



**culture, sport & recreation**

**MPUMALANGA PROVINCE  
REPUBLIC OF SOUTH AFRICA**

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

**REF : DCSR/21/2021**

**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 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/22/2021**

**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.

**ASSISTANT DIRECTOR: CENTRAL REFERENCE LIBRARY**

**REF: DCSR/23/2021**

**SALARY: R470 040 per annum**

**CENTRE: Head Office (Mbombela)**

**REQUIREMENTS:** A four-year degree in Library and Information Science or a Higher Diploma in Library and Information Science and at least three 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 Library Management Systems as applied in library environment. Knowledge of the PFMA and library prescripts. Valid driver's license.

**KEY PERFORMANCE AREAS:** Management and administration of Mpumalanga Reference Library, training programme and Library promotions. Manage and monitor support services provided by the Reference Library to all government officials and public libraries. Plan activities of the Reference Library, training and marketing section. Compile annual budget and monitor expenditure. Evaluate employee performance and provide mentoring and guidance as needed. Monitor maintenance of the collection of information resources, buildings and the use of assets. Consolidate monthly, quarterly and annual reports.

**ASSISTANT DIRECTOR: LIBRARY INFORMATION COMMUNICATION TECHNOLOGY**

**REF: DCSR/24/2021**

**SALARY: R470 040 per annum**

**CENTRE: Head Office (Mbombela)**

**REQUIREMENTS:** Diploma/Degree in information and communication technology. Strong business orientation with broad experience in managing information management and information technology related activities. Track record in the preparation and the alignment of information management and information technology management. Ability to implement internal systems and controls to ensure sound information management and information technology management. Skilled at identifying and evaluating new technological developments, determine their appropriateness for application in the department and the re-engineering of business processes.

**KEY PERFORMANCE AREAS:** Establish an information plan, information technology plan and operational plan to give effect to the strategic direction and management plans of the department. Facilitate the implementation of and adherence to the policies and strategies as contained in the different plans and policies. Development of information and technology systems infrastructure architecture and conduct investigations into the maintenance of existing technologies, availability, needs and demand of new technologies. Rationalise unnecessary duplication and redundancy of information and technologies in the department. Where feasible, promote common solutions for common requirements across the department. Create an enabling environment for other managers to perform their functions more effectively and efficiently. Utilization of security mechanisms and ensure compliance to the relevant regulatory framework. Responsible for ensuring development and training of the members in the department relevant information technology matters.

Manage relevant component of the Department where applicable.

**LIBRARIAN:**

**REF: DCSR/25/2021**

**SALARY: R316 791 per annum**

**CENTRE : Mbombela Central Reference Library**

**REQUIREMENTS:** A three-year National Diploma/Degree in Library Science/ Information Science. Computer literacy, Good communication and presentation skills. Knowledge of Library and Information Science, Knowledge of library prescripts and legislation, procedure and processes. **SKILLS AND COMPETENCIES:** Communication, Planning, Organising and control, Computer Literacy (Microsoft Office). Analytical thinking, Decision making skills, Ability to work under pressure, Language proficiency, Conflict management and supervisory skills.

**KEY PERFORMANCE AREAS:** Manage plan and coordinate the services and activities presented by the library. Ensure the establishment of community structure for consultation. Ensure the rendering of professional library and information services to the community (and/ or School Environment where applicable). Manage Information Communication Technology systems and equipment in library setup. Develop and maintain library material collection. Promote the use of libraries and a culture of reading. Perform administrative duties in the Library. Responsible for management of resources e.g. Finance assets, infrastructure and human resources.

**LIBRARIAN:**

**REF: DCSR/26/2021**

**SALARY: R316 791 per annum**

**CENTRE: Z.M. Mkhwanazi Public Library**

**REQUIREMENTS:** A three-year National Diploma/Degree in Library Science/ Information Science. Computer literacy, Good communication and presentation skills. Knowledge of Library and Information Science, Knowledge of library prescripts and legislation, procedure and processes.

**SKILLS AND COMPETENCIES:** Communication. Planning, Organising and control, Computer Literacy (Microsoft Office). Analytical thinking, Decision making skills. Ability to work under pressure. Language proficiency, Conflict management and supervisory skills.

