

CHIEF DIRECTOR: LIBRARIES, ARCHIVES AND RECORDS MANAGEMENT.

REF : DCSR/01/2020

SALARY : All-inclusive salary package of R1 251 183 per annum
CENTRE : Head Office, Mbombela

REQUIREMENTS 3-year degree/National Diploma in Library and Information Studies qualification and 5 years experience in a senior management position. 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 licence.

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/02/2020

SALARY : All-inclusive salary package of R1 057 326 per annum

CENTRE : Head Office, Mbombela

REQUIREMENTS An appropriate Bachelor's Degree / National Diploma or equivalent qualification in Commerce (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.

DEPUTY DIRECTOR : (MANAGER) OFFICE OF THE HOD

REF : DCSR/03/2020

SALARY : All-inclusive salary package of R733 257 per annum

CENTRE : Head Office, Mbombela

REQUIREMENTS A Bachelor's Degree/Diploma and or equivalent qualification plus, 3 years relevant experience in Public Administration. Knowledge of the department's mandate and its relationship with national and other stakeholders. Proven track record of leading management initiatives and applying innovative thinking, problem solving, sound interpersonal relations and communication (both verbal and writing) skills. Knowledge of the Public Management Framework, policy implementation monitoring, evaluation and improvement practices, advanced programme/project resource management skills and computer literacy. Valid driver's licence.

KEY PERFORMANCE AREAS

Write Cabinet Memo's and MINMEC reports to Exco. Submit responses and reports to the Premiers' Office and Portfolio Committee. Prepare schedule sittings/ meetings of Chief Directors with HOD. Type minutes and distribute to all members. Recommend and authorize expenditure Draw up and monitor budget for office of the HOD. Compile and type sensitive documents. Proof read incoming and outgoing documents before being dispatched to relevant persons/area. Attend to day to day correspondences in the office. Coordinate and facilitate the completion and submission of reports to the planning section. Proof read documents before handed over to HOD. Draft strategic and operational plan of the office.

DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT

REF : DCSR/04/2020

SALARY : All-inclusive salary package of R 869 007 per annum

CENTRE : Head Office, Mbombela

REQUIREMENTS An appropriate Bachelor's Degree / National Diploma or equivalent qualification in Supply Chain Management, with 5 years relevant work experience and a valid driver's licence. Knowledge of Public Finance Management Act, Treasury Regulations, Supply Chain Management, Regulatory Frameworks and relevant prescripts governing the procurement in the Public Service. Operational knowledge of procurement processes and financial management systems i.e. LOGIS and BAS. Work experience in demand and acquisition management and management of services provider's contract, performance monitoring and management.

KEY PERFORMANCE AREAS

Manage and ensure compliance in the implementation of Supply Chain Management and related prescripts. Provide advice with regard to supply chain management in terms of key functions such as Demand and Forecasting, Procurement planning, Acquisition management, Utilisation management, Supplier performance, Contract management, and Assets management. Develop effective and appropriate Supply Chain Management internal control system. Ensure that spending on goods and services are in line with the Demand Management. Develop and maintain manuals on Supply Chain Management Policies and procedures. Ensure compliance with Supply Chain Management policies and procedures, Source goods and services within a fair, equitable, transparent, competitive and cost-effective system, Set performance standards with respect to service delivery and departmental clients, Liaise and interact with all business units in the Department and stakeholders involved with procurement. Coordinate, compile and manage the submission of reports. Prepare monthly and yearly reports. Participate in all relevant meetings and committees within the institution. Monitor and ensure proper allocation and utilization of resources. Manage employees' performance and development. Liaise with the Provincial and National Treasury on existing relevant transversal contracts and submissions. Implement system and controls that are compliant and that ensure sound procurement practices and management. Manage the tender process in line with applicable legislation and supply chain management prescripts.

