



arts and culture

Department
Arts and Culture
REPUBLIC OF SOUTH AFRICA

DEPUTY DIRECTOR-GENERAL: CULTURAL DEVELOPMENT, INTERNATIONAL RELATIONS AND INVESTING IN CULTURE

All inclusive remuneration package of R 770 823.00 per annum. The package includes a basic salary (60% of the total remuneration package), standard contribution to the Government Employees Pension Fund (15% of the basic salary) and a flexible portion that may be structured in terms of applicable guidelines.
PRETORIA (Ref. DAC0408/011)

Requirements: Candidates should be dynamic, innovative thinkers and experienced senior managers with a strong belief in and commitment to the role that Arts, Culture, Language and Heritage can play in economic and social development. The following are essential requirements: •An appropriate postgraduate tertiary qualification, preferably in Management, Leadership/Administration •Candidates should have a proven ability to solve problems and to deliver top class products and services that will impact on all levels of society, especially at grassroots level •Strategic capability and leadership •Excellent written and verbal communication skills •A broad understanding of government policies in the national and international context •Good understanding of Arts and Culture sector •Problem solving and analysis •Good negotiation and interpersonal skills.

Key Performance Areas: The appointee will be responsible for: •The Realization of a national implementation programme to promote social development, international co-operation and economic competitiveness to impact on all levels of society, especially at grassroots levels •Overseeing the co-ordination and promotion of crafts, music, film and video and publishing working with all key stakeholders •Constructing, disbursing and monitoring the spending of the Branch: Cultural Development, International Relations and Investing in Culture within the medium term expenditure framework •Alignment of expenditure and national goals against international benchmarks •Co-ordinating the Departments programmes with respect to establishing and fulfillment of international agreements, as well as optimising the co-operation and resources available through ODA and international partnerships •Provision of strategic leadership and management of staff •Management and monitoring of investing in Culture portfolio in order to achieve departmental and national objectives.

Please Note: The shortlisted candidates for this post will be subjected to Competency Assessments. The successful candidate must disclose his or her financial interests.

Enquiries: Ms. Ria Oelofse, Tel: (012) 441-3644.

DEPUTY DIRECTORS: INVESTING IN CULTURE (PROVINCIAL CO-ORDINATORS) (5 Posts)

All inclusive remuneration salary package: R 369 000.00 per annum
•GAUTENG •KWA-ZULU NATAL •LIMPOPO •NORTH WEST •EASTERN CAPE
(Ref. DAC0408/012)

Requirements: We require five Provincial Co-ordinators in the above provinces to manage and co-ordinate the Investing in Culture programme at organizational level. •A Matric Certificate with an appropriate three-year Bachelors degree or equivalent qualification with experience, knowledge and an understanding of the arts and culture sector as well as governmental imperatives within EPWP framework •Project management skills •A valid driver's license •Excellent written and verbal communication and linguistic skills •A good understanding of sensitivity to diverse cultural practices •Ability to function independently •Ability to work under pressure •A proven track record of involvement at community level.

Key Performance Areas: Reporting to the Director: Investing in Culture, the incumbents will: •implement, monitor and report on projects in provinces •Liaise and co-operate with provincial departments, local authorities, community-based structures and relevant stakeholders •Assist beneficiaries in developing business plans, contracts and general planning of their projects.

Please Note: The successful candidates will be based at the assigned province, reporting to the Head Office. Short listed candidates will be subjected to Competency Assessments.

Enquiries: Ms. Lorraine van der Westhuizen, Tel: (012) 441-3577.

DEPUTY DIRECTOR: ARTS ADVOCACY AND GENDER ENRICHMENT

All inclusive remuneration salary package: R 311 358.00 per annum
PRETORIA (Ref. DAC0408/013)

Requirements: We require a dynamic manager with: •A recognized appropriate degree in the field of Arts, Culture and Heritage •Extensive experience as a manager in Arts Advocacy and Gender Enrichment at a national level would be a definite advantage •Knowledge of relevant policy documents, acts and regulations •Strong leadership and decision-making skills •Knowledge of Arts funding programmes, grants-in-aid procedures and opportunities •A thorough understanding on how the Arts can impact on social and economic development •A strong work ethos, combined with flexibility and creativity •Excellent verbal, written and presentation communication skills as well as skilled application of information technology •Knowledge of budgeting procedures and public financial management •Project management •Understanding of legal procedures •Experience of working in a multi-cultural/lingual development environment •Demonstrable computer proficiency.

Key performance areas: This incumbent will be responsible for: •Conceptualizing, designing, implementing, project managing and monitoring of programmes and projects. In addition to this, she/he is expected to meaningfully engage with policy and strategy at a high level •Collect information, research and analysis in the key policy areas and document instances of best practice •Share and disseminate information with stakeholders to stimulate dialogue at a national level •Contribute to the development of policy and strategy •Develop advocacy programmes •Co-ordinate, monitor and evaluate implemented projects •Promote liaison between DAC and stakeholders in the field •Administer and manage finances •Project management in accordance with DAC Strategic Plan •Manage existing inter-governmental and international partnerships •Manage communications and linkages with key stakeholders driving women's issues.

Enquiries: Mr. Johannes Matlala, Tel: (012) 441-3648.

DEPUTY DIRECTOR: HERITAGE COMMEMORATIONS

All inclusive salary package: R 311 358.00 per annum
PRETORIA (Ref. DAC0408/014)

Requirements: •An appropriate three-year degree/diploma in Social Sciences or heritage related studies •Experience in the conceptualization and management of national events and commemorations will be an advantage •Demonstrable and advanced knowledge and understanding of project management •Experience in the development of strategy documents •Excellent report writing and presentation skills •Good interpersonal, communication and problem solving skills.

Key Performance Areas: •To develop a national strategy on commemorations as a vehicle for social cohesion and nation building •Conceptualization, planning and managing large scale commemorations such as Heritage Day and others •Developing databases relevant to the work of the section •Liaising with relevant stakeholders such as provincial authorities, municipalities etc. •Managing the budget of the section and supervising staff.

Enquiries: Ms. Ria Oelofse, Tel: (012) 441-3644.

ASSISTANT DIRECTOR: NATIONAL YOUTH SERVICE PROGRAMMES AND CULTURAL AFFAIRS

Salary: R 198 916.00 per annum
PRETORIA (Ref. DAC0408/015)

Requirements: •Matric and a relevant appropriate degree/diploma •At least 2 years experience in the public sector •Strong ability to administer projects, including monitoring and evaluation •Demonstrates ability to interact with internal and external DAC stakeholders •Programme and project implementation •Diverse focus and responsiveness / client focus and customer orientation •Networking and building bonds •Problem solving and analysis

•Communication and information management •Administration, budgeting and understanding of Public Financial Management •Demonstrable computer proficiency.
Key performance areas: •Assist in the implementation and roll-out of youth enrichment programmes and projects •Promote civic responsibility and youth service among youth enrichment target groups •Promote social cohesion and build youth networks through the implementation of policy •Assist in the allocation of resources to meet youth enrichment goals •Identify existing innovative programmes to create and support youth enrichment.

Enquiries: Ms. Lorraine van der Westhuizen, Tel: (012) 441-3577.

ASSISTANT DIRECTOR: ASSET MANAGEMENT

Salary: R 157 688.00 per annum
PRETORIA (Ref. DAC0408/016)

Requirements: •An appropriate Bachelor's degree or equivalent experience in asset management particularly in the procurement of assets •Good management skills •Interpersonal organizational and communication skills •Knowledge and experience in electronic asset management systems.

Key Performance Areas: •Develop and implement procedures and processes for efficient management of assets •Execute delegated powers with regards to the applicable functions •Ensure effective and efficient execution of all functions pertaining to asset management •Actively participate in drafting the asset management policy •Ensure proper allocation of tenders in terms of standard charter accounts •Manage annual stock take and submit consolidated reports •Manage stock discrepancies and disposal processes •Implement policy for redundant assets •Ensure optimal utilization of assets •Prepare relevant reports •Reconcile asset register and general ledger on a monthly basis •Prepare relevant reports •Maintain asset register and control bar coding of assets •Build capacity within the institution.

Enquiries: Mr. Johannes Matlala, Tel: (012) 441-3648.

ASSISTANT DIRECTOR: HERITAGE COMMEMORATIONS

Salary: R 157 688.00 per annum
PRETORIA (Ref. DAC0408/017)

Requirements: •An appropriate three-year degree/diploma in Social Science or Heritage related studies •An understanding of project management and the development of strategy documents •Computer literacy •Reporting and presentation skills •Decision making and problem solving skills •Good interpersonal, communication and organizational skills.

Key Performance Areas: •Assist in developing strategy documents in relation to national commemorations •Assist in organizing large scale commemorations such as Heritage Day •Liaise with relevant stakeholders within the Heritage sector •Monitor and evaluate projects undertaken by the section •Take minutes during meetings and compile reports.

Enquiries: Ms. Siena Botha, Tel: (012) 441-3648.

ASSISTANT DIRECTOR: EVENTS MANAGEMENT (2 Posts)

Salary: R 157 688.00 per annum
PRETORIA (Ref. DAC0408/018)

Requirements: •An appropriate three-year degree or equivalent qualification with 2 years experience in Events Management / Project Management •Strong interpersonal skills •Experience with liaison with communities and individuals on different levels •Communication skills •Report writing skills •Project Management skills •Administrative and organizing skills •Typing skills and computer literacy are compulsory •A valid driver's license is a necessity.

Key Performance Areas: •Experience in Events Management and proven experience in Government protocol and government procurement processes are required •Knowledge of the Arts and Culture in South Africa and on issues of cultural diversity is also required •The Department requires an experienced Event Manager who is capable of directing large events and projects on behalf of the Department. Responsibilities will include the following: •Planning and managing of national and international events and projects •Writing of memoranda •Implementation strategies and reports •Liaison with various bodies responsible for Arts, Culture, Heritage, Language and Archives •Supervising and training of sub-ordinates.

Please note: During the interviewing process, it will be required of candidates to undergo a written/computer test on issues relating to events management.

Enquiries: Ms. Lorraine van der Westhuizen, Tel: (012) 441-3577.

MESSENGER / DRIVER

(Office of the Minister)
(1 Year Contract Appointment)
All inclusive Salary Package: R 94 468.35 per annum
PRETORIA / CAPE TOWN
(Ref. DAC0408/019)

Requirements: •Grade 12 Certificate or equivalent qualification •Code 08 driver's license •Relevant experience •A reliable and creative individual who is prepared to work under pressure and as part of a team •Well organized •Good communication and interpersonal skills.

Key Performance Areas: •General office duties •Collect and deliver mail from and to the post office •Deliver and Collect documents and packages when required •Collect newspapers for the Ministry if requested •Distribute cabinet memoranda and other documents to the Presidency and other Ministries •Assist with faxing and photocopying documents •Deliver mail in the Ministry •Work closely with the Chief Registry Clerk •Render assistance at the reception/switchboard when the need arises •Any other relevant work allocated from time to time •Ensure that the vehicle is clean and well-maintained at all times.

Note: •The position is Pretoria / Cape Town based and the headquarters is Pretoria •Applicants should be prepared to perform seasonal duties for extended periods.

Enquiries: Mr. Zolani Gqabi, Tel: (012) 441-3644.

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

Applications must be submitted on Form 283, obtainable from any Government department or online at www.gov.za. It must be accompanied by a comprehensive CV (including two recent and contactable referees) and certified copies of qualifications.

Note: •Please note that all successful candidates will have to undergo security clearance and their appointments will be provisional pending the outcome of a security clearance •Successful candidates will be required to sign a performance agreement within 3 (three) months of assumption of duty •Correspondence will be limited to shortlisted candidates only •If you do not hear from us within 3 (three) months of the closing date, please assume that your application has been unsuccessful.

Failure to submit the required documentation will automatically disqualify applications. No faxed or e-mailed applications will be accepted.

Please forward your application, quoting the relevant reference number and the name of this publication to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag 2697, Pretoria, 0001.

Applications can also be hand delivered to: The Department of Arts and Culture, Kingsley Centre, 2nd Floor, Cnr Church and Beatrix Streets, Arcadia, Pretoria.

Closing Date: 2nd May 2008.



CHIEF DIRECTOR: ARTS AND CULTURE IN SOCIETY
 An all inclusive remuneration package of R 655 874.00 per annum (Consisting of a basic salary 80% of the total package), State's contribution to the Government Pension Fund (10% of basic salary) and a flexible portion that may be structured in terms of the applicable rules) (Ref: DAC06984)

Minimum Requirements: We require a creative and innovative leader and an experienced cultural administrator with a minimum of 10 years' experience in the arts and cultural development. Candidates must have a proven ability to manage creative, dynamic and strategic leadership in arts and culture provision in order to impact on social development, with the vision and objectives of the Department and National Government. Candidates must be able to lead and manage a large team of staff across the Department, Provincial Arts and Culture Councils, Community Arts Centres and creating strategic linkages with other state and other government departments and other sectors of government. Co-ordinating and leading the implementation of the Department's strategic vision and mission. Ensuring the transformation of arts and culture to create greater income and employment opportunities and to contribute to the economic development of the country through the meaningful of performing arts jobs in relation to socio-economic development to reduce the vision and objectives of the Department.

Qualifies: Mr. R. Ockler, Tel: (012) 441 3540.

CHIEF DIRECTOR: INTERNATIONAL RELATIONS
 An all inclusive remuneration package of R 610 000.00 per annum (Consisting of a basic salary 80% of the total package), State's contribution to the Government Pension Fund (10% of basic salary) and a flexible portion that may be structured in terms of the applicable rules) (Ref: DAC06985)

Minimum Requirements: A/A appropriate three-year degree or equivalent qualification in Public Administration and Management, International Relations, Political Studies or relevant field. A minimum of 10 years' experience in international relations. Must have had relevant experience in the management of international relations. Must have had relevant experience in the management of international relations. Must have had relevant experience in the management of international relations. Must have had relevant experience in the management of international relations.

Qualifies: Mr. R. Ockler, Tel: (012) 441 3540.

DIRECTOR: HUMAN LANGUAGE TECHNOLOGIES
 An all inclusive remuneration package of R 540 420.00 per annum (Consisting of a basic salary 80% of the total package), State's contribution to the Government Pension Fund (10% of basic salary) and a flexible portion that may be structured in terms of the applicable rules) (Ref: DAC06986)

Minimum Requirements: A minimum of 10 years' experience in the management of human language technologies. Must have had relevant experience in the management of human language technologies. Must have had relevant experience in the management of human language technologies. Must have had relevant experience in the management of human language technologies.

Qualifies: Mr. R. Ockler, Tel: (012) 441 3540.

DEPUTY DIRECTOR: LANGUAGE POLICY IMPLEMENTATION
 An all inclusive remuneration package of R 369 000.00 per annum (Ref: DAC06987)

Minimum Requirements: A minimum of 10 years' experience in the management of language policy implementation. Must have had relevant experience in the management of language policy implementation. Must have had relevant experience in the management of language policy implementation. Must have had relevant experience in the management of language policy implementation.

Qualifies: Mr. R. Ockler, Tel: (012) 441 3540.

DEPUTY DIRECTOR: RECRUITMENT AND SELECTION
 An all inclusive remuneration package of R 311 558.00 per annum (Ref: DAC06988)

Minimum Requirements: A three year degree / diploma in Human Resource Management or equivalent. A minimum of 10 years' experience in recruitment and selection. Must have had relevant experience in the management of recruitment and selection. Must have had relevant experience in the management of recruitment and selection.

Qualifies: Mr. R. Ockler, Tel: (012) 441 3540.

DEPUTY DIRECTOR: RECRUITMENT AND SELECTION
 An all inclusive remuneration package of R 311 558.00 per annum (Ref: DAC06989)

Minimum Requirements: A three year degree / diploma in Human Resource Management or equivalent. A minimum of 10 years' experience in recruitment and selection. Must have had relevant experience in the management of recruitment and selection. Must have had relevant experience in the management of recruitment and selection.

Qualifies: Mr. R. Ockler, Tel: (012) 441 3540.

DEPUTY DIRECTOR: RECRUITMENT AND SELECTION
 An all inclusive remuneration package of R 311 558.00 per annum (Ref: DAC06990)

Minimum Requirements: A three year degree / diploma in Human Resource Management or equivalent. A minimum of 10 years' experience in recruitment and selection. Must have had relevant experience in the management of recruitment and selection. Must have had relevant experience in the management of recruitment and selection.

Qualifies: Mr. R. Ockler, Tel: (012) 441 3540.

DEPUTY DIRECTOR: RECRUITMENT AND SELECTION
 An all inclusive remuneration package of R 311 558.00 per annum (Ref: DAC06991)

Minimum Requirements: A three year degree / diploma in Human Resource Management or equivalent. A minimum of 10 years' experience in recruitment and selection. Must have had relevant experience in the management of recruitment and selection. Must have had relevant experience in the management of recruitment and selection.

Qualifies: Mr. R. Ockler, Tel: (012) 441 3540.

DEPUTY DIRECTOR: RECRUITMENT AND SELECTION
 An all inclusive remuneration package of R 311 558.00 per annum (Ref: DAC06992)

Minimum Requirements: A three year degree / diploma in Human Resource Management or equivalent. A minimum of 10 years' experience in recruitment and selection. Must have had relevant experience in the management of recruitment and selection. Must have had relevant experience in the management of recruitment and selection.

Qualifies: Mr. R. Ockler, Tel: (012) 441 3540.

ASSISTANT DIRECTOR: DATA BASE CO-ORDINATOR (SOUTH AFRICAN GEOGRAPHICAL NAMES)
 Salary: R 157 666.00 per annum (Ref: DAC06987)

Minimum Requirements: A three year degree or equivalent qualification in Information Systems or equivalent. A minimum of 10 years' experience in database administration. Must have had relevant experience in the management of database administration. Must have had relevant experience in the management of database administration.

Qualifies: Mr. L. van der Westhuizen, Tel: (012) 441 3577.

ASSISTANT DIRECTOR: PERFORMING ARTS
 Salary: R 157 666.00 per annum (Ref: DAC06988)

Minimum Requirements: A three year degree / National Higher Diploma in one of the performing arts genres (Dance / Music / Theatre) or equivalent. A minimum of 10 years' experience in the management of performing arts. Must have had relevant experience in the management of performing arts. Must have had relevant experience in the management of performing arts.

Qualifies: Mr. L. van der Westhuizen, Tel: (012) 441 3577.

ASSISTANT DIRECTOR: LABOUR RELATIONS
 Salary: R 139 702.00 per annum (Ref: DAC06989)

Minimum Requirements: A three year degree / diploma in Labour Relations or equivalent. A minimum of 10 years' experience in labour relations. Must have had relevant experience in the management of labour relations. Must have had relevant experience in the management of labour relations.

Qualifies: Mr. M. Snyds, Tel: (012) 441 3569.

PRINCIPAL CULTURAL OFFICER: PERFORMING ARTS
 Salary: R 132 000.00 per annum (Ref: DAC06990)

Minimum Requirements: An appropriate relevant performing arts qualification in one of the performing arts genres (Dance / Music / Theatre) or equivalent. A minimum of 10 years' experience in performing arts. Must have had relevant experience in the management of performing arts. Must have had relevant experience in the management of performing arts.

Qualifies: Mr. M. Snyds, Tel: (012) 441 3569.

SENIOR HUMAN RESOURCE PRACTITIONER
 Salary: R 106 833.00 per annum (Ref: DAC06991)

Minimum Requirements: A three year degree / diploma in Human Resource Management or equivalent. A minimum of 10 years' experience in human resource management. Must have had relevant experience in the management of human resource management. Must have had relevant experience in the management of human resource management.

Qualifies: Mr. J. Mehlis, Tel: (012) 441 3546.

ASSISTANT DIRECTOR: DATA BASE CO-ORDINATOR (SOUTH AFRICAN GEOGRAPHICAL NAMES)
 Salary: R 157 666.00 per annum (Ref: DAC06992)

Minimum Requirements: A three year degree or equivalent qualification in Information Systems or equivalent. A minimum of 10 years' experience in database administration. Must have had relevant experience in the management of database administration. Must have had relevant experience in the management of database administration.

Qualifies: Mr. L. van der Westhuizen, Tel: (012) 441 3577.

ASSISTANT DIRECTOR: PERFORMING ARTS
 Salary: R 157 666.00 per annum (Ref: DAC06993)

Minimum Requirements: A three year degree / National Higher Diploma in one of the performing arts genres (Dance / Music / Theatre) or equivalent. A minimum of 10 years' experience in the management of performing arts. Must have had relevant experience in the management of performing arts. Must have had relevant experience in the management of performing arts.

Qualifies: Mr. L. van der Westhuizen, Tel: (012) 441 3577.

ASSISTANT DIRECTOR: LABOUR RELATIONS
 Salary: R 139 702.00 per annum (Ref: DAC06994)

Minimum Requirements: A three year degree / diploma in Labour Relations or equivalent. A minimum of 10 years' experience in labour relations. Must have had relevant experience in the management of labour relations. Must have had relevant experience in the management of labour relations.

Qualifies: Mr. M. Snyds, Tel: (012) 441 3569.

PRINCIPAL CULTURAL OFFICER: PERFORMING ARTS
 Salary: R 132 000.00 per annum (Ref: DAC06995)

Minimum Requirements: An appropriate relevant performing arts qualification in one of the performing arts genres (Dance / Music / Theatre) or equivalent. A minimum of 10 years' experience in performing arts. Must have had relevant experience in the management of performing arts. Must have had relevant experience in the management of performing arts.

Qualifies: Mr. M. Snyds, Tel: (012) 441 3569.

SENIOR HUMAN RESOURCE PRACTITIONER
 Salary: R 106 833.00 per annum (Ref: DAC06996)

Minimum Requirements: A three year degree / diploma in Human Resource Management or equivalent. A minimum of 10 years' experience in human resource management. Must have had relevant experience in the management of human resource management. Must have had relevant experience in the management of human resource management.

Qualifies: Mr. J. Mehlis, Tel: (012) 441 3546.

ASSISTANT DIRECTOR: DATA BASE CO-ORDINATOR (SOUTH AFRICAN GEOGRAPHICAL NAMES)
 Salary: R 157 666.00 per annum (Ref: DAC06997)

Minimum Requirements: A three year degree or equivalent qualification in Information Systems or equivalent. A minimum of 10 years' experience in database administration. Must have had relevant experience in the management of database administration. Must have had relevant experience in the management of database administration.

Qualifies: Mr. L. van der Westhuizen, Tel: (012) 441 3577.

ASSISTANT DIRECTOR: PERFORMING ARTS
 Salary: R 157 666.00 per annum (Ref: DAC06998)

Minimum Requirements: A three year degree / National Higher Diploma in one of the performing arts genres (Dance / Music / Theatre) or equivalent. A minimum of 10 years' experience in the management of performing arts. Must have had relevant experience in the management of performing arts. Must have had relevant experience in the management of performing arts.

Qualifies: Mr. L. van der Westhuizen, Tel: (012) 441 3577.

ASSISTANT DIRECTOR: LABOUR RELATIONS
 Salary: R 139 702.00 per annum (Ref: DAC06999)

Minimum Requirements: A three year degree / diploma in Labour Relations or equivalent. A minimum of 10 years' experience in labour relations. Must have had relevant experience in the management of labour relations. Must have had relevant experience in the management of labour relations.

Qualifies: Mr. M. Snyds, Tel: (012) 441 3569.

PRINCIPAL CULTURAL OFFICER: PERFORMING ARTS
 Salary: R 132 000.00 per annum (Ref: DAC07000)

Minimum Requirements: An appropriate relevant performing arts qualification in one of the performing arts genres (Dance / Music / Theatre) or equivalent. A minimum of 10 years' experience in performing arts. Must have had relevant experience in the management of performing arts. Must have had relevant experience in the management of performing arts.

Qualifies: Mr. M. Snyds, Tel: (012) 441 3569.

SENIOR HUMAN RESOURCE PRACTITIONER
 Salary: R 106 833.00 per annum (Ref: DAC07001)

Minimum Requirements: A three year degree / diploma in Human Resource Management or equivalent. A minimum of 10 years' experience in human resource management. Must have had relevant experience in the management of human resource management. Must have had relevant experience in the management of human resource management.

Qualifies: Mr. J. Mehlis, Tel: (012) 441 3546.

ASSISTANT DIRECTOR: DATA BASE CO-ORDINATOR (SOUTH AFRICAN GEOGRAPHICAL NAMES)
 Salary: R 157 666.00 per annum (Ref: DAC07002)

Minimum Requirements: A three year degree or equivalent qualification in Information Systems or equivalent. A minimum of 10 years' experience in database administration. Must have had relevant experience in the management of database administration. Must have had relevant experience in the management of database administration.

Qualifies: Mr. L. van der Westhuizen, Tel: (012) 441 3577.

ASSISTANT DIRECTOR: PERFORMING ARTS
 Salary: R 157 666.00 per annum (Ref: DAC07003)

Minimum Requirements: A three year degree / National Higher Diploma in one of the performing arts genres (Dance / Music / Theatre) or equivalent. A minimum of 10 years' experience in the management of performing arts. Must have had relevant experience in the management of performing arts. Must have had relevant experience in the management of performing arts.

Qualifies: Mr. L. van der Westhuizen, Tel: (012) 441 3577.

ASSISTANT DIRECTOR: LABOUR RELATIONS
 Salary: R 139 702.00 per annum (Ref: DAC07004)

Minimum Requirements: A three year degree / diploma in Labour Relations or equivalent. A minimum of 10 years' experience in labour relations. Must have had relevant experience in the management of labour relations. Must have had relevant experience in the management of labour relations.

Qualifies: Mr. M. Snyds, Tel: (012) 441 3569.

CLOSING DATE: 13th JUNE 2008.



arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA

Assistant Director: Security Services

Salary: R174 243 per annum (Ref. 43838/1)

Requirements: ● A three-year degree or National Diploma with three years' relevant experience or a Senior Certificate with at least five years' security experience/management of a Security Section, inclusive of Physical, Documentation and Communication Security ● Completion of the NIA Security Management Course or equivalent thereof ● Good communication skills (verbal and written) ● Proven managerial abilities as well as administrative and organising skills ● Excellent understanding of the minimum Information Security Standards documents (MISS) ● Grade A PSIRA registration ● Excellent computer skills ● Valid Code 08 driver's licence.

Key performance areas: ● Co-ordinate, implement and control all aspects of Security in a Government Department ● Ensure implementation of and adherence to all policies pertaining to Security inclusive of Physical, Documentation, Information, Security Vetting and all operational aspects of a Security Section ● Co-ordinate Security Training ● Responsible for performance assessments and personnel-related matters ● Responsible for Event Security and co-ordination thereof.

Principal Cultural Officer: Events Management (3 Posts)

Salary: R145 920 per annum (Ref. 43838/2)

Requirements: ● A three-year degree or National Diploma with extensive Events/Project Management experience ● Good communication skills (both written and verbal) ● Planning and organising skills ● Office administration skills ● Basic knowledge of Government protocol procedures ● Computer literacy (MS Word, PowerPoint and Outlook - prerequisite) in a variety of computer programmes ● Report writing skills ● A valid driver's licence will be an advantage ● Familiarity with Government procurement processes ● Ability to liaise with diverse groups of people ● Willingness to work long hours in a pressured environment.

Key performance areas: ● Assist with and ultimately directing events and projects for the Department of Arts and Culture ● Write memoranda, events implementation strategies ● Liaise with provinces, various bodies responsible for Arts, Culture, Heritage, Language and Archives in South Africa and at times international stakeholders depending on the nature of projects.

Please note: During the interviewing process, it will be required of candidates to undergo a written/computer test on issues relating to events management.

Enquiries: Ms L van der Westhuizen, tel. (012) 441-3577.

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.

Applications must be submitted on Form Z83, obtainable from any Government department or online at www.gov.za All sections of the Z83 must be completed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and certified copies of the applicant's ID and educational qualifications.

Note: ● Please note that all successful candidates will have to undergo security clearance and their appointments will be provisional pending the outcome of a security clearance ● Successful candidates will be required to sign a performance agreement within three months of assumption of duty ● Correspondence will be limited to short-listed candidates only ● If you do not hear from us within three months of the closing date, please assume that your application has been unsuccessful.

Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted.

ALL POSITIONS ARE BASED IN PRETORIA.

Please forward your application, quoting the relevant reference and the name of this publication to: The 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, Kingsley Centre, 2nd Floor, cnr Church and Beatrix Streets, Arcadia, Pretoria.

Closing date: 21 July 2008.

processes and procedures, as well as relevant HR legislation • Sound knowledge of PERSAL • Sound knowledge of MS Word, Excel and PowerPoint.

