

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** : Applications may be submitted as follows: Hand delivery: The Director: Human Resource Management, Department of Sport, Arts and Culture, Sechaba House, 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria Post: The Director: Human Resource Management, Department of Sport, Arts and Culture, Private Bag X897, Pretoria, 0001
- CLOSING DATE** : 08 March 2021 at 16:00
- NOTE** : Applications are hereby invited from suitably and qualified persons to apply for the following post(s). Applicants are advised that a new application for employment (Z83) has been in effect since 01 January 2021. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. Applications submitted using the old Z83 form will not be accepted. All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and originally certified copies of the applicant's ID, Drivers licence (where required) and educational qualifications. Failure to submit the required documentation will automatically disqualify applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. The appointment will be subject to positive vetting results. We encourage all applicants to declare any criminal and or negative credits records. All candidates must be South African Citizens or Permanent Residents. Correspondence will be limited to successful candidates only. Short-listed candidates must avail themselves for an interview on a date, time at the venue to be determined by the Department. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of the competency-based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency tools. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. **Important Notice:** The DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements was amended with effect from 01 April 2020. According to the directive, the new requirement for appointment at SMS level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicant should therefore have proof that they have registered for the Pre-entry certificate and have completed the course before the interview. The cost of the pre-entry certificate is for the candidate's expense. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

MANAGEMENT ECHELON

- POST 05/85** : **CHIEF DIRECTOR: NATIONAL LANGUAGE SERVICES REF NO: DSAC-02/02/2021**
- SALARY** : R1 251 183 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), 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 and guidelines
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	An undergraduate qualification (NQF Level 7) as recognised by SAQA with Linguistics or a Language as a major subject, coupled with five (5) years appropriate experience at senior management level in language work and management in the language field; Understanding of the White Paper on Arts, Culture and Heritage; Good understanding of language legislation and policy; Fluency in two or more languages; Strong problem-solving abilities together with an innovative and pro-active approach; Experience and ability to work in cross-functional projects/teams; Excellent coordination and project management skills; Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, empowerment and financial management; Must be in possession of a Code 08 driver's license.
<u>DUTIES</u>	:	The purpose of this position is to provide leadership in the promotion of multilingualism and the implementation of language legislation and policy; Provide leadership and guidance in the execution of NLS mandate, in the development and promotion of official languages and the development and implementation of language legislation and policy; Ensure adherence to internal management processes and conformity to Public Finance Management Act; Give guidance in the development and implementation of language legislation and policy; Human Resource Management and Empowerment; Risk, Policy and legislative management
<u>ENQUIRIES</u>	:	Post-related: Dr C Khumalo, Tel No: (012) 441 3439 General: Mr D Mabulane, Tel No: (012) 441 1020
<u>POST 05/86</u>	:	<u>CHIEF DIRECTOR: ACTIVE NATION REF NO: DSAC-03/02/2021</u>
<u>SALARY</u>	:	R1 251 183 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), 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 and guidelines
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A relevant undergraduate qualification (NQF 7), recognized by SAQA, with major subjects in the field of Sport Administration/ Science or an equivalent qualification, coupled with five (5) years appropriate experience at a senior management level in the sport and recreation environment; Candidates must be multi-skilled, dynamic, self-motivated professional with well-developed and proven leadership and management abilities; Good communication, managerial, organizational and writing skills; Strong negotiation and interpersonal skills; Ability to interact at a high level; Must have a valid South African driver's license (Code 08); People Management and Empowerment; Financial Management; Client Orientation and Customer Focus; Strategic Capability and Leadership; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Communication; Honesty and Integrity and the Batho Pele Principles.
<u>DUTIES</u>	:	The purpose of this position is to manage, integrate and direct in line with government priorities the development and maintenance of the national recreation regulatory and policy framework, inclusive of setting operational monitoring, evaluation and reporting arrangements/standards; Manage, integrate and direct the identification, development and implementation of recreation support systems and programmes to optimally enhance community participation; Coordinate the development of recreational and community sport infra-structure development systems and programmes; Manage the implementation of the Sport and Recreation Mass Participation Programme as per the Division of Revenue Act; Manage, integrate and direct the identification and development of community sport participation policy, norms and standards and coordinate, monitor, evaluate and report at a strategic level on the implementation thereof; Provide advisory services to the Deputy Director General: Sport and Recreation Service and the Director General on the implementation of the school sport system and development programmes, community sport development, recreation services, provincial sport support and coordination; Provide leadership to put strategies into effect; Provide strategic leadership pertaining to the development and implementation of best

practices, policies, procedures and systems to enhance service delivery in DSAC; Oversee the Chief Directorate's budget and resources in accordance with the Public Finance Management Act (PFMA) of 1999 and Treasury Regulations.

ENQUIRIES : Post-related: Ms S Khan Tel No: (012) 304 5274
General: Mr D Mabulane Tel No: (012) 441 1020

POST 05/87 : **CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DSAC-04/02/2021**

SALARY : R1 251 183 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), 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 and guidelines

CENTRE REQUIREMENTS : Pretoria
An undergraduate qualification (NQF Level 7) as recognised by SAQA in Supply Chain Management/ Public Administration/ Economics/ Accounting, coupled with five (5) years appropriate experience at senior management level in the Supply Chain Management field; Working knowledge of the Constitution, Public Service Act and Regulations, Public Finance Management Act, Treasury Regulations, Supply Chain Management Framework and Preferential Procurement Policy Framework, Procurement procedures and associated practice notes; Strong problem-solving abilities together with an innovative and pro-active approach; A high degree of computer literacy (LOGIS, Microsoft Word, Excel, e-mail and PowerPoint); Experience and ability to work in cross-functional projects / teams; Excellent programme coordination and project management skills; Extensive generic management competencies, including strategic capability and leadership, change and project management, people management, empowerment and financial management; Must be in possession of a Code 08 driver's license.

