

## DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

- APPLICATIONS** : [job@onlinecareerguidance.co.za](mailto:job@onlinecareerguidance.co.za) 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** : 20 October 2023 at 16:00
- NOTE** : Each application must be submitted separately. Applications must consist of: A recently updated, comprehensive CV, a fully completed, initialled and signed new signed Z83 (Sections A, B, C & D are compulsory, and sections E, F and G are not compulsory if the information is contained in the CV). However, the question related to conditions that prevent re-appointment under Part F must be answered. Applicants are advised that the old Z83, which was valid until 31 December 2020 will not be accepted. The new application for employment (Z83) form, which became effective on 1 January 2021 can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). An application received using the old (Z83) form will not be considered. Only shortlisted candidates will be required to bring certified copies of ID, Drivers licence (where required) and qualifications on or before the interview; should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA); Applicants must be South African citizens or Permanent Residents. All non-SA citizens will be required to submit proof of permanent residence in South Africa should they be shortlisted. 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. Applicants must note pre-employment checks and references will be conducted once they are shortlisted. The appointment is also subject to a positive outcome on these checks, including 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 credit 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. The Department of Sport, Arts and Culture is an equal opportunity, affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts. Should the Department not be able to recruit candidates from disadvantaged groups, other groups will be considered for appointment. The Department reserves the right not to make an appointment and to use other recruitment processes. 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.

## OTHER POSTS

- POST 36/22** : **DEPUTY DIRECTOR: PROVINCIAL SPORT SUPPORT AND COORDINATION REF NO: DSAC-01/10/2023**
- SALARY** : R811 560 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 REQUIREMENTS** : Pretoria  
: Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; Three year Degree/National Diploma (NQF level 6) as recognised by SAQA in Public Administration, Financial Management, Business Management, Statistics; 3-5 years relevant experience in working with the Conditional Grant; At least 3 years relevant experience at an Assistant Director

		level; A valid driver's licence; Knowledge of relevant policies; Understanding of the DORA and grant framework; Good communication and interpersonal relations; Problem-solving skills; Computer literacy; Numeracy skills; Policy development and analysis; Negotiating skills; Planning and organizing skills; Presentation skills
<b><u>DUTIES</u></b>	:	The purpose of this post is to ensure participation of Provincial sport support and coordination within the Department; Ensure proper management of Mass Participation (MPP) and Sport Development grant processes; Manage compliance with all National Treasury practice notes, DoRa and grant framework; Convene and conduct meetings with grant managers; Review grant framework; Develop Business plans; Develop the operational plans of the Grant Office; Develop the required reporting templates in accordance with the Technical Indicator Descriptors; Ensure effective monitoring and compliance reports; Analyse performance and financial reports received from provinces; Conduct processes of physical verification visits to the provinces; Prepare presentations in relation to performance analysis and financial performance; Manage subordinates.
<b><u>ENQUIRIES</u></b>	:	Mr T Thebehae Tel No: (012) 441 3132
<b><u>NOTE</u></b>	:	Preference will be given to African males, Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.
<b><u>POST 36/23</u></b>	:	<b><u>DEPUTY DIRECTOR: STRATEGY AND PLANNING REF NO: DSAC-02/10/2023</u></b>
<b><u>SALARY</u></b>	:	R811 560 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)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; Three year Degree/National Diploma (NQF level 6) as recognised by SAQA or relevant qualification in Strategic Management, Business Leadership, Public Management or relevant qualification; 3-5 years relevant experience in strategic management/planning (priority consideration); or monitoring & evaluation/research or policy development; At least 3 years relevant experience at an Assistant Director level; A valid driver's licence; Knowledge of the Public Service Regulations and frameworks guiding strategic management, knowledge management and planning; Knowledge and experience in strategic management, public sector and corporate planning practices, frameworks and policies; Knowledge and understanding of data collection and analysis; Sound understanding of government policy and legislative frameworks governing planning and reporting in the public sector; Knowledge in alignment of government policy to the departmental strategy; Managerial/supervisory skills; Exceptional knowledge of and communication in English; High level of computer literacy; Exceptional analytical report writing skills; Good communication, organisational and Problem solving skills; Ability to interact and communicate with people of all levels verbally and in writing; Ability to work independently and as part of a team.
<b><u>DUTIES</u></b>	:	The purpose of this post is to provide institutional and sectoral strategic planning and related advisory services in the sport, arts and culture sector; Consolidate commitments made at planning and reporting sessions into a register of issues for follow up; Cultivate a culture of learning and develop related learning plans to enhance understanding of the departmental strategy and performance plans, as well as their alignment to national priorities/focus areas; Coordinate and manage the acquisition, storage, use, and dissemination of knowledge that will enhance planning and reporting; Provide strategic support to Departmental public entities and provincial departments responsible for sport, arts and culture, during the planning process; Convene and facilitate Strategic Planning Sessions; Assist in developing the Department's Strategic Plan and Annual Performance Plan and contribute to developing sectoral ones when necessary; Follow up on recommendations resulting from the Strategic Plan and Annual Performance Plan assessment by oversight departments/Units; Manage the Strategic Plan and Annual Performance Plan's design, printing, approval, and distribution; Develop good working relations with oversight departments and departmental Units; Facilitate the development of the Departmental Annual Operational Plan; Analyse

