



# culture, sport & recreation

**MPUMALANGA PROVINCE**  
**REPUBLIC OF SOUTH AFRICA**

## DEPUTY DIRECTOR: COMMUNICATION

**REF:** DCSR/11/2021  
**SALARY:** R 869 007 p.a  
**CENTRE:** Head Office (Mbombela)

**REQUIREMENTS :** A National Diploma/Bachelor's Degree in Communication/Public Relations/Marketing/Journalism or a related field. The candidate must have a minimum of three(3) years' experience in the related field, understanding of Government Communication and Systems will be an added advantage, a valid driver's license, computer literacy, knowledge and understanding of the Departmental mandate in terms of applicable Acts, Prescripts and Regulations. **Shortlisted candidates will be subjected to a competency assessment.**

**KEY PERFORMANCE AREAS:** Coordination of Internal, external communications, media production, marketing of Departmental and provincial events, social media engagement and management of the Communication Directorate.

## ASSISTANT DIRECTOR: OFFICE OF THE HOD

**REF:** DCSR/12/2021  
**SALARY:** R376 596 p.a  
**CENTRE:** Head Office (Mbombela)

**REQUIREMENTS:** A National Diploma/Bachelor's Degree or equivalent qualification and extensive relevant experience in Administration. Excellent communication skills (Written and Verbal). Planning and Organisational Skills. A sense of leadership and management. The ability to maintain confidentiality and retain a professional image at all times. The ability to manage information, to take minutes, keep records and execute a high-level function within the Office of the HOD. Computer Literacy. Sound negotiation skills. Conflict resolution skills. Leadership/people management skills. Ability to function efficiently and effectively under extreme pressure. Report writing skills and a valid driver's license will be an added advantage.

**KEY PERFORMANCE AREAS:** Problem solving and crisis handling. Handling of queries. Provide administrative support to the Head of Department. Handle and coordinate the flow of correspondence. Render Logistical arrangements. Creating and managing a database of incoming and outgoing documents. Executive management of a filling and tracking system. Assist with secretariat services at meetings chaired by the HOD. Manage a communication and information system. Provide courtesy services for the Office of the HOD.

## ASSISTANT DIRECTOR: EMPLOYEE RELATIONS

**REF:** DCSR/13/2021  
**SALARY:** R470 040 p.a  
**CENTRE:** Head Office (Mbombela)

**REQUIREMENTS:** A National Diploma/Bachelor's Degree or equivalent qualification and at least five years' experience in Employee Relations field. Knowledge of labour legislations, the Public Service Act of 1994, Public Service Regulations of 2001 and other relevant prescripts.

**KEY PERFORMANCE AREAS:** Provide advise on labour related matters. Handle misconduct cases, grievances and disputes. Investigate cases reported and advice on appropriate action to be taken. Ensure implementation of collective agreements. Advise on the implementation and impact of labour legislation and policies to the department. Represent the department at the Mpumalanga Provincial Public Sector Bargaining Chamber and conduct workshops and training to employees regarding labour policies and legislation.

## CULTURAL OFFICER

**REF:** DCSR/14/2021  
**SALARY:** R 257 508 p.a  
**CENTRE:** GERT SIBANDE REGION (ERMELO)

**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:** 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 and Render administrative functions in relation to Programmes that are implemented.

## CULTURAL OFFICER: HERITAGE & MUSEUM

**REF:** DCSR/15/2021  
**SALARY:** R 257 508 p.a  
**CENTRE:** Head Office (Mbombela)

**REQUIREMENTS:** A National Diploma/Bachelor's Degree in Heritage Resources Management or any related field. Any appropriate postgraduate qualification, training and/or experience. A valid driver's license. Sound understanding of the heritage planning and architectural conservation fields, as well as in-depth knowledge of the legislative framework governing heritage resources, planning and the environment in general. Excellent oral and written communication skills in at least two or three of the official languages of the Mpumalanga Province.

**KEY PERFORMANCE AREAS:** Conduct education and outreach programmes, research, identification, surveys, documentation, evaluation, management, protection and promotion of heritage resources. Implementation of the National Heritage Resources Act, No. 25 of 1999, administration of the MHRA budget in terms of the Public Finance Management Act and relevant schedules, policy formulation, development and implementation of effective communication practices (internally as well as externally), provision of administrative services to MHRA Council and its committees. Implementation of Council Resolutions and all plans of the MHRA. Report to Council and the Department. Advise municipalities and all government institutions on the implementation of the National Heritage Resources Act 25 of 1999 and Section 34 and 38 permitting for Development.

## CULTURAL OFFICER: EMTFUNTINI

**REF:** DCSR/16/2021  
**SALARY:** R 257 508 p.a  
**CENTRE:** Langoeloop

**REQUIREMENTS:** A National Diploma in Arts and Culture, computer literacy and a valid driver's license. Must have knowledge of the siSwati Culture, customs and tradition.

**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: FINANCIAL ACCOUNTING

**REF:** DCSR/17/2021  
**SALARY:** R 257 508 p.a  
**CENTRE:** Head Office (Mbombela)

**REQUIREMENTS:** A National Diploma in Accounting or equivalent qualification and computer literacy.

**KEY PERFORMANCE AREAS:** Render expenditure support, render credit management support, general administration support and ensure internal control systems and adherence to Legislative Prescripts.

## STATE ACCOUNTANT: MANAGEMENT ACCOUNTING

**REF:** DCSR/18/2021  
**SALARY:** R 257 508 p.a  
**CENTRE:** Head Office (Mbombela)

**REQUIREMENTS:** A National Diploma in Accounting or equivalent qualification and computer literacy.

**KEY PERFORMANCE AREAS:** Administer and monitor sectional Budgets, 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 misallocations, 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 and when directed by supervisor.

## MUSEUM HUMAN SCIENTIST

**REF:** DCSR/19/2021  
**SALARY:** R 257 508 p.a  
**CENTRE:** Barberton Museum

**REQUIREMENTS:** A National Diploma/Bachelor's Degree in Museum or Heritage studies. The incumbent should have amongst others majors in History, Cultural History, Anthropology or cultural studies. A post-graduate diploma in Museum or Heritage studies. A valid driver's license.

**KEY PERFORMANCE AREAS:** Museum curation and collections management. Research into local history and culture. Presentation of educational programmes, conversation and preservation of historic buildings and artifacts, plan and maintain exhibitions.

## GROUNDSMAN

**REF:** DCSR/20/2021  
**SALARY:** R102 534 per annum  
**CENTRE:** Krugerhof Museum

**REQUIREMENTS:** An ABET level 4 Certificate (Grade 8). At least one (1) year working experience will serve as an added advantage. Knowledge of garden maintenance and planting practices. Basic understanding of government legislations. Knowledge and understanding of OHS Act.

**KEY PERFORMANCE AREAS:** Render gardening and maintenance services in the museum and assist with other tasks/duties as and when required by supervisor.

## CLOSING DATE: MONDAY, 3 MAY 2021

**Applications must be submitted on the NEW Z83 FORM, obtainable from any Public Service department or at <https://dcsr.mpg.gov.za> and should be accompanied by a CV, certified copies of qualifications, including ID document, Senior Certificate and driver's license, where applicable. All applications will be subjected to security screening. Note: One post per application form. No e-mailed 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 the vacant positions. People with disabilities are encouraged to apply. If you are not contacted within three months of the closing date of the advertisement, please accept that your application was unsuccessful.

**Enquiries: Ms Samkeliwe Lushaba 013 766 5245, Mr Clement Mahlalela 013 766 5343 and Ms Ncobile Mkhabela 013 766 5656.**