DUTIES : The main purpose of this position is to manage and render supply chain management services; Oversee demand management and acquisition management services through the Develop Intergraded Demand Management Plan (IDMP) as well as to a Develop and manage annual Procurement Plan; Manage the function of Adjudication of Bids/tenders Committees; Develop sourcing strategies for the Procurement Plan submitted to National Treasury; Manage contract management functions; Oversee logistics administration and asset management services; Manage logistics services, fleet services and travel arrangements and asset services (acquisition and disposal); Oversee the development of policy and manage performance, compliance and client relation services; Monitor compliance with relevant legislative frameworks, policies governing SCFMS; Ensure and oversee effective governance and compliance pertaining to financial management; Oversee the development and effective implementation of financial management policies, processes, procedures, standards, systems and practices; Ensure good governance in line with treasury guidelines and regulations and the PFMA; Ensure the development and implementation of risk management frameworks, standards and practices; Ensure the development of supply chain management strategic objectives; Provide leadership, direction, advice and support; Advise senior management on supply chain management matters and financial consequences of draft policies including strategic planning issues; Liaise with relevant role-players in the financial environment regarding transversal financial matters; Oversee the management of the resources of the Chief Directorate; Know and apply legislation, policies and procedures

ENQUIRIES : Post-related: Ms V Mahlangu Tel No: (012) 441 1021
General: Mr D Mabulane Tel No: (012) 441 1020

POST 05/88 : **CHIEF DIRECTOR: FINANCIAL MANAGEMENT REF NO: DSAC-05/02/2021**

SALARY : R1 251 183 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), 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 and guidelines

CENTRE : Pretoria

- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognised by SAQA in Financial management / Management Accounting / Accounting/ Commerce, coupled with five (5) years appropriate experience at senior management level in the Finance field; Working knowledge of the Constitution, Public Service Act and Regulations, Public Finance Management Act, Treasury Regulations, Generally Accepted Accounting Principles and Preferential Procurement Policy Framework; Strong problem-solving abilities together with an innovative and pro-active approach; A high degree of computer literacy (BAS, PERSAL, Microsoft Word, Excel, e-mail and PowerPoint); Experience and ability to work in cross-functional projects / teams; Excellent programme coordination and project management skills; Extensive generic management competencies, including strategic capability and leadership, change and project management, people management, empowerment and financial management; Must be in possession of a Code 08 driver's license.
- DUTIES** : The main purpose of this position is to manage and render financial management services; Ensure compliance to financial management standards by adhering to policies and guidelines; Oversee the provision of effective and sound financial management in the Department; Administer the administration of the salary and payroll function of the department to ensure timely payments; Manage financial legislative reporting; Manage the budget performance services; Provide management accounting services; Establish and enforce proper accounting methods, policies and principles; Manage the departmental budget as well as all financial systems; Ensure and oversee effective governance and compliance pertaining to financial management; Oversee the development and effective implementation of financial management policies, processes, procedures, standards, systems and practices; Ensure good governance in line with treasury guidelines and regulations and the PFMA; Oversee the development and effective implementation of financial management policies, processes, procedures, standards, systems and practices; Provide leadership, direction, advice and support; Oversee the management of the resources of the Chief Directorate; Know and apply legislation, policies and procedures
- ENQUIRIES** : Post-related: Ms V Mahlangu Tel No: (012) 441 1021
General: Mr D Mabulane Tel No: (012) 441 1020
- POST 05/89** : **DIRECTOR: STRATEGIC COMMITTEES REF NO: DSAC-06/02/2021**
- SALARY** : R1 057 326 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), 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 and guidelines
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognised by SAQA in Research Methodology/ Statistical Methods or an equivalent, coupled with five (5) years appropriate experience at a middle/ senior management level; Ability to conduct strategic management, project management and scenario planning exercises; Awareness of sport's transformation history since 1994, an understanding of sport's Transformation Charter and sport's transformation status; Understanding of transformation principles and the factors impacting transformation; Good understanding of the way in which the sport industry and its component parts functions; Insight and understanding of National and Provincial sport body structures and operations; Excellent report writing and presentation skills; Exceptional communication and proven interpersonal relationship skills to interface with sport bodies at all levels; Data base design and data interpretation and ability to analyse data statistically; Must be in possession of a Code 08 driver's license.
- DUTIES** : The purpose of the position is to specialize in the history of sport's transformation initiatives, the factors impacting on it as well as the design and implementation of transformation processes as it relates to sport; Conduct and update research on socio-political, economic and demographic change on the rate and extent of transformation in sport with a specific focus on inequality and poverty related issues; Update and propose changes to the Transformation Charter to the Director General; Review strategic plans of federations to ensure incorporation of transformation audit report findings, conclusions and recommendations; Provide progress feedback to Eminent Persons Group Chairperson; Design, distribute and collect transformation data sheets to

federations agreed with the Director General annually; Establish manual data base, analyse data sheets received, propose recommendations and prepare annual transformation audit reports; Present annual transformation report to federations audited and entities decided in by the DG for discussion and comment; Advice on the design of a system to assess the success or failure of the implementation of the transformation charter and scorecards; Propose first draft long-term strategic direction for sport transformation based on audit observation; Finalise 'Transformation Charter and Barometer Transformation Scorecard' reflecting each federation's transformation status and progress over three years for incorporation into final Report and present to the Director General.

ENQUIRIES : Post-related: Ms S Khan Tel No: (012) 304 5274
General: Mr D Mabulane Tel No: (012) 441 1020

POST 05/90 : **DIRECTOR: EMPLOYEE RELATIONS, HEALTH AND WELLNESS REF NO: DSAC-07/02/2021**

SALARY : R1 057 326 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), 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 and guidelines

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognised by SAQA in Human Resource Management/Labour Relations/Social Studies, coupled with five (5) years appropriate experience at a middle/ senior management level; Good knowledge of Labour relations, Employment Equity and Employee Health and Wellness as well as collective bargaining in the Public Service; Understanding and overall knowledge of government transformation policies and priorities; An understanding of the Public Finance Management Act, Labour Relations Act, White Paper on Transformation of the Public Service Act, Public Service Regulations and Basic Conditions of Employment Act, EEA, LRA, Occupational Health and Safety; Dynamic and seasoned professional with innovative and creative capabilities; Problem solving and conflict management; Experience and ability to work in cross-functional projects / teams; Excellent coordination and project management skills; Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, empowerment and financial management; Must be in possession of a Code 08 driver's license.

DUTIES : The purpose of this position is to support sound employee relations and to manage the employee health and wellness programmes; Manage the quality of work life within the Department; Manage the implementation of Employee Health and Wellness Programmes in the Department; Manage the development and implementation of Labour relations, Employment Equity and Employee Health and Wellness policies and strategies and ensure compliance; Oversee management of labour relations services; Manage the collective bargaining process and conflict resolution; Create awareness of Labour relations, Employment Equity and Employee Health and Wellness programmes and services; Manage financial and human resources within the Directorate.

