**CHIEF DIRECTOR: LIBRARIES, ARCHIVES AND RECORDS MANAGEMENT.**

**REF DCSR/30/2022**

**SALARY All-inclusive salary package of R1 269 951 per annum**

**CENTRE Head Office**

**REQUIREMENTS** 3-year Degree/National Diploma in Library and Information Studies qualification and 5 years experience in the field. The following are essential requirements: Comprehensive and detailed knowledge of the library field, as well as management theory and practices (inclusive of HR and Financial Management, Extensive knowledge of Library Management Systems as applied in the library environment, Knowledge and implementation of Conditional Grant Framework, Knowledge of records management processes and procedures, Knowledge and understanding of developing policies and procedures relevant to the archives and libraries, Knowledge of relevant legislation and prescripts that govern Archives and Libraries, Generic management competencies including strategic capability and leadership, programme and project management, people Management and empowerment and financial management and a valid driver’s license.

**KEY PERFORMANCE AREAS** Manage the Chief Directorate Library and Archive Services, ensure effective planning and evaluation within the programme including Budgeting, Staff Performance Management, Leave Management, Monthly and Quarterly reports, ensure effective and efficient provision of ICT services for all including proper Budgeting and management of expenditure, implement PFMA, Ensure implementation of Social Cohesion and Safe Communities through the following activities: Build new libraries, Upgrade and maintain Libraries, procurement of library material, staff development through training and outreach programmes. Ensure community Libraries are provided with Internet and WI-FI, develop and account for the records management policies and inspection of Government Bodies and oral history projects. Ensure record management practitioners benefit from capacity building opportunities. Develop and contribute in the strategic plans of the Library and Archives Chief Directorate.

**CHIEF FINANCIAL OFFICER (LEVEL OF A DIRECTOR)**

**REF DCSR/31/2022**

**CENTRE Head Office**

**SALARY** **All-inclusive salary package of R1 073 187 per annum**

**REQUIREMENTS** An appropriate Bachelor’s Degree or equivalent qualification in Commerce or Finance & Auditing (NQF level 7), with a minimum of 5 years managerial experience in a Middle Management level. Extensive experience in the field of Finance. Knowledge of the Public Finance Management Act and Public Service Act, as well as other prescripts applicable in the Public Service. The incumbent must possess the following skills: Strategic capability and leadership •Financial management • Accounting management •Change management •Knowledge management •People management and empowerment •Programme and project management •Service delivery innovations •Client orientation and customer focus •Problem solving and analysis •Communications.

**KEY PERFORMANCE AREAS** Managing compliance with requirements of the PFMA, Financial manuals and Treasury Regulations • Managing the efficient, effective, economical and transparent use of resources • Designing and implementation of internal controls, including proper risk management • Provision of timely, accurate and adequate financial and other operational information for strategic decision making purposes and preparation of strategic plans • Ensuring that sound systems and procedures for expenditure management and control are in place • Ensuring that proper planning for the acquisition of assets, design and implementation of measures to protect and maintain assets • Designing, implementation and maintenance of accounting systems to ensure complete, valid, accurate and timeous financial/non-financial information • Rendering of efficient and effective supply chain management services • Overseeing the management and monitoring of the developmental budget in support of service delivery.

**ASSISTANT DIRECTOR: HUMAN RESOURCE UTILISATION AND CAPACITY DEVELOPMENT.**

**Ref: DCSR/32/2022**

**Centre Head Office**

**Salary: R477 090 per annum (Level 10)**

**Requirements:** Bachelor’s Degree (NQF 7)/National Diploma (NQF 6)/ in Human Resource Management/Human Resource Development/Training and Development or equivalent in the Field of Human Resource Management/Development Environment. Two (2) years Supervisory experience. Two (2) years functional experience in the Human Resource Development/ Training/Performance Environment. A valid driver’s license. Knowledge: Human Resources Management Policies, Human Resources Systems and Procedures, Performance Management, Project Management, Public Service Act and Resolution, All Labour Legislations, Code of Good conduct in the Public Service, Departmental Policies and Procedures, Batho Pele Principles, Skills: Management, Financial Management, Computer literacy, Innovative, Communication, Time Management, Team building, Training, mentoring and coaching, Diversity management, Technical(Project Management, Quality Management).

**KEY PERFORMANCE AREAS** Coordinate orientation and induction programme. Coordinate skill audit and training needs analysis process. Coordinate, develop and implement the workplace skills plan (WSP) and liaise with training providers. Capturing of PMDS on PERSAL System. To ensure effective coordination internal and external training programmes. To ensure effective Human Resource Development Administration such as up to date training database, management of the training budget, compile the quarterly and annual reports. Coordinate the AET programme. Submit the approved WSP/ATR for the organisation. Implement internship and experiential learning programmes. Compile and submit training report to management. Serve as a secretary and advisor during training committee, equity committee and PMDS meetings. Monitor Implementation of PMDS system. Advice management and staff on the new PMDS systems.

**ASSISTANT DIRECTOR: RISK MANAGEMENT**

**REF DCSR/33/2022**

**CENTRE Head Office**

**SALARY** **R382 245 per annum (Level 09).**

**Requirements**: An appropriate Bachelor’s Degree /National Diploma in Risk Management, Accounting, Commerce or Auditing (NQF level 7) or equivalent qualification, with relevant experience in Risk Management. Knowledge of the Public Finance Management Act and Public Service Act, as well as other prescripts applicable in the Public Service. Extensive computer and presentation skills, as well as the ability to maintain high level of confidentiality.