Key performance areas: • Manage the administration of employee benefits • Monitor and advise on matters related to employee benefit administration and policies • Ensure adherence to policies related to employee benefit administration • Train, develop and supervise subordinates (directly and indirectly) • Compile and review HR policies • Provide reports and statistics related to employee benefit administration, such as: abuse of sick leave, employee turnover, etc • Ensure provision of information to clients within the Department on the administration of benefits • Proactively consult with clients on matters related to employee benefit administration.

Enquiries: Ms L van der Westhuizen, tel. (012) 441-3577.

Deputy Director: Social Cohesion Programmes

Salary: R174 243 per annum (Ref. 45695/5)

Requirements: • An appropriate three-year BA degree or National Diploma plus two years' experience in Public Service administration or a Senior Certificate and four years' administration experience in Public Service administration • Sound knowledge and understanding of the role and functions of arts and culture and of broad Government imperatives • Good communication skills, both verbal and written • Ability to function independently and to perform under pressure and still maintain a mature, professional conduct and personality • Computer literacy, especially in Excel is compulsory with proven ability in LOGIS, BAS, procurement procedures, asset management, public administration and financial management as essential skills.

Key performance areas: • Provide high-level administrative support to unit manager in developing task team and committee reports • Facilitate and co-ordinate the implementation of social cohesion roll-out plan and Programme of Action through running of social mobilisation campaigns • Manage and maintain good relations with both departmental and external stakeholders • Manage the collection and analysis of complex data and be able to draw logical conclusions and produce high standard reports for different forums, such as committees, clusters etc meeting multiple deadlines • Effective database management both electronic and manual of programmes implemented • Represent the unit at ad hoc operating meetings • Overall administration of the sub-directorate.

Enquiries: Ms L van der Westhuizen, tel. (012) 441-3577.

Assistant Director: Administration

Salary: R174 243 per annum (Ref. 45695/5)

Requirements: • An appropriate three-year BA degree or National Diploma plus two years' experience in Public Service administration or a Senior Certificate and four years' administration experience in Public Service administration • Sound knowledge and understanding of the role and functions of arts and culture and of broad Government imperatives • Good communication skills, both verbal and written • Ability to function independently and to perform under pressure and still maintain a mature, professional conduct and personality • Computer literacy, especially in Excel is compulsory with proven ability in LOGIS, BAS, procurement procedures, asset management, public administration and financial management as essential skills.

administration.

Enquiries: Ms S van Niekerk, tel. (012) 441-3683.

State Accountant

Salary: R117 501 per annum (Ref. 45695/5)

Requirements: • An appropriate three-year Bachelor's degree or a National Diploma with two years' experience or a Grade 12 with five years' relevant experience in Accounting • Knowledge and understanding of the PFMA, Treasury Regulations and relevant Government regulations • Knowledge of and practical experience in the Basic Accounting System • Knowledge of PFMA Treasury Regulations • Computer literacy (MS Word, Excel and Outlook) • Good communication skills (written and verbal) • Ability to work under pressure • Good interpersonal skills • Problem solving skills • Ability to work in a team • Valid driver's licence

Key performance areas: • Check and control suspense account and report on a monthly basis • Assist in the completion of claims in respect of monies recoverable from other departments or institutions • Liaise with the State Attorney's office • Liaise with the traffic department, liaise with the South African Police Service • Handle administrative matters related to the section • Process miscellaneous payments and ensure all suppliers are paid.

Enquiries: Mr JN Matlala, tel. (012) 441-3648.

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 Form Z83, obtainable from any Government department or online at www.gov.za All sections of the Z83 must be completed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and 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 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. Failure to submit the required documentation will automatically disqualify applications. No taxes or e-mails will be accepted.

Note: • Please note that all successful candidates will have to undergo security clearance and their appointments will be provisional pending the outcome of a security clearance. • Successful candidates will be required to sign a performance agreement within three months of assumption of duty • Correspondence will be limited to short-listed candidates only • If you do not hear from us within three months of the closing date, please assume that your application has been unsuccessful.

ALL POSITIONS ARE BASED IN PRETORIA.

Please forward your application, quoting the relevant reference and the name of this publication to: The 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, Kingsley Centre, 2nd Floor, on Church and Beatrix Streets, Arcadia, Pretoria.

Closing date: 19 September 2008.

Human Communications 45695



arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA

Manager: Information Systems Development

All-inclusive salary package of R344 052 per annum (Ref. 44636/1)

Requirements: • An appropriate three-year degree or a National Diploma, preferably majoring in Systems Development and Business Analysis or Information Management • Relevant experience in a fast-paced business environment, with commendable experience in developing and implementing new ICT business solutions • Thorough understanding of Open Source Software alternatives to proprietary applications • Experience in project management, especially where external service providers are involved • A solid understanding of: " Analysis of business processes " Compiling user requirement specifications for information systems to meet service delivery requirements " Setting up and managing agreements with service providers to undertake information system development projects " Change management for successful implementation of new systems " Performance assessment of system, once implemented • Experience in strategic and business planning in an IT environment.

Duties: Reporting to the Chief Information Officer, the incumbent will be responsible for the implementation of business solutions and will, amongst others: • Liaise with users regarding requirements for enhancing existing or developing new information systems • Provide contact between users and external service providers who have to undertake the development • Manage service level agreements for DAC business systems • Co-ordinate the compilation and approval of project proposals and project plans • Monitor progress on development projects • Guide all change management activities associated with new information system implementation • Investigate and lead the implementation of Open Source Software solutions at DAC • Harmonise plans for individual projects within the Department's overall IT plan • Research and report on technological and other developments that can affect the utilisation of IT in the Department.

Note: Recruitment procedures will include a written test on IT proficiency relevant to the above duties.

Enquiries: Ms L van der Westhuizen, tel. (012) 441-3577.

Assistant Director: Co-ordination

CHIEF DIRECTORATE: CO-ORDINATION

Salary: R174 243 per annum (Ref. 44636/2)

Requirements: • An appropriate three-year degree or a National Diploma. A postgraduate qualification will be an added advantage • Experience in research in the field • Research skills • Report writing skills • An understanding of the South African Public Service and how it operates • Sound knowledge and understanding of the arts and culture sector will be added advantages • A team player • An innovative and creative thinker • Results-driven • Excellent verbal and written communication skills.

Duties: • Provide strategic and executive support to the Chief Director • Develop a system to source, preserve and disseminate relevant information for the Chief Directorate. This would include doing research, reading and summarising documents and preparing documentation for the relevant users • Provide secretarial services for meetings, workshops, etc organised by the Directorate • Develop plans and prepare monthly reports for the Chief Directorate.

Enquiries: Ms L van der Westhuizen, tel. (012) 441-3577.

Archivist: Arrangement and Description (5 Posts)

Salary: R34 326 per annum (Ref. 44636/3)

Requirements: • A three-year Bachelor's degree or a National Diploma with an appropriate major subject, such as History or Information Management in areas such as museums, libraries, archives and heritage institutions • No practical experience in an archival institution is necessary • Proven research aptitude in and knowledge of research methodologies • Good communication (both verbal and written) and interpersonal skills • Accuracy, reliability, neatness and perseverance to finalise tasks.

Duties: • Arrange and describe records • Offer assistance in the Reading Room • Data coding records • Answer verbal and written enquiries.

Enquiries: Mr J Matela, tel. (012) 441-3648.

Archivist: Reading Room

Salary: R34 326 per annum (Ref. 44636/4)

Requirements: • A three-year Bachelor's degree or a National Diploma with an appropriate major subject, such as History or Information Management in areas such as museums, libraries, archives and heritage institutions • No practical experience in an archival institution is necessary • Proven research aptitude in and knowledge of research methodologies • Good communication (both verbal and written) and interpersonal skills • Accuracy, reliability, neatness and perseverance to finalise tasks.

Duties: • Offer assistance in the Reading Room and Court Enquiries Office • Data coding records • Answer verbal and written enquiries.

Enquiries: Ms L van der Westhuizen, tel. (012) 441-3577.

Senior Practitioner: Acquisition Management

DIRECTORATE: SUPPLY CHAIN MANAGEMENT

Salary: R145 920 per annum (Ref. 44636/5)

Requirements: • A three-year degree with Commerce as a major subject or National Diploma with Commerce as a major subject plus three years' experience and/or Grade 12 plus three years' experience in Supply Chain Management • Computer literacy • Knowledge of the PFMA, Treasury Regulations, PPPFA and other relevant prescripts • Good written and verbal communication and interpersonal skills • Ability to work as part of a team • Ability to work under pressure and deliver according to tight deadlines • Knowledge of LOGIS and the bids system • Supervisory skills.

Duties: • Ensure that all prescripts, regulations, delegations and policies are adhered to • Execute all functions pertaining to Supply Chain Management • Provide tender-related inputs to divisions within the Department • Scrutinise specifications to ensure compliance, advertise tenders, compile tender documents and attend tender evaluations • Compile acceptance letters • Maintain the Supplier Database • Execute delegated powers with regard to applicable functions • Attend to applicable human resource issues (training, performance assessments) • Invite quotations from the Departmental Database on a rotation basis • File correspondence • Provide procurement advice to internal and external clients.

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

Senior Administration Clerk

CHIEF DIRECTORATE: INVESTING IN CULTURE

Salary: R34 326 per annum (Ref. 44636/6)

Requirements: • A Senior Certificate • Computer literacy, with knowledge of MS Word, Excel, Outlook and PowerPoint • High sense of responsibility in executing tasks • Ability to work under pressure • Creative and innovative • Able to grasp a wide range of issues within the Arts and Culture sector • Able to analyse and formulate data • Good written and verbal communication skills • Linguistic proficiency • Good understanding of and sensitivity to diverse cultural practices.

Duties: Reporting to the Director, Investing In Culture, the incumbent will provide technical and administrative support to the Chief Directorate. He/she will: • Check compliance on the monthly beneficiary reports • Keep and maintain data of projects reports submitted on a monthly basis • Make logistical arrangements, both nationally and provincially, including Co-ordinators' travel and accommodation • Assist with the arrangement of tracing programmes • Keep and maintain data of projects due for progress payment and follow up with Co-ordinators and Chief Directorate Finance • Assist beneficiaries in developing Business Plans and Contacts during Beneficiary and Quarterly Workshops • Perform any other duties assigned to him/her by the Director.

Note: Short-listed candidates will be subjected to a competency test to, amongst others, assess computer skills.

Enquiries: Mr J Matela, tel. (012) 441-3648.

Acquisition Management Practitioner

DIRECTORATE: SUPPLY CHAIN MANAGEMENT

Salary: R34 326 per annum (Ref. 44636/7)

Requirements: • A Senior Certificate plus two years' experience in Supply Chain Management • Knowledge of the Public Service Finance Management Act, Treasury Regulations and PPPFA • Good interpersonal relations • Ability to work as part of a team.

Duties: • Ensure that Supply Chain Management Policies are adhered to • Maintain the Supplier Database • File correspondence • Provide procurement advice to internal and external clients • Offer administrative support to Supply Chain Management.

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

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Note: • Please note that all successful candidates will have to undergo security clearance and their appointments will be provisional, pending the outcome of this clearance • Successful candidates will be required to sign a performance agreement within 3 months of assumption of duty • Correspondence will be limited to short-listed candidates only • If you do not hear from us within 3 months of the closing date, please assume that your application has been unsuccessful.

Failure to submit the required documentation will automatically disqualify applications. No faxes or emails will be accepted.

ALL POSITIONS ARE BASED IN PRETORIA.

Please forward your application, quoting the relevant reference and the name of this publication, to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag X887, Pretoria 0001. Applications can also be hand-delivered to the Department of Arts and Culture, Kingsley Centre, 2nd Floor, on Church and Beattie Streets, Arcadia, Pretoria.

Closing date: 11 August 2008.



arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA

Applications are invited from suitably qualified and experienced candidates to fill the following positions:

Deputy Director: Libraries, Policy and Co-ordination

CHIEF DIRECTORATE: NATIONAL ARCHIVES SOUTH AFRICA

All-inclusive salary package: R344 052 per annum (Ref. 46595/1)

Requirements: • An appropriate three-year degree or National Diploma in Library and Information Sciences with a minimum of five years' relevant experience • Experience in project management, planning, monitoring and evaluation • Extensive knowledge of conceptual issues relating to information society and library automated management systems • Experience in the administration of legislation and policy development pertaining to national or provincial Library and Information Services (LIS) and related institutions or organisations • Ability to work independently and under pressure • Extensive experience in budgetary and human resource matters • Report writing skills • Strong management, communication, interpersonal, research and computer skills • Excellent written and verbal skills.

Key performance areas: • Develop, maintain and administer certain national LIS legislation • Co-ordinate policy and handle line-function institutional governance matters relating to certain national LIS institutions • Oversee the management, co-ordination and implementation of the Community Library Recapitalisation Programme • Liaise with all relevant internal and external stakeholders, eg provinces, municipalities, national Council for Library and Information Services (NCLIS), Legal Deposit Committee, the South African Library for the Blind (Blindlib), the Library and Information Association of South Africa (LIASA) and IFLA • Oversee administration of financial assistance (grants-in-aid) rendered to certain national LIS and related institutions for national LIS projects and investigations • Oversee drafting of tender specifications where applicable • Prepare and submit to National Treasury consolidated monthly and quarterly reports in accordance with Treasury Regulations • Manage the budget of the Sub-directorate • Manage the human resource of the Sub-directorate.

Enquiries: Ms L van der Westhuizen, tel. (012) 441-3577.

Deputy Director: Resourcing

CHIEF DIRECTORATE: INTERNATIONAL RELATIONS

All-inclusive salary package: R344 052 per annum (Ref. 46595/2)

Requirements: • An appropriate three-year Bachelor's degree or National Diploma • A background in, or understanding of Arts and Culture sector is preferable • An understanding of local and/or international fundraising and financing of projects • Excellent written and verbal communication and liaison skills • Report writing • Innovative and good negotiation skills • Computer literacy • People management skills • Good administrative and project management skills • Experience in local and/or international relations and fundraising • Familiarity with ODA funding and other relevant international donor institutions is highly recommended.

Key performance areas: • Leverage funding from our Bilateral Cultural Co-operation Agreements • Design new funding models for the culture sector in South Africa • Place national, regional and continental development objectives for culture on the international agenda to secure maximum investment therein • Promote trilateral collaborations in the continent through multiple funding partnerships and/or Agreements • Liaise with Government Departments, Embassies, Local and International Foundations and the Private Sector to secure its resources for Arts and Culture • Liaise with Provincial Departments, parastatals and associated institution regarding Resourcing needs • Initiate new and service existing ODA partnerships • Develop funding policy and strategies in alignment with the strategic objectives of the Department in order to support the achievement of our national development objectives.

Note: The successful candidate will initiate, manage and monitor resourcing activities for arts and culture within South Africa, regionally with local and international partners. The incumbent will report to the Director: Multilaterals and Resourcing and Chief Director: International Liaison. Applicants must be willing to travel nationally and abroad.

Enquiries: Ms L Van der Westhuizen, tel. (012) 441-3577.

Deputy Director: Language Policy Implementation

CHIEF DIRECTORATE: NATIONAL LANGUAGE SERVICES

All-inclusive salary package: R344 052 per annum (Ref. 46595/3)

Requirements: • A recognised Bachelor's degree or equivalent qualification in languages, specialising in Language Planning and Policy Studies • In-depth knowledge of and work experience in Language Planning will be advantageous. The following are essential: • Good verbal and written communication skills • Proven ability to plan and implement projects • Ability to analyse qualitative information and generate management reports • Good interpersonal negotiation and communication skills • Computer literacy.

Key performance areas: • Head the Sub-directorate: Language Policy Implementation and report to the Director: Language Planning and Development • Be responsible for Language Policy Implementation by devising plans and practical strategies • Plan, manage and implement research projects on relevant language issues • Liaise with all internal and external roleplayers on matters relating to Language Policy Implementation • Liaise very closely with the Head of the Sub-directorate: Language Policy Development for strategy formulation and planning • Implement mechanism for NLS' co-ordination efforts in creating synergy between NLS and Language Units (LUs) at national and provincial levels • Give language advice to Government departments and other relevant stakeholders.

Note: The above-mentioned post was previously advertised. People who applied previously are encouraged to apply.

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

Assistant Director: Performance Management (PMDS)

CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT

Salary: R174 243 per annum (Ref. 46595/4)

Requirements: • An appropriate three-year degree/National Diploma in Human

Personal Assistant to the Deputy Director-General: Cultural Promotion and Development

Salary: R174 243 per annum (Ref. 46595/5)

Requirements: • An appropriate three-year degree or National Diploma and three years' relevant secretarial work experience or a Senior Certificate and five years' relevant experience • Computer literacy (advanced skills in MS Word, PowerPoint and Outlook - MS Access will be an advantage) • Proficiency in English and at least one other South African Language (read, write and speak) • Excellent communication skills (written and verbal) • Good interpersonal skills with the ability to deal with internal and external clients in a professional and tactful manner • Ability to work independently and without supervision • Ability to multi-task while working under pressure • Ability to solve problems creatively and practically • Highly organised and able to handle the Deputy Director-General's diary (electronically and manually).

Key performance areas: The appointee will ensure efficient and smooth running of the Deputy Director-General's (DDG) Office including: • Managing the diary of the DDG • Managing responses for scheduled ad hoc meetings and reports/inputs • Providing secretarial service to meetings as requested • Drafting letters, memos and submissions on behalf of the DDG • Assisting with work of other staff in the Office when they are not available • Compiling and updating reports and presentations and delivery stakeholders • Rendering personal assistance to the DDG • Processing subsistence and travel claims. The incumbent of this position must be willing to work extended hours as well as travel when the need arises.

Enquiries: Mr NJ Matlala, tel. (012) 441-3648.

Chief Language Practitioner: English

DIRECTORATE: TERMINOLOGY CO-ORDINATION

Salary: R174 243 per annum (Ref. 46595/6)

Requirements: • An appropriate Bachelor's degree or equivalent qualification with English as a major • Specialisation in terminography/lexicography will serve as a strong recommendation • At least 3 years' experience in terminology development or translation environment • Project management • Computer literacy • Excellent written and verbal communication skills • Supervisory skills • Good interpersonal skills.

Key performance areas: • Manage the steps in the terminology development process • Research on terminology principles on the respective language • Assist in training and capacity building programmes • Attend terminology working meetings • Minute and keep a record of terminology working meetings • Update database • Lead allocated terminology projects • Liaise and negotiate with the relevant stakeholders • Supervise staff • Participate in other projects that are vital to the implementation of the National Language Policy Framework • Prepare and make presentations on language-related issues.

Enquiries: Mr NJ Matlala, tel. (012) 441-3648.

Principal Language Practitioner: Setswana Translator

CHIEF DIRECTORATE: NATIONAL LANGUAGE SERVICES

Salary: R145 920 per annum (Ref. 46595/7)

Requirements: • An appropriate recognised Bachelor's degree or National Diploma with Setswana as a major subject • Specialisation in Translation will serve as a strong recommendation • Excellent command of English • Two years' proven translation and editing experience • General computer literacy • Successful completion of a departmental translation and editing test • Good written and verbal communication skills • Ability to work under pressure • Good interpersonal skills • Knowledge of the National Language Policy Framework.

Key performance areas: • Translate and edit a wide variety of official documents from English into Setswana and vice versa • Respond to queries and render advisory services to all relevant stakeholders • Give language advice • Exercise quality control • Liaise with clients and freelancers.

Enquiries: Mr NJ Matlala, tel. (012) 441-3648.

Human Resource Practitioner: Performance Management (2 Posts)

CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT

Salary: R117 501 per annum (Ref. 46595/8)

Requirements: • An appropriate three-year degree or National Diploma in Human Resource Management or related field • Experience in the implementation of performance management in the Public Service • Good communication skills (verbal and written) • Computer literacy • Good planning and organising skills • Basic knowledge of PERSAL.

Key performance areas: • Receive and check the quality of performance agreements from DAC officials • Capture performance agreements on PERSAL • Keep performance agreements of all DAC officials safe • Provide support service towards the implementation of PMDS in the Department • Prepare assessment documents for the moderating committee meetings • Provide advice on the developing of Performance Agreements and Personal Development Plans • Advise line and support functionaries on the PMDS • Assist with the formulation of performance standards for the Department • Monitor compliance with PMDS in the department.

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

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Responsible for language policy implementation • Advise and support the staff of the Sub-directorate: Language Policy Development for strategy formulation and planning • Implement mechanism for NLS' co-ordination efforts in creating synergy between NLS and Language Units (LUs) at national and provincial levels • Give language advice to Government departments and other relevant stakeholders.

Note: The above-mentioned post was previously advertised. People who applied previously are encouraged to apply.
Enquiries: Ms Z Maloka, tel. (012) 441-3730.

Assistant Director: Performance Management (PMDS)

CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT

Salary: R174 243 per annum (Ref. 46595/4)

Requirements: • An appropriate three-year degree/National Diploma in Human Resources or related field • Experience in the implementation of performance management in the Public Service • Good organisational, planning, networking and analytical skills • Strong communication skills, both written and verbal coupled with good interpersonal relations • Basic supervisory experience • Extensive knowledge of the Public Service Act, Public Service Regulations and Guidelines for the performance management and development in the Public Service.

Key performance areas: • Assist with the implementation of Performance Management and Development systems for all levels in the Department • Provide expert advice to top management, line managers and all employees of the Department on all issues pertaining to the implementation of performance management • Monitor and ensure compliance to the PMDS policy by all employees of the Department by ensuring that all employees submit their performance agreements on time and quarterly reviews are also done on time • Render advisory services in the Moderating Committees • Ensure logistical support is provided during the moderation process • Manage statistical data on PMDS • Assist Unit Heads in developing performance standards that are aligned to strategic plans of the Department • Assist with the development and improvement of policy provisions on PMDS policies • Train, supervise and develop staff under his/her control • Assist with report writing, monitoring and evaluation and presentations.

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

• Advise line and support functionaries on the PMDS • Assist with the formulation of performance standards for the Department • Monitor compliance with PMDS in the department.

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

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Note: • Please note that all successful candidates will have to undergo security clearance and their appointments will be provisional pending the outcome of a security clearance and verification of qualification • Successful candidates will be required to sign a performance agreement within three months of assumption of duty • Correspondence will be limited to short-listed candidates only • If you do not hear from us within three months of the closing date, please assume that your application was unsuccessful. The Department reserves the right not to fill any of these positions.

ALL POSITIONS ARE BASED IN PRETORIA.

Please forward your application, quoting the relevant reference number and the name of this publication to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag X397, Pretoria 0001. Applications can also be hand delivered to the Department of Arts and Culture, Kingsley Centre, 2nd Floor, cnr Church and Beatrix Streets, Arcadia, Pretoria.

Closing date: 13 October 2006.





arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA



Applications are invited from suitably qualified and experienced candidates to fill the following positions:

DEPUTY DIRECTOR:

NATIONAL SYMBOL POPULARISATION

CHIEF DIRECTORATE: NATIONAL ARCHIVES
Salary: R 407 745 per annum (Ref. 154/001)

REQUIREMENTS: •An appropriate three year degree / National diploma in areas such as Marketing, Communications and Media Studies and extensive relevant experience •Knowledge of heraldry and the national symbols •Competence in programme design and development •Competence in conducting research •Ability to work under pressure •People management and project management skills •Good interpersonal skills •Above average computer skills •Preparedness to travel extensively.

KEY PERFORMANCE AREAS: •The incumbent will be responsible to further the mandate of nation building and social cohesion through national symbols •Promote knowledge on South African National Symbols to all South African citizens through various communication activities •Co-ordination of special projects such as the popularisation of National Symbols, Heritage Day, National Orders Award Ceremony and the Flag in Every School •Develop policies in relation to areas of focus •Conceptualise and execute public programmes •Develop an operational framework for monitoring and evaluation of projects.

ENQUIRIES: Mr. N. J. Matlala, Tel.: (012) 441 3648.

ASSISTANT DIRECTOR:

PLAYHOUSES, ARTS AND CULTURE FESTIVALS

DIRECTORATE: ARTS AND COMMUNITY LIAISON
Salary: R 174 243 per annum (Ref. 154/002)

REQUIREMENTS: •A three year degree or National diploma in Arts or related field •Proven experience in management and governance of Playhouses and an understanding of the Arts and Culture Festivals environment / landscape •Good verbal and written communication skills •Knowledge of relevant arts policies, acts and regulations •Computer literacy •Experience in project co-ordination and management •Valid driver's license.

KEY PERFORMANCE AREAS: •Align the work of Playhouses (Performing arts Institutions) to the Department's objectives •Monitor and evaluate the implementation of Departmental policies by the Playhouses •Provide support to all processes leading to the appointment of Council Members •Implement strategies for sustainable arts and culture festivals •Assist in developing new programmes and partnerships with Funding bodies, other possible funders and donors •Monitor and evaluate funded festivals •Develop and maintain the database of all Arts and Culture Festivals in South Africa.

ENQUIRIES: Ms. Z. Maloka, Tel.: (012) 441 3730.

ASSISTANT DIRECTOR:

GRAPHIC DESIGN: HERALDRY (3 Posts)

CHIEF DIRECTORATE: NATIONAL ARCHIVES
Salary: R 174 243 per annum (Ref. 154/003)

REQUIREMENTS: •A National Diploma in Graphic Arts majoring in Graphic Design or an equivalent recognised qualification •An ability to learn heraldic design principles •Ability to produce finished designs in colour by utilising drawing instruments •Willingness to learn the art of calligraphy •Ability to work alone and concentrate for long periods of time.

KEY PERFORMANCE AREAS: •Production of finished artworks on certificates and for the Register of the Bureau of Heraldry •Core artworks involves the design of the coats of arms •The preparation and maintenance of a record of performed work •The maintenance of a card index system of registered designs •Additional and related tasks as delegated by the project manager.

ENQUIRIES: Ms. P. Mulaudzi, Tel.: (012) 441 3617.

NOTE: •Short listed candidates will be required to do a competency assessment. They should submit a comprehensive portfolio at the interview.

ASSISTANT DIRECTOR: SECURITY SERVICES

CHIEF DIRECTORATE: NATIONAL ARCHIVES
Salary: R 174 243 per annum (Ref. 154/004)

REQUIREMENTS: •A three year National diploma in Security Management with a minimum of 2 years relevant experience •Registration with SIRA and minimum of Grade A management certificate •A valid driver's license •Appropriate experience in security as well as general administration •Knowledge of and experience in all security related duties and functions as per Minimum Information Security Standards (MISS document) and the application thereof, Fire Arms Control Act, Occupational Health and Safety Act, Protection of Information Act, Access to Information Act and Control of Access to Public Premises and Vehicle Act •Knowledge and experience in supervision of security and reception staff •Security control room and reception management •Knowledge of operating fire detection and extinguishing systems as well as CCTV and access control systems •Training of security officers; security awareness training •Good communication skills (written and verbal) and interpersonal relations •Computer literacy •The successful candidate will be required to work irregular hours.

KEY PERFORMANCE AREAS: The successful candidate will: •Assist with security policy and procedure implementation •Security administration •Manage and update the electronic access control, CCTV and fire prevention systems •Create, interpret and report on security management information •Administrate security tenders •Manage security contracts and service providers •Supervise security and reception personnel •Train security officers and reception personnel •Present security awareness training to staff, visitors and contractors •Investigate security incidents and breaches •Report security incidents and risks •Supervise and assist with contingency matters •Monitor and report on security •Perform security audits and inspections •Implement key control •Control access / exits •Attend meetings and report back.

ENQUIRIES: Mr. N. J. Matlala, Tel.: (012) 441 3648.

ADMINISTRATIVE OFFICER

CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT
Salary: R 117 501 per annum (Ref. 154/005)

REQUIREMENTS: •A three year degree or National diploma in Human Resource Management, Public Management and Administration or related field or a Senior Certificate with a minimum of 3 years relevant experience •Good communication (verbal and written) and interpersonal skills •Problem solving and analysing skills •Good planning and organising skills •Ability to take initiative •Computer literacy •Knowledge of administrative procedures, policies and procedures relating to Human Resource Management •Knowledge of office administration including preparation of submissions •Knowledge of an electronic document management system.

KEY PERFORMANCE AREAS: •Manage workflow in the Chief Directorate: HRM •Provide administrative support with regard to financial administration and provisioning administration matters •Ensure proper record keeping •Take minutes and keep record of proceedings of the Chief Directorate's meetings •Acknowledge receipt of correspondence addressed to the Chief Director's office and follow up on activities / decisions •Arrange seminars, conferences and workshops •Perform any other office administration tasks as instructed by the Chief Director.

ENQUIRIES: Ms. Z. Maloka, Tel.: (012) 441-3730.