ENQUIRIES : Post-related: Ms V Mahlangu Tel No: (012) 441 1021
General: Mr D Mabulane Tel No: (012) 441 1020

POST 05/91 : **DIRECTOR: STAKEHOLDER MANAGEMENT, CAMPAIGNS AND SPECIAL PROJECTS REF NO: DSAC-08/02/2021**

SALARY : R1 057 326 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), 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 and guidelines

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognized by SAQA in Public Relations or Communication coupled with 5 years' middle management experience in Communication, Stakeholder Management, Campaigns; Knowledge and Understanding of all Departmental Legislations and Prescripts;

<u>DUTIES</u>	: Knowledge of all communication strategies and processes; Knowledge and Understanding of Public Service Regulatory Framework; Dynamic and seasoned professional with innovative and creative capabilities; Problem solving and conflict management; Experience and ability to work in cross-functional projects / teams; Excellent coordination and project management skills; Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, empowerment and financial management; Must be in possession of a Code 08 driver's license and willing to travel.
<u>ENQUIRIES</u>	: The purpose of this position is to manage communication stakeholder mobilisation and public awareness campaigns; Oversee and coordinate departmental stakeholders, public awareness campaigns, special projects and operations; Lead the development of communications programme to engage key audiences in work; Develop, manage and implement a communication stakeholder strategy and communication plan that is aligned to the integrated communication strategy and the department's strategic objectives; Design, deliver and evaluate national social marketing and awareness campaigns; Develop and deliver national social marketing and awareness campaigns to identified target audiences on time and to budget; Manage a range of projects and programmes, and develop communications plans to involve colleagues from across the organization; Establish, maintain and ensure a good working relationship with the department and stakeholders; Participate and contribute to the program of communication clusters and the Communicators' Forum and represent the Department at various forums; Establish connections and be able to network with the communications sector in government, media, relevant clusters, business; Manage and implement strategic objectives and innovation within the directorate; Develop and implementation of policy and procedure, directive acts and regulations; Manage Resources (Physical, Human and Financial) Post-related: Dr J Mzaliya Tel No: (082) 996 0890 General: Mr D Mabulane Tel No: (012) 441 1020
<u>POST 05/92</u>	: <u>DIRECTOR: NATIONAL ARCHIVES SERVICES REF NO: DSAC-09/02/2021</u>
<u>SALARY</u>	: R1 057 326 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), 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 and guidelines
<u>CENTRE REQUIREMENTS</u>	: Pretoria : An undergraduate qualification (NQF Level 7) as recognised by SAQA in Archival Studies coupled with five (5) years appropriate experience at a middle/ senior management level; Knowledge of policies such as Archives Act, Promotion of Access to Information Act, Protection of Personal Information Act, etc; Understanding and overall knowledge of government transformation policies and priorities; Knowledge of South African History; Research and facilitation; Dynamic and seasoned professional with innovative and creative capabilities; Problem solving and conflict management; Experience and ability to work in cross-functional projects / teams; Excellent coordination and project management skills; Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, empowerment and financial management; Must be in possession of a Code 08 driver's license.
<u>DUTIES</u>	: The purpose of this position is to manage and promote the archival services of South Africa; Transfer Management - Smooth transfer of collections to the Archives; Manage the appraisal process as well as the accessibility of the records. Manage the regulatory framework regarding records management services to governmental bodies, including the formulation of policy and strategy. Ensure effective and efficient archival information systems including the National Automated Archival Information Retrieval Systems (NAAIRS). Manage the preservation strategy that is multi-pronged, that encompasses both preventive and curative measures. Manage the preservation of film, video and sound archives in terms of the Legal Deposit Act. Facilitate partnerships with like-minded organisations to promote the archives. Liaising at high level with role players in the archives sector including the National Archives Advisory Council, South African Society of Archivists and Provincial Archives. Management of Special Projects like digitisation, oral history conference and

projects; and memory of the world programme. Prepare papers/ reports/ management plans on International Projects (UNESCO, ESARBICA). Management and review of relevant legislation (NARSSA Act, Copyright, PAIA and POPIA). Managing the budgets, human resources and performance of the Directorate.

ENQUIRIES : Post-related: Mr AP Kekana Tel No: (012) 441 3227
General: Mr D Mabulane Tel No: (012) 441 1020

POST 05/93 : **DIRECTOR: LIBRARY POLICY AND COORDINATION REF NO: DSAC-10/02/2021**

SALARY : R1 057 326 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), 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 and guidelines

CENTRE REQUIREMENTS : Pretoria
An undergraduate qualification (NQF Level 7) as recognised by SAQA in Library and Information Science coupled with five (5) years' experience at a middle/ senior management level in policy development, governance and legislative matters relating to library and information services (LIS); Knowledge of the Public Finance Management Act, 1999; the Local Government Structures Act, 1998; Promotion of Access to Information Act etc ; Extensive knowledge of the Division of Revenue Act, (DORA) 2007 as it relates to the planning, monitoring and implementation of conditional grants; In-depth knowledge of national policy, including norms and standards, in respect of planning, coordination and consultation of library services; Extensive knowledge of policy development, governance and legislative matters relating to library and information services (LIS), and institutions at the national and provincial level; Extensive knowledge relating to the information society; Problem solving and conflict management skills; Experience and ability to work in cross-functional projects/teams; Excellent coordination and project management skills; Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, empowerment and financial management; Must be in possession of a Code 08 driver's license.

DUTIES : The purpose of this position is to manage and provide strategic leadership for the unit Libraries, Policy and Coordination; Lead the development, transformation and promotion of a legislative framework for libraries in the country; Ensure effective coordination and management of the Conditional Grant Funding to provinces for community libraries; Administer, promote and develop national legislation relating to National Council of Library and Information Services (NCLIS), National Library of South Africa (NLSA), South African Library for the Blind (SALB) as well as coordinate policy as it relates to rendering of library services; Liaising at high level with role players in the LIS sector, including the NCLIS, the Legal Deposit Committee, the NLSA, SALB, BLIND SA, the Provincial Library Services, the Library and Information Association of South Africa (LIASA) and IFLA; Managing the budgets, human resources and performance of the Directorate

ENQUIRIES : Post-related: Mr AP Kekana Tel No: (012) 441 3227
General: Mr D Mabulane Tel No: (012) 441 1020

OTHER POSTS

POST 05/94 : **DEPUTY DIRECTOR: SECURITY SERVICE (ARCHIVES) REF NO: DSAC-14/02/2021**

SALARY : R869 007 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
Candidates must have as a minimum qualification a Bachelor's degree or National Diploma (NQF 6) in Security Risk Management with at least 3 to 5 years' experience; Candidates must also be a registered member with PSIRA – Minimum Grade A Management Certificate; Good communication and coordination skills, interpersonal relations; conflict management; managerial,

Specialist Security Knowledge with the ability to interact at high-profile levels; Contract management skills; Ability to work under pressure, independently and extended hours when necessary Must be a South African citizen or a Permanent Resident Must be in possession of a South African Code 8 driver's license.