DEPUTY DIRECTOR: SCHOOL SPORT

REF : DCSR/05/2020

SALARY : All-inclusive salary package of R733 257 per annum
CENTRE : Head Office, Mbombela

REQUIREMENTS A 3 year degree/diploma in Sports Management/administration. High-level Communication skills (written and verbal). 3 years experience in the field of sports management and mass participation programmes. Experience in working with school sport structures and thorough knowledge of School Sport within the broader sporting context will be an added advantage. Knowledge of

the PFMA, Treasury Regulations, Public Service Regulations. Computer literacy. Valid driver's licence.

KEY PERFORMANCE AREAS Design programmes to increase the number of participants in Sport and Recreation activities in schools by establishing and identifying priorities for increasing involvement in sport and recreation. Manage programmes to increase participation in sport and recreation in schools including process management and work design. Set Departmental targets with regard to increasing participation in sport and recreation to monitor and report progress in achieving these target maintain overview of Departmental performance in these areas. Advice stakeholders and the Department on school sport activities. Ensure integrated mass participation programme by including those with disabilities, the previously disadvantaged and women. Liaison with the Department of Education and other relevant stakeholder in order to ensure a integrated approach to mass participation. Ensure compliance with the provisions of the Division of Revenue Act and the Public Finance Management Act.

DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT

REF : DCSR/06/2020

SALARY : All-inclusive salary package of R733 257 per annum

CENTRE : Head Office, Mbombela

REQUIREMENTS A Bachelor's degree/diploma in Human Resources or equivalent. 3 years experience in Human Resource field, proven Managerial track record and a good understanding of the Employment Equity Act, Skills Development Act, Public Service Act, Public Finance Management Act, Public Service Regulation, Code of Remuneration, Labour Relations Act, Equity Act, PERSAL, HR Policies and procedures, etc. An ability to understand develop and implement HR systems to ensure the efficient workflows, relevant administration and organisational skills, communication and problem solving skills. Valid driver's licence.

KEY PERFORMANCE AREAS

Provide leadership and management for the section. Handle and manage Organisational and employees performance. Coordinate the strategic, Operational planning and budgeting processes for the section. Provide organizational development services, skills audit, and job evaluation and ensure equitable distribution of HR across the department. Provide HRD services in line with Skills Development and Levies Act. Render personnel management services through the provisioning of recruitment and selection and condition of service. Supervise Employee Relations and Human Resource Planning units.

REGIONAL HEAD

DEPUTY DIRECTOR: GERT SIBANDE REGION

REF : DCSR/07/2020

SALARY : All-inclusive salary package of R869 007 per annum

CENTRE : Gert-Sibande Regional Office (Ermelo)

REQUIREMENTS An appropriate Bachelor's degree or equivalent qualification and 3 years experience in middle management. High-level Communication skills (written and verbal). Experience in working with structures in sport and culture. Good communication and people management skills. Strategic thinking and negotiation skills. Report writing skills Knowledge of the PFMA, Public Service Regulations.

KEY PERFORMANCE AREAS Manage the regional office, manage administrative support services, Manage Sport and Recreation, Art and Culture, Library and Heritage services. provide strategic leadership in the region.

ASSISTANT DIRECTOR: HERITAGE & MUSEUM SERVICES

REF : DCSR/08/2020

SALARY : R470 040 per annum

CENTRE : Head Office, Mbombela

REQUIREMENTS A 3-year degree or equivalent tertiary qualification in Museum or heritage studies, history, anthropology and/or cultural studies. Relevant experience and Knowledge of African History and languages. Understanding history of the Country and policies relating to monuments, museums and other heritage Sites. Computer literacy. Valid driver's licence.

KEY PERFORMANCE AREAS Manage provincial museums and monuments. Promote, support transform and develop provincial museum programmes, monument and site services. Promote conservation, preservation, protection and appreciation of our Museums, monuments and other

heritage sites. Render heritage research services. Liaise with national and other research institutions on related matters. Liaise with marketing institutions and communication section on promoting and marketing these heritage sites. Advise the department and report on latest information/acts pertaining to developments on museums and monuments.