CHIEF SECURITY OFFICER

CHIEF DIRECTORATE: NATIONAL ARCHIVES
Salary: R 117 501 per annum (Ref. 154/006)

REQUIREMENTS: •Grade 12 Certificate plus a Certificate in Security Risk Management and a minimum of 3 years relevant experience OR Grade 12 Certificate and a minimum of 4 years relevant experience •Registration with SIRA and minimum of Grade B management certificate •A valid driver's license •Appropriate experience in security as well as general administration •Knowledge of and experience in all security related duties and functions as per Minimum Information Security Standards (MISS document) and the application thereof, Fire Arms Control Act, Occupational Health and Safety Act, Protection of Information Act, Access to Information Act and Control of Access to Public Premises and Vehicle Act •Knowledge and experience in supervision of security and reception staff •Security control room and reception management •Knowledge of operating fire detection and extinguishing systems as well as CCTV and access control systems •Training of security officers; security awareness training •Good communication skills (written and verbal) and interpersonal relations •Computer literacy •The incumbent of this position will be expected to work irregular hours.

KEY PERFORMANCE AREAS: The successful candidate will: •Assist with security policy formulation •Security administration •Supervise security officers and reception personnel •Train security officers and reception personnel •Present security awareness training to staff, visitors and contractors •Investigate security incidents and breaches •Report security incidents and risks •Supervise and assist with contingency matters •Monitor and report on security implementation and compliance •Security audits and inspections •Assist with the issuing and returning of keys •Lock/unlock offices when necessary •Issue and return access control identity cards •Escort visitors/contractors/personnel •Responsible for Access / Exit control duties including searching •Operate the fire detection and extinguishing system as well as the CCTV and access control systems •Monitor CCTV •Safekeeping of keys •Visit and inspect sites and report back.

ENQUIRIES: Mr. N. J. Matlala, Tel.: (012) 441-3648.

SECURITY ADMINISTRATION OFFICER

CHIEF DIRECTORATE: NATIONAL ARCHIVES
Salary: R 94 326 per annum (Ref. 154/007)

REQUIREMENTS: •Grade 12 Certificate with a minimum of 2 years related experience •Registration with SIRA and minimum of Grade B certificate •Knowledge and experience in security related duties and security administration •Valid driver's license •Knowledge and experience in the application of the Minimum Information Security Standards (MISS Document), Fire Arms Control Act, Occupational Health and Safety Act, Protection of Information Act, Access to Information Act and Control of Access to Public Premises and Vehicle Act •Knowledge and experience in operating fire detection and extinguishing systems as well as CCTV and access control systems •Good communication skills (written and verbal) and interpersonal relations •Computer literacy •Successful candidate will be required to work shifts (including night shifts) as well as irregular hours.

KEY PERFORMANCE AREAS: The successful candidate will: •Implement Departmental security policies and procedures •Handling information security administration •Assist with security awareness training •Assist with contingency matters •Assist with renewal / new security tenders •Assist with security contracts and tenders •Assist with service provider administration •Maintain filing system •Be responsible for key and access card control •Escorting of visitors/contractors/personnel •Conducting of security patrols and inspections •Operate fire detection and extinguishing systems •Investigate security incidents •Implement security emergency procedures •Report on security incidents and risks.

ENQUIRIES: Ms. P. Mulaudzi, Tel.: (012) 441-3716.

SENIOR SECURITY OFFICER GR II (4 Posts)

CHIEF DIRECTORATE: NATIONAL ARCHIVES
Salary: R 94 326 per annum (Ref. 154/008)

REQUIREMENTS: •Grade 12 Certificate with a minimum of 2 years related experience •Registration with SIRA and minimum of Grade B certificate •Knowledge and experience in security related duties •Valid driver's license •Knowledge and experience in the application of the Minimum Information Security Standards (MISS Document), Fire Arms Control Act, Occupational Health and Safety Act, Protection of Information Act, Access to Information Act and Control of Access to Public Premises and Vehicle Act •Knowledge and experience in operating fire detection and extinguishing systems as well as CCTV and access control systems •Good communication skills (written and verbal) and interpersonal relations •Computer literacy •Successful candidate will be required to work shifts (including night shifts) as well as irregular hours.

KEY PERFORMANCE AREAS: The successful candidate will be responsible for: •Assist with Access / Exit control duties including searching •Reception duties •Completion of registers •Issuing and returning of keys •Safekeeping of keys •Locking / unlocking of offices when necessary •Issuing and returning of access control identity cards •Escorting of visitors / contractors / personnel •Conducting of security patrols and inspections •Operating of the fire detection and extinguishing system •Operating of the CCTV and access control systems •CCTV monitoring •Investigation of security incidents •Implementing of security emergency procedures •Reporting on security incidents and risks.

ENQUIRIES: Ms. P. Mulaudzi, Tel.: (012) 441-3716.

The Department of Arts and Culture is an equal opportunity affirmative action employer and it is the intention to promote representativity in the Public Sector through the filling of these posts. Persons whose transfer / promotion / appointment will promote representativity 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 Form Z83, obtainable from any Government department or online at www.gov.za. ALL SECTIONS OF THE Z83 MUST BE COMPLETED. The application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and 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 Qualification Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate Z83 form (as well as the documentation mentioned above) in respect of each post they apply for. If an applicant wishes to withdraw an application it 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 posts.

PLEASE NOTE: •All successful candidates will have to undergo security clearance and their appointments will be provisional pending the outcome of a security clearance •Successful candidates will be required to sign a performance agreement within 3 months of assumption of duty •Correspondence will be limited to short-listed candidates only •If you do not hear from us within 3 months after the closing date, please assume that your application was unsuccessful.

ALL POSITIONS ARE BASED IN PRETORIA.

Please forward your application, quoting the relevant reference number and the name of this publication to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag 8897, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, Kingsley Centre, 2nd Floor, Cnr Church and Beatrix Streets, Arcadia, Pretoria.

Closing date: 24 October 2008.

LS34727



arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA

Applications are invited from suitably qualified and experienced candidates to fill the following positions:

Deputy Director: Language Policy Development

All-inclusive remuneration package: R344 052 per annum (Ref: DD01)

Requirements: • A recognised Bachelor's degree in Linguistics specialising in Sociolinguistics or equivalent • In-depth knowledge of, and work experience in, language planning will be advantageous • Good verbal and written communication skills • Proven ability to plan and implement projects • Ability to analyse qualitative information and generate management reports • Good interpersonal and negotiation skills • Computer literacy.

Key performance areas: • Head the Sub-Directorate: Language Policy Implementation and report to the Director: Language Planning and Development • Assume responsibility for Language Policy Implementation by devising plans and practical strategies • Plan, manage and implement research projects on relevant language issues • Liaise with all internal and external role players on matters relating to Language Policy Implementation • Work very closely with the Head of the Sub-Directorate: Language Policy Development for strategy planning and formulation • Implement mechanisms for NLS coordination efforts in creating synergy between NLS and Language Units (LUs) at national and provincial levels • Provide language advice to Government departments and other relevant stakeholders.

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

Senior Secretary

Chief Directorate: Arts, Social Development and Youth (ASDY)

Salary: R117 501 per annum (Ref: SS01)

Requirements: • A dynamic individual with a Senior certificate as well as a Secretarial diploma • Proficiency in typing and advanced knowledge of MS Office packages (Word, PowerPoint, Excel, etc) • Sound knowledge of the Outlook package, including e-mail, calendar and contacts database • 2 year's secretarial experience, including experience in office/telephone etiquette, document tracking, administrative practices, conference and meeting procedures, photocopying, faxing and ongoing filing • Good interpersonal as well as verbal and written communication skills • Professionalism • Must be organised and diligent • Attention to detail is of paramount importance • Exceptional organisational skills • Meticulous and assertive • Ability to multi-task.

Key performance areas: • General office administration and other support functions • Assist in the planning and preparations of meetings, projects and work sessions • Manage the diary and associated activities, actions and content manually and electronically • Effective telephone screening, routing of calls and taking messages • Research for content of presentations on PowerPoint • Ensure senior is equipped with necessary documentation for meetings • Take minutes of meetings • Receive visitors and arrange parking • Process subsistence and travel claims • Responsible for making travel and accommodation arrangements • Ensure efficient information flow (letters, e-mails and documentation) with and between internal and external stakeholders • Ensure information is on record and readily available when required.

Enquiries: Mr NJ Matlala, tel: (012) 441-3648.

Internal Auditor

Salary: R117 501 per annum (Ref: IA01)

Requirements: • An appropriate 3-year degree or National diploma with majors in Auditing/Internal Auditing and Accounting • 1 year's experience in internal auditing • Extensive knowledge of the standards for the Professional Practice of Internal Auditors (SPPA), Public Finance Management Act and Treasury Regulations, coupled with good written and verbal communication skills as well as analytical and interpersonal skills • Ability to work under pressure, meet tight deadlines and be target-driven • Computer literacy.

Key performance areas: • Prepare system descriptions and flowcharts • Develop the elementary audit programme • Execute the audit programme • Complete and reference the working papers • Document audit findings • Liaise with team leader at all stages of the audit process • Inform the supervisory regularly on the progress of the audit • Observe protocols during interviews with managers • Assist in the administration of the Internal Audit Activity.

Enquiries: Ms P Mulaudzi, tel: (012) 441-3716.

Cultural Officer: Visual Arts

Directorate Multimedia

Salary: R117 501 per annum (Ref: CO01)

Requirements: • Bachelor's degree or a 3-year National diploma in Public Administration or Social Sciences or any other related area • Experience in, and knowledge of, the Visual Arts sector in South Africa will be an advantage • At least 3 years' experience in administrative tasks such as compiling documents, arranging meetings and minute taking • Knowledge of processing payments, procurement procedures and transport arrangements will be an advantage • Experience in managing and maintaining a filing system • Computer literacy • Good English writing skills.

Key performance areas: The main responsibility is to assist the staff of the Multimedia Directorate and deal with matters pertaining to the responsibility of the Directorate. This includes the following: • Assisting with the daily administration in the Directorate especially in the Visual Arts sector • Addressing enquiries received from the Visual Arts fraternity • Preparing submissions and all other required documents related to Visual Arts • Taking minutes at meetings and following up on decisions taken • Processing all approved requisitions, payments and monitoring projects funded by the Department • Handling travel arrangements and payments of service providers • Liaising with other stakeholders such as Government departments, provincial and local authorities.

Enquiries: Ms Z 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 representativity in the Public Sector through the filling of these posts. Persons whose transfer/promotion/appointment will promote representativity 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 Form Z83, obtainable from any Government Department or online at www.gov.za. All sections of the Z83 must be completed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and 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 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. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted.

Please note that all successful candidates will have to undergo security clearance and their appointments will be provisional pending the outcome of a security clearance. Successful candidates will be required to sign a performance agreement within 3 months of assumption of duty. Correspondence will be limited to shortlisted candidates only. If you do not hear from us within 3 months after the closing date, please assume that your application was unsuccessful. All positions are based in Pretoria.

Please forward your application, quoting the relevant reference and the name of this publication to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag 6897, Pretoria 0001. Applications can also be hand delivered to the Department of Arts and Culture, Kingsley Centre, 2nd Floor, Car Church and Beatrix Streets, Arcadia, Pretoria.

Closing date: 10 November 2008.

Applications are invited from suitably qualified and experienced candidates to fill the following positions:

ASSISTANT DIRECTOR: ASSET MANAGEMENT

DIRECTORATE: SUPPLY CHAIN AND ASSET MANAGEMENT
Salary: R 174 243 per annum (Ref. 190/001)

REQUIREMENTS: • A recognised three-year Bachelor's degree or National diploma in Logistics Management / Purchasing Management / Public Administration • Knowledge of and experience in asset management • Application of knowledge of the Treasury Regulations, Public Finance Management, Preferential Procurement Policy Framework Act and other related regulations and prescripts • Supervisory skills • Computer literacy (MS Word and Excel) • Knowledge of and experience in LOGIS, BAS, BAUD and AssetPro • Good communication, writing and interpersonal skills • Ability to work accurately and methodically • Ability to work under pressure and deliver according to tight deadlines.

KEY PERFORMANCE AREAS: The successful applicant will be required to: • Execute delegated powers with regards to ensuring effective and efficient management of assets • Ensure proper allocation of codes in terms of standard accounts • Verification of assets (quarterly) • Disposal of assets • Ensure optimal utilization of assets • Prepare relevant reports (monthly) • Monthly reconciliation of assets between the Asset Register and the General Ledger (BAS) • Maintain Asset Register and control bar-coding of assets • Management of departmental cellular telephones.

ENQUIRIES: Ms Pertunia Mulaudzi, Tel.: (012) 441-3716.

HR PRACTITIONER: LABOUR RELATIONS

CHIEF DIRECTORATE: HUMAN RESOURCES MANAGEMENT
Salary: R 117 501 per annum (Ref. 190/002)

REQUIREMENTS: • An appropriate degree or National diploma in Labour Relations or Human Resource Management • Knowledge of human resource management field and labour relations processes and procedures • Good interpersonal, liaison and communication skills (written and verbal) • Ability to work under pressure and long hours when required • Good computer and database management skills • Self-motivated and creative • Sensitivity to classified information • Ability to handle different projects at the same time • Planning and organising • Records management • Knowledge of PERSAL.

KEY PERFORMANCE AREAS: The successful applicant will be required to: • Provide administrative support to the Sub-Directorate: Labour Relations • Ensure that relevant reports are compiled in line with employment law requirements • Provide basic advice and guidance on labour relations • Co-ordinate investigations on grievances and misconduct cases • Manage the records for the Sub-Directorate • Maintain and manage the database for all cases in the Department • Provide secretariat service to various meetings of labour relations section • Capture information on PERSAL with regards to labour relations matters.

ENQUIRIES: Ms Zandile Maloka, Tel.: (012) 441-3730.

The Department of Arts and Culture is an equal opportunity affirmative action employer and it is our intention to promote representativity in the Department through the filling of these posts. Persons whose transfer / promotion / appointment will promote representativity 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 Form ZB3, obtainable from any Government department or online at www.gov.za. ALL SECTIONS OF THE ZB3 MUST BE COMPLETED. Application form(s) should be accompanied by a comprehensive CV (including two recent and contactable referees) and 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 Qualification Authority (SAQA). Applicants applying for more than one post must submit a separate ZB3 form (as well as the documentation mentioned above) in respect of each post they apply for. If an applicant wishes to withdraw an application it 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 post(s).

PLEASE NOTE: • Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcome of these checks, which includes security clearances and vetting, qualifications and employment history verifications, identity and criminal records. • Successful candidates will be required to sign a performance agreement within 3 months of assumption of duty. • Correspondence will be limited to short-listed candidates only. • If you do not hear from us within 3 months after the closing date, please assume that your application was unsuccessful.

All positions are based in Pretoria.

Please forward your application, quoting the relevant reference number & the name of the publication to: The Director: Human Resource Management, Department of Arts & Culture, P/Bag X887, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts & Culture, Kingsley Centre, 2nd Floor, Car Church & Beatrix Streets, Arcadia, Pretoria.

Closing date: 5 December 2008.

URS AD39199

south

archive





Applications are invited from suitably qualified and experienced candidates to fill the following positions:

ASSISTANT DIRECTOR: ASSET MANAGEMENT

DIRECTORATE: SUPPLY CHAIN AND ASSET MANAGEMENT
Salary: R 174 243 per annum (Ref. 190/001)

REQUIREMENTS: •A recognised three-year Bachelor's degree or National diploma in Logistics Management / Purchasing Management / Public Administration •Knowledge of and experience in asset management •Application of knowledge of the Treasury Regulations, Public Finance Management, Preferential Procurement Policy Framework Act and other related regulations and prospects •Supervisory skills •Computer literacy (MS Word and Excel) •Knowledge of and experience in LOGIS, BAS, BAUD and AssetPro •Good communication, writing and interpersonal skills •Ability to work accurately and methodically •Ability to work under pressure and deliver according to tight deadlines.

KEY PERFORMANCE AREAS: The successful applicant will be required to: •Execute delegated powers with regards to ensuring effective and efficient management of assets •Ensure proper allocation of codes in terms of standard accounts •Verification of assets (quarterly) •Disposal of assets •Ensure optimal utilization of assets •Prepare relevant reports (monthly) •Monthly reconciliation of assets between the Asset Register and the General Ledger (BAS) •Maintain Asset Register and control bar-coding of assets •Management of departmental cellular telephones.

ENQUIRIES: Ms Pertunia Mulaudzi, Tel.: (012) 441-3716.

HR PRACTITIONER: LABOUR RELATIONS

CHIEF DIRECTORATE: HUMAN RESOURCES MANAGEMENT
Salary: R 117 501 per annum (Ref. 190/002)

REQUIREMENTS: •An appropriate degree or National diploma in Labour Relations or Human Resource Management •Knowledge of human resource management field and labour relations processes and procedures •Good interpersonal, liaison and communication skills (written and verbal) •Ability to work under pressure and long hours when required •Good computer and database management skills •Self-motivated and creative •Sensitivity to classified information •Ability to handle different projects at the same time •Planning and organising •Records management •Knowledge of PERSAL.

KEY PERFORMANCE AREAS: The successful applicant will be required to: •Provide administrative support to the Sub-Directorate: Labour Relations •Ensure that relevant reports are compiled in line with employment law requirements •Provide basic advice and guidance of labour relations •Co-ordinate investigations on grievances and misconduct cases •Manage the records for the Sub-Directorate •Maintain and manage the database for all cases in the Department •Provide secretarial service to various meetings of labour relations section •Capture information on PERSAL with regards to labour relations matters.

ENQUIRIES: Ms Zandile Maloka, Tel.: (012) 441-3730.

The Department of Arts and Culture is an equal opportunity affirmative action employer and it is our intention to promote representativity in the Department through the filling of these posts. Persons whose transfer / promotion / appointment will promote representativity 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 Form Z83, obtainable from any Government department or online at www.gov.za. ALL SECTIONS OF THE Z83 MUST BE COMPLETED. Application form(s) should be accompanied by a comprehensive CV (including two recent and contactable referees) and 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 Qualification Authority (SAQA). Applicants applying for more than one post must submit a separate Z83 form (as well as the documentation mentioned above) in respect of each post they apply for. If an applicant wishes to withdraw an application it 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 post(s).

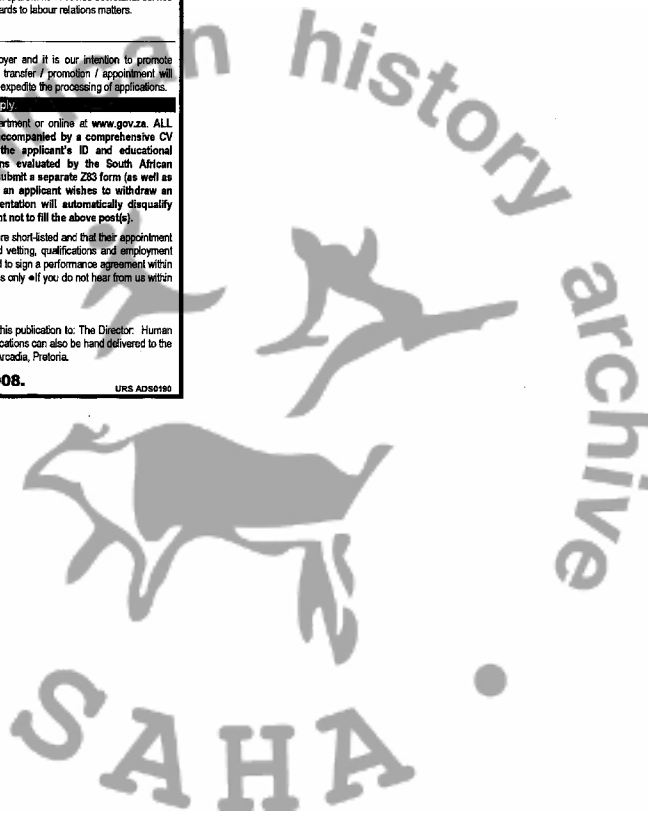
PLEASE NOTE: •Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcome of these checks, which includes security clearances and vetting, qualifications and employment history verifications, identity and criminal records. •Successful candidates will be required to sign a performance agreement within 3 months of assumption of duty •Correspondence will be limited to short-listed candidates only if you do not hear from us within 3 months after the closing date, please assume that your application was unsuccessful.

All positions are based in Pretoria.

Please forward your application, quoting the relevant reference number & the name of this publication to: The Director, Human Resource Management, Department of Arts & Culture, P/Bag X887, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts & Culture, Kingsley Centre, 2nd Floor, Cnr Church & Beatrix Streets, Arcadia, Pretoria.

Closing date: 5 December 2008.

URS AD09090





arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA

Applications are invited from suitably qualified and experienced candidates to fill the following positions:

Deputy Director: Heritage Policy and Legislation CHIEF DIRECTORATE: HERITAGE

All-inclusive remuneration package of R344 052 per annum (Ref. 54926/1)

Requirements: Applicants must be in possession of a relevant 3-year Bachelor's degree. The following will serve as strong recommendations: • A good understanding of the heritage sector • Strong policy formulation and research skills • Excellent verbal and written communication and liaison skills • Analytical and problem-solving skills • An understanding of the importance of heritage in meeting broader Governance imperatives • Excellent interpersonal skills and the ability to work as part of a dynamic team.

Key performance areas: • Assist in the implementation of a research and policy agenda for the Heritage Chief Directorate • Assist in the formulation and review of heritage policies and legislation • Develop position papers and discussion documents • Liaise with heritage stakeholders, including other Government departments, statutory institutions and civil society • Facilitate and co-ordinate research projects • Supervise and manage service providers and policy panels.

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

Assistant Director: Recruitment and Selection (2 Posts)

CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT

Salary: R174 243 per annum (Ref. 54926/2)

Requirements: • A three-year degree/National Diploma in Human Resource Management or Social Sciences or Senior Certificate with at least 4 years experience in the field of Human Resource Management • Good understanding of the HR field • Adequate relevant experience • Good planning and organising skills • Good communication and interpersonal skills • Analytical thinking and innovation/creativity • Policy formulation skills • Ability to work under pressure • Knowledge of Government processes and procedures as well as relevant HR prescripts • Knowledge of PERSAL • General computer literacy • Client orientation and problem-solving skills • Good understanding of relevant legislation.

Key performance areas: • Draft, edit and place recruitment advertisements • Handle response to advertised posts • Recruit temporary/relief employees • Provide HR advice and secretarial services during the interviews • Present management reports on recruitment trends within the Department of Arts and Culture • Render an effective advisory service on recruitment processes • Liaise with other HR components on employee changes • Manage and supervise employees of the Section: Recruitment and Selection • Draft submissions to secure approval for appointment of recommended candidates • Ensure processing of payments for advertised posts and recruitment agencies for services rendered • Supervisory responsibilities • Administer exit interview questionnaires • Facilitate competency assessment and verification of qualifications and employment history as part of the Recruitment and Selection processes.

Enquiries: Ms Loraine van der Westhuizen, tel. (012) 441-3755.

Chief Language Practitioner: Afrikaans (EDITOR/TRANSLATOR)

CHIEF DIRECTORATE: NATIONAL LANGUAGE SERVICE

Salary: R174 234 per annum (Ref. 54926/3)

Requirements: • An appropriate, recognised Bachelor's degree, preferably with Afrikaans, Linguistics or Translation as major subject(s) • Afrikaans as a first language • Excellent command of English • At least 5 years' proven editing and translation experience • Proven general computer literacy • The ability to edit and translate text electronically • Successful completion of a departmental editing and translation test • Good written and verbal communication skills • The ability to work under pressure • Good interpersonal skills • Knowledge of the National Language Policy.

Further recommendations: • A postgraduate qualification in Translation • Experience in editing and translating publications in the public sector • Experience in editing and translation legislation • SATI accreditation as a translator and/or editor, and/or accreditation as a sworn translator in the relevant language(s).

Key performance areas: • Edit in Afrikaans, and translate from English into Afrikaans, a wide variety of official documents • Supervise and train subordinates • Exercise quality control over internal and outsourced work • Coordinate internal and outsourcing administration • Liaise with clients and freelancers • Give language advice.

Note: Only short-listed candidates will write the required test.

Enquiries: Mr Joey Matlala, tel. 012-441-3648.

The Department of Arts and Culture is an equal opportunity, affirmative action employer and it is the intention to promote representativity in the Public Sector through the filling of these posts. Persons whose transfer/promotion/appointment will promote representativity 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 Form Z83, obtainable from any government department or online at www.gov.za. ALL SECTIONS OF THE Z83 MUST BE COMPLETED. The application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and 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 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. Failure to submit the required documentation will automatically disqualify applications. No faxes or emails will be accepted. The Department reserves the right not to fill the above-mentioned post(s).

Note: Applicants must note that further checks will be conducted once they are shortlisted and that appointment is subject to the positive outcome of these checks, which include security clearance and vetting, qualification and employment history verification, identity and criminal record checking • 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 Acting 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, Kingsley Centre, 2nd Floor, cnr Church and Beatrix Streets, Arcadia, Pretoria.

Closing date: 20 February 2009.





arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA

Hooftaalkonink: Afrikaans (REDIGERDER/VERTALER)

Salaris: R174 243 per jaar (Verw 54926/3)

Minimum vereistes: • 'n Toepaslike, erkende Baccalaureusgraad of gelykwaardige kwalifikasie, verkieslik met Afrikaans, Vertaling of Taalwetenskap as hoofvak • Afrikaans as eerste taal • Uitstekende beheersing van Engels • Ten minste vyf jaar bewese ondervinding in vertaling en redigering • Bewese algemene rekenaar/letterkundigheid • Vermoë om op die rekenaar te vertaal en teks te redigeer • Suksesvolle aflegging van 'n departementele toets wat vertaling en redigering behels • Goede skriftelike en mondelinge kommunikasievaardighede • Vermoë om onder druk te werk • Goede interpersoonlike vaardighede • Kennis van die Nasionale Taalbeleid.

Verdere aanbevelings: • 'n Nagraadse kwalifikasie in Vertaling • Ondervinding in die vertaling en redigering van publikasies in die openbare sektor • Ondervinding in die vertaling en redigering van wetgewing • SAVI-akkreditering as vertaler en/of redigeerder, en/of akkreditering as geswore vertaler in die betrokke taal.

Sleutelprestasie-areas: • Redigering in Afrikaans, en die vertaling uit Engels in Afrikaans, van 'n vye verskeidenheid amptelike dokumente • Toesighouding oor en opleiding van ondergeskiktes • Uitoeefing van gehaltebeheer op interne en uitbestede werk • Koördinerings van Interne en uitbestedingsadministrasie • Skakeling met kliënte en vryskutwerkers • Taaladvieslewering.

Let wel: Sleigs kortlyskandidate sal die vereiste toets aflê.

Navrae: Me. Loraine van der Westhuizen, tel. 012-441-3755.

Die Departement van Kuns en Kultuur is 'n werkgewer wat gelyke geleenthede voorstaan en daar word beoog om verteenwoordiging in die Staatsdiens te bevorder met die vul van hierdie poste. Persone wie se oorsprong/bevordering/aanstelling verteenwoordiging sal bevorder, sal dus voorkeur geniet. 'n Aanduiding in die verband sal die verwerking van aansoek bespoedig. Gestremde persone word aangemoedig om aansoek te doen.

Aansoek moet ingedien word op Vorm Z.83, wat by enige Staatsdepartement verkrygbaar is, of op die internet by www.gov.za Alle afdelings van die Z.83 moet ingevul word en die aansoekvorm moet versagel gaan van 'n omvattende CV (insluitende twee onlangse referente met wie in verband getree kan word) en OORSPRONKLIKE GEWAARMERKTE afskrifte van die aansoeker se ID-dokument en opvoerkundige kwalifikasie. Dit is aansoekers se verantwoordelikheid om hulle eie kwalifikasies voor die keuringsproses deur die Suid-Afrikaanse Kwalifikasie-oewerheid (SAKQ) te laat evalueer. Persone wat om meer as een pos aansoek doen moet 'n aparte Vorm Z.83 (aansoek die dokumente hierbo genoem) vir elke pos indien. Indien 'n aansoeker 'n aansoek wil onttrek, moet dit skriftelik gedoen word. Versuim om die vereiste dokumentasie in te dien, sal aansoek outomaties diskwalifiseer. Aansoek per faks of e-pos word nie aanvaar nie. Die Departement behou die reg voor om bogenoemde pos(te) nie te vul nie.

Let wel: • Alle suksesvolle kandidate sal sekerheidsklaring moet ondergaan en hul aanstellings sal voorlopig wees hangende die uitslag van die sekerheidsklaring • Suksesvolle kandidate moet binne drie maande na sy/haar aanstelling 'n prestasie-ooreenkoms onderteken.

ALLE POSTE IS IN PRETORIA

Rig asseblief jou aansoek, met vermelding van die toepaslike verwysingsnommer en die naam van hierdie publikasie, aan: Die Waarnemende Hoofdirekteur: Menseshulpbronbestuur, Departement van Kuns en Kultuur, Privaatsak X897, Pretoria 0001. Aansoek kan ook per hand by die Departement van Kuns en Kultuur, Kingsleystratum, 2e Vloer, hoek van Kerk- en Beatrixstraat, Arkadia, Pretoria, ingedien word.