**KEY PERFORMANCE AREAS:** Manage plan and coordinate the services and activities presented by the library. Ensure the establishment of community structure for consultation. Ensure the rendering of professional library and information services to the community (and/ or School Environment where applicable). Manage Information Communication Technology systems and equipment in library setup. Develop and maintain library material collection. Promote the use of libraries and a culture of reading. Perform administrative duties in the Library. Responsible for management of resources e.g. Finance assets, infrastructure and human resources.

**LIBRARIAN:**

**REF: DCSR/27/2021**

**SALARY: R316 791 per annum**

**CENTRE: Sundra Public Library**

**REQUIREMENTS:** A three-year National Diploma/Degree in Library Science/ Information Science. Computer literacy, Good communication and presentation skills. Knowledge of Library and Information Science, Knowledge of library prescripts and legislation, procedure and processes, **SKILLS AND COMPETENCIES:** Communication. Planning, Organising and control, Computer Literacy (Microsoft Office). Analytical thinking, Decision making skills. Ability to work under pressure. Language proficiency, Conflict management and supervisory skills.

**KEY PERFORMANCE AREAS:** Manage plan and coordinate the services and activities presented by the library. Ensure the establishment of community structure for consultation. Ensure the rendering of professional library and information services to the community (and/ or School Environment where applicable). Manage Information Communication Technology systems and equipment in library setup. Develop and maintain library material collection. Promote the use of libraries and a culture of reading. Perform administrative duties in the Library. Responsible for management of resources e.g. Finance assets, infrastructure and human resources.

**LIBRARY ASSISTANT**

**REF: DCSR/28/2021**

**SALARY: R208 584 per annum**

**CENTRE: Mbombela Regional Library**

**REQUIREMENTS:** Grade 12 or equivalent qualification and general knowledge of administration, general knowledge of library services, ability to work with people and good interpersonal and communications skills.

**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.

**SECRETARY TO THE HOD**

**REF: DCSR/29/2021**

**SALARY: R 173 703.00 per annum**

**CENTRE: Head Office**

**REQUIREMENTS:** Grade 12 (NQF 4). Secretariat/ Office Administration Diploma or an appropriate equivalent qualification, Previous secretarial or office administration experience.

**SKILLS NEEDED:** Good telephone etiquette, computer literate ( Ms Word, Excel, Powerpoint,etc) good communication skills (written and verbal). Good interpersonal relations skills. Knowledge of Batho Pele Principles. Basic knowledge of PFMA. Ability to work under pressure. High level of reliability and confidentiality. Able to work independently as well as functioning in a team environment. Valid drivers license.

**KEY PERFORMANCE AREAS:** Provide a secretarial support service to the Office of the HOD. Receive telephone calls and refer to the correct role players. Provide support functions to meeting chaired by the Head of Department. Type documents, memorandums, letters and reports. Deal with classified files and documents. Identify venues and organize refreshments for meetings. Liaise with travel agencies to make travel arrangements. File documents. Manage and update incoming and outgoing documents register. Operate office equipment. Order and purchase stationary. Co-ordinate logistical arrangements for meetings when required, as well as for visitors.

**APPLICATIONS:** Applications must be submitted on the **newly prescribed Z83 application form** obtainable from any public service departments or **www.dpsa.gov.za**. The form must be fully completed and duly signed, accompanied by a comprehensive Curriculum Vitae, copies of qualifications, RSA identity document and valid driver's license (where applicable). The above-mentioned copies need not be certified when applying for a post. Communication regarding requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applications must be submitted on pdf format by email to: **csrrecruitment@mpg.gov.za**

**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, credit record, qualification verification, citizenship, employment reference and social media).
- Successful candidates will be required to enter into a performance agreement.

- All Senior Management Service (SMS) positions 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.

- Applicants applying for SMS post are required to obtain a compulsory pre-entry certificate for Senior Management Service (SMS) post. The full details can be sourced from 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, post or hand delivered applications will be accepted. Only applications submitted via email 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, SD Shabangu (017) 811 6196 , Ms. DM Ntuli (013) 766 8354 or Ms. NP Mkhabela (013) 766 5656.

**CLOSING DATE: 8 OCTOBER 2021**