DUTIES : The purpose of this position is to promote a favourable condition of information security by the conscious provision and application of a system of physical and information security measures to protect sensitive information and other assets; Develop, review, implement the security policy and access control directives; Implement the MISS policy framework; Ensure classified documents security; Develop and maintain Key control measures; Facilitate security training and awareness for all staff; Draft risk assessments reports and physical security appraisals for approval; Manage the security component; Monitor information security implementation; Monitor physical security implementation; Monitor service level agreement implementation; Monitor adherence/compliance and corrective/disciplinary steps

ENQUIRIES : Post-related: Mr AP Kekana Tel No: (012) 441 3227
General: Ms Z Maloka Tel No: (012) 441 3730

POST 05/95 : **DEPUTY DIRECTOR: CUSTOMER SERVICES CENTER REF NO: DSAC-11/02/2021**

SALARY : R733 257 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 : A three-year degree or National Diploma (NQF 6) in Public Management and Administration or Social Sciences coupled with 3-5 years' experience in a complaints and compliments/ customer service environment and 2-3 years' experience in management/ supervisory position; understanding and knowledge of the Sport, Arts and Culture Sector in South Africa; Sound communication and interpersonal relations, Knowledge of workflow planning and capacity planning; Knowledge of the Public Service Regulatory Framework; Client orientation and customer focus; Problem Solving and Analysis skills; Business Report Writing skills; Influencing and Networking skills; Computer literacy.

DUTIES : The purpose of this position is to coordinate and manage the investigation, resolution of queries, customer related complaints and compliments; Manage the overall operational delivery of designated process within the DSAC call centre; Manage the client interface and continuously improve the efficiencies and service delivered by the Call Centre Operations; Manage Customer Interactions through Inbound voice contact through his/her team for the various services; Analyse steps in work processes; Constantly monitor & review performance metrics for achievement of objectives; Track and ensure closure of complaints; Effectively manage Contact Centre operations for constant performance achievements; Identify relevant training needs of agents and Team Leaders & ensure effective implementation; Interface with Information Technology, Human Resources and Training quality; Collate data and generate MIS reports; Develop the strategy and improve service delivery to customer compliments and complaints; Guide and provide relevant management information and coordinate the implementation of solutions to address identified adverse trends; Develop policies and procedures relating to customer complaints and compliments are adhered to; Manage and monitor the turnaround time for complaints and compliments matters; Manage the processing of enabling documents for internal and external executives; Coordinate business transformation and partnership with various stakeholders; Ensure the implementation of effective risk and compliance management practices.

ENQUIRIES : Post-related: Dr J Mzaliya Tel No: (082) 996 0890
General: Ms Z Maloka Tel No: (012) 441 3730

POST 05/96 : **DEPUTY DIRECTOR: MULTILATERALS REF NO: DSAC-12/02/2021**

SALARY : R733 257 per annum (An all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension

<u>CENTRE REQUIREMENTS</u>	:	Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines)
	:	Pretoria
	:	A three-year degree or National Diploma (NQF 6) in International Relations, Political Studies or Social Sciences coupled with a background in or understanding of international relations, 3 – 5 years' relevant experience in multilaterals and knowledge of international relations in government; fair understanding and knowledge of the Arts Sector in South Africa. Sound communication and interpersonal relations, knowledge of relevant legislation and governing policies, policy development and analysis, financial and project management, problem solving and analysis, analytical and creative thinker, research skills, computer literate. Knowledge of UN, UN Culture Conventions, Country Reporting process and procedures will be an added advantage.
<u>DUTIES</u>	:	Key Performance Areas: The purpose of this position is to initiate, monitor and manage the Department's relations with international multilateral fora for arts and culture, and oversee any related projects; Co-ordinating South Africa's participation in UNESCO, WIPO, the Commonwealth Foundation, EU, ACP and related bodies; Secure SA's presence internationally and monitor and evaluate global cultural trends. Managing arts and culture content through servicing multilateral relations and identify opportunities, shortcomings and challenges; Conceptualize, manage and implement local and international policies and advice on gaps, challenges and overlaps; Promote and coordinate stakeholder relations both nationally and internationally. Coordinate international visits, reports and any related projects of the Directorate.
<u>ENQUIRIES</u>	:	Post-related: Ms C Noah Tel No: (012) 441 3739 General: Ms J Boonzaaier Tel No: (012) 304 5007
<u>POST 05/97</u>	:	<u>DEPUTY DIRECTOR: RISK MANAGEMENT (ENTERPRISE-WIDE RISK MANAGEMENT) REF NO: DSAC-13/02/2021</u>
<u>SALARY</u>	:	R733 257 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)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Candidates must have as a minimum qualification a Bachelor's degree or equivalent qualification (NQF 6) in Commerce / Risk Management with at least 5 years relevant experience of which 3 years must be at supervisory level Candidates must also be a member of a relevant registered professional body [Institute of Risk Management South Africa/ Compliance Institute of South Africa Certification as a Risk Practitioner/Professional; Compliance Practitioner/ Professional or Certification in Project Management will be an added advantage Knowledge of the Public Finance Management Act, Public Sector Risk Management Framework Practical application of Enterprise Risk Management standards and principles Knowledge of Risk Management software Good communication, managerial, analytical and writing skills, with the ability to interact at high-profile levels Must be a South African citizenship or a Permanent Resident Must be in possession of a South African Code 8 driver's license and willingness to travel. Perform under pressure.
<u>DUTIES</u>	:	Develop risk management strategies and methodologies, policies and annual risk management plan; Conduct research on advanced risk management techniques and methodologies and introduce new risk initiatives; Provide risk status reporting with accurate and reliable organizational information together with analysing trends and data to management; Identify and communicate relevant trends, developments, key performance drivers and root causes; Conduct risk assessments at strategic, operational processes and systems to identify required risks and controls and provide guidance to management; Oversee and drive the project management and documentation requirements for all key risk projects; Establish and maintain a risk management philosophy and culture and maintain the risk maturity profile of the organisation through awareness campaigns and training initiatives.
<u>ENQUIRIES</u>	:	Post-related: Ms B Spencer Tel No: (012) 441 3097 General: Ms J Boonzaaier Tel No: (012) 304 5007