Department's response to international and national commitments and advise on alignment to departmental mandate; Analyse the institutional planning documents and develop a commitments' register to enhance operational planning and reporting

**ENQUIRIES**  
**NOTE**

: Mr M Makwela Tel No: (012) 441 3139  
: Preference will be given to African males, Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.

**POST 36/24**

: **DEPUTY DIRECTOR: RESEARCH AND POLICY REF NO: DSAC-03/10/2023**

**SALARY**

: R811 560 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**  
**REQUIREMENTS**

: Pretoria  
: Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; Three year Degree/ National Diploma (NQF 6 as recognised by SAQA) in the field of Social Sciences, Development studies/Public Administration/ Business Management or relevant qualification; Post Graduate qualification with Research Methodology will be an added advantage; A Postgraduate Diploma in Monitoring and Evaluation will be an added advantage; 3-5 years relevant experience in the field of research and evaluation, Policy development, and project management; At least 3 years relevant experience at an Assistant Director level; Knowledge of Research and evaluation methodologies; Knowledge and understanding of policy development; Understanding of relevant policies, prescripts and legislations; Report writing, and dissemination of information; Project management skills; Analytical skills; Coordination and Presentation skills; People management; Knowledgeable in Public Finance Management Act; Computer literacy; Good communication and interpersonal relations; Problem solving skills; Research and Evaluation skills.

**DUTIES**

: The purpose of this post is to provide transversal research, and evaluation cluster-specific research and evaluation support and policy development coordination services; Draft research and evaluation data collection instruments; Draw sampling; Apply all relevant methods of data collection; Record data during the collection process; Development of literature and document review chapter for the research study; Draft the evaluation and research reports; Develop the Management response document out of the recommendations from the report; Develop Improvement Plans and manage the implementation (monitoring reports) of the Improvement Plans; Consult with branches/stakeholders to identify the strategic evaluation projects and research topics; Develop/update departmental Evaluation and Research Plan; Transcribe qualitative recorded data; Capture quantitative data in a data set; Analyse both qualitative and quantitative data; Manage the development of the DSAC policy register; Provide guidance to the department on how internal and external policies should be developed; Provide guidance on the development of the external policies by using the approved DPME Policy framework/guideline; Provide guidance on how to complete the first/initial Socio-Economic Impact Assessment report before it can be sent to the Presidency; Provide assistance on how to complete the second/final Socio-Economic Impact Assessment report before it can be sent through to the Presidency.

**ENQUIRIES**  
**NOTE**

: Dr R Mojalefa Tel No: (012) 441 3141  
: Preference will be given to African males, Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.

