



**DEPUTY DIRECTOR:
ADMINISTRATIVE SUPPORT
AND COORDINATION**

REF: DCSR/01/2022
CENTRE: Head Office
SALARY: R 744 255 p.a

Requirements : Degree in Office Administration/ Management/Public Management with a minimum three (03) years relevant work experience in junior management level.

Competencies: Microsoft Office Suite (advanced excel, word, PowerPoint). Report writing and presentation skills, sound analytical and problem solving skills. Excellent interpersonal skills and customer relations. A valid driver's licence. Knowledge of the PFMA, MFMA, Treasury Regulations, Public Sector Risk Management Framework, COSO Framework, King III on governance and Records and Archives Act. Ability to apply technical and professional knowledge and skills in BAS and Logis Systems. Ability to work under pressure, Ability to plan effectively and efficiently.

Key Performance Areas: The incumbent of the post will be responsible for the following duties: Ensure co-ordination of programmes between the Members of the Executive Council's office and the Department, Provide administrative support and receptionist services, Provide registry support services in the Office of the Executive Authority, Provide messenger and driver services in the Office of the Member of the Executive Council, Provide logistical support for meetings.

**ASSISTANT DIRECTOR:
ACQUISITION**

REF: DCSR/02/2022
CENTRE: Head Office
SALARY: R382 245 p.a

Requirements: Matric Certificate/Grade 12, National Diploma/Degree in Supply Chain Management, Financial Accounting, Logistics Management and Public Finance Management, experience in supervision of staff, experience in administration of bidding and procurement processes.

Key Performance Areas: Coordinate (synergise), review, research, analyse and plan the procurement needs of the department. Coordinate review, collect and collate information for the annual procurement plan. Supervise and compile tender/quotation specifications as required. Develop, implement and maintain supplier database. Coordinate (synergise), review and execute the bidding process. Coordinate, review and compile the list of prospective providers for quotations and source quotations from the database according to the threshold values determined by the National Treasury. Communicate with Stakeholders (written and verbal) and give detailed advice on procedural and technical related matters in respect of Supply Chain Management (Demand and Acquisition and Bid Administration) policies and procedures to ensure compliance. Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to financial and HR administration.

**ASSISTANT DIRECTOR:
ADMINISTRATION**

REF: DCSR/03/2022
CENTRE: Gert-Sibande Regional Office
SALARY: R382 245 p.a

Requirements: Grade 12, Degree/B-Tech/National Diploma in Public Administration or Management, extensive experience in administration, understanding of government processes and procedures, policy framework and other government policies, computer literate, sound knowledge of the code of conduct, PFMA, BCEA and a valid driver's licence.

Key Performance Areas: As head of administration in the region, the incumbent will render Human Resource administration, financial and logistical services, supervising all the admin staff and handle transport matters of the region (state owned vehicles and subsidised transport).

CULTURAL OFFICER

REF: DCSR/04/2022
CENTRE: NKANGALA REGIONAL OFFICE
SALARY: R261 372 p.a

Requirements: A National Diploma/Bachelor's Degree in Arts or equivalent qualification. Computer literacy. A valid driver's license and a willingness to travel extensively.

Key Performance Areas: Promote and develop community/public based Arts Culture and Heritage, establish and maintain partnerships with relevant stake holders, identify and support the development of high impact job creation areas and skills development in arts, culture and heritage sector, promote the culture of reading and writing, SA craft, music sector and technical industries and multimedia (audio visual design, visual art) sector, design and conduct awareness campaigns to promote arts, culture and heritage programmes, liaise with all relevant stakeholders, develop and maintain database of arts, culture and heritage institute, and

monitor the implementation of approved programmes for all funded organisations and institutions

GROUNDSMAN x2

REF: DCSR/05/2022
CENTRE: Pilgrim's Rest Museum
SALARY: R104 073 p.a

Requirements: An ABET level 4 Certificate (Grade 9). Experience in the related field will serve as an added advantage. Knowledge of garden maintenance and planting practices.

Key Performance Areas: Grass cutting, maintain contemporary garden, pruning trees and raking of leaves, assist with other tasks as and when required by supervisor.

TRADESMAN x2

REF: DCSR/06/2022
CENTRE: Barberton Musuem
SALARY: R104 073 p.a

Requirements: An ABET level 4 Certificate (Grade 9). At least one (1) year working experience will serve as an added advantage. Knowledge of garden maintenance and planting practices.

Key Performance Areas: Control weeds and pest control, loosening flower beds, lawn mowing and lawn edging, planting new lawn and flowers, taking garden refuse to the dump site, pruning of trees and flowers, sweeping the grounds and lawn

AUXILIARY SERVICE OFFICER

REF: DCSR/07/2022
CENTRE: Pilgrim's Rest Museum
SALARY: R176 310 p.a

Requirements: Grade 12 and Tour guide certificate. Experience in the cultural and heritage related fields and a valid Driver's License.

Key Performance Area: Render tour guide services at Pilgrim's Rest Museum. Respond to heritage and tourism related enquires. Organize and conduct museum outreach programmes. Confirm client itineraries and record number of visitors. Perform administrative duties for the museum.