POST 05/98 : **CANDIDATE CONSTRUCTION PROJECT MANAGERS REF NO: DSAC-15/02/2021 (X2 POSTS)**

SALARY : R618 732 - R656 706 per annum (salary will be determined in accordance with the Occupational Specific Dispensation (OSD) applicable to Engineers and related Professionals)

CENTRE : Pretoria

REQUIREMENTS : A National Diploma (NQF 6) in any Built Environment with a minimum of 4 years and 6 months experience / a B. Tech degree in any Built Environment with a minimum of 4 years' experience or an Honours degree in any Built Environment field with a minimum of 3 years' experience; Must be in possession of a Code 08 driver's license and willing to travel extensively and work irregular hours; Compulsory registration with the South African Council for the Project and Construction Management Profession (SACPCMP); Experience in project/portfolio management in a complex environment; Contract management experience including contract specification, oversight and monitoring; Experience in the development and management of projects; Knowledge and understanding of the Project Management Tools and systems; Presentation and communication technologies. Document management systems; Basic knowledge of Government Immovable Asset Management Act (GIAMA) and Framework for Infrastructure Delivery and Procurement Management.

DUTIES : Development of the UAMP and Immovable Asset Register (IAR); Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; Effectively apply methodology and enforce project standards to minimise risks on projects. Project accounting and financial management: Report project progress, Manage project budget and resources; Processing of invoices and transfers Administration: Provide inputs to other professionals with tender administration; Liaise and interact with service providers, stakeholders and management; Utilise resources allocated effectively; Preparation of quarterly reports, project status/site visit reports. Research and policy development: Policy framework and systems; Conduct research on and contribute to policy development; Liaise with relevant bodies/councils on project management.

ENQUIRIES : Post-related: Ms P Ben-Mazwi Tel No: (012) 441 3041
General: Ms S Botha Tel No: (012) 441 3646

POST 05/99 : **ASSISTANT DIRECTOR: CHIEF DIRECTORATE COORDINATION REF NO: DSAC-16/02/2021**
(Office of the Chief Director: Human Resource Management and Development)

SALARY : R376 596 per annum

CENTRE : Pretoria

REQUIREMENTS : A relevant National Diploma or Degree (NQF6) in Public Administration or equivalent qualification; 3-5 years of experience in a similar environment rendering support service; Knowledge of the Public Service Systems/legislation/policies/prescripts and procedures; Telephone etiquette; Excellent communication skills; Ability to interact with customers on a high level; Fundamental knowledge of Operations Technology and Systems especially excel and software to develop databases; Knowledge of Capacity Management Principles.

DUTIES : The purpose of this position is to ensure the effective provision of coordination services in the Chief Directorate; Coordinate the implementation of processes, procedures and systems for service delivery improvement within the Chief Directorate; Coordinate and monitor DSAC participation in the national cluster; Report on information for planning, monitoring and evaluation processes; Coordinate the implementation and maintenance of the execution of the Chief Directorate related strategies; Liaise with internal and external stakeholders and ensure that relevant information is strategically communicated; Consolidate various qualitative and quantitative reports in the Chief Directorate; Monitor and evaluate reports, and routine reports to respective clusters; Monitor and evaluate systems and processes pertaining to the implementation of plans, identified special programs and projects; Manage leave and other Human Resources administration requirements within the unit;

Determine financial needs, compile the budget and monitor expenditure to ensure planned activities are within budget; Keep up to date with industry and specifically international Public Sector developments and make recommendations to the Chief Director for business transformation opportunities; Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution; Liaise with all relevant stakeholders within and external to the organization to ensure accurate implementation; Oversee successful system and process enhancements, updates and amendments within the unit; Keep up to date with compliance and regulatory requirements; Interpret and implement all organizational circulars, policy and other communications that impact on the operation of the business unit

ENQUIRIES : Post-related: Ms V Mahlangu Tel No: (012) 441 1021
General: Ms N Zinganto Tel No: (012) 304 5192

POST 05/100 : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: DSAC-17/02/2021**

SALARY : R376 596.per annum
CENTRE : Pretoria

REQUIREMENTS : Candidates must have as a minimum qualification a Bachelor's degree or National Diploma (NQF 6) in Environmental Health/ Safety Management with at least 3-5 years relevant experience; Candidates must also be a member of a relevant registered professional body (SAMTRAC/ SHEMTRAC); Knowledge of the Compensation for Occupational Injuries and Diseases Act, the Occupational Health and Safety Act and its regulations; Understanding of the OHS Act in the Public Service departments; Ability to work under pressure and meet deadlines; Good communication, managerial and supervisory, administrative, organisation and interpersonal skills with the ability to interact at high-profile levels Good report writing and presentation skills. Must be a South African citizenship or a Permanent Resident; must be in possession of a South African Code 8 driver's license.

DUTIES : Key Performance Areas: Facilitate the development, reviews and implementation of the Occupational Health and Safety Policy as well as other related policies for the Department Coordinate all Health and Safety Representative training Establish and sustain a fully functional Health and Safety program within the Department Develop and implement an incident management system by establishing and maintaining an incident and accident management system; Keep records and report incidents and accidents; provide First Aid assistance where necessary; administer Injury on duty process Hazard identification and risk inspection by developing standardized inspection checklists; conduct formal building inspections and communicate findings of inspections and take corrective actions. Ensure the implementation and monitoring of all OHS compliance requirements. Plan and coordinate OHS audits. Develop and coordinate risk management plans.

ENQUIRIES : Post-related: Ms P Almeida Tel No: (012) 441 3696
General: Ms S Botha Tel No: (012) 441 3464

POST 05/101 : **ASSISTANT DIRECTOR: EXECUTIVE SUPPORT REF NO: DSAC-18/02/2021**

Office of the Deputy Director General: Recreation Development and Sport Promotion)

SALARY : R376 596 per annum
CENTRE : Pretoria

REQUIREMENTS : National Secretarial Diploma or Degree in Public Administration or equivalent qualification (NQF 6); 3-5 years of experience in rendering a support service to a senior manager; Knowledge of the Public Service Systems/legislation/policies/prescripts and procedures; Ability to conduct research; Telephone etiquette; Excellent communication skills; Ability to interact with customers on a high level.

