

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

The Department of Sport, Arts and Culture is an equal opportunity affirmative action employer. It is our intention to promote representivity in the Public Service through the filling of posts and we reserve the right not to fill a position. Persons whose transfer/promotion/appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications.

- APPLICATIONS** : recruitment@dsac.gov.za No hand-delivered or applications sent via post/ mail will be accepted. ONLY emailed applications will be considered. Please quote the reference number/ post title in the heading/ subject line. There will be no follow-up emails to this address, correspondence will be limited to shortlisted candidates only. Applications received after the closing date will NOT be considered or accepted.
- CLOSING DATE** : 18 April 2023 at 16:00
- NOTE** : It is mandatory that applications which consist of a signed Z83 and comprehensive CV be emailed to the email address indicated above. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. AZ83 not signed will be deemed a regret. From 1 January 2021, a new application for employment (Z83) form is effective and if the old Z83 is used, it will be deemed a regret. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. The relevant reference number must be quoted on all documentation and on the subject heading of the email. An application should consist of (a) a comprehensive and detailed CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) and (b) a duly completed Z83 (refer to Circular No 19 of 2022 in this regard). Failure to submit the above documents will result in the application not considered and deemed a regret. Correspondence will be limited to shortlisted candidates only. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from the Department in that regard. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), the evaluation certificate will be requested should the applicant be shortlisted. Applicants must be South African citizens or a Permanent Residents. If shortlisted, all non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should have the necessary data and equipment for this purpose. Note that certain information contained in the application (CV and Z83) may be verified through the request for official documents and or other methods of verification and proof. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to a positive outcome on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. If an applicant wishes to withdraw an application, it must be done in writing. We encourage all applicants to declare any criminal and or negative credits records The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. DSAC reserves the right not to make appointments.

OTHER POSTS

- POST 12/96** : **DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: DSAC-01/03/2023**
- SALARY** : R766 584.per annum (An all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines)
- CENTRE** : Pretoria
- REQUIREMENTS** : Three-year Bachelor's Degree or National Diploma (NQF 6) in Public Administration or relevant qualification; 3 to 5 years' experience in the field of office management and supervisory management as well as executive secretariat support; Must be a S.A. Citizen or a Permanent Resident; A valid Driver's license; Knowledge of principles and procedures for secretariat support; Understanding of Office management; Knowledge of Public Service Regulations; High level minute taking skills; Planning and organising

skills; Project management skills; Computer literacy with word processing, spreadsheet and other software; Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts; Ability to work effectively in a professional team environment; Good communication (verbal and written) and interpersonal relations; Listening skills and skills in presenting reports

DUTIES

: Key Performance Areas: The purpose of the post is to provide support to the Director-General to achieve the objectives and goals of the Department of Sport, Arts and Culture; Managing of meetings effectively and efficiently; Ensure that the transfer of best practices occurs within the Office of the Director-General focusing on commitment, team building, role modeling and attitude or behavior change; Design, monitor, co-ordinate and implement budget strategies for the Office of the Director-General; Ensure that administration objectives are consistent with overall objectives and follow best practices observed within DSAC; Ensure that proper management of filing system and that documents filed are readily available when required; Ensure that a proper database system is in place and monitor the maintenance thereof; Provide strategic and tactical guidance for all budgetary, procurement and administrative activities within the Office of the Director-General; Follow up on decisions, agreements and commitments to keep the Director-General informed of progress; Provide administrative support to the Office of the Director-General; Attend and take notes in meetings; Prepare for Director-General's internal and external meetings; Keep track of all the documents in the Office of the Director-General; Collect and disseminate information to all relevant authorities on behalf of the Director-General; Manage documents and Supervision of Personnel in the Office of the Director-General

ENQUIRIES

: Ms N Ramalepe, Tel: (012) 441 3000

POST 12/97

: **DEPUTY DIRECTOR: COMMUNITY SPORT DEVELOPMENT REF NO: DSAC-02/03/2023**

SALARY

: R766 584.per annum (An all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines)

CENTRE

: Pretoria

REQUIREMENTS

: Three-year Degree or National Diploma (NQF 6) in Sport and Recreation Management, Sport Science, Sport Development, Sport Administration, or relevant qualification; Must be a S.A. Citizen or a Permanent Resident; 3-5 years' experience in sports management programmes; Must have a valid driver's licence; Thorough knowledge of sport and recreation in the South African context; Thorough knowledge of principles and procedures for management including best practices in this arena; Skill in planning and project management, workshops and presentation skills and in maintaining composure under pressure while meeting multiple deadlines; Skill in using a computer with word processing, spreadsheet, and other business software to prepare reports, memos, summaries, and analyses; Skill in effective verbal and written communications, including active listening skills and skill in presenting reports and recommendations; Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment. Must be able to handle confrontational situations with diplomacy; Ability to handle a high level of complexity as well as high work volumes within the work environment; An in-depth appreciation of business ethics and the capability to maintain a high level of confidentiality and sensitivity regarding work issues; Must be able to withstand the political pressures related to this job; Ability to work under pressure; Work over weekends.