**LIBRARY AND INFORMATION
SERVICES POSITIONS
ASSISTANT DIRECTOR: LIBRARY AND
INFORMATION SERVICE (3 POSTS)**

CENTRES:
Lydenburg Library REF: DCSR/08/2022
Standerton Library REF: DCSR/09/2022
Kwamhlanga Library REF: DCSR/10/2022
SALARY R477 090 p.a

Requirements: Four year Degree in Library and Information Science/Diploma in Library and Information Science and 2 years' experience in library management. Comprehensive and detailed knowledge of the library field, as well as management theory and practices (inclusive of HR and Financial Management). Knowledge of and experience in project management, monitoring and evaluation. Knowledge of Library Management Systems, as applied in the library environment. Knowledge of the PFMA and library prescripts. Valid driver's licence.

Key Performance Areas: Management and administration of Lydenburg, Standerton and Kwamhlanga Regional libraries. Manage and monitor support service provided to public libraries. Plan the activities of the Regional libraries, compile their annual budget, and monitor expenditure. Train, coach, mentor and supervise the Regional Librarians and ensure that staff receives training, coaching and mentoring by their supervisors. Attend to staff problems (challenges) and identify staff training needs in the Region. Assess the Regional Librarians and the ICT Technicians. Check all staff assessments and monitor the process of assessing the staff. Monitor Mobile Library Service; consolidate monthly, quarterly annual reports of the Regional library. Consolidate verification reports for the Regional library.

LIBRARIAN (2 POSTS)

CENTRES:
Matsamo Library REF: DCSR/11/2022
Bethal Public Library REF: DCSR/12/2022
SALARY R321 543 p.a

Requirements: B.Bibl degree, Higher or equivalent Diploma in Library and Information Science. General knowledge of library services, computer, people and communication skills. Driver's license.

Key Performance Areas: Administer functions of the library, market the library service, research on user and prospective user needs, attend to circulation of library material and assist in other functions of the library where required, information storage and retrieval and reporting procedures. Assist with opening of new libraries, develop and revise promotional projects and special/events.

LIBRARY ASSISTANT (4 POSTS)

CENTRES:
Emjindini Library REF: DCSR/13/2022
Nelsville Library REF: DCSR/14/2022
Leandra Public Library REF: DCSR/15/2022
Thuthukani Public Library REF: DCSR/16/2022
SALARY R211 713 p.a

Requirements: Grade 12 or equivalent qualification and general knowledge of administration, general knowledge of library services, ability work with people, good interpersonal and communications skills. Certificate in office administration will be an added advantage.

Key Performance Areas: Perform administrative duties and procedures relating to libraries, filing, shelving and

storage of library material, information retrieval processes, processing of library material and assisting with other library functions as required.

**LIBRARY ASSISTANT (CYBER CADET)
(3 POSTS)**

CENTRES:
Mbombela Public Library REF: DCSR/17/2022
Matsamo Library REF: DCSR/18/2022
Emalaheni main Library REF: DCSR/19/2022
SALARY R211 713 p.a

Requirements: Grade 12 and certificate in Information Technology. Good verbal and written communication skills, understanding of trouble-shooting and maintaining Windows XP operating system software, experience in IT and of working in a public library will be an added advantage.

Key Performance Areas: To assist library users on how to do electronic information searches on CD and DVD, encyclopaedia, Internet, do searches for school projects and assignment, create e-mail accounts for library users, teach users how to connect to their mail, teach users how to produce electronic documents and other documents like CV's, business cards. Monitor workstations usage by library users, help users to do CV's. Open files for projects, file them and update them. Administration procedures relating to libraries; filing; shelving and storage of library material; information retrieval processes; processing of library material and assisting with other library functions as required.

CLEANER (3 POSTS)

CENTRE:
Matsamo Library REF: DCSR/20/2022
Verena Public Library REF: DCSR/21/2022
Siyabuswa Public Library REF: DCSR/22/2022
SALARY R104 073 p.a

Requirements: An ABET certificate (Grade 9). Knowledge of chemical use (dilution/mix). Knowledge of cleaning equipment to be used. Knowledge of health and safety requirements. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations. Corporate cleaning experience will be an advantage

Key Performance Areas: The provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, waxing, sweeping, disinfecting, scrubbing, and vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshening up office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Cleaning the library offices and boardrooms. Report broken machines. Request cleaning materials. Assist with other duties as and when required.

GROUNDSMAN (2 posts)

CENTRE:
Matsamo Library REF: DCSR/23/2022
Mbombela Regional Library REF: DCSR/24/2022
SALARY R104 073 p.a

REQUIREMENTS: An ABET level 4 certificate (Grade 9). At least one (1) year working experience will serve as an added advantage. Knowledge of garden maintenance and planting practices.

KEY PERFORMANCE AREAS: Cleaning and maintain of the library yard, repair tools and structures. Lawn and plants irrigation. Assist with other maintenance duties as and when requested by supervisor.

CLOSING DATE: 01 April 2022
Application must be submitted on the NEW Z83 FORM, obtainable from any Public Service department and should be accompanied by a CV, certificated copies of qualifications, including ID document, Senior Certificate and driver's license, where applicable. Note: 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 form. Fully completed application form with relevant reference number must be posted to the following postal Address: PO Box 1243, Nelspruit 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.
- Middle Management Service (MMS) position will be subjected to a compulsory competency-based assessment. Following the interview, the selection panel will recommend candidates to attend a generic managerial competency assessment.
- 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: Mr. SD Shabangu @ 017 811 6196, Ms. ST Lushaba @ 013 766 5245 and Ms. NP Mkhabela @ 013 766 5656