ASSISTANT DIRECTOR: CURATOR BARBERTON MUSEUM

REF : DCSR/09/2020

SALARY : R470 040 per annum

CENTRE : Barberton Museum

REQUIREMENTS A 3-year degree or equivalent tertiary qualification in Museum or heritage Studies, History, Anthropology and/or Cultural Studies. Knowledge of African History and Languages. Understanding of policies related to Monuments, Museums and other Heritage Sites. Must be computer literate. Valid driver's licence.

KEY PERFORMANCE AREAS

Manage the Barberton Museum. Promotion, support, transformation and development of the museum, monuments and sites in the vicinity. Promote conservation, preservation, protection and appreciation of the Museum, monuments and other heritage sites. Conduct heritage research services.

ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING

REF : DCSR/10/2020

SALARY : R470 040 per annum

CENTRE : Head Office, Mbombela

REQUIREMENTS A bachelor's degree/diploma and or equivalent qualification plus, financial management experience. Sound knowledge of the Basic Accounting System (BAS), Generally Accepted Accounting Practice (GAAP), PERSAL System and other relevant financial prescripts. Analytical and problem solving skills. Extensive computer literacy (Excel, MS Word). Experience in public finance would be an added advantage and a valid drivers licence.

KEY PERFORMANCE AREAS Co-ordinate budget process in the Provincial Treasury and monitor the implementation thereof. Co-ordinate budget capturing and monthly monitoring. Prepare monthly reports (In Year Monitoring) and coordinate reasons for deviations. Manage virements and roll over processes. Monitor budget and expenditure daily. Provide management reports to assist in decision- making. Authorise journals for incorrect allocations.

ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING

REF : DCSR/11/2020

SALARY : R 470 040 per annum

CENTRE : Head Office

REQUIREMENTS A recognised 3 year National Diploma in Accounting and or equivalent Qualification. 3 years experience in Financial Management. Knowledge of LOGIS, PERSAL and BAS, drivers licence will be an added advantage

KEY PERFORMANCE AREAS Render expenditure management support, ensure compliance with internal control systems & legislative prescripts, render audit & risk management support, render credit management support and render general administrative support

ASSISTANT DIRECTOR: ARCHIVES

REF : DCSR/12/2020

SALARY : R 470 040 per annum

CENTRE : Provincial Archives Building, Mbombela

REQUIREMENTS A relevant Bachelor degree/Diploma in Archives and Records Management Studies or Information Science with specialisation in Archives and records management • 3 years experience in the field, coupled with an extensive background, relevant knowledge, experience and understanding of records management/ repository management /oral history • A valid driver's licence and a willingness to travel extensively • Knowledge and understanding of relevant archival and other legislation

KEY PERFORMANCE AREAS Supervise the day-to-day operations of the provincial repository • The co-ordination of the functions, operations and activities of the records management, repository management, oral history and public outreach sub-units • Ensuring the implementation of the

operational plans, programmes and projects • Monitoring the consistency, uniformity and quality in the provision of line functions to enhance in the service delivery • The management and development of personnel performance • Managing the resources of the repository • Giving inputs to the strategic, operational and business plans • Giving inputs and reports to the budget and its spending • Reporting on all functions, programmes and activities of the repository • facilitate and ensure implementation of operational policies, procedures and directives.

LANGUAGE PRACTITIONER

REF : DCSR/13/2020
SALARY : R 257 508 per annum

CENTRE : Head Office, Mbombela

REQUIREMENTS An appropriate 3 year Degree/Diploma or equivalent Qualification with Siswati as a major with 2 years experience in the language. Good command of English, and Siswati (both written and verbal). Computer literacy and a Valid driver's license

KEY PERFORMANCE AREAS Translate and edit documents. Liaise with relevant language structures. Promote the culture of writing and reading literature in marginalized languages. Promote multi-lingualism and indigenous languages including the South African Sign Language. Organise language projects. Support the Mpumalanga Provincial Language Committee Support the implementation of the Mpumalanga Language Bill

CULTURAL OFFICER

REF : DCSR/14/2020

SALARY : R 257 508 per annum

CENTRE : Nkangala Region

REQUIREMENTS An appropriate 3-year degree/Diploma art or equivalent qualification. Computer literacy. A valid driver's licence and a willingness to travel extensively.