DUTIES

: Key Performance Areas: The purpose of this post is to manage the projects to increase the number of participants from specific target groups in sport and recreation activities; Provide operational leadership pertaining to the following areas; Develop and ensure the maintenance of a framework to increase the number of participants from specific target groups such as women the disabled, the aged and the rural in sport and recreation activities; Develop and implement interventions to develop sport clubs; Establish a strategy and operational leadership for the sub directorate including the approach for the development of a set of metrics to monitor the delivery of the objectives, utilising efficiency and cost reduction whilst maintaining high quality and value to the Department; Provide strategic and tactical guidance for the operational activities within the sub-directorate, ensuring operational and financial objectives are consistent with departmental objectives; Advise stakeholders, DSAC Ministry and Management on sport and recreation issues; Implement Personal Development Plans and legislative frameworks governing the environment; Manage the Sub directorate.

ENQUIRIES

: Mr T Thebehae, Tel: (012) 441 3000

POST 12/98 : **DEPUTY DIRECTOR: COMMUNITY SPORT DEVELOPMENT (CLUB DEVELOPMENT) REF NO: DSAC-03/03/2023**

SALARY : R766 584.per annum (An all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines)

CENTRE : Pretoria

REQUIREMENTS : Three-year Degree or National Diploma (NQF 6) in Sport and Recreation Management, Sport Science, Exercise Science, Physical Education, Sport Development, Sport Administration, or relevant qualification; 3-5 years' experience in Sport development and Recreation programmes; Must have a valid driver's license; Must be a S.A. Citizen or a Permanent Resident; Understanding of the Conditional Grant of Sport Development and Mass Participation; Must understand the Public Finance Management Act and other related government regulations; Must be familiar with the National Sport and Recreation Plan; Must understand be familiar with the Club Development Programme; Must have Supervisory skills; Knowledge and understanding of National Sport and Recreation Act and other Sport related regulations; Thorough knowledge of school sport within the broader sporting context; Thorough knowledge of principles and procedures for sports management including best practices in this arena; Knowledge of designing and leading sports and recreation cultural change interventions and programmes; Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, and co-ordination of people and resources; Planning and project management skills; Problem solving skills; Computer literacy; Good communication and interpersonal relations; Presentation skills; Ability to work under pressure while meeting multiple deadlines

DUTIES : Key Performance Areas: The purpose of this post is to provide formal sports participation opportunities through an integrated and sustainable club structure; Conduct audit of sport and recreation clubs including membership figures; Ensure that all sport and recreation clubs affiliate to the applicable NF, which is recognised by SASCOC; Maintain a GIS based database of registered clubs; Develop a club support system with expertise regarding club (Affiliated clubs); Ensure that every NF has a club system in place with clubs in all the provinces (Exceptions will be considered on a case-by-case basis); Assist to ensure that where clubs are non-existent, hubs will work jointly with NFs to support the creation of clubs; Formulate marketing initiatives to encourage the sponsorship of clubs; Encourage clubs to adopt the nearest schools. (The linkage between schools and community structures with clubs is important); Facilitate coaching clinics and organise coaches to deliver programmes in schools and the community through the club system; Facilitate the establishment of governance structures in clubs; Quality assures the training courses and manuals for various programme, to ensure that it is accredited and aligned to the objectives of the programme; Ensure that participation is extended to include those with disabilities, the previously disadvantaged and women; Liaise between Departments to ensure an integrated approach to schools and club participation; Ensure integration of service delivery / planning; Analyse monthly provincial reports; Consolidate quarterly and annual reports; Provide an annual evaluation report for Club Development; Participate in the planning, coordination, and implementation of the Conditional Grant Framework; Coordinate the audit process in relation to the Club Development Programme; Manage and supervise the subordinates; Ensure all duties are performed within the legal framework of DSAC, the government and the country