Sluitingsdatum: 20 Februarie 2009.

Human Communications 55077





arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA

Director: Risk Management BRANCH: CORPORATE SERVICES

Salary: R615 633 per annum, including a basic salary (60% of package), Government's contribution to the Government Employee Pension fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs (Ref. 56057/1)

Requirements: • A Bachelor's degree or National Diploma in Risk Management/Auditing/Finance/Economics/Business Management • Substantial risk management experience • Extensive managerial experience • Strategic and leadership capabilities • Client orientation and customer focus • People management and empowerment • Project management • Financial management, as well as change management skills.

Key performance areas: • Lead, co-ordinate and consolidate the Enterprise Risk Management (ERM) effort of the Department • Manage the execution of ERM processes • Develop and review risk management strategy and policies, as well as risk limits • Establish and maintain the use of appropriate ERM methodologies, tools and techniques • Facilitate enterprise-wide risk assessments and monitor priority risks across the Department • Ensure the effective alignment of ERM processes with the internal audit processes • Provide training and promote the advocacy of risk management.

Please note: The successful candidates will be subjected to competency assessment. He/she will be required to sign a performance agreement within 3 months of assumption of duties.

Enquiries: Mr Joey Matlala, tel. (012) 441-3648.

Assistant Director: Heritage Institutions CHIEF DIRECTORATE: HERITAGE

Salary: R174 243 per annum (Ref. 56057/2)

Requirements: • A 3-year degree or National Diploma in Social Sciences, Arts or Humanities • At least 3 years' experience in the arts and culture sector • Lateral and strategic thinking skills • Communication, networking and interpersonal skills • Administrative, organisational, conceptual and writing skills • Knowledge of project management principles • The ability to operate Word, Excel and PowerPoint • A valid driver's licence will serve as an advantage.

Key performance areas: Reporting directly to the Deputy Director: Heritage Institutions, the incumbent will: • Assist with all matters pertaining to Heritage Institutions and cultural partnerships • Maintain legislation and regulations pertaining to Heritage Institutions and assist with the implementation thereof • Assist with the appointment of Councils for Heritage Institutions • Liaise with other stakeholders, Governmental departments, as well as provincial and local authorities • Assist with the transformation process of Heritage Institutions, enabling them to become relevant for all sectors of the population • Address enquiries received from the heritage fraternity and the public at large • Undertake working visits to the Declared Cultural Institutions to identify needs, problems, strengths, weaknesses and opportunities • Prepare submissions and answer Parliamentary questions, letters and correspondence related to heritage issues.

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

Chief Language Practitioner: Setswana Terminologist CHIEF DIRECTORATE: NATIONAL LANGUAGE SERVICE

Salary: R174 243 per annum (Ref. 56057/3)

Requirements: • An appropriate Bachelor's degree or equivalent qualification with Setswana as a major subject • Specialisation in Terminology/Lexicography will serve as a strong recommendation • At least 3 years' experience in terminology development or within a translation environment • Project management skills • Computer literacy • Excellent written and verbal communication skills • Supervisory skills • Good interpersonal skills.

Key performance areas: • Manage the steps in the terminology development process • Conduct research on terminology principles for Setswana • Assist with training and capacity building programmes • Attend, take minutes at and keep a working record of terminology working meetings • Update the database • Lead allocated terminology projects • Liaise and negotiate with relevant stakeholders • Supervise staff • Participate in other projects that are vital to the implementation of the National Language Policy Framework • Prepare and make presentations on language-related issues.

Enquiries: Ms Pertunia Mulaudzi, tel. (012) 441-3716.

Assistant Director: Theft and Loss Control DIRECTORATE: FINANCIAL MANAGEMENT

Salary: R174 243 per annum (Ref. 56057/4)

Requirements: • An LLB degree or other 3-4-year legal qualification, plus a minimum of 2-3 years' relevant experience • Knowledge of and experience in the Basic Accounting System (BAS), the Public Finance Management Act (PFMA), Treasury Regulations and Government Financial Policies • Computer literacy (MS Office package) • Excellent communication skills (verbal and written) • Good interpersonal relations • Research and report writing skills • Management and supervisory skills • A valid Code 08 driver's licence.

Key performance areas: • Draft legal documents and assist with the provision of legal advice to the Finance Unit on problems with regards to interrelating the execution of powers and legal matters on memoranda of agreement, as well as other financial documents • Liaise with the Traffic Department, State Attorney's Office and SA Police Service • Determine responsibilities in respect of the theft and loss of State money and goods • Perform administration in respect of the collection of Departmental debts and writing off of debts • Supervise subordinates.

Enquiries: Ms Amanda Glyose, tel. (012) 441-3701.

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 Form Z83, obtainable from any Government department or online at 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 ORIGINAL, CERTIFIED copies of the applicant's ID and all relevant 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, it 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: • Further checks will be conducted once candidates are short-listed and appointment is subject to the positive outcome of these checks, which include security clearance and vetting, qualifications and employment history verification, as well as identity and criminal record checking • 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 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, Kingsley Centre, 2nd Floor, cnr Church and Beatrix Streets, Arcadia, Pretoria.

Closing date: 3 April 2009.





arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA

Deputy Director: Legacy Project (2 Posts)

CHIEF DIRECTORATE: HERITAGE

Salary: R407 745 per annum (Ref. 57575)

(3-YEAR RENEWABLE CONTRACT)

Requirements: • Degree in Social Sciences, Arts or Humanities or equivalent qualification • Qualification in Project Management • At least 4-6 years' relevant experience in project management • Events management experience • Basic knowledge of South African legal framework, especially the contractual and intellectual property/copyright law • Understanding of the arts culture sector and specifically the heritage sectors and other spheres of Government • Good planning and organising skills • Computer proficiency • Good communication skills and interpersonal relations • Tactical and strategic skills • Basic financial and accounting skills • Good research skills • Broad knowledge of South African history • Understanding of relevant Government policies • Valid driver's licence • Good writing skills • Proficiency in 2 or more South African languages.

Key performance areas: • Manage National Legacy Projects • Conceptualise and implement projects • Compile project status reports to inform briefing documents, submissions, speeches, presentations, policy inputs, quarterly reports and annual report • Financially manage National Legacy Projects • Conceptualise events dealing with the unveiling of national legacy projects • Liaise with stakeholders and other Government departments.

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

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Please note: • Further checks will be conducted once candidates are short-listed and appointment is subject to the positive outcome of these checks, which include security clearance and vetting, qualifications and employment history verification, as well as identity and criminal record checking • 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 Director: Human Resource Management, Department of Arts and Culture, Private Bag X857, Pretoria 0001. Applications can also be hand-delivered to the Department of Arts and Culture, Kingsley Centre, 2nd Floor, nr Church and Beatrix Streets, Arcadia, Pretoria.

Closing date: ?????? 2009.

Human Communications 57575





arts and culture

Department of Arts and Culture
REPUBLIC OF SOUTH AFRICA

Applications are invited from suitably qualified and experienced candidates to fill the following positions:

CHIEF FINANCIAL OFFICER

All-inclusive remuneration package of R 672 276-00 per annum. This may be structured in terms of applicable rules. (Ref. 227/01)

REQUIREMENTS: An appropriate tertiary qualification in Accounting and Finance. A relevant post graduate qualification will be a recommendation. Ability to provide sound technical advice on the performance of the departmental financial system to the Accounting Officer and Line Managers. Ensuring compliance with the provisions of the Public Finance Management Act, Treasury Regulations and the Division of Revenue Act. Strong leadership ability in securing financial resources for the Department to adequately fund the strategic plan of the Department. Sound knowledge of strategic planning processes. Ability to capitalise on human potential and to build a strong financial delivery team. Excellent verbal communication and report writing skills.

KEY PERFORMANCE AREAS: The successful applicant will be required to: Execute delegated powers with regards to ensuring effective and efficient management of assets. Ensure proper allocation of codes in terms of standard accounts. Verification of assets (quarterly). Dispose of assets. Ensure optimal utilization of assets. Prepare relevant reports (monthly). Monthly reconciliation of assets between the Asset Register and the General Ledger (BAS).

NOTE: The short-listed candidates will be subjected to a competency assessment. The successful candidate must disclose his/her financial interests.

ENQUIRIES: Ms Zandile Maloka, Tel: (012) 441 3730.

PROVINCIAL CO-ORDINATOR: GAUTENG

CHIEF DIRECTORATE: INVESTING IN CULTURE

Remuneration package: R 401 745-00 per annum (Ref. 227/02)

REQUIREMENTS: A Bachelors degree or equivalent with experience in knowledge and understanding of arts, culture and heritage sector as well as government imperatives with the EPWP framework. Project management skills. Valid driver's licence. Good understanding of sensitivity to diverse cultural practices. Ability to function independently. Ability to work under pressure. Proven track record of involvement at community level. Knowledge of the provincial official languages will be an added advantage.

KEY PERFORMANCE AREAS: Reporting to the Director, Investing in Culture. The incumbent will support the planning, implementation, monitoring and reporting of projects in the province. Liaise and co-operate with provincial departments, local authorities and community-based structures and relevant stakeholders. Assist beneficiaries in developing business plans, contracts and training interventions. Provide support to the Director when the need arises.

NOTE: The short-listed candidates will be subjected to a competency test.

ENQUIRIES: Ms Zandile Maloka, Tel: (012) 441 3730.

DEPUTY DIRECTOR: BILATERAL RELATIONS

CHIEF DIRECTORATE: INTERNATIONAL RELATIONS

Remuneration package: R 344 052-00 per annum (Ref. 227/03)

REQUIREMENTS: Applicants must be in possession of an appropriate three year Bachelor's degree or equivalent qualification, coupled with a good understanding of Arts and Culture sector in South Africa and an understanding of the relationship between the international and cultural sectors. Applicants should be well versed in the functions, strategies and objectives of the Department, the foreign policy imperatives of Government as well as the arts. Previous experience in international relations. Applicants must be willing to travel nationally and internationally. Excellent written and verbal communication and liaison skills. Computer literacy. Planning and organisational skills. Creativity or innovation. Analytical skills. Strategic and innovative thinking. Strong interpersonal skills.

KEY PERFORMANCE AREAS: The successful candidate will report to the Director: Bilateral Relations and will manage an assigned region, i.e. Bilateral Relations. This will entail promoting departmental objectives and initiatives by: Liaising with government departments and Embassies. Servicing bilateral agreements. Managing cultural exchange programmes. Maintaining international development and training opportunities. Liaising with the provincial departments, parastatals and associated institutions regarding international exchange. Developing policy and strategies in alignment with national objectives. Promoting arts and culture as a tool in the branding of SA internationally. Managing participation in major international events. Strategically identify and optimise opportunities for South Africa participation in international arts and culture events.

NOTE: The short-listed candidates will be subjected to a competency assessment.

ENQUIRIES: Ms Zandile Maloka, Tel: (012) 441 3730.

CHIEF LANGUAGE PRACTITIONER: ISIZULU

CHIEF DIRECTORATE: NATIONAL LANGUAGE SERVICE

Salary: R 174 243 per annum (Ref. 227/04)

REQUIREMENTS: An appropriate Bachelor's degree or equivalent qualification with Isizulu as a major subject. Specialisation in terminology / lexicography will serve as a strong recommendation. At least 3 years' experience in terminology development or translation environment. Project management skills. Computer literacy. Excellent written and verbal communication skills. Supervisory skills. Good interpersonal skills.

KEY PERFORMANCE AREAS: Manage the steps in the terminology development process. Research on terminology principles on the respective language. Assist in training and capacity building programmes. Attend terminology working meetings. Minute and keep a working record of terminology working meetings. Update the database. Lead allocated terminology projects. Liaise and negotiate with the relevant stakeholders. Supervise staff. Participate in other projects that are vital to the implementation of the National Language Policy framework. Prepare and make presentations on language related issues.

ENQUIRIES: Mr Joey Maelala, Tel: (012) 441 3648.

PRINCIPAL LANGUAGE PRACTITIONER (3 Posts)

CHIEF DIRECTORATE: NATIONAL LANGUAGE SERVICES

Inkhabete, Tshizweni and Xitsonga

Salary: R 145 920-00 per annum (Ref. 227/05)

REQUIREMENTS: Applicants must be in possession of an appropriate Bachelor's degree or equivalent qualification with one of the listed mother tongues as a major subject. Specialisation in terminology / lexicography will serve as a strong recommendation. At least 2 years' experience in a language environment will be an advantage. Computer literacy. Excellent written and verbal communication skills. The ability to work as part of a team are very important.

KEY PERFORMANCE AREAS: Research on terminology principles on the respective language. Manage terminological tasks. Supply equivalents in the respective language. Attend terminology working meetings. Minute and keep a working record of terminology working meetings. Update database. Lead allocated terminology projects. Liaise and collaborate with experts and the relevant external stakeholders. Co-ordinate terminology projects.

ENQUIRIES: Mr Joey Maelala, Tel: (012) 441 3648.

PRINCIPAL ARCHIVIST: ORAL HISTORY

CHIEF DIRECTORATE: NATIONAL ARCHIVES

Salary: R 145 920-00 per annum (Ref. 227/06)

REQUIREMENTS: Applicants must be in possession of an appropriate Bachelor's degree or National diploma with majors in social or cultural history OR a Senior Certificate with five (5) years experience in the archival field. Appropriate professional experience in Information Management (e.g. museums, library, archive and heritage related institutions) would be an advantage. Applicants should have proven research proficiency and an understanding of contemporary trends and theories in the practice of oral history. Practical experience in conducting oral history. Knowledge and use of delicate audio visual equipment. Applicants should be computer literate and experienced in using complex databases. Excellent communication skills (verbal and written) and a valid driver's license are essential.

KEY PERFORMANCE AREAS: The incumbent will assist with research and implementation of oral history projects. Ensure the registration and updating of oral history projects on the National Register of Oral Sources. Liaise with oral history practitioners on a constant basis. Maintain a database of Oral History practitioners. The incumbent will serve as a member of the Oral History Association of South Africa's secretariat. Supervision of the Oral History unit.

ENQUIRIES: Ms Amanda Gyosho, Tel. (012) 441 3701.

Closing date: 6 February 2009

PRINCIPAL ARCHIVIST:

OUTREACH AND PUBLICATIONS

CHIEF DIRECTORATE: NATIONAL ARCHIVES

Salary: R 145 920-00 per annum (Ref. 227/07)

REQUIREMENTS: Applicants must be in possession of an appropriate Bachelor's degree or National diploma in Information Management, Communication or Marketing OR a Senior Certificate with 5 years experience in Archival Marketing. Understanding of marketing and public programmes of archival services. Experience in information management, e.g. museum, library, archive and related institutions would be an advantage. Applicants should be able to work independently and in a team. Excellent written and verbal communication skills and driver's license are essential.

KEY PERFORMANCE AREAS: Plan and organise outreach activities including exhibitions. Edit and proofread data for publications and journals, brochures, etc. Attend to enquiries relating to outreach and publications. Provide administrative support. Implement programmes and projects. Collaborate with IT regarding website. Train, develop and supervise subordinates.

ENQUIRIES: Ms Amanda Gyosho, Tel. (012) 441 3701.

SENIOR ARCHIVIST:

OUTREACH AND PUBLICATIONS (2 Posts)

CHIEF DIRECTORATE: NATIONAL ARCHIVES

Salary: R 117 501-00 per annum (Ref. 227/08)

REQUIREMENTS: Applicants must be in possession of an appropriate Bachelor's degree or National diploma in Information Management, Communication or Marketing OR a Senior Certificate with four (4) years experience in archival marketing. Strong understanding of trends in marketing and publications. Appropriate experience in information management, e.g. museum, library, archives and related institutions. Applicants should be able to work independently and in a team. Excellent communication skills (verbal and written) and a valid driver's license are essential.

KEY PERFORMANCE AREAS: Implement and co-ordinate public programming projects. Assist in the research and collating of information for publications and internal journals. Implement public awareness programmes and guided tours within the institutions.

ENQUIRIES: Ms Amanda Gyosho, Tel. (012) 441 3701.

SENIOR ARCHIVIST: ORAL HISTORY

CHIEF DIRECTORATE: NATIONAL ARCHIVES

Salary: R 117 501-00 per annum (Ref. 227/09)

REQUIREMENTS: Applicants must be in possession of a Bachelors' degree or National diploma with majors in Social / Cultural History OR a Senior Certificate with four (4) years experience in the archival field. Appropriate experience in museums, archives or heritage related institutions would be an advantage. Applicants should have proven research proficiency and an understanding of contemporary trends and theories in the practice of oral history. Practical experience in conducting oral history. Excellent communication skills (verbal and written) and a valid driver's license are essential.

KEY PERFORMANCE AREAS: Assist in conducting Oral History Projects. Promote the use of Oral History as a research methodology in terms of the National Oral History program of South Africa. Collect and collate information for brochures relating to Oral History. Respond to enquiries about Oral History. Record Oral History on the NARCS database and registers. Update the database of all active Oral History practitioners. Report on all projects conducted.

ENQUIRIES: Ms Amanda Gyosho, Tel. (012) 441 3701.

ADMINISTRATIVE OFFICER:

EXECUTIVE SUPPORT

CHIEF DIRECTORATE: NATIONAL LANGUAGE SERVICE

Salary: R 117 501-00 per annum (Ref. 227/10)

REQUIREMENTS: A three year appropriate Bachelor's degree or National diploma in Administration or Public Management OR a Senior Certificate with three (3) years relevant experience. Knowledge of the Public Finance Management Act and Supply Chain processes and procedures. Computer literacy. Excellent interpersonal skills. Good planning and organising skills and the ability to take initiative. Knowledge of office administration including preparation of submissions, time management and correspondence. Knowledge of electronic document management systems. Excellent communication skills (verbal and written). Ability to perform effectively under pressure.

KEY PERFORMANCE AREAS: The incumbent will be expected to manage the workflow in the office of the Chief Director. Arrange meetings and workshops on behalf of the Chief Director. Take minutes of meetings. Write submissions and memoranda. Liaise with associated institutions and National and provincial departments. Monitor, maintain and update the office filing system.

ENQUIRIES: Ms Petunia Muluudi, Tel: (012) 441 3718.

SENIOR SECRETARY (3 Posts)

CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT

OFFICE OF THE DIRECTOR-GENERAL

NATIONAL LANGUAGE SERVICES

Salary: R 117 501-00 per annum (Ref. 227/11)

REQUIREMENTS: A Senior Certificate or equivalent qualification with proven Typing skills. Good knowledge of the Ms Office package. Practical experience in using e-mail, calendar and contacts database. Two (2) years secretarial experience. Sound verbal and written communication skills. Strong office and telephone etiquette. Knowledge and experience in document tracking, photocopying, faxing and filing. Practical experience in administrative processes and procedures including conferences and meetings, diary management, travel arrangements and processing of claims.

KEY PERFORMANCE AREAS: The successful candidate will provide full secretarial and administrative support to the Head of the Chief Directorate / Directorate. Handling telephone and written enquiries. Diary management. Update on paper as well as electronically. Processing subsistence and travel claims. Photocopying and faxing. Preparation of submissions. Typing and preparing presentations. Organising and managing logistics for workshops, seminars and meetings. Maintain office, filing and administrative responsibilities. Taking minutes during meetings as required. The incumbent must be willing to work extended hours and to travel when the need arises.

Enquiries: Ms Petunia Muluudi, Tel: (012) 441 3718.

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People with disabilities are encouraged to apply.

Applications must be submitted on Form Z83, obtainable from any Government department or online at www.gov.za. ALL SECTIONS OF THE Z83 MUST BE COMPLETED. Application form(s) should be accompanied by a comprehensive CV (including two recent and contactable referees) and 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 Qualification Authority (SAQA). Applicants applying for more than one post must submit a separate Z83 form (as well as the documentation mentioned above) in respect of each post they apply for. If an applicant wishes to withdraw an application it 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 post(s).

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

ALL POSITIONS ARE BASED IN PRETORIA.

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

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arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA

Applications are invited from suitably qualified and experienced candidates to fill the following positions:

Deputy Director: Heritage Policy and Legislation CHIEF DIRECTORATE: HERITAGE

All-inclusive remuneration package of R344 052 per annum (Ref. 54926/1)

Requirements: Applicants must be in possession of a relevant 3-year Bachelor's degree. The following will serve as strong recommendations: • A good understanding of the heritage sector • Strong policy formulation and research skills • Excellent verbal and written communication and liaison skills • Analytical and problem-solving skills • An understanding of the importance of heritage in meeting broader Governance imperatives • Excellent interpersonal skills and the ability to work as part of a dynamic team.

Key performance areas: • Assist in the implementation of a research and policy agenda for the Heritage Chief Directorate • Assist in the formulation and review of heritage policies and legislation • Develop position papers and discussion documents • Liaise with heritage stakeholders, including other Government departments, statutory institutions and civil society • Facilitate and co-ordinate research projects • Supervise and manage service providers and policy panels.

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

Assistant Director: Recruitment and Selection (2 Posts)

CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT

Salary: R174 243 per annum (Ref. 54926/2)

Requirements: • A three-year degree/National Diploma in Human Resource Management or Social Sciences or Senior Certificate with at least 4 years experience in the field of Human Resource Management • Good understanding of the HR field • Adequate relevant experience • Good planning and organising skills • Good communication and interpersonal skills • Analytical thinking and innovation/creativity • Policy formulation skills • Ability to work under pressure • Knowledge of Government processes and procedures as well as relevant HR prescripts • Knowledge of PERSAL • General computer literacy • Client orientation and problem-solving skills • Good understanding of relevant legislation.

Key performance areas: • Draft, edit and place recruitment advertisements • Handle response to advertised posts • Recruit temporary/relief employees • Provide HR advice and secretarial services during the interviews • Present management reports on recruitment trends within the Department of Arts and Culture • Render an effective advisory service on recruitment processes • Liaise with other HR components on employee changes • Manage and supervise employees of the Section: Recruitment and Selection • Draft submissions to secure approval for appointment of recommended candidates • Ensure processing of payments for advertised posts and recruitment agencies for services rendered • Supervisory responsibilities • Administer exit interview questionnaires • Facilitate competency assessment and verification of qualifications and employment history as part of the Recruitment and Selection processes.

Enquiries: Ms Loraine van der Westhuizen, tel. (012) 441-3755.

Chief Language Practitioner: Afrikaans (EDITOR/TRANSLATOR)

CHIEF DIRECTORATE: NATIONAL LANGUAGE SERVICE

Salary: R174 234 per annum (Ref. 54926/3)

Requirements: • An appropriate, recognised Bachelor's degree, preferably with Afrikaans, Linguistics or Translation as major subject(s) • Afrikaans as a first language • Excellent command of English • At least 5 years' proven editing and translation experience • Proven general computer literacy • The ability to edit and translate text electronically • Successful completion of a departmental editing and translation test • Good written and verbal communication skills • The ability to work under pressure • Good interpersonal skills • Knowledge of the National Language Policy.

Further recommendations: • A postgraduate qualification in Translation • Experience in editing and translating publications in the public sector • Experience in editing and translation legislation • SATI accreditation as a translator and/or editor, and/or accreditation as a sworn translator in the relevant language(s).

Key performance areas: • Edit in Afrikaans, and translate from English into Afrikaans, a wide variety of official documents • Supervise and train subordinates • Exercise quality control over internal and outsourced work • Coordinate internal and outsourcing administration • Liaise with clients and freelancers • Give language advice.

Note: Only short-listed candidates will write the required test.

Enquiries: Mr Joey Matlala, tel. 012-441-3648.

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Note: Applicants must note that further checks will be conducted once they are shortlisted and that appointment is subject to the positive outcome of these checks, which include security clearance and vetting, qualification and employment history verification, identity and criminal record checking. 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 Acting 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, Kingsley Centre, 2nd Floor, cnr Church and Beatrix Streets, Arcadia, Pretoria.

Closing date: 20 February 2009.





arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA

Legal Administration Officer

DIRECTORATE: LEGAL SERVICES

Salary: R174 243 per annum (Ref. 55673/2)

Requirements: • An appropriate BProc or LLB degree • Appropriate post-qualification experience in the legal profession or in the application of law • A broad knowledge of the Constitution of South Africa, the Promotion of Administrative Justice Act, the Promotion of Access to Information Act, the Public Finance Management Act and Treasury Regulations • Proven skills and experience in the interpretation and drafting of legislation • A broad knowledge of the Arts and Culture legislative framework and Public Service policies • Interpersonal skills • Good communication (verbal and written) skills • Computer literacy (MS Word, PowerPoint and Outlook) • The willingness to travel.

Key performance areas: • Draft legislation and legal documents, such as affidavits, directives and contracts • Provide legal training, make presentations and deal with requests in terms of the Promotion of Administrative Justice Act and the Promotion of Access to Information Act • Assist in the application and interpretation of labour law and legislation administered by the Department • Provide litigation support • Liaise with clients, counsel, the State Attorney, other organs of state and the public • Provide legal advice on enforcement and compliance • Provide general legal support to the Department and Ministry to ensure that the goals of the Department are met • Comment or make recommendations on policies/strategies for the Department and Public Service/State to the Directorate: Legal Services • Represent the Department at committees and meetings.

Enquiries: Mr Joey Matlaia, tel. (012) 441-3648.

Assistant Director: Employee Benefits

CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT

Salary: R174 243 per annum (Ref. 55673/3)

Requirements: • A three-year degree/National Diploma in Human Resource Management or Social Sciences, or a Senior Certificate with at least 4 years experience in the field of Human Resource Management • A good understanding of the HR field • Adequate relevant experience • Good planning and organising skills • Good communication and interpersonal skills • Analytical thinking and innovativeness/creativity • Policy formulation skills • The ability to work under pressure • Knowledge of Government processes and procedures, as well as relevant legislation and HR prescripts • Knowledge of PERSAL • General computer literacy • Client orientation and problem-solving skills • A good understanding of relevant legislation.

Key performance areas: • Manage the administration of employee benefits • Monitor and advise on matters related to employee benefit administration and policies • Ensure adherence to policies related to employee benefit administration • Train, develop and supervise subordinates (directly and indirectly) • Compile and review HR policies • Provide reports and statistics related to employee benefit administration, such as abuse of sick leave, employee turnover, etc within the Department • Proactively consult with clients on matters related to employee benefit administration.

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 Form Z83, obtainable from any Government department or online at 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 ORIGINAL CERTIFIED copies of the applicant's ID and all relevant 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, it must be done in writing. Failure to submit the required documentation will automatically disqualify applications. No faxes or emails 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 appointment is subject to the positive outcome of these checks, which include security clearance and vetting, qualifications and employment history verification, as well as identity and criminal record checking • Successful candidates will be required to sign a performance agreement within 3 months of assumption of duty.

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Closing date: 13 March 2009.



arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA

Director: Risk Management

BRANCH: CORPORATE SERVICES

Salary: R615 633 per annum, including a basic salary (60% of package), Government's contribution to the Government Employee Pension fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs (Ref. 56057/1)

Requirements: • A Bachelor's degree or National Diploma in Risk Management/Auditing/Finance/Economics/Business Management • Substantial risk management experience • Extensive managerial experience • Strategic and leadership capabilities • Client orientation and customer focus • People management and empowerment • Project management • Financial management, as well as change management skills.

Key performance areas: • Lead, co-ordinate and consolidate the Enterprise Risk Management (ERM) effort of the Department • Manage the execution of ERM processes • Develop and review risk management strategy and policies, as well as risk limits • Establish and maintain the use of appropriate ERM methodologies, tools and techniques • Facilitate enterprise-wide risk assessments and monitor priority risks across the Department • Ensure the effective alignment of ERM processes with the internal audit processes • Provide training and promote the advocacy of risk management.

Please note: The successful candidates will be subjected to competency assessment. He/she will be required to sign a performance agreement within 3 months of assumption of duties.

Enquiries: Mr Joey Mattala, tel. (012) 441-3648.

Assistant Director: Heritage Institutions

CHIEF DIRECTORATE: HERITAGE

Salary: R174 243 per annum (Ref. 56057/2)

Requirements: • A 3-year degree or National Diploma in Social Sciences, Arts or Humanities • At least 3 years' experience in the arts and culture sector • Lateral and strategic thinking skills • Communication, networking and interpersonal skills • Administrative, organisational, conceptual and writing skills • Knowledge of project management principles • The ability to operate Word, Excel and PowerPoint • A valid driver's licence will serve as an advantage.

Key performance areas: Reporting directly to the Deputy Director: Heritage Institutions, the incumbent will: • Assist with all matters pertaining to Heritage Institutions and cultural partnerships • Maintain legislation and regulations pertaining to Heritage Institutions and assist with the implementation thereof • Assist with the appointment of Councils for Heritage Institutions • Liaise with other stakeholders, Governmental departments, as well as provincial and local authorities • Assist with the transformation process of Heritage Institutions, enabling them to become relevant for all sectors of the population • Address enquiries received from the heritage fraternity and the public at large • Undertake working visits to the Declared Cultural Institutions to identify needs, problems, strengths, weaknesses and opportunities • Prepare submissions and answer Parliamentary questions, letters and correspondence related to heritage issues.

