



culture, sport & recreation

MPUMALANGA PROVINCE
REPUBLIC OF SOUTH AFRICA

MASS PARTICIPATION CONDITIONAL GRANT 17-MONTH CONTRACT POSITIONS.

SPORT COORDINATORS (15 POSTS)

Salary: All-inclusive package of R6 457.00 per month.

EHLANZENI REGION (3 POSTS)

Bushbuckridge Municipality: (Mkhulu Ref : DCSR/MPCG/01)
Thaba Chweu Municipality: (Mashishing Ref: DCSR/MPCG/02 & Matibidi DCSR/MPCG/03)

GERT SIBANDE REGION (7 POSTS)

Chief Albert Luthuli Municipality (Silobela) DCSR/MPCG/04
Dipaleseng Municipality DCSR/MPCG/05
Govan Mbeki Municipality (eMbalenhle DCSR/MPCG/06 & Lebohang DCSR/MPCG/07)
Lekwa Municipality DCSR/MPCG/08
Msukaligwa Municipality DCSR/MPCG/09
Mkhondo Municipality DCSR/MPCG/10

NKANGALA REGION (5 POSTS)

Dr JS Moroka Municipality (Marapyan) DCSR/MPCG/011
Emakhazeni Municipality (Siyathuthuka) DCSR/MPCG/12
Emalaheni Municipality (Duvha) DCSR/MPCG/13
Thembisile Hani Municipality (Zithabiseni) DCSR/MPCG/14
Victor Khanye Municipality DCSR/MPCG/15

Requirements:

Matric · Certificate in Sport Management or Equivalent qualification · Computer literacy · Experience in working with communities with regard to sport and recreation will be an added advantage · The ability to coordinate sport, recreation and school sport activities and programmes · Planning and organising skills · Communication skills · Report writing skills · The ability to interpret sport, recreation and school sport policies · Sound interpersonal relationships · Problem-solving skills

Key performance areas:

Facilitate the coordination of sport, recreation and school sport activities in the Municipality with regard to Youth Camps, Big Walk, Recreation Day, Tournaments, Festivals, Golden Games, Rural Sport, Leagues, School Leagues, Summer, Autumn and Winter Games and Indigenous Games, in partnership with local sport and recreation councils, school sport structures and Municipality · Ensure that sport and recreation councils and other sport structures are functional · Encourage synergy at local level with regard to sport, recreation and school sport programmes · Report on sport, recreation and school sport activities within the Municipality · Support and monitor the utilisation of community gyms within the Municipality · Support formation and management of sport and recreation clubs

COMMUNITY SPORT AND RECREATION OFFICE ADMINISTRATOR (1 POST)

Salary: All-inclusive package of R7 971.50 per month.

NKANGALA REGION: (KwaMhlanga DCSR/MPCG/16)

Requirements:

Matric · Certificate in Office Administration or Equivalent qualification · Computer literacy · Previous experience in working with communities with regard to sport and recreation will be an added advantage · Ability to coordinate sport activities and programmes · Planning and organizing skills · Communication skills · Report-writing skills · Ability to interpret sport and recreation policies · Sound interpersonal relationships · Problem-solving skills

Key performance areas:

Coordinate Provincial Sport and Recreation programmes with Regional community sport and recreation administrative officers · Ensure that reliable data with regard to league system and hubs is kept · Continuously liaise with Sport Coordinators on sport and recreation activities and ensure that they are supported · Support preparations of sport and recreation leagues as well as district and provincial tournaments · Provide any data required from stakeholders within the hubs · Write monthly reports

SPORTS ACADEMY OFFICER: EHLANZENI REGIONAL SPORTS ACADEMY (1 POST)

Salary: All-inclusive package of R9 954.00 per month

Ehlanzeni Region, Mbombela DCSR/MPCG/17

Requirements:

Matric plus Certificate in Sport Science · 3-year Diploma in Sport Science will be an added advantage · Knowledge of the White Paper on Sport and Recreation and the National Sport and Recreation Plan · Knowledge of the South African Coaches Framework and its implementation facets · Knowledge of the South African Sports Academies Strategic Framework and Policy Guidelines · Knowledge and understanding of the Public Finance Management Act, including their respective regulations · Skills in human resource management and development processes · Project management principles and practices · Advanced computer skills · Report-writing skills · Problem solving and relationship building skills · Valid driver's licence

Key performance areas:

Manage all activities of the District Academy of Sport · Compile, submit and monitor the District Academy of Sport's budget · Compile, submit and implement the District Academy of Sport's operational plan · Manage, monitor and evaluate database of the District Sport Academy athletes and coaches · Evaluate and propose intervention strategies for betterment of Academy systems and policies as will be directed by Mpumalanga Academy of Sport · Manage District Academy of Sport resources · Manage and ensure all movable and immovable District Academy assets and general management

MONITORING AND EVALUATION OFFICER (1 POST)

Salary: All-inclusive package of R12 034.00 per month.

HEAD OFFICE, MBOMBELA DCSR/MPCG/18

Requirements:

Matric plus a Diploma in Public Administration or Equivalent qualification · Advanced computer skills · Report-writing skills · Analytical skills · Problem solving and relationship building skills · Valid driver's licence · Ability to work long hours under pressure

Key performance areas:

Coordinate monthly programme and project reports of Sport, Recreation and School Sport Section from Regions and Head Office · Consolidate reports and portfolio of evidence from the Regions and submit to National Department of Sports, Arts and Culture · Track and monitor the performance of sports and recreation programmes in line with set targets · Conduct reviews and evaluations on the implementation of sports and recreation programs · Support the sport and recreation programme managers in order to ensure that monitoring and evaluation processes are followed and implemented within sports and recreation programmes · Support the programme managers in order to ensure that monitoring and evaluation processes are followed and implemented within sports and recreation programmes · Enforce compliance with DORA and PFMA in relation to sports and recreation programmes

Closing Date: Friday, 19 February 2021

Applications must be submitted on the new Z83 form, obtainable from any Public Service Department or on the DCSR's website at <https://dcsr.mpg.gov.za> and should be accompanied by certified copies of ID, Qualifications and CV. All applications will be subjected to security screening.

Note: 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.

Completed application forms with relevant reference numbers should be addressed to:

The Head:
Department of Culture, Sport & Recreation
P.O. Box 1243
MBOMBELA
1200

Due to Covid-19 health and safety protocols, no hand-delivered applications will be accepted.

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.

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 013 766 5245, Mr Clement Mahlalela 013 766 5343 and Ms Nobile Mkhabela 013 766 5656