**KEY PERFORMANCE AREAS** Identifying and evaluating risks • Rendering support in the development of fraud and anti-corruption plan • Rendering support in the development and implementation of mitigating techniques to minimize the impact of potential risks • Implement a culture of zero-tolerance on fraud and corruption. Guide and ensure compliance to the Ethical Framework and compliance reporting in government, inclusive of E-Disclosures and Remunerative Work Outside the Public Service.

**ORGANIZATIONAL STRATEGY AND PLANNING PRACTITIONER**

**REF: DCSR/34/2022**

**CENTRE Head Office**

**SALARY: R 261 372 per annum (level 7)**

**Requirements**: Grade 12 or equivalent qualification. A three-year tertiary qualification (NQF Level 6) in Human Resource Management /Public Affair/Management. A Persal Introduction certificate will be an added advantage. Minimum 1-2 years working experience in Human Resource Planning and Organisational Development Environment. Ability to work under pressure, understanding of the human resource management legislation and regulatory framework, public service prescripts practices and procedures as well as administrative procedures. Ability to interpret policies and directives on HR matters.

**KEY PERFOMANCE AREAS** Provide administrative support in the development and administration of Human Resource strategy and plans. Provide administration support in the development and implementation of employment equity plans. Provide administration support on Human and staff establishment information, Administration of the compensation of employees costing model, in collaboration with financial management costing unit. Provide administration support in the analysis of Human Resources information and produce reports to facilitate decision-making in collaboration with other HR units. Conduct Facilitate the Implementation of Employment Equity and perform any other delegated tasks by the relevant manager and conduct exit interview and review HR policies.

**ADMINSTRATIVE OFFICER: STRATEGIC PLANNING**

**REF: DCSR/35/2022**

**CENTRE Head Office**

**SALARY: R261 372 per annum (Level 7)**

**REQUIREMENTS**: Grade 12 , a three-year tertiary qualification (NQF Level 6) in Public Affairs/Management, coupled with a minimum of 2 years’ relevant work experience in the area of strategic planning, reporting and compliance monitoring; An understanding of government strategic vision and public service legislation; At least two years of working directly with programme performance information and coordinating strategic plans and reports in education; experience of project management and financial management, especially in support of assembling compliance documents; computer literacy in MS Word, Excel, PowerPoint and Outlook is a prerequisite; A valid driver’s license would be a recommendation.

**KEY PERFORMANCE AREAS:** Facilitate and compile documents to satisfy the planning, monitoring, evaluation and reporting mandate of the Chief Directorate; Ensure efficient office administration to support programme performance information management and planning; Safe custody of business plans, submissions; Create and maintain an orderly filing system in electronic format; Coordinate and provide administrative support during workshops; Carryout any other assigned tasks as required including conducting monitoring, reporting and support activities in support of the planning and reporting. This will include providing logistical support, quality assured documents and presentations for workshops, meetings and correspondence to provinces, compiling submissions, reports and memos for submission and publication.

**LIBRARY ASSISTANT**

**REF: DCSR/37/2022**

**CENTRE Head Office**

**SALARY: R 211 713 per annum (Level 6)**

**REQUIREMENTS**: Grade 12 or equivalent qualification, general of administration, computer literacy, general knowledge of library service, ability to work with people and under pressure, good interpersonal and communication skills. Certificate in office administration will be an added advantage.

**KEY PERFORMANCE** compile and administer financial transcripts. Filing of project documents. Follow up of payment for building projects. Data capturing (linking library material to relevant libraries) and provide support services.

**CLOSING DATE: 30 September 2022**

Applications must be submitted on the **NEW Z83 FORM**, obtainable from any Public Service department. **Note:** Applicants are not required to submit copies of qualifications and other relevant documents on application, however the applicant must submit a New Z83 with a detailed CV. Only Shortlisted candidate will be required to produce certified copies of qualification and other relevant documents on the day of the interview. One post per application form. No-emailed application will be accepted. State full name of post and reference number of the said post on the application from. **Fully completed** application form with relevant reference number must be posted to the following postal Address: PO Box 1243, Nelspruit 1200 or Courrier to Ikhamanga Building no:5, 7Government Bouleward, Riverside Park Extension 2, Mbombela 1200.

**PLEASE NOTE THE FOLLOWING:**

* The Department of Culture, Sport and Recreation is an equal opportunity, affirmative action Employer. It is the intention of the Department of Culture, Sport and Recreation to promote representivity (race, gender and disability) through filling of these posts and all appointments will be made in accordance with the Employment Equity targets of the Department. Suitably qualified women and persons with disabilities remain the targeted group and are encouraged to apply.
* All appointments will be subjected to a personnel suitability check process (criminal record, qualification verification, citizenship and employment reference.
* The recommended candidate will be required to produce the Senior Management Services pre-entry certificate as offered by the National School of Government prior appointment. For further details, visit the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>
* Applications received after the closing date or those that do not comply with the requirements indicated above will not be considered.
* If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful.
* **No facsimile applications will be accepted. Only Hand delivered , and posted applications will be accepted.**
* For full details of the advertised posts, applicants are advised to visit the Mpumalanga Department of Culture, Sport and Recreation, website: <https://dcsr.mpg>.gov.za.
* The Department of Culture, Sport and Recreation reserves the right not to make any appointment(s) to the advertised posts.

**Enquiries:**, Ms. ST Lushaba @ 013 766 5245 and Ms. NP Mkhabela @ 013 766 5656