**POST 36/25**

: **ASSISTANT DIRECTOR: COMMUNICATION, PROVINCIAL LIAISON AND STAKEHOLDER MANAGEMENT REF NO: DSAC-04/10/2023**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R424 104 per annum  
: Pretoria  
: Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA in Communication, Public Relations, Journalism, Marketing, Media studies or relevant qualification; 2-3 years relevant

experience in the communication environment at a Senior/ Officer level; A valid Driver's Licence; Ability and willingness to travel extensively and work outside office hours; Knowledge of Public Service Regulations (PSR), and Public Service Act (PSA); Knowledge of policies and legislations governing communication; Knowledge of communication and public relations, campaign planning and implementation strategies; Planning, organising and Problem solving skills; Computer literacy; Good communication and interpersonal relations; Managerial and professional Qualities; Project Management skills; Ability to work under pressure and meet deadlines.

**DUTIES** : The purpose of this post is to create public awareness about the department's role in the socio-economic development of South African society; Assist in coordinating communication support and participation in all projects and strategies; Implement departmental communication policy to promote and enhance communication within and outside the Department; Developing and providing inputs towards draft communications/media plan; Drafting and distribution of media statements, advisories/releases, and alerts to the media database for event and campaigns of the Department; Managing receipts and distribution of media monitoring and analysis reports; Build and maintain a database of communications stakeholders, especially the media

**ENQUIRIES** : Ms P Ntanta Tel No: (012) 441 3414/ 079 523 9751  
**NOTE** : Preference will be given to African males, Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.

**POST 36/26** : **ASSISTANT DIRECTOR: NATIONAL SYMBOLS POPULARISATION REF NO: DSAC-05/10/2023**

**SALARY** : R424 104 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA in Fine Art/Graphic Design or relevant qualification; 2-3 years relevant experience in Heraldry and National Symbols at a Senior/ Officer level; Certificate of Competence in Project Management will be an added advantage; Certificate in Marketing Management will be an added advantage; Planning & Organising skill; Understanding of technical or professional aspects of work and continually maintains technical knowledge; Specialist Knowledge; Competence in programme design and development; Good communication and interpersonal relations; Creativity & Innovation; Flexibility; Creates new and imaginative approaches to work-related issues; Identifies fresh approaches and shows a willingness to question traditional assumptions; Successfully adapts to changing demands and conditions.

**DUTIES** : The purpose of this post is to manage all activities of the National Symbols Popularization and outreach related activities within the Bureau of Heraldry; Develop, manage, and monitor the National Symbols projects / workshops; Liaise and work with other stakeholders to develop National Symbols projects; Identify joint projects with role players; Implement joint projects with other role players; Manage and monitor the stock of National Symbols advocacy material; Respond to requests for National Symbols Advocacy material; Distribute National Symbols advocacy material; Render design work for the department; Render Heraldic design and preparation of certificates of registration for new applicants such as municipalities, schools, associations, and general public.

**ENQUIRIES** : Mr M Mothiba, Tel: (012) 441 3229  
**NOTE** : Preference will be given to African males, Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.

**POST 36/27** : **ASSISTANT DIRECTOR: ENTITY, OVERSIGHT AND INTERFACE REF NO: DSAC-06/10/2023 (X2 POSTS)**

**SALARY** : R424 104 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA in Financial Management/Financial Accounting/ Social Sciences/ Humanities or relevant qualification; 2-3 years relevant experience in Accounting/ Financial Management/ corporate governance/ performance monitoring or similar position within the public service environment and also in Public Entities as a Senior/ Officer/ Accountant; Knowledge and understanding

**DUTIES**

of financial analysis; Understanding of Good Corporate Governance principles; Knowledge of strategic planning and budgeting processes; Understanding of the Accounting Standards; Knowledge and understanding of financial and non-financial Performance monitoring management.