KEY PERFORMANCE AREAS Identify, develop and promote (emerging) artists and crafters as well as implementing projects related to performing and visual arts and craft; Create awareness programmes for craft performing and visual arts; Conduct needs analysis and provide professional advice on performing, Visual arts and crafts; Render administrative functions in relation to Programmes that are implemented.

CULTURAL OFFICER

REF : DCSR/15/2020

SALARY : R 257 508 per annum

CENTRE : Emtfuntini Cultural Village

REQUIREMENTS An appropriate 3-year Diploma art or equivalent qualification. Computer literacy. Valid driver's licence.

KEY PERFORMANCE AREAS Render tour guide services for the cultural village, perform administrative work, identify, coordinate, and manage programmes and projects of the cultural village

STATE ACCOUNTANT

REF : DCSR/16/2020

SALARY : R 257 508 per annum

CENTRE : Head Office, Mbombela

REQUIREMENTS An appropriate 3-year Diploma Accounting and/or equivalent qualification and be computer literate.

KEY PERFORMANCE AREAS Administer and monitor Departmental Budget, Manage the department's budget and notify responsibility managers on possible over/under spending and recommend solutions, Assist responsibility managers in compiling their budgets and report on their expenditure, Capture the budget in the financial system (BAS), Investigate and journalize all misallocation, Prepare and compile Monthly financial reports; In Year Monitoring Report (IYM) in line with the PFMA and Treasury Regulations, Assist in the preparation of financial statements (Appropriation statement), Ensure application of prescribed financial procedures and policies including PFMA and Treasury Regulations and Perform other duties as directed

DRIVER/MESSENGER

REF : DCSR/17/2020

SALARY : R 145 281 per annum

CENTRE : Head Office, Mbombela

REQUIREMENTS Grade 12 and code 10 (C1) and professional driving permit. The incumbent must be able to read and write, furthermore be reliable, punctual and self-motivated.

KEY PERFORMANCE AREAS Provide necessary assistance in driving around the local area, delivering and collecting documents, mail and perform other administration duties.

CLEANERS x 3

REF : DCSR/18/2020 Central Ref
REF : DCSR/19/2020 H/O
REF : DCSR/20/2020 Kgodwana Cultural Village

SALARY R 102 534 per annum

CENTRE Central Reference Library, Head Office and Kgodwana Cultural

REQUIREMENTS Grade 10 or 11

KEY PERFORMANCE AREAS Provide cleaning services, assist in provision of beverages in meetings, maintenance and other general duties.

CLOSING DATE: 20 NOVEMBER 2020

Applications must be submitted on form Z83, obtainable from any Public Service Department and should be accompanied by a certified copy of ID, certified copies of qualifications and a CV.

NOTE:

DUE TO COVID-19 HEALTH AND SAFETY PROTOCOLS, NO HAND-DELIVERED APPLICATIONS WILL BE ACCEPTED.

One post per application form. No fax applications will be accepted. State full name of post and reference number of the said post on the application form.

Successful candidates will be subjected to security screening

Completed application forms with relevant reference numbers should be addressed to:
The Head
Department of Culture, Sport & Recreation
P.O. Box 1243
MBOMBELA
1200

The Department is committed to providing equal opportunities and practices affirmative action employment. It is our intention to promote representivity in terms of race, gender and disability when filling the vacant positions. People with disabilities are encouraged to apply.

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/>.

Note: Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application was unsuccessful.

Enquiries: Ms. Samkelisiwe Lushaba (013) 7665245, Ms. Ncobile Mkhabela (013-7665656), Ms. Dina Ntuli (013) 7668339 and Mr. Simon Shabangu (013) 811 6196/3255