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

Chief Language Practitioner: Setswana Terminologist

CHIEF DIRECTORATE: NATIONAL LANGUAGE SERVICE

Salary: R174 243 per annum (Ref. 56057/3)

Requirements: • An appropriate Bachelor's degree or equivalent qualification with Setswana as a major subject • Specialisation in Terminology/Lexicography will serve as a strong recommendation • At least 3 years' experience in terminology development or within a translation environment • Project management skills • Computer literacy • Excellent written and verbal communication skills • Supervisory skills • Good interpersonal skills.

Key performance areas: • Manage the steps in the terminology development process • Conduct research on terminology principles for Setswana • Assist with training and capacity building programmes • Attend, take minutes at and keep a working record of terminology working meetings • Update the database • Lead allocated terminology projects • Liaise and negotiate with relevant stakeholders • Supervise staff • Participate in other projects that are vital to the implementation of the National Language Policy Framework • Prepare and make presentations on language-related issues.

Enquiries: Ms Pertunia Mulaudzi, tel. (012) 441-3716.

Assistant Director: Theft and Loss Control

DIRECTORATE: FINANCIAL MANAGEMENT

Salary: R174 243 per annum (Ref. 56057/4)

Requirements: • An LLB degree or other 3-4-year legal qualification, plus a minimum of 2-3 years' relevant experience • Knowledge of and experience in the Basic Accounting System (BAS), the Public Finance Management Act (PFMA), Treasury Regulations and Government Financial Policies • Computer literacy (MS Office package) • Excellent communication skills (verbal and written) • Good interpersonal relations • Research and report writing skills • Management and supervisory skills • A valid Code 08 driver's licence.

Key performance areas: • Draft legal documents and assist with the provision of legal advice to the Finance Unit on problems with regards to interrelating the execution of powers and legal matters on memoranda of agreement, as well as other financial documents • Liaise with the Traffic Department, State Attorney's Office and SA Police Service • Determine responsibilities in respect of the theft and loss of State money and goods • Perform administration in respect of the collection of Departmental debts and writing off of debts • Supervise subordinates.

Enquiries: Ms Amanda Glyose, tel. (012) 441-3701.

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Please note: • Further checks will be conducted once candidates are short-listed and appointment is subject to the positive outcome of these checks, which include security clearance and vetting, qualifications and employment history verification, as well as identity and criminal record checking • 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 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, Kingsley Centre, 2nd Floor, cnr Church and Beatrix Streets, Arcadia, Pretoria.

Closing date: 3 April 2009.





arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA



Applications are invited from suitably qualified and experienced candidates to fill the following positions:

DIRECTOR: FINANCIAL MANAGEMENT

BRANCH: CORPORATE SERVICES

All inclusive remuneration package of R 615 633 per annum to be structured in accordance with the rules for Senior Management Services (Ref. 279/1)

REQUIREMENTS: •A multi-skilled person who holds a recognised Bachelor's degree or National diploma and extensive experience, preferably in Public Sector Finance •Strong knowledge of financial control measures and extensive experience in the financial management environment are essential •Strategic and leadership capabilities •Client orientation and customer focus •People management and empowerment •Project Management, as well as change management.

KEY PERFORMANCE AREAS: •Evaluate submissions to the Accounting Officer •Manage the compilation of revenue and expenditure reports •Manage the compilation and submission of the operational budget in terms of the MTEF budget cycle •Compile the Appropriation Accounts and Annual Financial Statements i.to GRAP •Provide strategic leadership and direction with regard to Financial Management •Develop and monitor the implementation of accounting policies •Ensure compliance with financial norms and standards, i.e. the Public Finance Management Act and Treasury Regulations.

PLEASE NOTE: •The successful candidate will be subjected to a competency assessment •He/She will be required to sign a performance agreement within 3 months of assumption of duty.

ENQUIRIES: Ms Zandile Maloka, Tel.: (012) 441-3730.

DIRECTOR: FINANCIAL ADMINISTRATION

BRANCH: CORPORATE SERVICES

All inclusive remuneration package of R 615 633 per annum to be structured in accordance with the rules for Senior Management Services (Ref. 279/2)

REQUIREMENTS: •An appropriate three-year Bachelor's degree or National Diploma, coupled with experience in Financial Management •Thorough knowledge of the Public Finance Management Act, Treasury Regulations and Instructions, financial management policies and systems, particularly BAS, PERSAL, etc. •In-depth knowledge of budget procedures •Adequate experience in financial administration, bookkeeping and reporting •Strategic and leadership capabilities •Client orientation and customer focus •People management and empowerment •Project Management, as well as change management.

KEY PERFORMANCE AREAS: The successful candidate's responsibility will be to: •Implement effective, efficient and transparent systems for financial control •Take effective and appropriate steps to prevent unauthorised, irregular, fruitless and wasteful expenditure and losses resulting from criminal conduct •Analyse and manage cash flow •Compile and analyse the annual financial statements in accordance with Generally Accepted Accounting Practices •Manage different financial accounts.

PLEASE NOTE: •The successful candidate will be subjected to a competency assessment •He/She will be required to sign a performance agreement within 3 months of assumption of duty.

ENQUIRIES: Mr Joey Matlala, Tel.: (012) 441-3648.

DEPUTY DIRECTOR: CORPORATE GOVERNANCE (2 POSTS)

BRANCH: CORPORATE SERVICES

All inclusive salary package: R 344 052 per annum (Ref. 279/3)

REQUIREMENTS: •An appropriate three-year B.Com degree or National diploma in Financial Management or related field •A minimum of 5 years experience in Corporate Governance within a business management or public service environment •Extensive knowledge and understanding of corporate governance (finance) principles and compliance monitoring •Good research, analytical, problem identification and solving skills •Project management skills, as well as strategic thinking abilities •Computer literacy •Excellent written and verbal skills •Good interpersonal skills.

KEY PERFORMANCE AREAS: •Develop and implement systems to ensure compliance with legislation applicable to Arts and Culture Public Entities •Indicate the culture of good corporate governance within these entities •Report to the Director, Corporate Governance and other officials on trends and developments on corporate governance in public entities •Draft policy guidelines and procedures for the promotion of good corporate governance in public entities •Conduct corporate governance benchmarking and report on public entities' compliance with good corporate governance principles •Facilitate and oversee the implementation of sound corporate governance practices within the public entities •Ensure strategic alignment of public entities' strategic plans in support of the Department's mandate and goals and the goals of government •Monitor and evaluate the corporate governance performance of the public entities •Identify and define specific information needs and relevant interfaces of public advice on financial matters and advice on the implications of planned actions •Assist in the interpretation and implementation of legislation and other regulatory provisions insofar as they apply to public entities •Assist in the monitoring and evaluation of the financial compliance and performance of public entities •Assist in the management and interpretation of the corporate plans, annual and quarterly reports of the public entities •Manage compliance with policy requirements for public entities •Provide timeous reports in relation to the above.

ENQUIRIES: Ms Pertunia Mulaudzi, Tel.: (012) 441-3716.

ASSISTANT DIRECTOR: CO-ORDINATION

CHIEF DIRECTORATE: CO-ORDINATION, MONITORING AND EVALUATION

Salary: R 174 243 per annum (Ref. 279/4)

REQUIREMENTS: •An appropriate three year degree or a National diploma •A postgraduate qualification will be an added advantage •Experience in strategic planning, implementation and reporting •An understanding of the South African Public Service and its operations •Sound knowledge of the arts and culture sector will also serve as an advantage •Ability to apply interpersonal skills and analytical skills •Business Report writing skills •An innovative and creative thinker •Results-driven •Excellent verbal and written communication skills.

KEY PERFORMANCE AREAS: •To provide strategic support to the office of the Chief Directorate: Co-ordination, Monitoring and Evaluation •Develop systems and processes to collate performance information inputs from the DAC programme managers, e.g. Departmental Strategic Plan, Quarterly Reports and Annual Report •Advise programme managers on the standard templates relevant for the performance information •Liaise and make follow-ups with programme managers on submission of the performance information •Store, preserve and disseminate the performance information •Conduct research •Identify and prepare required documentation for the Chief Directorate's strategic meetings and workshops •Take minutes during meetings •Serve as executive support to the Chief Directorate •Ensure high level intervention as required on reporting performance areas.

PLEASE NOTE: •This is a re-advertisement of Ref. 44636/2. Candidates who previously applied are encouraged to re-apply.

ENQUIRIES: Ms Amanda Gyose, Tel.: (012) 441-3701.

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Applications must be submitted on Form Z83, obtainable from any Government department or online at www.gov.za. ALL SECTIONS OF THE Z83 MUST BE COMPLETED. Application form(s) should be accompanied by a comprehensive CV (including two recent and contactable referees) and 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 Qualification Authority (SAQA). Applicants applying for more than one post must submit a separate Z83 form (as well as the documentation mentioned above) in respect of each post they apply for. If an applicant wishes to withdraw an application it 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 post(s).

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

THESE POSITIONS ARE BASED IN PRETORIA.

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

CLOSING DATE: 10 APRIL 2009.

URS ADS0279



arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA



Applications are invited from suitably qualified and experienced candidates to fill the following positions:

DIRECTOR: FINANCIAL MANAGEMENT

BRANCH: CORPORATE SERVICES

All inclusive remuneration package of R 615 633 per annum to be structured in accordance with the rules for Senior Management Services (Ref. 279/1)

REQUIREMENTS: •A multi-skilled person who holds a recognised Bachelor's degree or National diploma and extensive experience, preferably in Public Sector Finance •Strong knowledge of financial control measures and extensive experience in the financial management environment are essential •Strategic and leadership capabilities •Client orientation and customer focus •People management and empowerment •Project Management, as well as change management.

KEY PERFORMANCE AREAS: •Evaluate submissions to the Accounting Officer •Manage the compilation of revenue and expenditure reports •Manage the compilation and submission of the operational budget in terms of the MTEF budget cycle •Compile the Appropriation Accounts and Annual Financial Statements i.to GRAP •Provide strategic leadership and direction with regard to Financial Management •Develop and monitor the implementation of accounting policies •Ensure compliance with financial norms and standards, i.e. the Public Finance Management Act and Treasury Regulations.

PLEASE NOTE: •The successful candidate will be subjected to a competency assessment •He/She will be required to sign a performance agreement within 3 months of assumption of duty.

ENQUIRIES: Ms Zandile Maloka, Tel.: (012) 441-3730.

DIRECTOR: FINANCIAL ADMINISTRATION

BRANCH: CORPORATE SERVICES

All inclusive remuneration package of R 615 633 per annum to be structured in accordance with the rules for Senior Management Services (Ref. 279/2)

REQUIREMENTS: •An appropriate three-year Bachelor's degree or National Diploma, coupled with experience in Financial Management •Thorough knowledge of the Public Finance Management Act, Treasury Regulations and Instructions, financial management policies and systems, particularly BAS, PERSAL, etc. •In-depth knowledge of budget procedures •Adequate experience in financial administration, bookkeeping and reporting •Strategic and leadership capabilities •Client orientation and customer focus •People management and empowerment •Project Management, as well as change management.

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ENQUIRIES: Mr Joey Matlala, Tel.: (012) 441-3648.

DEPUTY DIRECTOR: CORPORATE GOVERNANCE (2 POSTS)

BRANCH: CORPORATE SERVICES

All inclusive salary package: R 344 052 per annum (Ref. 279/3)

REQUIREMENTS: •An appropriate three-year B.Com degree or National diploma in Financial Management or related field •A minimum of 5 years experience in Corporate Governance within a business management or public service environment •Extensive knowledge and understanding of corporate governance (finance) principles and compliance monitoring •Good research, analytical, problem identification and solving skills •Project management skills, as well as strategic thinking abilities •Computer literacy •Excellent written and verbal skills •Good interpersonal skills.

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ENQUIRIES: Ms Pertunia Mulaudzi, Tel.: (012) 441-3716.

ASSISTANT DIRECTOR: CO-ORDINATION

CHIEF DIRECTORATE: CO-ORDINATION, MONITORING AND EVALUATION

Salary: R 174 243 per annum (Ref. 279/4)

REQUIREMENTS: •An appropriate three year degree or a National diploma •A postgraduate qualification will be an added advantage •Experience in strategic planning, implementation and reporting •An understanding of the South African Public Service and its operations •Sound knowledge of the arts and culture sector will also serve as an advantage •Ability to apply interpersonal skills and analytical skills •Business Report writing skills •An innovative and creative thinker •Results-driven •Excellent verbal and written communication skills.

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PLEASE NOTE: •This is a re-advertisement of Ref. 44636/02. Candidates who previously applied are encouraged to re-apply.

ENQUIRIES: Ms Amanda Gijose, Tel.: (012) 441-3701.

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CLOSING DATE: 10 APRIL 2009.

URS AD50279



arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA

Applications are invited from suitably qualified and experienced candidates to fill the following positions:

Assistant Director: HR Policy and Planning

Chief Directorate: Human Resource Management

Salary: R174 243 per annum (Level 9) (Ref: A001)

Requirements: • Relevant 3-year tertiary qualification with at least 5 years' experience as a Generalist in HR
• Sound knowledge of HR-related acts, regulations, resolutions, circulars and other prescripts • Sound knowledge of all the HR disciplines, namely recruitment and selection, employee benefits, remuneration and allowances, performance management, human resource development, labour relations, employment equity, special programmes, etc. • Project management and excellent writing skills • Good communication, interpersonal and presentation skills.

Key performance areas: • Assist with the development of HR policies in the Department of Arts and Culture • Monitor and align DAC HR policies • Monitor and scan the HR policy environment to identify new HR trends to indicate development of policies • Review and revise existing DAC HR policies against best practice standards and the integration and communication of HR policies • Assist with the research, design, development and alignment of the HR plan with DAC's strategic plan and core objectives • Assist with the communication of HR plans with all the relevant stakeholders and provide support • Assist with the researching and consultation with components responsible for transformation to obtain and analyse relevant data for workforce planning imperatives • Identify departmental changes required to cater for future resourcing needs • Consult with HRD regarding the linking of outputs of HR planning to leadership development, training and development and performance management systems.

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

Senior Secretary (2 posts)

• Chief of Staff: Office of the Minister • Chief Directorate: Marketing

Salary: R117 501 per annum (Ref: S801)

Requirements: • Dynamic individuals with a Senior certificate as well as a Secretarial diploma • Proficiency in typing and advanced knowledge of MS Office packages (Word, PowerPoint, Excel, also • Sound knowledge of the Outlook package, including e-mail, calendar and contacts database • 2 years' secretarial experience, including experience in office/telephone etiquette, document tracking, administrative practices, conference and meeting procedures, photocopying, faxing and ongoing filing • Good interpersonal as well as verbal and written communication skills • Professionalism • Must be organised and diligent • Attention to detail is of paramount importance • Exceptional organisational skills • Meticulous and assertive • Ability to multi-task.

Key performance areas: • General office administration and other support functions • Assist in the planning and preparations of meetings, projects and work sessions • Manage the diary and associated activities, actions and content, manually and electronically • Effective telephone screening, routing of calls and taking messages • Research for content of presentations on MS PowerPoint • Ensure senior is equipped with necessary documentation for meetings • Take minutes of meetings • Receive visitors and arrange parking • Process subsistence and travel claims • Responsible for making travel and accommodation arrangements • Ensure efficient information flow (letters, e-mails and documentation) with, and between, internal and external stakeholders • Ensure information is on record and readily available when required.

Enquiries: Ms Pearlina Muletsdri, tel. (012) 441-3716 / Ms Ananda Gyssels, tel. (012) 441-3701.

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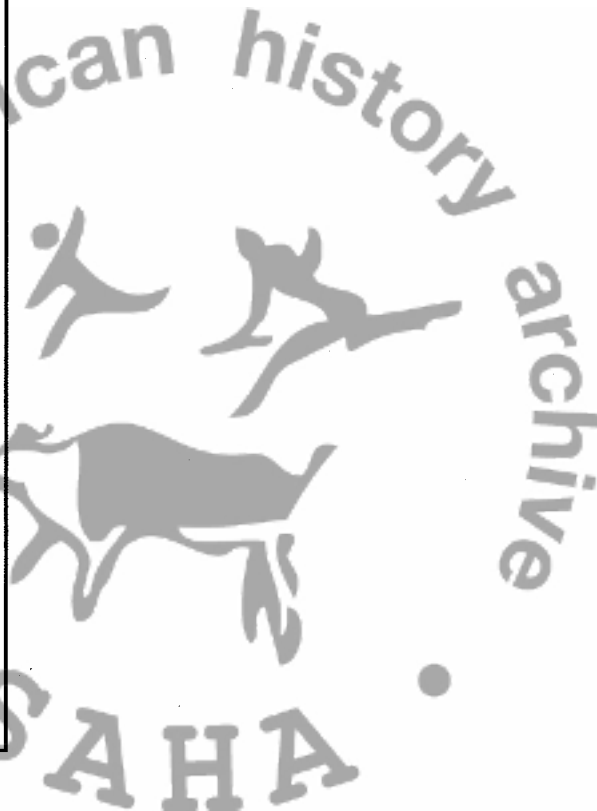
Please note: Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcome of these checks, which include security clearances, vetting, qualifications and employment history verification, identity and criminal records • Successful candidates will be required to sign a performance agreement valid for three (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 3997, Pretoria 0001. Applications can also be hand delivered to the Department of Arts and Culture, Kingsley Centre, 2nd Floor, One Church and Beatrix Streets, Arcadia, Pretoria.

Closing date: 7 August 2009.

JobVest





arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA

Deputy Director: Electronic Public Records Governance

Chief Directorate: National Archives

All-inclusive remuneration package of R407 745 per annum (Ref: 14505/1)

Requirements: • An appropriate recognised Bachelor's degree or equivalent qualification • A postgraduate professional archival qualification would be a recommendation • Extensive experience and in-depth knowledge regarding the public archival regulation of records management practices and electronic records systems of governmental bodies and international best practice • Sound understanding of ICT policy and concepts as well as computer literacy • Proven ability as a Manager and Supervisor of staff • Proven aptitude for conceptual and analytical thinking coupled with detail orientation • Proven aptitude for independent, self-driven work • Proven service delivery orientation • Sound verbal and written communication skills • Sound interpersonal, negotiation and conflict management skills.

Key performance areas: • Formulate and develop proposed transversal policies and guidelines to regulate the management of electronic public records in governmental bodies • Determine the conditions for and evaluate the records management functionality of electronic records systems and advise developers and service providers and governmental bodies regarding compliance • Facilitate collaboration with regulatory and standards agencies towards uniform application of best practices and maintain published prescripts • Supervise the rendering of statutory regulatory records management services • Manage the Sub-Directorate.

Enquiries: Mr Johannes Matlala, tel. (012) 441 3648

Deputy Director: Public Records Governance: Intergovernmental Relations

Chief Directorate: National Archives

All-inclusive remuneration package of R407 745 per annum (Ref: 144505/2)

Requirements: • An appropriate recognised Bachelor's degree or equivalent qualification • Extensive experience and in-depth knowledge regarding the archival regulation of records management practices of governmental bodies and archival management • Practical experience and in-depth knowledge regarding the execution of public records management programmes • Proven strong planning and co-ordination skills • Proven strong interpersonal, negotiation and conflict management skills suited to foster collaboration • Proven strong verbal and written communication skills • Proven ability as a Manager and Supervisor of staff • Proven aptitude for conceptual and analytical thinking coupled with detail orientation • Proven aptitude for independent, self-driven work • Proven service delivery orientation • Sound understanding of IT concepts and computer literacy.

Key performance areas: • Co-ordinate relations with provincial archives services and provide professional guidelines, assistance and support to develop records management capacity • Develop and maintain strategic partnerships with regulatory agencies and other bodies to strengthen compliance with public records governance prescripts in all spheres of government • Co-ordinate, supervise, conduct and report on records management inspections in governmental bodies, and maintain policies and published prescripts • Supervise the rendering of statutory regulatory records management services • Manage the Sub-Directorate.

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

Assistant Director: Employee Wellness

Chief Directorate: Human Resource Management

Salary: R174 243 per annum (Ref: 14505/3)

Requirements: • An appropriate three-year degree/diploma in Social Science or Psychology • Registration with the South African Council Services Professions (SACSSP) as a Social Worker or the HPCSA as a Psychologist • Appropriate knowledge of and extensive experience in Employee Wellness Programme as well as short-term counselling • Good communication and writing skills • Good computer skills.

Key performance areas: • Develop the Employee Wellness policy • Implement the Employee Wellness programme to all stakeholders • Deliver Life Skills programmes • Co-ordinate and manage the employee referral system • Do basic counselling of troubled employees • Monitor and review effectiveness of operational activities and interventions • Liaise, co-ordinate and monitor external service providers and their activities.

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

Human Resource Development Practitioner

Chief Directorate: Human Resource Management

Salary: R145 920 per annum (Ref: 14505/4)

Requirements: • An appropriate three-year degree or National Diplomas in the field of Human Resource Management or Development • Training and development experience • Exposure to the Human Resources Training and Development environment and processes • Knowledge of relevant HRD legislative framework such as Skills Development, Labour Relations Act, SAGA, NQF, Public Service Act, Public Regulations Act, Employment Equity Act and other related acts • Good writing and verbal communication skills • Training/presentation and interpersonal skills • Client orientation and customer focus • Strong administration skills • Project management skills.

Key performance areas: • Co-ordinate and administer departmental bursary scheme • Assist with the arrangement for induction and internship programme • Gather inputs for the development or workplace skills plan and implement training needs as outlined in the employee's Performance Development Plan (PDP) • Manage databases of HRD • Compile training reports and provide statistics • Source service providers and verify their accreditation status.

Enquiries: Ms Amanda Gyese, tel. (012) 441 3701

Chief Network Controller: Information Technology Operations and Maintenance

Directorate: Information Technology

Salary: R145 920 per annum (Ref: 14505/5)

Requirements: • Relevant academic ICT qualification or an AS, N4 coupled with a MCSE • At least one (1) year's experience in an ICT environment • Knowledge of various operating systems, e.g. Linux, Windows, Mac OS as well as advanced skills in office productivity tools such as Open Office, MS Office, and e-mail software • Exposure to Free Open Source Software will be an added advantage • Familiarity with procedures for computer security, including backup and virus protection • Good interpersonal and communication skills • Experience in LAN/Desktop support as well as knowledge of transversal systems • A valid driver's licence.

Key performance areas: Reporting to the Manager: IT Operations and Maintenance, the incumbent will assist users by responding to calls logged on the Service Desk tool • Troubleshoot software and hardware problems • Ensure proper implementation of policy and procedures related to ICT operation in the Department • Monitor and work with service providers to ensure adherence to procedures • Compile reports on system performance and daily duties • Assist users with IT training in general • Responsible for some ICT projects administration.

Note: Short-listed applicants will undergo a competency test.

Enquiries: Ms Portunia Mulaudzi, tel. (012) 441 3716

The Department of Arts and Culture is an equal opportunity affirmative action employer and it is the intention to promote representatively in the Public Sector through the filling of these posts. Persons whose transfer/promotion/appointment will promote representativity 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 Form 283, obtainable from any Government department or online at www.gov.za.

All sections of the 283 must be completed and be signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and Original Certified copies of the applicant's ID and all relevant educational qualifications. 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 283 (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. Failure to submit the required documentation will automatically disqualify applications. No faxed or e-mailed applications 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 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 three (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 X887, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, Kingsley Centre, 2nd Floor, cnr Church and Beatrix Streets, Arcadia, Pretoria.

Closing date: 21 August 2009



arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA

Deputy Director: International Conventions and Legislation

DIRECTORATE: HERITAGE RESEARCH, POLICY AND LEGISLATION

Salary: R344 052 per annum (Ref. 60969/1)

Requirements: A relevant three-year Bachelor's degree. The following will serve as strong recommendations: • A good understanding of heritage legislation and conventions • Excellent verbal and written communication and liaison skills • An understanding of the linkage and relationship between international heritage conventions and national legislation and policies • Excellent interpersonal skills and the ability to work as part of a dynamic team.

Key performance areas: Assist in the translation of international treaties into workable national policies and legislation, as well as ensure that national policies and legislation are aligned with international conventions • Develop national positions on a range of topics and conventions at multilateral forums such as UNESCO, as well as represent the country at such forums • Continuously monitor and evaluate heritage policies and legislative gaps • Generate strategic policy and legislative advice through research • Liaise with heritage stakeholders, including other Government departments, statutory institutions and civil society.

Enquiries: Mr JN Matlala, tel. (012) 441-3648.

Assistant Director: National Archives Advisory Council

CHIEF DIRECTORATE: NATIONAL ARCHIVES

Salary: R217 482 per annum (Ref. 60969/2)

Requirements: • An appropriate three-year degree/National Diploma in Public Administration/Management or related field • At least three years' relevant experience • A legal background would be an added advantage • Research capabilities • Knowledge of the PFMA, FAIA and supply chain management prescripts • Knowledge/understanding of departmental policies, practices and functions • The ability to work in a team and be proactive within the area of responsibility • The ability to handle multiple projects at the same time • Good communication and interpersonal relations • Problem-solving skills • Good planning and organising skills • Ability to work independently and under pressure • Enthusiastic, reliable and able to work in a team.

Key performance areas: • Provide secretariat, administrative and technical support to the Council • Co-ordinate logistical arrangements for Council members • Manage expenditure and approval • Manage the process of reconstitution of the Council every three years • Liaise with Council members and other stakeholders • Co-ordinate the drafting of monthly, quarterly and annual reports for the Council.

Enquiries: Mr JN Matlala, tel. (012) 441-3648.

Assistant Private Secretary

OFFICE OF THE MINISTER

Salary: R174 243 per annum (Ref. 60969/3)

Requirements: • A three-year degree or National Diploma in Office Administration, Public Administration or a related field • A minimum of three years' experience in this field • Knowledge of computer software programmes • An understanding of the composition and functioning of the DAC • Excellent written and verbal communication skills • Good administrative, organisational and co-ordination skills • Knowledge of the functioning of Cabinet, Parliament and Government in general.

Key performance areas: • Assist the Private Secretary to manage the diary of the Executive Authority (Minister) • Provide comprehensive secretarial support to the Minister and the Office of the Minister • Provide effective administration support to the Office of the Minister • Provide logistical support, including travel and accommodation bookings, processing of travel and subsistence claims • Compile subsistence and transport advances and claims for domestic and international trips • Liaise with Parliament's stakeholders and constituency in consultation with the Appointment Secretary • Handle all matters as instructed by the Minister, PS and Chief of Staff • Handle and respond to queries from the public and the Department and refer to the relevant person within the Department • Create and maintain a database for the Minister's business associates • Keep records of financial statements • Handle refreshment and catering management.

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

Principal Librarian

SUB-DIRECTORATE: LIBRARY POLICY AND CO-ORDINATION

Salary: R145 920 per annum (Ref. 60969/4)

Requirements: • A three-year recognised Bachelor's degree in Library and Information Sciences or related field • At least three years' experience • An understanding of the library and information services sector • Knowledge and understanding of library and information services • The ability to liaise with the library and information and associated sectors • ICT literacy • Proven written and verbal communication skills • Reliability and good administrative and organisational skills • Knowledge of national legislation, with specific reference to library and information services • The proven ability to work in a team, handle a variety of tasks and work under pressure • The ability to work independently • The ability to solve problems.

Key performance areas: • Assist with the Department's project on public/community libraries • Develop and monitor the database for public/community libraries • Assist with the administration of the Secretariat of the Legal Deposit Committee and the National Council for Library and Information Services • Liaise with library and information services' stakeholders • Prepare and process departmental documents • Provide administrative and logistical support to the Directorate.

Enquiries: Mr JN Matlala, tel. (012) 441-3648.

The Department of Arts and Culture is an equal opportunity, affirmative action employer and it is the intention of the Department 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 Form Z83, obtainable from any Government department or online at 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 all relevant 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, it 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: • Further checks will be conducted once candidates are short-listed and appointment is subject to the positive outcome of these checks, which include security clearance and vetting, qualifications and employment history verification, as well as identity and criminal record checking • The successful candidates will be required to sign a performance agreement within 3 months of assumption of duty.

THESE POSITIONS ARE BASED IN PRETORIA.

Please forward your application, quoting the relevant reference number and the name of this publication, to: The 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, Kingsley Centre, 2nd Floor, cnr Church and Beatrix Streets, Arcadia, Pretoria.