DUTIES : Key Performance Areas: Provides Secretarial/Receptionist support service to the DDG; Manages the administrative support services; Manages the effective flow of routine and highly confidential information and documents to and from the office of the DDG; Ensures the safe keeping of all routine and highly confidential documentation in the office of the DDG in line with relevant legislation and policies ; Responds to written, e-mail or verbal enquiries from internal and external stake holders on behalf of the DDG; Provides support to

the DDG regarding meetings; Manages the administration of the DDG's budget; Administrates the record keeping of expenditure commitments, monitoring the expenditure and alerts the DDG of possible over- or underspending; Checks and correlates BAS reports to ensure that expenditure is allocated correctly; Advises the DDG in determining funding requirements for purposes of MTEF submissions; Studies the relevant Public Service and Departmental legislation, prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Post-related: Ms S Khan Tel No: (012) 304 5274
General: Ms S Botha Tel No: (012) 441 3464

POST 05/102 : **ASSISTANT DIRECTOR: EXECUTIVE SUPPORT REF NO: DSAC-19/02/2021**

Office of the Deputy Director General: Arts, Culture, Preservation and Development)

SALARY CENTRE : R376 596 per annum
: Pretoria

REQUIREMENTS : National Secretarial Diploma or Degree in Public Administration or equivalent qualification (NQF 6); 3-5 years of experience in rendering a support service to a senior manager; Knowledge of the Public Service Systems/legislation/policies/prescripts and procedures; Ability to conduct research; Telephone etiquette; Excellent communication skills; Ability to interact with customers on a high level.

DUTIES : Provides Secretarial/Receptionist support service to the DDG; Manages the administrative support services; Manages the effective flow of routine and highly confidential information and documents to and from the office of the DDG; Ensures the safe keeping of all routine and highly confidential documentation in the office of the DDG in line with relevant legislation and policies ; Responds to written, e-mail or verbal enquiries from internal and external stake holders on behalf of the DDG; Provides support to the DDG regarding meetings; Manages the administration of the DDG's budget; Administrates the record keeping of expenditure commitments, monitoring the expenditure and alerts the DDG of possible over- or underspending; Checks and correlates BAS reports to ensure that expenditure is allocated correctly; Advises the DDG in determining funding requirements for purposes of MTEF submissions; Studies the relevant Public Service and Departmental legislation, prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Post-related: Dr C Khumalo Tel No: (012) 441 3439
General: Ms N Zinganto Tel No: (012) 304 5192

POST 05/103 : **ASSISTANT DIRECTOR: EVENTS MANAGEMENT REF NO: DSAC-20/02/2021 (X2 POSTS)**

SALARY CENTRE : R376 596 per annum
: Pretoria

REQUIREMENTS : Three-year National Diploma/Degree (NQF 6) in Marketing/ Events Management; 2-3 years relevant experience in events management; Code 08 driver's license; Knowledge of the Public Service Systems/legislation/policies/prescripts and procedures; Ability to conduct research; Telephone etiquette; Excellent communication skills and interpersonal relations; Problem solving; Analytical and creative skills; Computer literacy.

DUTIES : The purpose of this position is to Manage events for and on behalf of the Department; Perform budget costing and reconciliations for events; Draft post project reports and statistics on each event; Manage event implementation strategies; Events Management Design; Develop social and entertainment programmes; Develop and implement programmes for events; Events Management and Marketing; Operations in Events Management; Events Risk Management.

ENQUIRIES : Post-related: Ms N Malesa Tel No: (012) 304
General: Ms S Botha Tel No: (012) 441 3646

POST 05/104 : **ASSISTANT DIRECTOR: ENTITY OVERSIGHT AND INTERFACE REF NO: DSAC-21/02/2021 (X3 POSTS)**

SALARY : R376 596 per annum
CENTRE : Pretoria

REQUIREMENTS : A Bachelor of Commerce Degree or National Diploma in Financial Management or Accounting (NQF 6), 3 years' professional experience in Accounting and Financial Management or similar position within the Public Service environment, experience in Public Entities financial performance monitoring reporting, consolidation and financial analysis, auditing experience will be an added advantage Good communication skills, understanding of good corporate governance principles, knowledge of strategic planning and budgeting processes, understanding of the Accounting GRAP Standards, report writing and presentation skills, ability to function independently and as part of the team, problem solving and analysis, project and people management skills, knowledge of relevant legislations, National Treasury regulations, PFMA, understanding of government planning processes and cycle, computer literacy.

DUTIES : Provide support to Public Entities in relation to governance matters; Analyse and co-ordinate the submission of Quarterly and Annual reports, Annual Performance Plans, Strategic plans, Financial Statements and Audit reports of the Department's Public Entities to the Minister; Facilitate the planning and budgeting of the Department's Public Entities; Monitor Public Entities performance and compliance with PFMA, Treasury regulation and other relevant legislations; Provide support by coordinating and rendering secretarial services to the internal and external forums; Respond to Parliamentary questions and provide comments on cabinet Memoranda submitted to the Department; Provide support and coordinate the appointment of Council/Boards of public entities. Supervise subordinates.

ENQUIRIES : Post-related: Mr S Tsanyana Tel No: (012) 441 3492
General: Ms N Zinganto Tel No: (012) 304 5192

POST 05/105 : **ASSISTANT DIRECTOR: RISK, ANTI CORRUPTION AND INTEGRITY MANAGEMENT REF NO: DSAC-22/02/2021**

SALARY : R376 596 per annum
CENTRE : Pretoria

REQUIREMENTS : An appropriate recognized three-year Bachelor Degree or National Diploma (NQF6) in Risk Management/ Finance/Auditing or Economics, with at least three years practical risk management experience; Experience in the use of Barnowl or any ERM system will be an advantage. Membership to the Institute of Risk Management South Africa or relevant professional body will be an added advantage. A valid driver's license; excellent relationship building skills and ability to influence others. A team player who can interface at all levels. A motivated self-starter, capable of working on own initiative with a high level of integrity. Ability to communicate at all levels, both verbally and in writing. Presentation skills. Computer literacy. Project management and time management; Public Sector Risk Management framework, COSO Framework, King report on Corporate Governance, Public Finance Management Act, Treasury Regulation, and Protected Disclosure Act. Anti-fraud and corruption policies. Public Service Act.