: The purpose of this post is to monitor performance and facilitate planning and budgeting process of the DSAC Public Entities; Facilitate with analysis of the Quarterly Financial Reports, Annual Financial Statements, Strategic Plans and Annual Performance Plans received from public entities and provide advice on deficiencies and / or concerns; Assist in evaluating quarterly financial reports and produce analysis reports after receipt of the reports; Assist in evaluating the applications received for the retention of surpluses/deficits from the public entities in accordance to the formula determined by the National Treasury; Facilitate the submission of the applications for the retention of surpluses/deficits and condonations of Irregular Expenditure to the National Treasury; Assist in the analysis of Audit Implementation Plans of the public entities; Annual reports (AFS) received, evaluated and feedback provided; Facilitate and coordinate the planning and budget process of the public entities; Assist in communicating the Medium-Term Expenditure Framework (MTEF) budget expectations to the public entities; Assist in circulating the Medium-Term Expenditure Committee (MTEC) databases and chapters to the National Treasury; Assist in distributing the Estimates of National Expenditure (ENE) databases to the public entities; Evaluate the ENE databases and chapters received from public entities and attend to the queries from National Treasury; Facilitate and coordinate the tabling process of the Strategic Plans, Annual Performance Plans and Annual Reports of the public entities to Parliament; Annual Performance Plans and budgets received and evaluated, and feedback provided; Assist in Implementing the Governance Framework for public entities; Ensure that the database of Council/Board Members is established and frequently updated; Assist in ensuring that the process to appoint a new Council commences at least six months prior to the end of the current Council; Assist in the facilitation and coordination of Induction workshops for the new Council; Assist with any capacity building for Council members; Assist with coordinating the process of advising the Minister on the vacancies of the Council; Assist with coordinating the process of recommending the appointment of the Council by the Minister; Coordinate, facilitate and render secretariat services to the governance forums (CEO; CFO; PAI; Chairpersons and Heritage fora); Coordinate oversight visits to the public entities and provide administrative support on the compliance matters; Conduct follow-ups on matters emanating from the oversight visits; Ensure that public entities adhere to PFMA and Treasury Regulations and other legislative requirements of the public entities.

**ENQUIRIES**  
**NOTE**

: Mr Sibusiso Tsanyane Tel No: (012) 441 3492  
: Preference will be given to African males, Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.

**POST 36/28**

: **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: DSAC-07/10/2023**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R424 104 per annum  
: Pretoria  
: Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA in Human Resource Management/Public Management and Administration or relevant qualification; 2-3 years relevant experience in recruitment & selection, employee benefits and administration at a Senior/Officer/ Practitioner level; Additional Requirements-Certificates in Introduction to PERSAL, PERSAL Administration and Leave Administration; Knowledge and understanding of the Human Resource Management environment; Knowledge of HR policies, procedures and implementation strategies; Knowledge of Human Resource Management Legislation / Directives; Knowledge of working on PERSAL System in a supervisory capacity; Good communication and interpersonal relations; Problem solving skills; Computer literacy; Numeracy skills; Supervisory skills; Policy Analysis; Ability to work as a team and independently.

**DUTIES**

: Facilitate the administration of Recruitment and Selection processes; Draft submissions for the advertisement of vacant positions/posts; Calculation of financial implication to fill positions; Draft advertisements and facilitate the

placement in relevant advertising mediums; Facilitate response handling and shortlisting processes; Conducting interviews & provide secretarial services; Prepare submissions to obtain approval for appointment, employment offer letter and signing of employment contract; On boarding of new employees; Facilitate the administration of conditions of services, remuneration and employee benefits; Facilitate the processing of leave functions and provide assistance and advice to administrators and Practitioners on leave matters and PILIR matters; Facilitate the processing of other conditions of service such as housing allowances, acting allowances, overtime requests, Administration of Government Employees Pension Fund and Long Service Recognition; Provide advice to all employees on conditions of services, remuneration and employee benefits; Facilitate the processing of appointments, promotions, and transfers to the Department; Facilitate the process of Terminations of Service and Transfers from the Department to another; Facilitate the process of Terminations of Service and Transfers from the Department to another; Provide overall supervision and guidance to subordinates; Facilitate provision of information to the Auditors; Participate in the development of HR policies; Provide inputs for annual reports

**ENQUIRIES**  
**NOTE**

- : Ms J Boonzaaier Tel No: (012) 441 3230
- : Preference will be given to African males, Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.