Closing date: 25 September 2009.





arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA

Applications are invited from suitably qualified and experienced candidates to fill the following positions:

CHIEF DIRECTORATE: HUMAN RESOURCES MANAGEMENT

Deputy Director: Performance Management (PMDS)

Salary package: R448 521 per annum (Ref: DD01)

Requirements: • An appropriate 3-year tertiary degree/National diploma in Human Resources or related field
• At least 4 years' experience in an HR environment inclusive of performance management • Good organisational, planning, networking and analytical skills • Strong communication skills, both written and verbal, coupled with good interpersonal skills • Basic supervisory experience • Extensive knowledge of the Public Service Act, Public Service Regulations and guidelines for performance management and development in the Public Service.

Key performance areas: • Develop and/or review policies and systems related to the Performance Management and Development System (PMDS) • Advise on, and support the Department in the implementation of policies and frameworks on PMDS • Manage the decision making structures on performance management and the application of relevant incentive schemes • Conduct research into best practices and trends in the area of Performance Management and development • Monitor and evaluate the effectiveness of the system • Train, develop and supervise subordinates (direct and indirectly) • Render an advisory service to the branch and Central Moderating Committee • Train DAC employees on the Performance Management and Development System (PMDS) • Provide reports and ensure compliance with other government structures, such as the Public Service Commission, on the implementation of the system and submission of related documents • Provide inputs on necessary development intervention to relevant Managers.

Enquiries: Ms Lorraine van der Westhuizen, tel: 012 441-3577.

OFFICE OF THE MINISTER

Assistant Private Secretary

Salary: R192 540 per annum (Ref: AP01)

Requirements: • A Senior certificate with a minimum of 3 years' relevant experience • Knowledge of computer software programmes • Understanding of the composition and functioning of the DAC • Excellent written and verbal communication skills • Good administrative, organising and coordination skills • Knowledge of the functioning of Cabinet, Parliament and Government in general.

Key performance areas: • Assist the Private Secretary to manage the diary of the Executive Authority (Minister)
• Provide comprehensive secretarial support to the Minister, Special Advisors and the Office of the Minister
• Effective administration support to the Office of the Minister • Provide logistical support including travel and accommodation bookings, processing of travel and subsistence claims • Liaise with Parliament stakeholders and constituency in consultation with the Appointment Secretary • Handle all matters as instructed by the Minister and Chief of Staff • Organise visas for international travel through DFA/Embassies • Handle and respond to queries from the public and the Department and refer to the relevant person within the Department • Create and maintain a database for Minister's business associates • Make logistical arrangements for VIP lounge access, accommodation and transport for international travel • Compile subsistence and transport advances and claims for domestic and international trips • Keep records of financial statements • Refreshments and catering management.

Enquiries: Ms Lorraine van der Westhuizen, tel: 012 441-3577.

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Applications must be submitted on Form Z83, obtainable from any Government Department or online at www.gov.za. All sections of the Z83 must be completed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and 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 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. Failure to submit the required documentation will automatically disqualify applications. No faxed or e-mails will be accepted.

• Please note that all successful candidates will have to undergo security clearance and their appointments will be provisional pending the outcome of a security clearance • Successful candidates will be required to sign a performance agreement within 3 months of assumption of duty • Correspondence will be limited to shortlisted candidates only • If you do not hear from us within 3 months of the closing date, please assume that your application was unsuccessful. All positions are based in Pretoria.

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

Closing date: 23 November 2009.

JobVest 43852/09



arts and culture
Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA

Deputy Director: Electronic Public Records Governance

Chief Directorate: National Archives

All-inclusive remuneration package of R407 745 per annum (Ref: 14505/1)

Requirements: • An appropriate recognised Bachelor's degree or equivalent qualification • A postgraduate professional archival qualification would be a recommendation • Extensive experience and in-depth knowledge regarding the public archival regulation of records management practices and electronic records systems of governmental bodies and international best practice • Sound understanding of ICT policy and concepts as well as computer literacy • Proven ability as a Manager and Supervisor of staff • Proven aptitude for conceptual and analytical thinking coupled with detail orientation • Proven aptitude for independent, self-driven work • Proven service delivery orientation • Sound verbal and written communication skills • Sound interpersonal, negotiation and conflict management skills.

Key performance areas: • Formulate and develop proposed transversal policies and guidelines to regulate the management of electronic public records in governmental bodies • Determine the conditions for and evaluate the records management functionality of electronic records systems and advise developers and service providers and governmental bodies regarding compliance • Facilitate collaboration with regulatory and standards agencies towards uniform application of best practices and maintain published prescripts • Supervise the rendering of statutory regulatory records management services • Manage the Sub-Directorate.

Enquiries: Mr Johannes Matlala, tel. (012) 441 3648

Deputy Director: Public Records Governance: Intergovernmental Relations

Chief Directorate: National Archives

All-inclusive remuneration package of R407 745 per annum (Ref: 14505/2)

Requirements: • An appropriate recognised Bachelor's degree or equivalent qualification • Extensive experience and in-depth knowledge regarding the archival regulation of records management practices of governmental bodies and archival management • Practical experience and in-depth knowledge regarding the execution of public records management programmes • Proven strong planning and co-ordination skills • Proven strong interpersonal, negotiation and conflict management skills suited to foster collaboration • Proven strong verbal and written communication skills • Proven ability as a Manager and Supervisor of staff • Proven aptitude for conceptual and analytical thinking coupled with detail orientation • Proven aptitude for independent, self-driven work • Proven service delivery orientation • Sound understanding of IT concepts and computer literacy.

Key performance areas: • Co-ordinate relations with provincial archives services and provide professional guidelines, assistance and support to develop records management capacity • Develop and maintain strategic partnerships with regulatory agencies and other bodies to strengthen compliance with public records governance prescripts in all spheres of government • Co-ordinate, supervise, conduct and report on records management inspections in governmental bodies, and maintain policies and published prescripts • Supervise the rendering of statutory regulatory records management services • Manage the Sub-Directorate.

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

Assistant Director: Employee Wellness

Chief Directorate: Human Resource Management

Salary: R174 243 per annum (Ref: 14505/3)

Requirements: • An appropriate three-year degree/diploma in Social Science or Psychology • Registration with the South African Council Services Professions (SACSSP) as a Social Worker or the HPCSA as a Psychologist • Appropriate knowledge of and extensive experience in Employee Wellness Programme as well as short-term counselling • Good communication and writing skills • Good computer skills.

Key performance areas: • Develop the Employee Wellness policy • Implement the Employee Wellness programme to all stakeholders • Deliver Life Skills programmes • Co-ordinate and manage the employee referral system • Do basic counselling of troubled employees • Monitor and review effectiveness of operational activities and interventions • Liaise, co-ordinate and monitor external service providers and their activities.

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

Human Resource Development Practitioner

Chief Directorate: Human Resource Management

Salary: R145 920 per annum (Ref: 14505/4)

Requirements: • An appropriate three-year degree or National Diploma in the field of Human Resource Management or Development • Training and development experience • Exposure to the Human Resources Training and Development environment and processes • Knowledge of relevant HRD legislative framework such as Skills Development, Labour Relations Act, SQA, Mof, Public Service Act, Public Regulations Act, Employment Equity Act and other related acts • Good writing and verbal communication skills • Training/presentation and interpersonal skills • Client orientation and customer focus • Strong administration skills • Project management skills.

Key performance areas: • Co-ordinate and administer departmental bursary scheme • Assist with the arrangement for induction and internship programme • Gather inputs for the development or workplace skills plan and implement training needs as outlined in the employee's Performance Development Plan (PDP) • Manage databases of HRD • Compile training reports and provide statistics • Source service providers and verify their accreditation status.

Enquiries: Ms Amanda Gyose, tel. (012) 441 3701

Chief Network Controller: Information Technology Operations and Maintenance

Directorate: Information Technology

Salary: R145 920 per annum (Ref: 14505/5)

Requirements: • Relevant academic ICT qualification or an A+, N+ coupled with a MCSE • At least one (1) year's experience in an ICT environment • Knowledge of various operating systems, e.g. Linux, Windows, Mac OS as well as advanced skills in office productivity tools such as Open Office, MS Office, and e-mail software • Exposure to Free Open Source Software will be an added advantage • Familiarity with procedures for computer security, including backup and virus protection • Good interpersonal and communication skills • Experience in LAN/Desktop support as well as knowledge of transversal systems • A valid driver's licence.

Key performance areas: Reporting to the Manager: IT Operations and Maintenance, the incumbent will assist users by responding to calls logged on the Service Desk tool • Troubleshoot software and hardware problems • Ensure proper implementation of policy and procedures related to ICT operation in the Department • Monitor and work with service providers to ensure adherence to procedures • Compile reports on system performance and daily duties • Assist users with IT training in general • Responsible for some ICT projects administration.

Note: Short-listed applicants will undergo a competency test.

Enquiries: Ms Pertunia Mulauzi, tel. (012) 441 3716

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All sections of the 283 must be completed and be signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and Original Certified copies of the applicant's ID and all relevant educational qualifications. 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 283 (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. Failure to submit the required documentation will automatically disqualify applications. No faxed or e-mailed applications 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 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 three (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, Kingsley Centre, 2nd Floor, cnr Church and Beatrix Streets, Arcadia, Pretoria.

Closing date: 21 August 2009

arts and culture

Department of Culture
Heritage, Archives and Libraries
100 Wellington Street West
Toronto, Ontario M5G 1S7
Tel: (416) 924-9510
Fax: (416) 924-9511

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Applications are invited from highly qualified and experienced candidates to fill the following senior management positions:

DEPUTY DIRECTOR-GENERAL: CULTURAL DEVELOPMENT, INTERNATIONAL RELATIONS AND INVESTING IN CULTURE

An individual with a minimum of 15 years' experience in senior management positions in the cultural sector, with a proven track record in the areas of cultural development, international relations and investing in culture. The successful candidate will be responsible for the development and implementation of the Department's strategy in these areas. The candidate will also be responsible for the management of the Department's budget in these areas. The candidate will be required to travel extensively throughout the world. The successful candidate will be a member of the senior management team and will report to the Deputy Director-General. The successful candidate will be a member of the senior management team and will report to the Deputy Director-General. The successful candidate will be a member of the senior management team and will report to the Deputy Director-General.

DEPUTY DIRECTOR-GENERAL: HERITAGE, ARCHIVES AND LIBRARIES

An individual with a minimum of 15 years' experience in senior management positions in the cultural sector, with a proven track record in the areas of heritage, archives and libraries. The successful candidate will be responsible for the development and implementation of the Department's strategy in these areas. The candidate will also be responsible for the management of the Department's budget in these areas. The candidate will be required to travel extensively throughout the world. The successful candidate will be a member of the senior management team and will report to the Deputy Director-General. The successful candidate will be a member of the senior management team and will report to the Deputy Director-General. The successful candidate will be a member of the senior management team and will report to the Deputy Director-General.

CHIEF OPERATING OFFICER

An individual with a minimum of 15 years' experience in senior management positions in the cultural sector, with a proven track record in the areas of operations and management. The successful candidate will be responsible for the development and implementation of the Department's strategy in these areas. The candidate will also be responsible for the management of the Department's budget in these areas. The candidate will be required to travel extensively throughout the world. The successful candidate will be a member of the senior management team and will report to the Deputy Director-General. The successful candidate will be a member of the senior management team and will report to the Deputy Director-General. The successful candidate will be a member of the senior management team and will report to the Deputy Director-General.

PROJECT MANAGER: 2010 ARTS AND CULTURE PROGRAMME

An individual with a minimum of 5 years' experience in project management in the cultural sector. The successful candidate will be responsible for the development and implementation of the Department's strategy in these areas. The candidate will also be responsible for the management of the Department's budget in these areas. The candidate will be required to travel extensively throughout the world. The successful candidate will be a member of the senior management team and will report to the Deputy Director-General. The successful candidate will be a member of the senior management team and will report to the Deputy Director-General. The successful candidate will be a member of the senior management team and will report to the Deputy Director-General.

CHIEF DIRECTOR: ARTS AND CULTURE IN SOCIETY

An individual with a minimum of 15 years' experience in senior management positions in the cultural sector, with a proven track record in the areas of arts and culture in society. The successful candidate will be responsible for the development and implementation of the Department's strategy in these areas. The candidate will also be responsible for the management of the Department's budget in these areas. The candidate will be required to travel extensively throughout the world. The successful candidate will be a member of the senior management team and will report to the Deputy Director-General. The successful candidate will be a member of the senior management team and will report to the Deputy Director-General. The successful candidate will be a member of the senior management team and will report to the Deputy Director-General.

CHIEF FINANCIAL OFFICER

An individual with a minimum of 15 years' experience in senior management positions in the cultural sector, with a proven track record in the areas of finance and management. The successful candidate will be responsible for the development and implementation of the Department's strategy in these areas. The candidate will also be responsible for the management of the Department's budget in these areas. The candidate will be required to travel extensively throughout the world. The successful candidate will be a member of the senior management team and will report to the Deputy Director-General. The successful candidate will be a member of the senior management team and will report to the Deputy Director-General. The successful candidate will be a member of the senior management team and will report to the Deputy Director-General.

CHIEF OF STAFF: MINISTRY

An individual with a minimum of 15 years' experience in senior management positions in the cultural sector, with a proven track record in the areas of staff management and administration. The successful candidate will be responsible for the development and implementation of the Department's strategy in these areas. The candidate will also be responsible for the management of the Department's budget in these areas. The candidate will be required to travel extensively throughout the world. The successful candidate will be a member of the senior management team and will report to the Deputy Director-General. The successful candidate will be a member of the senior management team and will report to the Deputy Director-General. The successful candidate will be a member of the senior management team and will report to the Deputy Director-General.

MEDIA LIAISON OFFICER: MINISTRY

An individual with a minimum of 5 years' experience in media relations in the cultural sector. The successful candidate will be responsible for the development and implementation of the Department's strategy in these areas. The candidate will also be responsible for the management of the Department's budget in these areas. The candidate will be required to travel extensively throughout the world. The successful candidate will be a member of the senior management team and will report to the Deputy Director-General. The successful candidate will be a member of the senior management team and will report to the Deputy Director-General. The successful candidate will be a member of the senior management team and will report to the Deputy Director-General.

DEPUTY DIRECTOR-GENERAL: CULTURAL DEVELOPMENT, INTERNATIONAL RELATIONS AND INVESTING IN CULTURE

An individual with a minimum of 15 years' experience in senior management positions in the cultural sector, with a proven track record in the areas of cultural development, international relations and investing in culture. The successful candidate will be responsible for the development and implementation of the Department's strategy in these areas. The candidate will also be responsible for the management of the Department's budget in these areas. The candidate will be required to travel extensively throughout the world. The successful candidate will be a member of the senior management team and will report to the Deputy Director-General. The successful candidate will be a member of the senior management team and will report to the Deputy Director-General. The successful candidate will be a member of the senior management team and will report to the Deputy Director-General.

PLEASE NOTE: The final list of candidates will be published in the next issue of the Department's newsletter. Applications should be submitted to the Deputy Director-General, Department of Culture, Heritage, Archives and Libraries, 100 Wellington Street West, Toronto, Ontario M5G 1S7. Tel: (416) 924-9510. Fax: (416) 924-9511. E-mail: hr@culture.gov.on.ca. The successful candidate will be notified by telephone. Applications will be accepted until the position is filled.



arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA

Director: Human Language Technologies

All-inclusive remuneration package of R615 633 per annum (consisting of a basic salary at 60% of the total package, the State's contribution to the Government Employees Pension Fund at 13% of the basic salary and a flexible portion that may be structured in terms of the applicable rules) (Ref. 58320)

Requirements: • A Bachelor's degree or equivalent qualification, with a language as a major • A qualification in IT or experience in Human Language Technologies will be an added advantage • A strong interest in communication and languages • Proven managerial experience • Research and project management skills • Strong verbal and written communication skills • Computer literacy • A good understanding of the PFMA • A good understanding of the National Language Policy Framework • Analytical and strategic thinking ability.

Key performance areas: • Provide executive leadership for the implementation of the Human Language Technologies (HLT) strategy • Market and popularise the concept of an HLT industry • Drive the process of establishing a National Centre for Human Language Technologies • Monitor the global HLT scene on an ongoing basis, in order to update local aims and strategies • Drive the process of locating HLT within the broader Information Society • Identify relevant training needs for HLT personnel • Negotiate and liaise with role-players • Supervise staff.

Note: This is a re-advertisement. Applicants who previously applied and are still interested, are encouraged to re-apply.

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 this post. 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 Form Z83, obtainable from any Government department or online at 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 ORIGINAL, CERTIFIED copies of the applicant's ID and all relevant 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 mentioned above) in respect of each post, being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Failure to submit the required documentation will automatically disqualify applicants. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned posts.

Please note: • Further checks will be conducted once candidates are short-listed and appointment is subject to the positive outcome of these checks, which include security clearance and vetting, qualifications and employment history verification, as well as identity and criminal record checking • The successful candidate will be required to sign a performance agreement within 3 months of assumption of duty.

THIS POSITION IS BASED IN PRETORIA.

Please forward your application, quoting the relevant reference number and the name of this publication, to: The 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, Kingsley Centre, 2nd Floor, cnr Church and Beatrix Streets, Arcadia, Pretoria.

Closing date: 19 June 2006.



Human Communications 68320





arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA

Legal Administration Officer

DIRECTORATE: LEGAL SERVICES

Salary: R174 243 per annum (Ref. 55673/2)

Requirements: • An appropriate BProc or LLB degree • Appropriate post-qualification experience in the legal profession or in the application of law • A broad knowledge of the Constitution of South Africa, the Promotion of Administrative Justice Act, the Promotion of Access to Information Act, the Public Finance Management Act and Treasury Regulations • Proven skills and experience in the interpretation and drafting of legislation • A broad knowledge of the Arts and Culture legislative framework and Public Service policies • Interpersonal skills • Good communication (verbal and written) skills • Computer literacy (MS Word, PowerPoint and Outlook) • The willingness to travel.

Key performance areas: • Draft legislation and legal documents, such as affidavits, directives and contracts • Provide legal training, make presentations and deal with requests in terms of the Promotion of Administrative Justice Act and the Promotion of Access to Information Act • Assist in the application and interpretation of labour law and legislation administered by the Department • Provide litigation support • Liaise with clients, counsel, the State Attorney, other organs of state and the public • Provide legal advice on enforcement and compliance • Provide general legal support to the Department and Ministry to ensure that the goals of the Department are met • Comment or make recommendations on policies/strategies for the Department and Public Service/State to the Directorate: Legal Services • Represent the Department at committees and meetings.

Enquiries: Mr Joey Matlala, tel. (012) 441-3648.

Assistant Director: Employee Benefits

CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT

Salary: R174 243 per annum (Ref. 55673/3)

Requirements: • A three-year degree/National Diploma in Human Resource Management or Social Sciences, or a Senior Certificate with at least 4 years experience in the field of Human Resource Management • A good understanding of the HR field • Adequate relevant experience • Good planning and organising skills • Good communication and interpersonal skills • Analytical thinking and innovativeness/creativity • Policy formulation skills • The ability to work under pressure • Knowledge of Government processes and procedures, as well as relevant legislation and HR prescripts • Knowledge of PERSAL • General computer literacy • Client orientation and problem-solving skills • A good understanding of relevant legislation.

Key performance areas: • Manage the administration of employee benefits • Monitor and advise on matters related to employee benefit administration and policies • Ensure adherence to policies directed to employee benefit administration • Train, develop and supervise subordinates (directly and indirectly) • Compile and review HR policies • Provide reports and statistics related to employee benefit administration, such as abuse of sick leave, employee turnover, etc within the Department • Proactively consult with clients on matters related to employee benefit administration.

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

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Please note: Applicants must note that further checks will be conducted once they are short-listed and that appointment is subject to the positive outcome of these checks, which include security clearance and vetting, qualifications and employment history verification, as well as identity and criminal record checking • 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 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, Kingsley Centre, 2nd Floor, cnr Church and Beatrix Streets, Arcadia, Pretoria.

Closing date: 13 March 2009.



arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA

Applications are invited from suitably qualified and experienced candidates to fill the following positions:

Deputy Director: Heritage Policy and Legislation CHIEF DIRECTORATE: HERITAGE

All-inclusive remuneration package: of R344 052 per annum (Ref. 54926/1)

Requirements: Applicants must be in possession of a relevant 3-year Bachelor's degree. The following will serve as strong recommendations: • A good understanding of the heritage sector • Strong policy formulation and research skills • Excellent verbal and written communication and liaison skills • Analytical and problem-solving skills • An understanding of the importance of heritage in meeting broader Governance imperatives • Excellent interpersonal skills and the ability to work as part of a dynamic team.

Key performance areas: • Assist in the implementation of a research and policy agenda for the Heritage Chief Directorate • Assist in the formulation and review of heritage policies and legislation • Develop position papers and discussion documents • Liaise with heritage stakeholders, including other Government departments, statutory institutions and civil society • Facilitate and co-ordinate research projects • Supervise and manage service providers and policy panels.

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

Assistant Director: Recruitment and Selection (2 Posts)

CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT

Salary: R174 243 per annum (Ref. 54926/2)

Requirements: • A three-year degree/National Diploma in Human Resource Management or Social Sciences or Senior Certificate with at least 4 years experience in the field of Human Resource Management • Good understanding of the HR field • Adequate relevant experience • Good planning and organising skills • Good communication and interpersonal skills • Analytical thinking and innovation/creativity • Policy formulation skills • Ability to work under pressure • Knowledge of Government processes and procedures as well as relevant HR prescripts • Knowledge of PERSAL • General computer literacy • Client orientation and problem-solving skills • Good understanding of relevant legislation.

Key performance areas: • Draft, edit and place recruitment advertisements • Handle response to advertised posts • Recruit temporary/relief employees • Provide HR advice and secretarial services during the interviews • Present management reports on recruitment trends within the Department of Arts and Culture • Render an effective advisory service on recruitment processes • Liaise with other HR components on employee changes • Manage and supervise employees of the Section: Recruitment and Selection • Draft submissions to secure approval for appointment of recommended candidates • Ensure processing of payments for advertised posts and recruitment agencies for services rendered • Supervisory responsibilities • Administer exit interview questionnaires • Facilitate competency assessment and verification of qualifications and employment history as part of the Recruitment and Selection processes.

Enquiries: Ms Loraine van der Westhuizen, tel. (012) 441-3755.

Chief Language Practitioner: Afrikaans (EDITOR/TRANSLATOR)

CHIEF DIRECTORATE: NATIONAL LANGUAGE SERVICE

Salary: R174 234 per annum (Ref. 54926/3)

Requirements: • An appropriate, recognised Bachelor's degree, preferably with Afrikaans, Linguistics or Translation as major subject(s) • Afrikaans as a first language • Excellent command of English • At least 5 years' proven editing and translation experience • Proven general computer literacy • The ability to edit and translate text electronically • Successful completion of a departmental editing and translation test • Good written and verbal communication skills • The ability to work under pressure • Good interpersonal skills • Knowledge of the National Language Policy.

Further recommendations: • A postgraduate qualification in Translation • Experience in editing and translating publications in the public sector • Experience in editing and translation legislation • SATI accreditation as a translator and/or editor, and/or accreditation as a sworn translator in the relevant language(s).

Key performance areas: • Edit in Afrikaans, and translate from English into Afrikaans, a wide variety of official documents • Supervise and train subordinates • Exercise quality control over internal and outsourced work • Coordinate internal and outsourcing administration • Liaise with clients and freelancers • Give language advice.

Note: Only short-listed candidates will write the required test.

Enquiries: Mr Joey Matlala, tel. 012-441-3648.

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Applications must be submitted on Form 283, obtainable from any government department or online at www.gov.za. ALL SECTIONS OF THE 283 MUST BE COMPLETED. The application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and 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 Qualification Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate form 283 (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. Failure to submit the required documentation will automatically disqualify applications. No faxes or emails will be accepted. The Department reserves the right not to fill the above-mentioned post(s).

Note: Applicants must note that further checks will be conducted once they are shortlisted and that appointment is subject to the positive outcome of these checks, which include security clearance and vetting, qualification and employment history verification, identity and criminal record checking • 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 Acting 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, Kingsley Centre, 2nd Floor, cnr Church and Beatrix Streets, Arcadia, Pretoria.

Closing date: 20 February 2009.



arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA

Director: Risk Management

BRANCH: CORPORATE SERVICES

Salary: R615 633 per annum, including a basic salary (60% of package), Government's contribution to the Government Employee Pension fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs (Ref. 56057/1)

Requirements: • A Bachelor's degree or National Diploma in Risk Management/Auditing/Finance/Economics/Business Management • Substantial risk management experience • Extensive managerial experience • Strategic and leadership capabilities • Client orientation and customer focus • People management and empowerment • Project management • Financial management, as well as change management skills.

Key performance areas: • Lead, co-ordinate and consolidate the Enterprise Risk Management (ERM) effort of the Department • Manage the execution of ERM processes • Develop and review risk management strategy and policies, as well as risk limits • Establish and maintain the use of appropriate ERM methodologies, tools and techniques • Facilitate enterprise-wide risk assessments and monitor priority risks across the Department • Ensure the effective alignment of ERM processes with the internal audit processes • Provide training and promote the advocacy of risk management.

Please note: The successful candidates will be subjected to competency assessment. He/she will be required to sign a performance agreement within 3 months of assumption of duties.

Enquiries: Mr Joey Matlala, tel. (012) 441-3648.

Assistant Director: Heritage Institutions

CHIEF DIRECTORATE: HERITAGE

Salary: R174 243 per annum (Ref. 56057/2)

Requirements: • A 3-year degree or National Diploma in Social Sciences, Arts or Humanities • At least 3 years' experience in the arts and culture sector • Lateral and strategic thinking skills • Communication, networking and interpersonal skills • Administrative, organisational, conceptual and writing skills • Knowledge of project management principles • The ability to operate Word, Excel and PowerPoint • A valid driver's licence will serve as an advantage.

Key performance areas: Reporting directly to the Deputy Director: Heritage Institutions, the incumbent will: • Assist with all matters pertaining to Heritage Institutions and cultural partnerships • Maintain legislation and regulations pertaining to Heritage Institutions and assist with the implementation thereof • Assist with the appointment of Councils for Heritage Institutions • Liaise with other stakeholders, Governmental departments, as well as provincial and local authorities • Assist with the transformation process of Heritage Institutions, enabling them to become relevant for all sectors of the population • Address enquiries received from the heritage fraternity and the public at large • Undertake working visits to the Declared Cultural Institutions to identify needs, problems, strengths, weaknesses and opportunities • Prepare submissions and answer Parliamentary questions, letters and correspondence related to heritage issues.

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

Chief Language Practitioner: Setswana Terminologist

CHIEF DIRECTORATE: NATIONAL LANGUAGE SERVICE

Salary: R174 243 per annum (Ref. 56057/3)

Requirements: • An appropriate Bachelor's degree or equivalent qualification with Setswana as a major subject • Specialisation in Terminology/Lexicography will serve as a strong recommendation • At least 3 years' experience in terminology development or within a translation environment • Project management skills • Computer literacy • Excellent written and verbal communication skills • Supervisory skills • Good interpersonal skills.

Key performance areas: • Manage the steps in the terminology development process • Conduct research on terminology principles for Setswana • Assist with training and capacity building programmes • Attend, take minutes at and keep a working record of terminology working meetings • Update the database • Lead allocated terminology projects • Liaise and negotiate with relevant stakeholders • Supervise staff • Participate in other projects that are vital to the implementation of the National Language Policy Framework • Prepare and make presentations on language-related issues.

Enquiries: Ms Pertunia Mulaudzi, tel. (012) 441-3716.

Assistant Director: Theft and Loss Control

DIRECTORATE: FINANCIAL MANAGEMENT

Salary: R174 243 per annum (Ref. 56057/4)

Requirements: • An LLB degree or other 3-4-year legal qualification, plus a minimum of 2-3 years' relevant experience • Knowledge of and experience in the Basic Accounting System (BAS), the Public Finance Management Act (PFMA), Treasury Regulations and Government Financial Policies • Computer literacy (MS Office package) • Excellent communication skills (verbal and written) • Good interpersonal relations • Research and report writing skills • Management and supervisory skills • A valid Code 08 driver's licence.

Key performance areas: • Draft legal documents and assist with the provision of legal advice to the Finance Unit on problems with regards to interrelating the execution of powers and legal matters on memoranda of agreement, as well as other financial documents • Liaise with the Traffic Department, State Attorney's Office and SA Police Service • Determine responsibilities in respect of the theft and loss of State money and goods • Perform administration in respect of the collection of Departmental debts and writing off of debts • Supervise subordinates.

Enquiries: Ms Amanda Glyose, tel. (012) 441-3701.

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Please note: • Further checks will be conducted once candidates are short-listed and appointment is subject to the positive outcome of these checks, which include security clearance and vetting, qualifications and employment history verification, as well as identity and criminal record checking • Successful candidates will be required to sign a performance agreement within 3 months of assumption of duty.

