 040 (Level 10)**

**OR TAMBO DISTRICT Ref: DSRAC 07/07/2019**

**Minimum Requirements** : Degree/Diploma in Sport Management or Human Movement Science studies with at least 3 years' experience in the field of recreation 2 years which at supervisory level or Matric certificate coupled with 10 years' experience in the field, with 3 years which 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 MPP grant framework. Knowledge of Public service act, Public Service Regulations, Employment Equity Act, Public Service Finance Management ACT (PFMA), division of revenue Act (DORA) and Employee Performance Management 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 Driving License. (Women and people living with disability are an encourage to apply)

**KPA's:** Assist in Management of sub-directorate staff and implementation of EPMDS. Assist in Manage budget, compile business plans and operational plan for Recreation section. Assist in 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 systems 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 Manage and eliminate risk hazards within the section being guided by the policies of the department and public service regulations. Assist Manage the coordination of activities and festival at hub, local and district levels. Facilitate programmes that promote moral regeneration and healthy lifestyles.

### **ASSISTANT DIRECTOR: MPP**

**Salary Range: An all-inclusive remuneration R470 040 (Level 10)**

**ALFRED NZO DISTRICT Ref: DSRAC 08/07/2019**

**(Re-Advertisement, people who have applied before are encouraged to re-apply)**

**Minimum Requirements** : A three year Degree / Diploma in the field of Sport and Recreation coupled with three (3) years' experience in the field of Sport and Recreation with at least two (2) years at supervisory level or Matric coupled with ten (10) years' experience in the field of Sport and Recreation. Sound knowledge of MPP grant framework. Knowledge of the Public Service Act, Public Service Regulations, Public Finance Management Act (PFMA), Division of Revenue Act (DORA) and Employee Performance Management System (EPMDS),

National Sport Plan and other applicable government prescripts. Planning, Organisational, communication, report writing and presentation skills are necessary. Must be in possession of a valid code 08 driving licence.

**KPA's:** Implement strategic partnership programmes of school sport with the Department of Education and Structures / Federations. Develop and maintain database of participants and officials. Manage projects in partnership with stakeholders. Set up standing meetings with clients and manage annual school sport calendar. Provide strategic leadership in school sport by planning and developing of the sub directorates and districts operational plans, projects and programmes. Ensure compliance with conditional grant framework, prepare budget, procurement plans and business plans. Manage the implementation of School Sport Programmes in line with the policy directives and political imperatives. Manage leave and EPMDs in the school sport section and ensure capacity building of staff. Monitor compliance to policies and procedures related to school sport. Coordinate and organise the training of identified educators and volunteers. Monitor and evaluate school sport programmes.

### **SPORT PROMOTION OFFICER: SPORT DEVELOPMENT X4**

*Salary Range: An all-inclusive remuneration R257 508 (Level 7)*

*AMATHOLE DISTRICT Ref: DSRAC 09/07/2019*

*NELSON MANDELA DISTRICT Ref: DSRAC 10/07/2019*

*OR TAMBO DISTRICT Ref: DSRAC 11/07/2019*

*ALFRED NZO DISTRICT Ref: DSRAC 12/07/2019*

**Minimum Requirements:** A degree/Diploma in Sport Management or Human Movement Science or Matric with 5 years' experience in the field. Good communication and organising skills. Ability to work under pressure. Basic computer skills. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. Exposure in a number of codes or federations. A valid code 08 driving license.

**KPA's:** To promote and encourage participation in Sport Development. To create platform for talent identification through the implementation of the Sport Development & Federations Activities. To facilitate and implement capacity building programmes. To facilitate participation of Federations from grassroots to National Level.

### **SPORT PROMOTION OFFICER: RECREATION X2**

*Salary Range: An all-inclusive remuneration R257 508 (Level 7)*

*JOE GQABI DISTRICT Ref: DSRAC 13/07/2019*

*CHRIS HANI DISTRICT Ref: DSRAC 14/07/2019*

**Minimum Requirements** : A Degree/Diploma in Sport Management or Human Movement Studies. Matric with 5 years' experience in Sport environment. Knowledge of how to implement conditional grants in line with the DORA framework and National Sport and Recreation plan. Must have a good organising, interpersonal, and Project Management skills, must be able work under pressure, computer literacy, v Good communication and organising skills. Ability to work under pressure. Basic computer skills. A valid code 08 driving license.

**KPA's:** Facilitate, organise and implementation of Recreation Development programmes in the district. Preparation of documentation for submissions. Organise and co-ordinate Recreation Development projects provincially, in accordance with the Provincial Sport and Recreation policy. Liaise with communities, structures, federations and maintain partnership. Organise capacity building workshops. Compile reports.

### **COMMUNITY SPORT COORDINATORS: SPORT DEVELOPMENT X4**

**(12 MONTH CONTRACT)**

*Salary Range: An all-inclusive remuneration part time (5/8<sup>th</sup>) R 108 564*

*HEAD OFFICE Ref: DSRAC 15/07/2019*

**Minimum Requirements:** A relevant tertiary qualification in Sport Management or Human Movement Science or Education OR Matric with 2 years' experience in the areas of Federation Affairs. Experience in working with Sport Structures. Good communication skills and report writing. Understanding of monitoring and evaluation processes. Ability to work under pressure and should be computer literate.

**KPA's:** Coordinate the implementation and monitoring of leagues. Provide support to federations that are in Club Development Programme. Maintain records of registered and supported leagues and clubs. Maintain database of distributed resources.

**CLOSING DATE: 02 AUGUST 2019 @ 12H00**

NB: Forward applications to the relevant centre.

**Head Office Enquiries – Ms. N. Bodlani Tel: 043 492 0280 / Ms. R. Loots Tel: 043 492 0949**

**Post to: The 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 Ebdon 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: 051 633 2090 / 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. 27 Queens Terrace, Aliwal North**

**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**