ENQUIRIES : Mr T Thebehae, Tel: (012) 441 3000

POST 12/99 : **ASSISTANT DIRECTOR: AFRICA AND THE MIDDLE EAST REF NO: DSAC-04/03/2023**

SALARY : R393 711.per annum

CENTRE : Pretoria

REQUIREMENTS : Three-year Degree or National Diploma (NQF 6) in International Relations/ Political Sciences/ Social Sciences or relevant qualification; 2-3 years' experience in International Relations; Must be a S.A. Citizen or a Permanent Resident; A valid Driver's License; Willingness to travel abroad; A fair background and understanding of Sport, Arts and Culture.; Knowledge and understanding of relevant Acts and prescripts; Basic knowledge of Public Finance Management Act; Knowledge of relevant Foreign Policies; Good communication and interpersonal relations (Excellent written and verbal communication and liaison skills); Problem solving skills; Analytical thinking skills; Computer Literacy; Good administrative skills; Project management skills; Sound planning and organizing skills; Ability to handle confrontational situations with diplomacy

DUTIES

: Key Performance Areas: The purpose of this post is to assist with management and monitoring cultural relations between South Africa and the bilateral and multilateral partners in Africa and the Middle East; Support the Director to coordinate and facilitate departments contribution to SADC, AU, and other Africa multilateral organisations; Arrange workshops and meetings for stakeholder engagements feeding into the reporting cycles of various multilateral commitments by the Department; Assist with implementation of multilateral special projects e.g Africa Month; Facilitate for the appointment of Service providers; Compile reports upon completion of Projects; Managing arts and culture content through servicing bi-lateral relations, identifying opportunities, and supporting with implementation of related special projects; Assist to initiate and formalise cultural relations through Cultural Agreements, MoU's and PoC's; Initiate and maintain good contact with stakeholders i.e Missions abroad and foreign representatives in SA, departmental line functions, social sector institutions and organisations, donors, national and provincial departments; Stakeholder engagements for planning and implementation of identified projects; Facilitate for the appointment of Service providers; Represent the department at internal, inter-departmental meetings and other meetings (including DIRCO); Participate at JBC, BNC, JPCC inter-departmental meetings; Participate at Bi-lateral and Multi-lateral Meetings; Compile and submit quarterly, annual, budget, risk and other compliance reports as may be required periodically; Carry out and/or manage logistical and administrative duties arrangements related to incoming and outgoing visits and special projects; Arrange meetings and minute taking during meetings; Prepare briefing documents for incoming and outgoing visits; Advise the Department on travel requirements and protocol issues related in incoming and outgoing international visits

ENQUIRIES

: Ms N Malebye, Tel: (012) 441 3720

POST 12/100

: **SENIOR SPORT AND RECREATION COORDINATOR: SCHOOL SPORT COMPETITIVE PROGRAMME REF NO: DSAC-05/03/2023**

SALARY

: R393 711.per annum

CENTRE

: Pretoria

REQUIREMENTS

: Three year Degree or National Diploma (NQF 6) in Sport and Recreation Management, Sport Science, Sport Development, Sport Administration, or relevant qualification; 2 to 3 years relevant experience in planning and coordination in the sport environment; Must be a S.A. Citizen or a Permanent Resident; A valid driver's licence; Must be willing to travel extensively and work over weekends; Knowledge of legislative framework in the sports environment; Basic understanding on the implementation of the DSAC and DBE MoU; Basic understanding of the role of stakeholders in school sport; Basic knowledge of the South African sporting environment; Good verbal and written communication skills; Report writing and presentation skills; Analytical thinking skills; Planning and organizing skills; Computer literacy; Resource coordination skills; Project coordination skills; Ability to work independently with minimum supervision; Interest in sport; Ability to pay attention to details; Teamwork; Interpersonal relationships; Reliability; Honesty; Ability to work under pressure; Creativity.

DUTIES

: Key Performance Areas: The purpose of this post is to coordinate, promote and monitor school sport competitive and development programme; Coordinate and promote the participation competitive school sport Programme; Coordinate the planning and implementation of the National School Sport Championships; Coordinate Local Organizing Committees and Code Competition Committees for staging the National School Sport Championships; Monitor the implementation of the National School Sport Championships in line with the objectives; Coordinate and maintain stakeholder relations in implementing the National School Sport Championships; Monitor the schools' contribution in national championships; Monitoring District and Provincial Championships; Consolidate and record district and provincial championship information and activities; Monitor the schools' contribution in district and provincial championships; Link mass participation and competitive school sport; Monitoring District and Provincial Championships; Liaise with provinces and sport codes in monitoring the participation and development of athletes; Monitor the development of coaches and technical officials through capacity building; Liaise with provinces and sport codes to monitor the identification and development of talented athletes; Provide administrative and logistical support for School Sport Competitive Programme; Coordinate the compiling and consolidation of reports by provinces and sport codes; Provide secretarial and logistical support during the competitive school sport meeting with provinces, sport codes and other related stakeholders; Coordinate stakeholders' relationships regarding competitive school sport