DUTIES : The purpose of the position is to manage the implementation of the Risk Management strategies in support of effective Corporate Governance of the Department; Implement Risk management strategies/ policies and systems for the Department. Promote risk awareness culture and conduct risk assessment throughout the Department; Develop risk management processes, identify and evaluate risk. Facilitate and coordinate risk management workshop; Roll-out awareness programmes on Ethics & Integrity through communication and training programmes. Implement integrated risk management framework for all aspects of risk across the Department; Manage fraud and corruption data-base and report in line with the Department's service standards. Follow up on implementation of mitigating measures to prevent fraud and corruption; Assist in the management the secretariat functions for the Risk Management Committee on behalf of the Directorate. Assist in the marketing and publicity initiatives of the unit on risk awareness; fraud, anti-corruption; and ethics and integrity programmes. Enhance ERM system modification and train end users on system changes

- ENQUIRIES** : Post-related: Ms B Spencer Tel No: (012) 441 3097
General: Ms N Zinganto Tel No: (012) 304 5192
- POST 05/106** : **ASSISTANT DIRECTOR: FILING SYSTEMS REF NO: DSAC-23/02/2021**
National Archives of South Africa
- SALARY** : R376 596.per annum
CENTRE : Pretoria
REQUIREMENTS : A relevant three year degree or National Diploma (NQF 6) with major subject such as History, Public Administration or Information Management; A relevant post-graduate qualification, such as Archival Studies/Information Management would be an advantage; 3 years professional archival experience in the field of records management with specific specialization in appraisal, records classification systems and inspections; Knowledge of records classification systems and principles, international standards and best practices; Archives Act and other legislation which impacts on records management; Good communication skills.
- DUTIES** : The purpose of this position is to ensure governmental bodies implement and maintain filing system that is approved by the National Archives to support sound records management; Manage the Filing System Division; Manage the process of developing file plans for government departments and statutory bodies; Provide guidance and advice on filing systems; Monitor and evaluate file plans; Train employees, Provincial Archivists and Archivists from other African countries on how to evaluate file plans; Ensure compliance with other government departments and statutory bodies regarding filing systems.
- ENQUIRIES** : Post-related: Ms E Pretorius Tel No: (012) 441 3357
General: Ms S Botha Tel No: (012) 441 3646
- POST 05/107** : **CHIEF LANGUAGE PRACTITIONER: POLICY DEVELOPMENT REF NO: DSAC-24/02/2021**
- SALARY** : R376 596 per annum
CENTRE : Pretoria
REQUIREMENTS : A relevant three-year degree or National Diploma (NQF 6) in Linguistics/Languages; 3 years relevant experience in policy development and implementation; Advanced writing and communication skills; Computer literacy; Attention to detail; Analytical and Research skills
- DUTIES** : Key Performance Areas: The purpose of this position is to ensure that language policies are developed, draft language legislation is compiled and the implementation plans are developed by the sub directorate/Unit; develop language policies and evaluate its implementation. Review departmental language policy, ensure the provision of information and advice on language policy issues; ensure the promotion of multilingualism. Respond to parliamentary questions. Write reports. Conduct research on legislation and policy.
- ENQUIRIES** : Post-related: Ms Z Ndimba Tel No: (012) 441 3833
General: Ms N Zinganto Tel No: (012) 304 5192
- POST 05/108** : **CHIEF LANGUAGE PRACTITIONER: POLICY IMPLEMENTATION REF NO: DSAC-25/02/2021**
- SALARY** : R376 596 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognised Bachelor's degree or National Diploma (NQF6) in Linguistics/Languages or equivalent. 3 years relevant experience in policy development and implementation. Specialisation in Sociolinguistics will be an added advantage. Knowledge of the Use of Official Languages Act, 2012, and its regulations. Research and report writing skills. Good verbal and written communication skills. Presentation skills. Ability to plan and implement projects. Ability to analyse information and generate reports. Good interpersonal. Computer skills.
- DUTIES** : The purpose of this position is to ensure that language policies are implemented in the Department. Assist in planning, conceptualising and coordinating the implementation of language policy. Conduct research on recommended language projects aimed at social cohesion and the promotion of multilingualism. Implement language development and promotion through the Department's Language Bursary Project. Write reports. Respond to

parliamentary questions. Liaise with internal and external role players on language-related matters. Work very closely with the Sub directorate: Language Policy Development. Give language advice to government departments and other relevant stakeholders.

ENQUIRIES : Post-related: Ms Z Ndima Tel No: (012) 441-3833
General: Ms N Zinganto Tel No: (012) 304 5192

POST 05/109 : **CHIEF NETWORK CONTROLLER REF NO: DSAC-26/02/2021**

SALARY : R316 791 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma/Degree (NQF 6) in IT or related IT qualification; ITIL and Customer service certification; 3 years of relevant experience; Advanced skills in office productivity software; Knowledge on Configuration and deployment of Windows systems; Knowledge in Microsoft environment; Telephone etiquette and professionalism; Knowledge and understanding of IT policies and procedures; Problem solving skills; Ability to manage multiple tasks and work under pressure.

DUTIES : The purpose of this post is to provide support to DSAC users on all departmental applications, software, hardware and network services; Troubleshoot Desktop/ LAN/ WAN and server problems, determine the source and advice on appropriate action; Installation, configuration, upgrading of computers/ software and hardware; provide orientation to new users on existing and new technology; ensure anti-virus is installed, up to date and working properly on all workstations and services; monitoring and reporting network status and server health checks; managing and maintaining backups; provide technical support to all IT projects; set new users and support transversal systems and other DSAC systems; setup and support mobile devices.

ENQUIRIES : Post-related: Ms Nomsa Rabotapi Tel No: (012) 441 3043
General: Ms P Mulaudzi Tel No: (012) 441 3716

POST 05/110 : **CHIEF ADMINISTRATION CLERK: PRESERVATION REF NO: DSAC-27/02/2021**
National Archives of South Africa

SALARY : R257 508 per annum
CENTRE : Pretoria
REQUIREMENTS : A three-year Degree or Diploma (NQF 6) in Archival Science with 1-2 years' relevant experience; Preservation Training will be an added advantage; Knowledge of the National Archives and Records Service of South Africa Act No. 43 of 1996 (as amended) and other relevant legislation which impacts on Archives, Good knowledge of preservation activities such as collections management and care, pest control, housekeeping, digitisation, conservation and disaster management.

DUTIES : The purpose of this post is to provide implement preventive measures aimed at minimising damage and deterioration of archival collections; This work will include risk management, disaster prevention, pest control, storage management and monitoring of storage conditions for records. Other duties will include monitoring and supervising cleaning of storage facilities for records, maintaining storage conditions such as temperature and relative humidity.