ALL POSITIONS ARE BASED IN PRETORIA.

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Closing date: 3 April 2009.





arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA



Applications are invited from suitably qualified and experienced candidates to fill the following positions:

DIRECTOR: FINANCIAL MANAGEMENT

BRANCH: CORPORATE SERVICES

All inclusive remuneration package of R 615 633 per annum to be structured in accordance with the rules for Senior Management Services (Ref. 279/1)

REQUIREMENTS: •A multi-skilled person who holds a recognised Bachelor's degree or National diploma and extensive experience, preferably in Public Sector Finance •Strong knowledge of financial control measures and extensive experience in the financial management environment are essential •Strategic and leadership capabilities •Client orientation and customer focus •People management and empowerment •Project Management, as well as change management.

KEY PERFORMANCE AREAS: •Evaluate submissions to the Accounting Officer •Manage the compilation of revenue and expenditure reports •Manage the compilation and submission of the operational budget in terms of the MTEF budget cycle •Compile the Appropriation Accounts and Annual Financial Statements (Lo GRAP) •Provide strategic leadership and direction with regard to Financial Management •Develop and monitor the implementation of accounting policies •Ensure compliance with financial norms and standards, i.e. the Public Finance Management Act and Treasury Regulations.

PLEASE NOTE: •The successful candidate will be subjected to a competency assessment •He/She will be required to sign a performance agreement within 3 months of assumption of duty.

ENQUIRIES: Ms Zandile Maloka, Tel.: (012) 441-3730.

DIRECTOR: FINANCIAL ADMINISTRATION

BRANCH: CORPORATE SERVICES

All inclusive remuneration package of R 615 633 per annum to be structured in accordance with the rules for Senior Management Services (Ref. 279/2)

REQUIREMENTS: •An appropriate three-year Bachelor's degree or National Diploma, coupled with experience in Financial Management •Thorough knowledge of the Public Finance Management Act, Treasury Regulations and Instructions, financial management policies and systems, particularly BAS, PERSAL, etc. •In-depth knowledge of budget procedures •Adequate experience in financial administration, bookkeeping and reporting •Strategic and leadership capabilities •Client orientation and customer focus •People management and empowerment •Project Management, as well as change management.

KEY PERFORMANCE AREAS: The successful candidate's responsibility will be to: •Implement effective, efficient and transparent systems for financial control •Take effective and appropriate steps to prevent unauthorised, irregular, fruitless and wasteful expenditure and losses resulting from criminal conduct •Analyse and manage cash flow •Compile and analyse the annual financial statements in accordance with Generally Accepted Accounting Practices •Manage different financial accounts.

PLEASE NOTE: •The successful candidate will be subjected to a competency assessment •He/She will be required to sign a performance agreement within 3 months of assumption of duty.

ENQUIRIES: Mr. Joey Matlala, Tel.: (012) 441-3648.

DEPUTY DIRECTOR: CORPORATE GOVERNANCE (2 POSTS)

BRANCH: CORPORATE SERVICES

All inclusive salary package: R 344 052 per annum (Ref. 279/3)

REQUIREMENTS: •An appropriate three-year B.Com degree or National diploma in Financial Management or related field •A minimum of 5 years experience in Corporate Governance within a business management or public service environment •Extensive knowledge and understanding of corporate governance (finance) principles and compliance monitoring •Good research, analytical, problem identification and solving skills •Project management skills, as well as strategic thinking abilities •Computer literacy •Excellent written and verbal skills •Good interpersonal skills.

KEY PERFORMANCE AREAS: •Develop and implement systems to ensure compliance with legislation applicable to Arts and Culture Public Entities •Incubate the culture of good corporate governance within these entities •Report to the Director: Corporate Governance and other officials on trends and developments on corporate governance in public entities •Draft policy guidelines and procedures for the promotion of good corporate governance in public entities •Conduct corporate governance benchmarking and report on public entities' compliance with good corporate governance principles •Facilitate and oversee the implementation of sound corporate governance practices within the public entities •Ensure strategic alignment of public entities' strategic plans in support of the Department's mandate and goals and the goals of government •Monitor and evaluate the corporate governance performance of the public entities •Identify and define specific information needs and relevant interfaces of public advice on financial matters and advice on the implications of planned actions •Assist in the interpretation and implementation of legislation and other regulatory provisions insofar as they apply to public entities •Assist in the monitoring and evaluation of the financial compliance and performance of public entities •Assist in the management and interpretation of the corporate plans, annual and quarterly reports of the public entities •Manage compliance with policy requirements for public entities •Provide timeous reports in relation to the above.

ENQUIRIES: Ms Pertunia Mulaudzi, Tel.: (012) 441-3716.

ASSISTANT DIRECTOR: CO-ORDINATION

CHIEF DIRECTORATE: CO-ORDINATION, MONITORING AND EVALUATION

Salary: R 174 243 per annum (Ref. 279/4)

REQUIREMENTS: •An appropriate three year degree or a National diploma •A postgraduate qualification will be an added advantage •Experience in strategic planning, implementation and reporting •An understanding of the South African Public Service and its operations •Sound knowledge of the arts and culture sector will also serve as an advantage •Ability to apply interpersonal skills and analytical skills •Business Report writing skills •An innovative and creative thinker •Results-driven •Excellent verbal and written communication skills.

KEY PERFORMANCE AREAS: •To provide strategic support to the office of the Chief Directorate: Co-ordination, Monitoring and Evaluation •Develop systems and processes to collate performance information inputs from the DAC programme managers, e.g. Departmental Strategic Plan, Quarterly Reports and Annual Report •Advise programme managers on the standard templates relevant for the performance information •Liaise and make follow-ups with programme managers on submission of the performance information •Store, preserve and disseminate the performance information •Conduct research •Identify and prepare required documentation for the Chief Directorate's strategic meetings and workshops •Take minutes during meetings •Serve as executive support to the Chief Directorate •Ensure high level intervention as required on reporting performance areas.

PLEASE NOTE: •This is a re-advertisement of Ref. 44636/2. Candidates who previously applied are encouraged to re-apply.

ENQUIRIES: Ms Amanda Glyose, Tel.: (012) 441-3701.

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

THESE POSITIONS ARE BASED IN PRETORIA.

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

CLOSING DATE: 10 APRIL 2009.

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ANNEXURE B

DEPARTMENT OF ARTS AND CULTURE

The Department of Arts and Culture is an equal opportunity affirmative action employer and it is its intention to promote representatively in the Public Sector through the filling of this post. Persons whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications

- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the name of this publication to: The 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, Kingsley Centre, 2nd Floor, Cnr Church and Beatrix Streets, Arcadia, Pretoria
- CLOSING DATE** : 21 April 2009
- NOTE** : Applications are hereby invited from suitably and qualified person to apply for the following post(s) Applications must be submitted on Form Z83, obtainable from any Government department or online at 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 Original 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 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. 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.

OTHER POST

- POST 13/12** : **SENIOR ACCOUNTING CLERK: PERSAL**
- SALARY** : R76 194 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 certificate, Certificate in Accounting or Commerce, One year relevant experience, Computer literacy (MS Word/Excel), Good knowledge of PERSAL
- DUTIES** : Key Performance Areas: The successful candidate will be responsible for salaries e.g. capturing allowances, deductions, T&S and IRP5 accumulations on PERSAL. Issuing pay slips and reconciling payroll. Filling PERSAL runs report and salary documents.
- REQUIREMENTS** : Please Note: • Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to 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 three (3) months of assumption of duty.
- ENQUIRIES** : Mr Joey Matlala, Tel 012 441 3648

ANNEXURE B

DEPARTMENT OF ARTS AND CULTURE

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- CLOSING DATE** : 20 March 2009
- NOTE** : Applications must be submitted on Form Z83, obtainable from any Government department or online at 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 Original 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 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. 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 shortlisted and that their appointment is subject to 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 three (3) months of assumption of duty.

OTHER POST

- POST 09/11** : **FOOD SERVICES AID**
- SALARY** : R 47 787 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 10 • Good communication skills and relevant experience
- DUTIES** : Wash crockery, dishes and plates • Keep the kitchen / tearoom clean • Clean the kettle • Clean the refrigerator and microwave • Wash dishcloths and keep them clean • Cleaning of crockery cupboard • Fill the kettle with water • Work at the Conference and Committee rooms on a rotating basis • preparing of tea / coffee.
- ENQUIRIES** : Ms Z Maloka Tel 012 441 3730



arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA

INTERNAL VACANCY CIRCULAR NO 4 OF 2009

APPLICANTS ARE HEREBY INVITED FROM SUITABLE CANDIDATES TO FILL THE VACANCIES THAT EXIST IN THE DEPARTMENT OF ARTS AND CULTURE AT THE CHIEF DIRECTORATE: INTERNATIONAL RELATIONS

POST: SENIOR ADMINISTRATION OFFICER (LEVEL 8)

REF : 4/2009
SALARY NOTCH : R 145 920-00 per annum

REQUIREMENTS

• A BA degree or National Diploma in Public Management and Administration or related field or a Senior Certificate with a minimum of 3 years relevant experience • Good communication (verbal and written) and interpersonal skills • Problem solving and analysing skills • Good planning and organising skills • Ability to take initiative • Excellent interpersonal skills • Computer literacy • Good planning and organising skills and the ability to take initiative • Knowledge of office administration including preparation of submissions • Knowledge of an electronic document management system • Good record keeping abilities • Must be in possession of a valid drivers license.

DUTIES

• The post incumbent will be expected to manage the workflow in the Chief Directorate: International Relations • Provide administrative support with regard to general administration in the office which includes financial and provisioning administration • Filing of documents and ensure proper record keeping • Take minutes of the Chief Directorate's meetings • Acknowledge receipt of correspondence addressed to the Chief Director's office and follow up on related activities / decisions • Arrange meetings and organise logistics for seminars, conferences and workshops • Develop and maintain an effective database of internal and external stakeholders • Asset holder for the Chief Directorate • Perform any other office administration tasks as instructed by the Chief Director.

ACTING CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT

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

Applications must be submitted on **Form Z83**, obtainable from any Government department or online at 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 ORIGINAL 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 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. 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 shortlisted and that their appointment is subject to positive outcome of these checks, which includes security clearances and vetting, qualifications and employment history verifications, identity and criminal records • Successful candidates will be required to sign a performance agreement within three (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 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, Kingsley Centre, 2nd Floor, Cnr Church and Beatrix Streets, Arcadia, Pretoria.

Enquiries: Ms L van der Westhuizen, Tel (012) 441-3577

Closing date: 7 April 2009



arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA

Director: Human Language Technologies

All-inclusive remuneration package of R615 633 per annum (consisting of a basic salary at 60% of the total package, the State's contribution to the Government Employees Pension Fund at 13% of the basic salary and a flexible portion that may be structured in terms of the applicable rules) (Ref. 58320)

Requirements: • A Bachelor's degree or equivalent qualification, with a language as a major • A qualification in IT or experience in Human Language Technologies will be an added advantage • A strong interest in communication and languages • Proven managerial experience • Research and project management skills • Strong verbal and written communication skills • Computer literacy • A good understanding of the PFMA • A good understanding of the National Language Policy Framework • Analytical and strategic thinking ability.

Key performance areas: • Provide executive leadership for the implementation of the Human Language Technologies (HLT) strategy • Market and popularize the concept of an HLT industry • Drive the process of establishing a National Centre for Human Language Technologies • Monitor the global HLT scene on an ongoing basis, in order to update local aims and strategies • Drive the process of locating HLT within the broader Information Society • Identify relevant training needs for HLT personnel • Negotiate and liaise with role-players • Supervise staff.

Note: This is a re-advertisement. Applicants who previously applied and are still interested, are encouraged to re-apply.

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 this post. 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 Form Z83, obtainable from any Government department or online at 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 references) and ORIGINAL CERTIFIED copies of the applicant's ID and all relevant 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, it must be done in writing. Failure to submit the required documentation will automatically disqualify applicants. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned posts.

Please note: • Further checks will be conducted once candidates are short-listed and appointment is subject to the positive outcome of these checks, which include security clearance and vetting, qualifications and employment history verification, as well as identity and criminal record checking • The successful candidate will be required to sign a performance agreement within 3 months of assumption of duty.

THIS POSITION IS BASED IN PRETORIA.

Please forward your application, quoting the relevant reference number and the name of this publication, to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag X887, Pretoria 0001. Applications can also be hand-delivered to the Department of Arts and Culture, Kingsley Centre, 2nd Floor, air Church and Beatrix Streets, Arcadia, Pretoria.

Closing date: 19 June 2009.

Human Communications 58320



ANNEXURE B

DEPARTMENT OF ARTS AND CULTURE

The Department of Arts and Culture is an equal opportunity affirmative action employer and it is its intention to promote representatively in the Public Sector through the filling to this post. Persons whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications

- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the number and the name of this publication to: The 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, Kingsley Centre, 2nd Floor, Cnr Church and Beatrix Streets, Arcadia, Pretoria
- CLOSING DATE** : 12 June 2009
- NOTE** : Applications are hereby invited from suitably and qualified person to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at 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 Original Certified Copies of the applicants ID and educational qualifications. 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. 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.
- OTHER POST**
- POST 21/13** : **ADMINISTRATIVE CLERK**
- SALARY** : R117 501 r annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Three year degree / national Diploma in Public Management / Administration or Senior Certificate with 2-3 years administrative experience, good written and verbal communication skills. Computer literacy. Action orientation, creativity & innovation, planning and organising, interpersonal sensitivity, flexibility, resilience, personal motivation, problem solving and analysis skill and specialist knowledge.
- DUTIES** : The successful candidate will manage workflow in the Chief Directorate: Communications. Provide administrative support services with regard to financial administration, personnel administration and provisioning administrative matters. Render specific support to the Chief Director with regards to monitoring and evaluation of the Chief Directorate's activities. Take minutes and records of proceeding of the Chief Directorate's meetings and follow-up on activities / decisions. Arrange seminars, conference and workshops. Performs any other office administration or communications related task as instructed by the Chief Director. An active interest in Communications work.
- ENQUIRIES** : Mr J Matlala, Tel 012 441 3648

DEPARTMENT OF ARTS AND CULTURE

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<u>APPLICATIONS</u>	:	Please forward your application, quoting the relevant reference number and the number and the name of this publication to: The 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, Kingsley Centre, 2 nd Floor, Cnr Church and Beatrix Streets, Arcadia, Pretoria
<u>CLOSING DATE</u>	:	15 May 2009
<u>NOTE</u>	:	Applications are hereby invited from suitably and qualified person to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at 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 Original 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 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. 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 post(s).
<u>POST</u>	:	<u>HUMAN RESOURCE PRACTITIONER; EMPLOYMENT EQUITY (LEVEL 7)</u> Chief-Directorate: Human Resource Management
<u>SALARY</u>	:	R 117 501.00 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Three year degree or a National Diploma in Human Resource Management. 1-2 years experience in employment equity. Knowledge of Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Human Resource Policies and Procedures. Planning and organising skills. Computer literacy. Excellent verbal and written skills. Problem solving and analytical skills.
<u>DUTIES</u>	:	The successful candidate will be responsible to ensure consultation with all stakeholders, coordinate employment equity outreach and departmental committee meetings. Provide administrative support and serve as a secretariat during committee meetings. Provide assistant in the development and implementation of employment equity policies, plans and programmes. Assist in the drafting of employment equity progress report. Render advisory service to all employees with regards to employment equity.
<u>ENQUIRIES</u>	:	Mr J Matlala, Tel 012 441-3648
<u>POST</u>	:	<u>SENIOR ADMINISTRATIVE CLERK (LEVEL 6)</u> Chief-Directorate: National Language Services
<u>SALARY</u>	:	R 94 326.00 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate with appropriate experience, good written and verbal communication skills. Computer literacy. Ability to work under pressure.
<u>FURTHER RECOMMENDATION</u>	:	Knowledge of the Logis system will be an added advantage.

DUTIES : The successful candidate will be responsible for the maintenance of the filing system, photocopying and faxing of documents, receiving and distribution of documents, handling general maintenance queries, transport arrangements, completing transport arrangements, completing transport and subsistence claims, assist with capturing requests on Logis, assist with preparations for meetings and presentations.

ENQUIRIES : Ms Pertunia Mulaudzi, Tel 012 441-3716

POST : **SENIOR ADMINISTRATION CLERK (LEVEL6)**
Chief-Directorate: Investing in Culture

SALARY : R 94 326.00 per annum

CENTRE : Pretoria

REQUIREMENTS : Candidates must be in possession of a Senior Certificate or equivalent certificate and at least 3 years experience. Computer literacy as well as MS Office is essential. High sense of responsibility. Ability to grasp a wide range of issues in arts, culture and heritage sector. Innovative with high sense of data management. Ability to work as part of a team. The successful candidate must have Organising, communication and numerical skills.

DUTIES : The successful candidate will perform the following tasks: Maintain project filing system. Render help desk support service with regard to project related enquiries. Data capturing and maintaining of databases. Act as secretariat in management meetings. Make logistics arrangements. Provide administrative support to the sub-directorate.

ENQUIRIES : Ms Amanda Giyose, Tel 012 441-3701



ANNEXURE B

DEPARTMENT OF ARTS AND CULTURE

The Department of Arts and Culture is an equal opportunity affirmative action employer and it is the intention to promote representatively in the public sector through the filling of this post. Person whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications. People with disabilities are encouraged to apply.

APPLICATIONS : Please forward you application, quoting the relevant reference and the name of this publication to: The 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, Kingsley Centre, 2nd floor, Cnr Church and Beatrix Streets, Arcadia, Pretoria. All advertised positions are based in Pretoria.

CLOSING DATE : 18 August 2009

NOTE : Applications must be submitted on Form Z83, obtainable from any Government department or online at www.gov.za. It must be accompanied by a comprehensive CV (including two recent and contactable referees) and certified copies of all qualifications. • Please note that all successful candidates will have to undergo security clearance and their appointments will be provisional pending the outcome of a security clearance

- Successful candidates will be required to sign a performance agreement within 3 months of assumption of duty
- Correspondence will be limited to shortlisted candidates only
- If you do not hear from us within 3 months of the closing date, please assume that your application has been unsuccessful. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted.

POST : **SENIOR REGISTRY CLERK (LEVEL 5): OFFICE OF THE DG**

Salary : **R 76 194 per annum**

Centre : Pretoria

REQUIREMENTS : • Senior Certificate/Grade 12 • Extensive experience and knowledge in Records and or Archival Management • Essential com-

petencies: good communication; interpersonal skills; computer literacy; understanding of effective filing systems and ability to work under pressure • Drivers License is compulsory.

DUTIES : Key performance areas: • Render efficient clerical and administrative support in the office of the Director-General • Record Management • Messaging services and office logistics • Photocopying • Faxing • Courier services.

ENQUIRIES : Ms Pertunia Mulaudzi Tel 012 441 3716

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

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PLEASE NOTE: • Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to 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 three (3) months of assumption of duty.

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ANNEXURE A

DEPARTMENT OF ARTS AND CULTURE

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- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the number and the name of this publication to: The 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, Kingsley Centre, 2nd Floor, Cnr Church and Beatrix Streets, Arcadia, Pretoria
- CLOSING DATE** : 15 May 2009
- NOTE** : Applications are hereby invited from suitably and qualified person to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at 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 Original 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 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. 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 post(s).

OTHER POSTS

- POST 16/01** : **HUMAN RESOURCE PRACTITIONER: EMPLOYMENT EQUITY**
Chief-Directorate: Human Resource Management
- SALARY CENTRE REQUIREMENTS** : R117 501 per annum
Pretoria
- DUTIES** : Three year degree or a National Diploma in Human Resource Management. 1-2 years experience in employment equity. Knowledge of Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Human Resource Policies and Procedures. Planning and organising skills. Computer literacy. Excellent verbal and written skills. Problem solving and analytical skills. The successful candidate will be responsible to ensure consultation with all stakeholders, coordinate employment equity outreach and departmental committee meetings. Provide administrative support and serve as a secretariat during committee meetings. Provide assistant in the development and implementation of employment equity policies, plans and programmes. Assist in the drafting of employment equity progress report. Render advisory service to all employees with regards to employment equity.
- ENQUIRIES** : Mr J Matlala, Tel 012 441-3648
- POST 16/02** : **SENIOR ADMINISTRATIVE CLERK**
Chief-Directorate: National Language Services
- SALARY CENTRE REQUIREMENTS** : R94 326 per annum
Pretoria
- DUTIES** : A Senior Certificate with appropriate experience, good written and verbal communication skills. Computer literacy. Ability to work under pressure. Further Recommendation: Knowledge of the Logis system will be an added advantage. The successful candidate will be responsible for the maintenance of the filing system, photocopying and faxing of documents, receiving and distribution of documents, handling general maintenance queries, transport arrangements, completing transport arrangements, completing transport and subsistence claims, assist with capturing requests on Logis, assist with preparations for meetings and presentations.
- ENQUIRIES** : Ms Pertunia Mulaudzi, Tel 012 441-3716

POST 16/03 : **SENIOR ADMINISTRATION CLERK**
Chief-Directorate: Investing in Culture

SALARY : R94 326 per annum
CENTRE : Pretoria
REQUIREMENTS : Candidates must be in possession of a Senior Certificate or equivalent certificate and at least 3 years experience. Computer literacy as well as MS Office is essential. High sense of responsibility. Ability to grasp a wide range of issues in arts, culture and heritage sector. Innovative with high sense of data management. Ability to work as part of a team. The successful candidate must have Organising, communication and numerical skills.

DUTIES : The successful candidate will perform the following tasks: Maintain project filing system. Render help desk support service with regard to project related enquiries. Data capturing and maintaining of databases. Act as secretariat in management meetings. Make logistics arrangements. Provide administrative support to the sub-directorate.

ENQUIRIES : Ms Amanda Giyose, Tel 012 441-3701





arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA

Applications are hereby invited from external and internal suitable qualified and experienced candidates to fill the following positions:

**SENIOR ADMINISTRATIVE OFFICER
CHIEF- DIRECTORATE: INTERNATIONAL RELATIONS
SALARY: R 161 970.00 per annum
(REF NR: SAO/01)**

REQUIREMENTS:

An appropriate recognised BA degree or National Diploma in Public Management and Administration or related field plus 2 years experience or a Senior Certificate with a minimum of 3 years relevant experience. * Good Communication (verbal and written) and Interpersonal skills. * Problem solving and analysing skills. * Good planning and organising skills. * Ability to take initiative. * Computer literacy. * Knowledge of office administration including preparation of submissions, assets registering and procurement of assets. * Knowledge and understanding of budget, departmental policies, processes and procedures. * Knowledge of electronic document management system. * Good record keeping abilities. * Must be in possession of a valid drivers licence.

DUTIES:

The successful incumbent will be expected to manage the workflow in the Chief Directorate: International Relations. * Provide administrative support with regard to general administration in the Office including financial and provisioning administration. * Filing of documents and ensure proper record keeping. * Take minutes at the Chief Directorate's meetings. * Acknowledge receipt of correspondence addressed to the Chief Director's office and follow up on related activities / decisions. * Arrange meetings and organise logistics for seminars, conferences and workshops. * Develop and maintain an effective database of internal and external stakeholders. * Create and maintain the Asset register for the Chief Directorate. * Perform any other office administrations tasks as instructed by the Chief Director.

NOTE:

Shortlisted candidates will be subjected to a practical administrative related test.

ENQUIRIES:

Ms Amanda Giyose: Tel 012 441-3701.

**CULTURAL OFFICER: LIVING HERITAGE
2 YEAR FIXED-TERM CONTRACT
DIRECTORATE: LIVING HERITAGE
SALARY: R 105 645 .00 per annum
(REF NR: CO/02)**

REQUIREMENTS:

A three year Bachelor's Degree/Diploma in Social Science. Knowledge and understanding of Intangible Cultural Heritage/ Living Heritage. * Knowledge of Research and Report Writing. * Knowledge of relevant legislation applicable to the Heritage sector. * Good communication (verbal and written) skills, interpersonal skills and client orientated focus

DUTIES:

Manage enquiries on Intangible Cultural Heritage/ Living Heritage. * Assist in conducting research on Intangible Cultural Heritage/ Living Heritage. * Liaison with tertiary institutions, government department, non government organization, communities, practitioners and relevant stakeholders in the

Intangible Cultural Heritage field. *Manage projects on Intangible Cultural Heritage/Living Heritage. *Provide administrative support.

ENQUIRIES:

Ms Pertunia Mulaudzi, Tel 012 441-3716

**HUMAN RESOURCE CLERK (X3)
CHIEF DIRECTORATE: HRM
SALARY: R 85 338
(REF NR: HRC/03)**

REQUIREMENTS:

Senior Certificate plus a minimum of 1 year's experience in the field of HR. * Studying towards a three-year qualification in Human Resource Management/Development or Public Administration would be an added advantage. * Proven typing proficiency. * Good organising and planning skills. * Ability to understand and interpret data (information in Curriculum Vita's) to produce concise documents. * good communication and interpersonal skills. * Accuracy, reliability and attention to details. * Ability to meet deadlines and work under pressure. * Knowledge of Recruitment and Selection process and procedure.

DUTIES:

Perform all activities in response handling including collection of applications, pre- screening and capturing of applications according to the pre-defined criteria. * Typing and sending of acknowledgement letters for all applications received. * Typing and sending of regret letters for all application after the process of filling the post is finalized. * interview logistical arrangement such as transport arrangements for candidates and panel members, preparation of Interview documents, issuing transport claims forms to candidates. * Processing of transport claims. * Respond to queries regarding the advertised position.

NOTE:

Shortlisted candidates will be subjected to a typing test.

ENQUIRIES:

Ms Zandile Maloka, Tel: 012 441 3730.

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CLOSING DATE: 27 November 2009



arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA

INTERNAL VACANCY CIRCULAR NO 2 OF 2009

APPLICANTS ARE HEREBY INVITED FROM SUITABLE CANDIDATES TO FILL THE VACANCIES THAT EXIST IN THE DEPARTMENT OF ARTS AND CULTURE AT THE DIRECTORATE: FACILITIES MANAGEMENT

POST: ADMINISTRATION OFFICER (LEVEL 7) (6 MONTHS CONTRACT)

REF : 2/2009
SALARY NOTCH : R 117 501-00 per annum
37% IN LIEU OF SERVICE BENEFITS : R 43 475-37 per annum

REQUIREMENTS

- An appropriate three years' degree or National Diploma
- Relevant experience in client relations
- Ability to work under pressure to meet deadlines
- Highly computer literate
- Good administrative, verbal and written communication skills
- Independent thinker with the ability to work with minimum supervision
- A valid driver's license.

DUTIES

- The successful candidate will render administrative support to the Directorate: Facilities Management
- Will assist in the compilation of Immovable Asset register and a User Asset Management Plan
- Assist in monitoring of the accommodation programme for capital works, leased accommodation and municipal service charges
- Consolidate information in reporting on progress of accommodation programme
- Ensure effective and timeous responses to correspondence related to accommodation
- Organise workshops with Department of Public Works (DPW) and Public Entities and write reports
- Attend bi-monthly meetings with DPW and write minutes
- The post will also required official travelling and the successful candidate must be willing to travel as and when required.

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Enquiries: Ms L van der Westhuizen, Tel (012) 441-3577

Closing date: 17 March 2009

ANNEXURE B

DEPARTMENT OF ARTS AND CULTURE

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CLOSING DATE: 18 August 2009

NOTE: Applications must be submitted on Form Z83, obtainable from any Government department or online at www.gov.za. It must be accompanied by a comprehensive CV (including two recent and contactable referees) and certified copies of all qualifications. • Please note that all successful candidates will have to undergo security clearance and their appointments will be provisional pending the outcome of a security clearance • Successful candidates will be required to sign a performance agreement within 3 months of assumption of duty • Correspondence will be limited to shortlisted candidates only • If you do not hear from us within 3 months of the closing date, please assume that your application has been unsuccessful. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted.

POST : **SENIOR ADMINISTRATION OFFICER (LEVEL 8): OFFICE OF THE DG**

Salary : **R145 920** per annum

Centre : Pretoria

REQUIREMENTS : • A relevant post Matric qualification with 3 years practical experience or Senior Certificate with 5 years practical experience in administration

support in a high level office • Good verbal and written communication
• Organisational and interpersonal skills • Computer literacy (MS Word, Excel, Power point, Internet and Outlook) • Ability to function independently • Willingness to work under pressure and extended hours.

DUTIES : Key performance areas: • To provide effective and efficient administration in the office of the Director-General • Handling and monitoring the workflow • Coordinating of the document flow i.e. memorandums, submissions and letters • Management of messaging services • Records management and safekeeping of Records • Quality assurance of submissions • Liaise with stakeholders and the general public.