ENQUIRIES

: Mr G Mabuza, Tel: (012) 441 3136

POST 12/101 : **SENIOR SPORT AND RECREATION COORDINATOR: SCHOOL SPORT MASS PARTICIPATION REF NO: DSAC-06/03/2023**

SALARY : R393 711.per annum
CENTRE : Pretoria

REQUIREMENTS : Three year Degree or National Diploma (NQF 6) in Sport and Recreation Management, Sport Science, Sport Development, Sport Administration, or relevant qualification; 2 to 3 years relevant experience in in planning and project management of sport environment; Must be a S.A. Citizen or a Permanent Resident; A valid driver's licence; Must be willing to travel extensively and work over weekends; Knowledge of legislative framework in the sports environment; Good communication and interpersonal relations; Report writing skills; Thorough knowledge of the South African sporting environment; Understanding of the implementation of the Conditional grant; Knowledge of the school sport structures, and sporting codes associated with School sport programmes; Analytical thinking skills; Planning and organizing skills; Problem solving skills; Computer literacy; Operational Strategy; Financial Management skills; Record management; Project Management skills; Teamwork; Interpersonal relationships; Reliability; Honesty; Ability to work under pressure

DUTIES : Key Performance Areas: The purpose of this post is to coordinate and promote the participation of learners in school sport mass participation programmes; Monitoring District and Provincial tournaments; Consolidate and record district activities for all provinces and sport federations; Conduct site visits to district and provincial activities; Compile evaluation report based on findings from the site visits; Implementation of the Monitoring tool to assist in recording findings; Provide administrative and logistical support for School Sport Mass participation; Compile and consolidate monthly, quarterly and annual performance reports by provinces; Prepare the necessary correspondences in relation to the Conditional Grant; Prepare documents for the logistical arrangements of stakeholder meetings; Provide secretarial services during the Conditional grant meeting with Provinces; Maintain regular contact with stakeholders regarding their school sport related work; Assist in management of the Conditional Grant; Conduct the Business Plan analysis and prepare a report in that regard; Compile monthly and quarterly review of provincial reports; Attend monthly and quarterly review sessions of performance information; Monitor the implementation and expenditure of the conditional grant in line with the Grant Framework in provinces; Provide annual evaluation report on the conditional grant for school sport; Present findings on Conditional Grant framework; Liaise with provinces regarding the performance on Conditional Grant; Coordinate the participation of the National School Sport Championships; Consolidate the portfolio of evidence for the learner's participation at the National Championships; Coordinate Local Organizing Committees for the National School Sport Championships; Maintain stakeholder relations; Coordinate review sessions with stakeholders;

ENQUIRIES : Mr V Mushwana, Tel: (012) 441 3301

POST 12/102 : **ASSISTANT DIRECTOR: LEGACY PROJECTS PLANNING AND ADMINISTRATION REF NO: DSAC-07/03/2023**

SALARY : R393 711.per annum
CENTRE : Pretoria

REQUIREMENTS : Three-year degree or National Diploma (NQF 6) (BA/B Social Science/Heritage studies/Museum majoring in history/ Archaeology, Anthropology, or relevant qualification; 2-3 years working in heritage environment; Working in Government for 12 or more months is an added advantage; Must be a S.A. Citizen or a Permanent Resident ; A valid Driver's License; Knowledge of Public Service Legislation, Policies and Regulations; Knowledge of South African Heritage landscape and related policies and legislation; Understanding of Arts, Culture and Heritage Sector; Computer literacy (MS Office, incl PowerPoint, Excel, outlook); Project management skills; Monitoring and evaluations skills; Planning and organising skills; Problem solving skills; Analytical thinking skills; Presentation skills; Good communication and interpersonal relations; Good Communication Skills in English and at least one other South African language; Excellent writing skills in English and at least one other South African language