ENQUIRIES : Post-related: Mr A Motsi Tel No: (012) 441 3231
General: Ms N Tshabalala Tel No: (012) 304 5142

POST 05/111 : **INFORMATION TECHNOLOGY: SERVICE DESK OPERATOR REF NO: DSAC-28/02/2021**

SALARY : R257 508 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma/Degree (NQF 6) in IT or related IT qualification; ITIL and Customer service certification; 1-2 years of relevant experience; Advanced skills in office productivity software; Knowledge on Configuration and deployment of Windows systems; Understanding of Customer Service; Knowledge in Microsoft environment; Telephone etiquette and professionalism; Knowledge and understanding of IT policies and procedures; Problem solving skills; Ability to manage multiple tasks and work under pressure

- DUTIES** : The purpose of this position is to provide customer service and first line IT support to all DSAC users on all departmental applications, software, hardware and network; Log incidents, service and change requests; Provide helpdesk reports and statistics; Maintain the IT Inventory and filing; Assist with setting up, installation and configuration of new IT Equipment and Mobile devices; Assist with specification and recommend replacement of IT equipment; Facilitate the completion of IT Customer satisfaction surveys; Provide proactive feedback on logged calls; Reset and unlock user accounts; Disable accounts for resigned employees; Log calls with external Service Providers; Assist with Quotations where necessary; Follow-up on status of logged calls & IT Equipment repairs.
- ENQUIRIES** : Post-related: Ms Nomsa Rabotapi Tel No: (012) 441 3043
General: Ms P Mulaudzi Tel No: (012) 441 3716
- POST 05/112** : **ARCHIVIST: FILM AND VIDEO PRESERVATION REF NO: DSAC-29/02/2021**
National Archives of South Africa
- SALARY** : R257 508 per annum
CENTRE : Pretoria
REQUIREMENTS : A three-year Degree or Diploma (NQF 6) in Archival Studies with 1-2 years working experience in audio-visual archives; Knowledge on Audio-visual; Basic knowledge of film handling; Knowledge on the South African History; Knowledge on the South African Film Industry; Technical skills related to film handling.
- DUTIES** : The purpose of this position is to collect, preserve and make available all film, video collections as well as related materials that was made in or about South Africa; Identification, selection, appraisal and accessioning of film prints, videos, DVD's and production materials; Generate content on productions; Control and care of all vaults and storerooms; Allocation of new acquisitions to vaults and temporary storage of new donations/transfers; Delivering and returning of material to researchers and colleagues.
- ENQUIRIES** : Post-related: Ms K Ngcobo Tel No: (012) 441 3234
General: Ms B Manqaba Tel No: (012) 441 3650
- POST 05/113** : **ASSISTANT ARCHIVIST: READING ROOM AND SUPPLY SERVICES REF NO: DSAC-30/02/2021**
National Archives of South Africa
- SALARY** : R145 281 per annum
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate/Grade 12 certificate (NQF 4) coupled with 1 years appropriate experience; Knowledge of National Archives Repository Holdings; Good communication skills; Good client relations; Computer Literacy.
- DUTIES** : The purpose of this position is to retrieve and supply records to offices of origin in order to provide the client offices access to their information; Transfer, supply, arrangement and description of public records non-public records; Replacing of records in strong room; Data coding of records.
- ENQUIRIES** : Post-related: Ms K Ngcobo Tel No: (012) 441 3234
General: Ms B Manqaba Tel No: (012) 441 3650
- POST 05/114** : **TELECOM OPERATOR REF NO: DSAC-31/02/2021**
- SALARY** : R145 281 per annum
CENTRE : Pretoria
REQUIREMENTS : A senior certificate/ Grade 12 (NQF 4) qualification coupled with 1 year working experience on the switchboard; Ability to work and communicate with people; Bilingual (Ability to communicate fluently in English and any other official language; Basic computer skills; Sound telephone etiquette; Client focus and orientation.
- DUTIES** : The purpose of this position is to provide support services related to the switchboard and Telephone Management System; Answer incoming calls; Transfer incoming calls; Provide callers with necessary information if needed; Update and distribute internal telephone directory; Print and distribute of telephone accounts; Keep record of accounts returned; Clear accounts on TMS; File records; Report all defaults to supplier and supervisor; Update the

TMS with regard to resignations and new appointment; Make arrangements with driver to collect free directories from Post Office.

ENQUIRIES : Post-related: Mr C Hougaard Tel No: (012) 441 3551
General: Ms N Tshabalala Tel No: (012) 304 5142

POST 05/115 : **DRIVER/ MESSENGER: NARSSA SUPPORT SERVICE REF NO: DSAC-32/02/2021**

SALARY CENTRE REQUIREMENTS : R122 595.per annum
: Pretoria
: A Senior Certificate/ Grade 12 certificate (NQF 4) coupled with 1-2 Years Driving Experience; Code 10 drivers license, PDP.

DUTIES : The purpose of this post is to collect and deliver mails to and from the Department and transporting of officials to attend meetings; Perform driver duties; Driving officials/delegates, National Symbols and Exhibitions including on weekends in Gauteng and other Provinces as required; collecting and deliver mail and parcels to the correct destination externally.

ENQUIRIES : Post-related: Mr AP Kekana Tel No: (012) 441 3227
General: Ms N Ngcama Tel No: (012) 441 3430

POST 05/116 : **ASSISTANT AUXILIARY SERVICES OFFICER REF NO: DSAC-33/02/2021 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R122 595 per annum
: Pretoria
: Grade 10 or ABET qualification coupled with 6 – 12 months relevant experience; Ability to work and communicate with people.

DUTIES : The purpose of this position is to render an efficient food service aid service and cleaning kitchen areas for the Department; Prepare beverages and refreshments in Conference Centres and board rooms; Serve refreshments as required; Provide fresh water and clean glasses in Boardrooms; Wash all crockery, cutlery and dish cloths after meetings; Keep equipment clean and tidy on a regular basis (microwave/kettle/fridge/urn, etc.); Clean kitchen areas of the Department; Stock taking of Cutlery/crockery and procuring of cleaning materials and condiments; Keep supervisor updated on stock levels of all cutlery/crockery (missing/broken) / condiments / cleaning materials in the Conference Centre or boardrooms and note in a register; Obtain quotation for cutlery / condiments / cleaning materials; Safe keeping of cutlery/crockery/condiments /cleaning materials; Assist with clerical tasks.

ENQUIRIES : Post-related: Ms M Matjipa Tel No: (012) 441 3677
General: Ms N Ngcama Tel No: (012) 441 3430