



# arts and culture

Department:  
Arts and Culture  
REPUBLIC OF SOUTH AFRICA

## Director: Office of the Director-General

Salary: An all-inclusive remuneration salary package of R685 200 per annum, consisting of a basic salary (60% 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 (Ref. 83221/1)

**Requirements:** • An appropriate three-year Bachelor's degree/diploma in the relevant field • Good communication skills (verbal and written) • Computer literacy • Proven managerial abilities as well as administrative, planning and organisational skills • Experience in Government (at least 7 years) in national and international project management • The ability to maintain sound interpersonal relations • Knowledge of the PFMA and Treasury Regulations applicable to the Public Service • A valid driver's licence (Code 08) • The ability to work in a high pressure, security sensitive environment • Project management • Financial management • Strategic capabilities and leadership • Innovative and analytical • People management skills.

**Key performance areas:** *Overall management of the administration and logistics in the DG's office:* • Oversee the proper workflow in the office • Advise the DG on pertinent administrative issues • Sign administrative forms on behalf of the DG • Manage the assets in the DG's offices (Pretoria and Cape Town) and the DG's official flat • Manage the secretariat services/liaison between Parliament and DAC. *Management of finances in the DG's office:* • Manage the correspondence of the DG • Manage the personnel in the DG's office • Handle public relations for the DG's office • Support the DG in various planning and accountability functions.

**Please note:** the successful candidate will be subjected to competency assessment.

**Enquiries:** Ms Zandile Maloka, tel. (012) 441-3730

## Director: Legal Services

BRANCH: CORPORATE SERVICES

Salary: An all-inclusive remuneration salary package of R685 200 per annum, consisting of a basic salary (60% 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 (Ref. 83221/2)

**Requirements:** • A minimum LLB degree, a postgraduate degree in Law (LLM) • Admission as Attorney/Advocate of the High Court in South Africa • At least 8 years' relevant experience as a legal advisor • Legislative drafting skills • Negotiation skills and drafting of all types of legal agreements • Experience in providing litigation support in court cases for and against the Department • Compliance management skills • The ability to support the Department's processes in the form of legal advice • Computer literacy • Good communication and interpersonal relations skills • Project management skills • Strategic capability and leadership • Innovative and analytical thinking • Planning and organising skills • Financial management • Problem solving skills • People management skills.

**Key performance areas:** The purpose of the Directorate: Legal Services is to ensure that a professional, credible, accessible and quality assured legal service is rendered to the Department of Arts and Culture, the Ministry and to the stakeholders. The successful candidate will therefore be responsible for the following: • Advising the DG and the Minister on exercising their statutory responsibilities in order to avoid and minimise legal risks • Reviewing existing legislation, identifying shortcomings and drafting and implementing new legislation and overall management of the Department's annual legislative programme • Effectively managing litigation and litigation support in cases for and against the Department and Minister • Effectively managing general compliance with internal and external legislation and compliance management • Providing legal training and building the capacity of DAC personnel to understand and engage with legal matters, such as contracts and service level agreements.

**Please note:** the successful candidate will be subjected to a competency assessment.

**Enquiries:** Ms Zandile Maloka, tel. (012) 441-3730

The Department of Arts and Culture is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Sector through the filling of these posts. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will expedite the processing of applications. People with disabilities are encouraged to apply.

Applications must be submitted on the Form Z83, obtainable from any Government department or online at [www.gov.za](http://www.gov.za) 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 and educational qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications 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, this must be done in writing. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned posts.

**Please note:** • Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to a positive outcome of these checks, which include security clearances and vetting, qualifications and employment history verification, identity and criminal records • Successful candidates will be required to sign a performance agreement within 3 months of assumption of duty.

All positions are based in Pretoria.

Please forward your application, quoting the relevant reference number and the name of this publication, to the Chief Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria 0001. Applications can also be hand-delivered to the Department of Arts and Culture, 2nd Floor, Kingsley Centre, cnr Church and Beatrix Streets, Arcadia, Pretoria.

Closing date: 3 February 2012