DUTIES : Key Performance Areas: The purpose of this post is to assist in the planning, administrating, co-ordinating, monitoring and evaluating the implementation of the Legacy Projects; Assist the Deputy-Directors to manage the pre-planning and planning processes including the unveiling and handover processes for the projects; Make travel arrangements for Deputy-Directors and where applicable, stakeholders; Steering Committee/Reference Group members; Keep a project file for all projects, both paper based and electronic. File paper-based documents timeously; Ensure timeous payment of service providers, within 30 days if receipt of invoices or report; Manage payment of

the S&T of the stakeholders and Deputy-Directors; Development of project related submissions and letters, including ministerial submissions; Development of PowerPoint presentations, based on reports; Development of *ad hoc* submissions; Development of Excel documents as and when requested; Development of periodic reports. Assist in facilitating and co-ordinating stakeholder's meetings; Minute-taking at stakeholder's meetings; Liaison with stakeholders and service providers; Assist in identifying and management of projects risks and capturing them in the risks register; Monitor the implementation of legacy projects; Evaluate the implementation of the legacy projects; Conduct projects site visits for the purpose of monitoring and evaluation. Project management software and risk management; Conduct visits to the sites earmarked for development.

ENQUIRIES : Ms A Monis, Tel: (012) 441 3691

POST 12/103 : **ASSISTANT DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: DSAC-08/03/2023**

SALARY : R393 711.per annum
CENTRE : Pretoria

REQUIREMENTS : Three-year Degree or National Diploma in Accounting/Auditing/Internal Audit; 2-3 years relevant experience in the field of Accounting or Auditing; Must be a S.A. Citizen or a Permanent Resident; Computer skills; Knowledge of the Public Finance Management Act; Knowledge of the Treasury Regulations and Financial System (BAS, LOGIS); Understands and apply commercial and financial principles; Demonstrates a readiness to make decisions, take the initiative and originate action; Good communication and interpersonal relations; Successfully adapts to changing demands and conditions

DUTIES : Key Performance Areas: The purpose of this post is to implement and monitor effective functioning of the system of internal control in the office of the Chief Financial Officer; Implement detective and corrective controls to find and correct errors when they occur; Implement and monitor preventative controls in financial transactions; Reporting of detected Unauthorized, Irregular, fruitless and wasteful expenditure; Management of losses & damages; Monitor compliance with PFMA, Treasury Regulation, policies, and National Treasury directives

ENQUIRIES : Mr B Nkutha, Tel: (012) 441 3723

POST 12/104 : **ASSISTANT DIRECTOR: GRAPHIC DESIGN REF NO: DSAC-09/03/2023**
 (Duration: Six Month Contract Position)

SALARY : R393 711.per annum
CENTRE : Pretoria

REQUIREMENTS : Three-year Degree or National Diploma (NQF6) in Graphic Design and Animation or relevant qualification; 2-3 years relevant experience in graphic design and animation; Must be a S.A. Citizen or a Permanent Resident; A valid driver's licence and must be willing to work irregular hours; General knowledge of government programmes; Research and editing; Creativity, attention to detail; Ability to work independently and multitask; Disciplinary knowledge in Communications and Marketing, well developed verbal and written communication skills (and presentation skills) and High level Computer literacy; Good interpersonal relations; Planning an organising skills, ability to work under pressure meet deadlines and be able to multitask; Must be proficient in the use of an Apple Macintosh computer, proficient in Adobe Illustrator, photoshop qualXpress an InDesign (Web3-D skills) and writing skills); Strong design skills and thorough knowledge of topography and printing; Knowledge of media, advertising, public relations media buying and marketing and branding

DUTIES : Key Performance Areas: The purpose of this position is to ensure the maintenance of a consistent corporate identity, brand and style through the management and creation of various marketing and communications materials and graphics; Design and layout of communication products in the Department; Provide advice and make recommendations to all stakeholders regarding creative concepts; Assist with design requests as and when required; Edit and revamp photographs of Department; Provide support in the design and layout of AR, Strategic Plan and other publications; Establish the required details for the design; Design the Department's high-level constitutional and internal publications, including the Annual Report, Annual Performance Plan, newsletters, brochures, advertisements and all other print and electronic publications; Ensure printing and publications of approved designs; Manage the upload and deletion of slides on the billboard and plasma screens; Provide advice for the design of special promotion materials such as brochures, posters for DSAC programmes and corporate communication interventions; Create graphic designs and layout as per requests received; Produce monthly reports of all designs; Provide advice and direction for

printing and binding specifications; Assist with Support product development and improvements by creating designs concepts sample layouts and products (including improved multimedia) based on the CI Manual of DSAC other technical and administrative duties as required.

ENQUIRIES

: Ms Z Velaphi, Tel No: (012) 441 3010