ENQUIRIES : Ms Pertunia Mulaudzi Tel 012 441 3716

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

Applications must be submitted on **Form Z83**, obtainable from any Government department or online at 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 ORIGINAL 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 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. 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 shortlisted and that their appointment is subject to 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 three (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 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, Kingsley Centre, 2nd Floor, Cnr Church and Beatrix Streets, Arcadia, Pretoria.

DEPARTMENT OF ARTS AND CULTURE

INTERNAL ADVERT

The Department of Arts and Culture is an equal opportunity affirmative action employer and it is the intention to promote representatively in the Public Sector through the filling to this post. Persons whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications

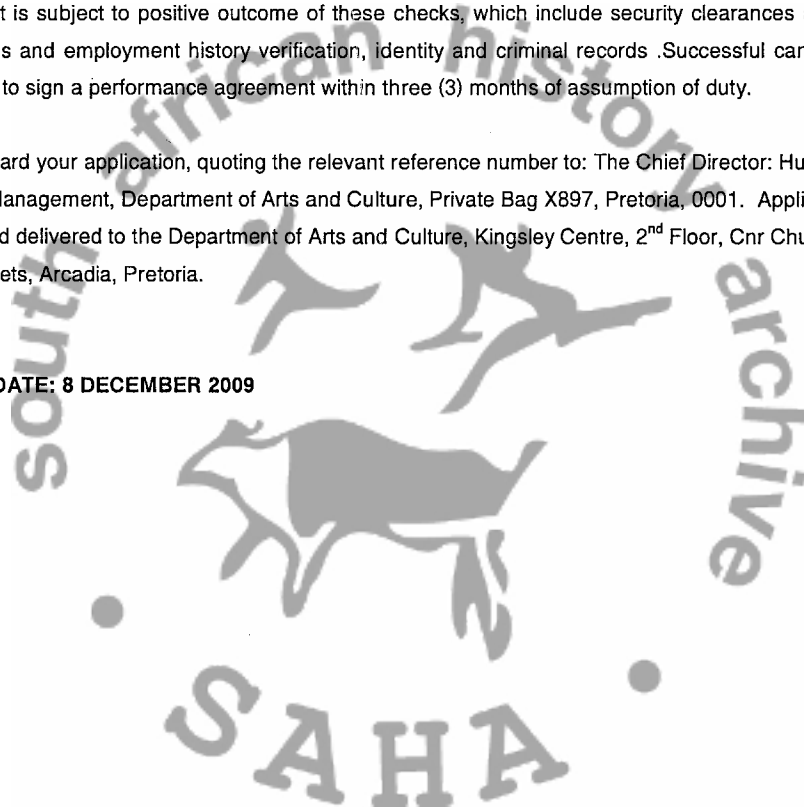
- APPLICATIONS** : Please forward your application, quoting the relevant reference number to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, Kingsley Centre, 2nd Floor, Cnr Church and Beatrix Streets, Arcadia, Pretoria
- CLOSING DATE** : **17 November 2009**
- NOTE** : Applications are hereby invited from suitably and qualified persons to apply for the following post. Applications must be submitted on Form Z83, obtainable from any Government department or online at 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 Original 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 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. 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 post(s).
- POST** : **SENIOR SECURITY ADMINISTRATION OFFICER (REF: 03/11)**
Sub-Directorate: Office and Security Services
- SALARY** : R 161 970.00 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Matric Certificate and 8 years' security experience with 3 years in a managerial level. Experience in control room procedures, CCTV surveillance systems. Understanding of the Minimum Information Security Standards (MISS) document. A Grade B PSIRA (Private Security Regulatory Authority) Certificate. Good communication and interpersonal skills. Computer literate. Ability to work independently and under pressure. Supervisory skills. A valid Code 08 driver's licence.
- DUTIES** : The successful candidate will co-ordinate, organise, implement and control all physical security measures in the offices of the Department of Arts and Culture. Ensure implementation and adherence to the departmental security policy and all security directives. Co-ordinate training of all security officials. Compile work plans for Senior Security and Security Officials and conduct quarterly performance assessments for subordinates. Compile weekly and monthly reports with regard to Physical Security on operational matters. Conduct after-hour inspections. Ensure compliance with Security Legislation. Ensure proper key control measures. Conduct physical security assessments. Responsible for Events security
- ENQUIRIES** : Ms Pertunia Mulaudzi, Tel 012 441-3716

Applications must be submitted on Form Z83, obtainable from any Government Department or online at 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 Original 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 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. 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 post(s).

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Please forward your application, quoting the relevant reference number 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, Kingsley Centre, 2nd Floor, Cnr Church and Beatrix Streets, Arcadia, Pretoria.

CLOSING DATE: 8 DECEMBER 2009





arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA

INTERNAL VACANCY CIRCULAR NO 3 OF 2009

APPLICANTS ARE HEREBY INVITED FROM SUITABLE CANDIDATES TO FILL THE VACANCIES THAT EXIST IN THE DEPARTMENT OF ARTS AND CULTURE AT THE CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT

POST: SENIOR SECURITY OFFICERS GR I (4 POSTS)

REF : 3/2009
SALARY NOTCH : R 94 326-00 per annum

REQUIREMENTS

• Applicants must be in possession of a Grade 12 certificate coupled with previous experience in the security environment • A valid code EB driver's license is essential • The successful candidate(s) will have to obtain a security clearance of secret • Failure to obtain the required security clearance will result in the termination of the candidate(s) service with immediate effect • Registration with Private Security Regulatory Industry (PSIRA) and at least on grade C level • The ability to work independently and under pressure • Conflict resolution and negotiation skills • Must be willing to work shifts.

DUTIES

• The successful candidate(s) will render a protection and security service • To supervise Security personnel at all access control points • To be responsible for the protection of State Assets and the Information contained in offices • To delegate general security duties to Security Officials • To conducted general patrols and observations during shifts • Ensure the safe custody and protection of officials • Update equipment regularly and the maintenance of security equipment • Inspections of offices internally and other buildings • Investigation of losses and damage of assets • Performance management reporting.

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

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PLEASE NOTE:

- Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcome of these checks, which includes security clearances vetting, qualifications, employment history verifications, identity and criminal records
- Successful candidates will be required to sign a performance agreement within three (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 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, Kingsley Centre, 2nd Floor, Cnr Church and Beatrix Streets, Arcadia, Pretoria.

Enquiries: Ms L van der Westhuizen, Tel (012) 441-3577

Closing date: 17 March 2009

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

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Enquiries: Ms L van der Westhuizen, Tel (012) 441-3577

Closing date: 8 May 2009



arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA

Hooftaalpraktisyn: Afrikaans (REDIGEERDER/VERTALER)

Salaris: R174 243 per jaar (Verw 54926/3)

Minimum vereistes: • 'n Toepaslike, erkende Baccalaureusgraad of gelykwaardige kwalifikasie, verkieslik met Afrikaans, Vertaling of Taalwetenskap as hoofvak • Afrikaans as eerste taal • Uitstekende beheersing van Engels • Ten minste vyf jaar bewese ondervinding in vertaling en redigering • Bewese algemene rekenaargelettertheid • Vermoë om op die rekenaar te vertaal en teks te redigeer • Suksesvolle aflegging van 'n departementele toets wat vertaling en redigering behels • Goede skriftelike en mondelinge kommunikasievaardighede • Vermoë om onder druk te werk • Goede interpersoonlike vaardighede • Kennis van die Nasionale Taalbeleid.

Verdere aanbevelings: • 'n Nagraatse kwalifikasie in Vertaling • Ondervinding in die vertaling en redigering van publikasies in die openbare sektor • Ondervinding in die vertaling en redigering van wetgewing • SAAI-akkreditering as vertaler en/of redigeerder, en/of akkreditering as geswore vertaler in die betrokke taal.

Sleutelprestasie-areas: • Redigering in Afrikaans, en die vertaling uit Engels in Afrikaans, van 'n wye verskeidenheid amptelike dokumente • Toesigging oor en opleiding van ondergeskiktes • Uitvoering van gehaltebeheer op interne en uitbestede werk • Koördinerende van interne en uitbestedingadministrasie • Skakeling met kliënte en vryskutwerkers • Taaladvieslewering.

Let wel: Slegs kortlyskandidate sal die vereiste toets aflê.

Nawrae: Ms. Loraine van der Westhuizen, tel. 012-441-3755.

Die Departement van Kuns en Kultuur is 'n werkgewer wat gelyke geleenthede voorstaan en daar word beoog om verteenwoordiging in die Staatsdiens te bevorder met die vul van hierdie poste. Persone wie se oorsprong/bewondering/aanstelling verteenwoordiging sal bevorder, sal dus voorkeur geniet. 'n Aanduiding in dié verbaad sal die verwerking van aansoek bespoedig. Gestremde persone word aangemoedig om aansoek te doen.

Aansoek moet ingedien word op Vorm Z.83, wat by enige Staatsdepartement verkrygbaar is, of op die Internet by www.gov.za. Alle afdelings van die Z.83 moet ingevul word en die aansoekvorm moet vergesel gaan van 'n omvattende CV (insluitende twee onlangse referente met wie in verbinding getree kan word) en OORSPRONKLIKE GEWAARMERKTE afskrifte van die aansoeker se ID-dokument en opvoedkundige kwalifikasie. Dit is aansoekers se verantwoordelijkheid om buitelandse kwalifikasies voor die keuringsproses deur die Suid-Afrikaanse Kwalifikasie-owerheid (SAKQ) te laat evalueer. Persone wat om meer as een pos aansoek doen moet 'n aparte Vorm Z.83 (aansoek die dokumente hierbo genoem) vir elke pos indien. Indien 'n aansoeker 'n aansoek wil onttrek, moet dit skriftelik gedoen word. Versuim om die vereiste dokumentasie in te dien, sal aansoek outomaties diskwalifiseer. Aansoek per faks of e-pos word nie aanvaar nie. Die Departement behou die reg voor om bogenoemde pos(s) nie te vul nie.

Let wel: • Alle suksesvolle kandidate sal sekerheidsklaring moet ondergaan en hul aanstellings sal voorlopig wees hangende die uitslag van die sekerheidsklaring • Suksesvolle kandidate moet binne drie maande na sy/haar aanstelling 'n prestasie-ooreenkoms onderteken.

ALLE POSTE IS IN PRETORIA

Rig asseblief jou aansoek, met vermelding van die toepaslike verwysingsnommer en die naam van hierdie publikasie, aan: Die Waarnemende Hoofdirekteur: Menshulpbronbestuur, Departement van Kuns en Kultuur, Privaatsak X897, Pretoria 0001. Aansoek kan ook per hand by die Departement van Kuns en Kultuur, Kingsleystratum, 2e Vloer, hoek van Kerk- en Beatrixstraat, Arkadia, Pretoria, ingedien word.

Sluitingsdatum: 20 Februarie 2009.



Human Communications 55077





arts and culture

Department
Arts and Culture
REPUBLIC OF SOUTH AFRICA

Applications are invited from suitably qualified and experienced candidates to fill the following positions:

Chief Director: Arts and Culture in Social Cohesion

An all-inclusive remuneration package of R790 953 per annum, consisting of a basic salary (60% of the total remuneration package), the 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. 69078/1)

Requirements: Applicants must be in possession of: • A 3-year appropriate degree/National Diploma in Arts and Culture-related Studies • At least 8 years' experience in the relevant field • A postgraduate Management qualification will be an added advantage. The following are essential requirements: • Knowledge of and skills in applying monitoring and evaluation principles and practices • Updated technical knowledge to effectively manage social cohesion • Knowledge of industry programme policies, procedures, regulations and laws, including the Public Finance Management Act (PFMA) • Skills in conducting quality control reviews of audit work products • Skills in collecting and analysing complex data, evaluating information and systems and drawing logical conclusions • Skills in planning, project management and maintaining composure under pressure, while meeting multiple deadlines • Negotiating issues and problem-solving skills • Skills in effective verbal and written communication, including active listening and skills in presenting findings and recommendations.

Key performance areas: The successful candidate will be responsible for the following: • Promoting social cohesion and developing policies, strategies, programmes and funding to enhance good governance of access to institutions • Promoting and reinforcing strategic support to community arts centres and the exposure of performing arts • Managing contributions to the Government programme of action in respect of social cohesion • Developing networks and manage stakeholders.

Enquiries: Mr M Byela, tel. (012) 441-3499.

Chief Director: Co-ordination, Monitoring and Good Governance

An all-inclusive remuneration package of R790 953 per annum, consisting of a basic salary (60% of the total remuneration package), the 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. 69078/2)

Requirements: Applicants must be in possession of: • A postgraduate degree/National Diploma in Economics or equivalent qualification in the relevant field • A minimum of 5 years' experience in Senior Management • Public Policy Management will be an added advantage. The following are essential requirements: • Understanding of monitoring and evaluation • Understanding of Government's programme of action • Understanding of legislation • Understanding of the inter-governmental policy framework • Understanding of public sector functions • Research skills • Good interpersonal skills • Project management skills • Strategic management • Analytical skills • Creative thinking • Computer proficient.

Key performance areas: The successful candidate will be responsible for the following: *Co-ordinating, monitoring and evaluating activities of the Department:* • Establishing overall strategy by the co-ordination of the activities of the Department and institutions to ensure co-operative and integrated execution of functions, projects and initiatives • Monitoring the performance of business units/institutions to ensure compliance with strategic plans, business plans, mandates and multilateral and bilateral agreements • Monitoring the application of good governance practices by business units and institutions to ensure good corporate management and compliance with prescripts • Ensuring the effective/intended utilization of conditional grants and transfers. *Rendering risk management services:* • Identifying and analysing potential risk areas • Developing risk mitigation strategies • Rendering assistance/ing with implementation of risk mitigation strategies • Developing and implementing risk awareness strategies.

Enquiries: Mr M Byela, tel. (012) 441-3499.

Chief Director: Investing in Culture

An all-inclusive remuneration package of R790 953 per annum, consisting of a basic salary (60% of the total remuneration package), the 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. 69078/3)

Requirements: Applicants must be in possession of: • A 3-year degree/National Diploma in the relevant field • A senior degree will be an added advantage • Experience in working with the complex South African poverty landscape, supporting the broad imperatives of Government and co-ordinate and integrate strategy issues between and within institutions. The following are essential requirements: • Co-ordination and marketing skills • An understanding of the arts, culture and heritage sector priorities • Projects and programme management • Problem-solving skills • Good communication and interpersonal skills • Computer literacy • An understanding of economics of culture • Familiarity with arts, culture and heritage contribution to the Anti-poverty Strategy • The ability to communicate with people from diverse backgrounds • Knowledge of Public Service Act/Regulations and relevant prescripts • Knowledge and understanding of the State Information Technology Agency Act.

Key performance areas: The successful candidate will be responsible for the following: • Governing, promoting and co-ordinating poverty alleviation strategies and projects • Conceptualising and implementing strategic assets and initiatives for the establishment of economically viable and creative industries in conjunction with identified partners • Developing, implementing and reviewing sector-specific Expanded Public Works Programme (EPWP) strategies and projects • Identifying and supporting the development of high-impact job creation areas in the sector • Providing strategic support to ensure that supported projects result in viable Small Micro and Media Enterprises (SMME) • Partnerships sought between public and private sector strengthened for scaled-up economic impact by the sector • Managing resources of the Chief Directorate.

Enquiries: Mr M Byela, tel. (012) 441-3499.

Chief Director: Arts, Culture and Creative Industries

An all-inclusive remuneration package of R790 953 per annum, consisting of a basic salary (60% of the total remuneration package), the 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. 69078/4)

Requirements: Applicants must be in possession of: • A 3-year appropriate B degree/National Diploma in the relevant field • At least 8 years' management experience in creative industries. The following are essential requirements: • Good communication skills with diverse backgrounds • People management • Innovative and creative thinker • Strong commitment to the role that arts and culture can play in economic and social development • Problem-solving skills • Knowledge of creative industries • Broader understanding of policies in national and international context • Good negotiation and interpersonal skills • Computer literacy • Project management skills • Excellent organisational abilities • Knowledge of financial management.

Key performance areas: The successful candidate will be responsible for the following: • Conducting research, developing policies and strategies in support of the development of arts, culture and creative industries • Supporting the development and promotion of arts and culture and creative industries.

Enquiries: Mr M Byela, tel. (012) 441-3499.

Chief Director: Human Resource Management

An all-inclusive remuneration package of R790 953 per annum, consisting of a basic salary (60% of the total remuneration package), the 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. 69078/5)

Requirements: Applicants must be in possession of: • A National Diploma or a postgraduate qualification in Human Resource Management • A minimum of 3 years' experience at Human Resource Managerial level • A postgraduate qualification in HRM or an equivalent qualification. The following are essential requirements: • In-depth knowledge of HRM, including research, planning, organisational development, performance management, training and development and employee relations • Broad knowledge and understanding of Government policies • Project management skills.

Key performance areas: The successful candidate will be responsible for the following: • Developing a people strategy and implementation plan • Managing the entire human resource function • Ensuring an aligned and effective performance management system in terms of standards of performance, periodic reporting and human resource development • Ensuring that reliable management information is provided periodically for timely decision support • Implementing transformation and Batho Pele strategy for improved equity and client service • Ensuring legislative compliance • Maintaining an appropriate LR environment and maintaining and developing relationships with Unions and other role-players • Ensuring the development and implementation of Training and Management Development Programmes to ensure the provision of relevant skills for the organisation to achieve its objectives • Ensuring the provision of HR support services to operational staff in line with business requirements and departmental strategy • Supporting sound employee relations and managing employee health and wellness programmes.

Enquiries: Ms L van der Westhuizen, tel. (012) 441-3577.

Director: Empowerment Initiatives and Project Planning

An all-inclusive remuneration package of R652 572 per annum, consisting of a basic salary (60% of the total remuneration package), the 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. 69078/6)

Requirements: Applicants must be in possession of: • A 3-year appropriate degree/National Diploma in the relevant field • Project Management Certificate will be an added advantage • 3-8 years' relevant experience in business concept development, feasibility testing, market research, business plan development and project management. The following are essential requirements: • Good project management • An understanding of development and planning • Knowledge and application of Expanded Public Works Programme (EPWP), Integrated Sustainable Rural Development Programme (ISRDP) and Urban Renewal Programme (URP), Accelerated and Structured Growth Initiative (ASGI-SA) principles in funded projects • Good co-ordination and community liaison skills • Problem-solving skills • Analytical and creative thinking skills • Policy formulation skills • Policy implementation skills • General management skills • Knowledge of general management of systems development • High-level computer literacy • A broader understanding of arts and culture sector with special reference to the poverty alleviation projects.

Key performance areas: The successful candidate will be responsible for the following: • Overall management of the programmes • Empowerment opportunities in the sector • Establishing and managing training and marketing partnerships • Conceptualising investing in Culture policies within broader DAC and Government policies • Managing human resource within provincial co-ordination.

Enquiries: Ms L van der Westhuizen, tel. (012) 441-3577.

Deputy Director: Capital Works

An all-inclusive salary package: R311 358 per annum (Ref. 69078/7)

Requirements: Applicants must be in possession of: • A 3-year degree/National Diploma in Property Management • A minimum of 3 years' experience in the relevant field and residential environment. The following are essential requirements: • Knowledge and understanding of Government Immovable Assets Management Act • Knowledge and understanding of the Occupational Health and Safety Act • Knowledge and understanding of the PFMA • Project management skills • Strong communication skills • Report-writing skills • Good interpersonal skills • Computer literacy • The willingness to travel extensively • A valid driver's licence.

Key performance areas: The successful candidate will be responsible for the following: • Supporting projects of capital works programme • Developing and maintaining Immovable Asset Management Plan (IAMMP) and Immovable Asset Register in terms of the Government Immovable Asset Management Act (GIAMA) • Implementing effective systems to monitor capital works, base agreements and municipal service charges for the Department and Public Entities • Implementing DAC Property Management policy • Co-ordinating liaison with relevant stakeholders, such as Public Works, Public Entities, etc • Facilitating the establishment and cascading of project steering committees.

Enquiries: Ms L van der Westhuizen, tel. (012) 441-3577.

Deputy Director: Heritage Commemorations

An all-inclusive salary package: R311 358 per annum (Ref. 69078/8)

Requirements: Applicants must be in possession of: • An appropriate three-year degree/Diploma in Social Sciences or Heritage Studies. The following are essential requirements: • 2-5 years' relevant knowledge of relevant policies and prescripts • Experience in the conceptualisation and management of national events and commemorations will be an advantage. The following are essential requirements: • Demonstrable and advanced knowledge and understanding of project management • Experience in the development of strategy documents • Excellent report-writing and presentation skills • Good interpersonal, communication and problem-solving skills • Computer literacy.

Key performance areas: The successful candidate will be responsible for the following: • Developing a national strategy on commemorations as well as writing for social cohesion and nation building • Conceptualising, planning and managing large-scale commemorations, such as Heritage Day and others • Developing databases relevant to the work of the section • Liaising with relevant stakeholders, such as provincial authorities, municipalities, etc • Managing the budget of the section and supervise staff.

Enquiries: Ms L van der Westhuizen, tel. (012) 441-3577.

Deputy Director: Heritage Policy, Research and Legislation

An all-inclusive salary package: R311 358 per annum (Ref. 69078/10)

Requirements: Applicants must be in possession of: Relevant 3-year Bachelor's degree in Social Studies in the relevant field. The following are essential requirements: • Good understanding of intangible cultural heritage • Strong policy formulation and research skills • Excellent verbal and written communication and liaison skills • Analytical and problem-solving skills • Understanding of the importance of intangible cultural heritage in social cohesion and building a South African national identity • Excellent interpersonal skills and ability to work as part of a dynamic team.

Key performance areas: The successful candidate will be responsible for the following: • Assisting in the implementation of a research and policy agenda for the Heritage Chief Directorate • Assisting in the formulation, implementation, monitoring and evaluation of a national policy • Developing position papers and discussion documents • Liaising with heritage stakeholders, including other Government departments, statutory institutions and civil society.

Enquiries: Ms L van der Westhuizen, tel. (012) 441-3577.

Assistant Director: Budget Planning and Expenditure Control

Salary: R192 540 per annum (Ref. 6978/11)

Requirements: Applicants must be in possession of: • A 3-year Bachelor's degree/National Diploma in Finance/Accounting • 2-4 years' experience in financial management. The following are essential requirements: • Thorough knowledge of laws, regulations, policies, instructions and systems applicable to Financial Administration and Management in the Public Service, such as the Public Finance Management Act, the Treasury Regulations and the Treasury Guidelines • In-depth knowledge of the budget procedures • The ability to perform independently and under pressure • Good communication and interpersonal skills • Computer literacy • Planning and organising skills • Problem-solving skills.

Key performance areas: The successful candidate will be responsible for the following: *Co-ordinating, processing and capturing budget cycle (roll-over/MTEP adjustment estimates/estimates of revenue expenditure/drawings):* • Co-ordinating, compiling, consolidating and reviewing the Budget Programme Managers • Co-ordinating and capturing monthly bill of function managers • Preparing a submission to the DG, Minister, Deputy Minister and National Treasury (NT) • Completing and submitting database and chapter to National Treasury. *Compiling annual financial statements:* • Co-ordinating, compiling and completing the AFS with notes and working papers. *Compiling financial reports to National Treasury:* • Compiling the Early Warning Reports (EWS) and database to the National Treasury • Compiling expenditure reports and revising the projections and inputs for the management each month. *Capturing budget on SAS:* • Capturing budget inputs to per ENE • Updating and monitoring SAS with any roll-overs, shifts, viennet, unforeseeable/unavoidable. *Implementing Public Finance Management Act and Treasury Regulations in the Department and Public Entities to promote effective, efficient and economic budgeting and expenditure control and reporting mechanisms and systems:* • Preparing early warning to the relevant stakeholders • Providing information of expenditure trends to prevent overspending as well as under-spending of the budget.

Enquiries: Mr J Malaba, tel. (012) 441-3648.

Personal Assistant: Chief Operating Officer

Salary: R192 540 per annum (Ref. 69078/12)

Requirements: Applicants must be in possession of: • An appropriate three-year degree/National Diploma in Administration • 3 years' experience in office administration and secretarial duties. The following are essential requirements: • An understanding of financial and procurement procedures in Government • An understanding of administrative procedures and processes • Planning and organising skills • Problem-solving skills • Good communication and interpersonal skills • Advanced computer literacy in all the packages Word/Excel/PowerPoint/Access • Knowledge and understanding of the role of arts and culture and government operations.

Key performance areas: The successful candidate will be responsible for the following: • Co-ordinating and monitoring all administrative services and the workflow • Recording and monitoring Branch finances and report back to the COO such as maintaining registers • Liaising with stakeholders, business and the public within the office of the COO • Handling the Public Relations within the office • Providing logistical arrangement for the COO.

Enquiries: Mr J Malaba, tel. (012) 441-3648.

The Department of Arts and Culture is an equal opportunity affirmative action employer and it is the intention to promote representatively 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 Form Z83, obtainable from any Government department or online at www.dobz.co.za. Please note: Failure to submit the required documentation will automatically disqualify applications. ALL sections of the Z83 form must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and original certified copies of the applicant's ID and educational qualifications. It is the applicant's responsibility to have language 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 Z83 form (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. No taxes 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 final vetting and security clearance. Successful candidates will be required to sign a performance agreement within three 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 Director: Human Resource Management, Department of Arts and Culture, Private Bag 2897, Pretoria 0001. Applications can also be hand-delivered at the Department of Arts and Culture, 2nd Floor, Kingsley Centre, car Church and Beatrix Streets, Arcadia, Pretoria.

CLOSING DATE: 10 September 2010.

ANNEXURE B

DEPARTMENT OF ARTS AND CULTURE

The Department of Arts and Culture is an equal opportunity affirmative action employer and it is the intention to promote representatively in the Public Sector through the filling of this posts. Person whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications.

APPLICATIONS : Please forward your application, quoting the relevant reference and the name of this publication to: The 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, Kingsley Centre, 2nd floor, Cnr Church and Beatrix Streets, Arcadia, Pretoria.

CLOSING DATE : 31 May 2011
NOTE : Applications are hereby invited from suitably and qualified person to apply for the following posts. Applications must be submitted on Form Z83, obtainable from any Government department or online at 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 Original 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 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. 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 post(s). PLEASE NOTE: Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to 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 three (3) months of assumption of duty.

OTHER POSTS

POST 20/05 : **INTERNAL AUDITOR REF: 11/003**

SALARY : R140 208 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a BComm Degree or National Diploma in Internal Audit, Accounting or equivalent qualification. At least 1 – 2 years' of relevant experience in Internal Audit • studying towards a certified Internal Auditor (CIA) will be an added advantage. The following are essential requirements: • Extensive knowledge of standards for the Professional Practice of Internal Auditors (SPPIA), PFMA and Treasury Regulations • Detailed knowledge of software packages such as MS Word, Excel, PowerPoint, Visio, Outlook, Teammate, ACL • Good communication, planning, organizing and time management skills • Applicants must be innovative thinkers and have the ability to work under pressure.

DUTIES : Key Performance Areas: The appointee will be responsible for the following: • Plan audits • Perform audits as per the approved plan, budget and standards • Liaise with relevant stakeholders about audit results • Provide advice on audit related matter • Assist in the administration of internal audit activities.

ENQUIRIES : Ms P Mulaudzi, Tel.: (012) 441-3716.

POST 20/06 : **SENIOR SECRETARY 4POSTS**

SALARY : R140 208 per annum
CENTRE : Pretoria
Directorate: Living Heritage: Ref: 11/004
Directorate: Monitoring And Evaluation Ref: 11/005
Directorate: National Language Service Ref: 11/006

- Directorate: International Relations Ref: 11/007
- REQUIREMENTS** : Applicants must be in possession of a Senior Certificate and a secretarial qualification with proven Typing skills. The following are essential requirements:
- Good knowledge of the MS Office package
 - Practical experience in using e-mail, calendar and contacts database
 - 2 – 5 years' secretarial experience
 - Sound verbal and written communication skills
 - Strong office and telephone etiquette
 - Knowledge and experience in document tracking, photocopying, faxing and filing
 - Practical experience in administrative processes and procedures including conferences, meetings, diary management, travel arrangements and processing of claims.
- DUTIES** : Key Performance Areas: The appointee will be responsible for the following:
- Provide full secretarial and administrative support to the Head of the Chief Directorate / Directorate
 - Handling telephone and written enquiries
 - Diary management – hard copy as well as electronically
 - Travel and accommodation arrangements
 - Processing subsistence and travel claims
 - Photocopying and faxing
 - Preparation of submissions
 - Typing and preparing presentations
 - Organizing and managing logistics for workshops, seminars and meetings
 - Maintain office, filing and administrative responsibilities
 - Taking minutes during meetings as required
 - The incumbent must be willing to work extended hours and to travel when the need arises.
- ENQUIRIES** : Ms P Mulaudzi, tel. (012) 441-3716.
- POST 20/07** : **HUMAN RESOURCE PRACTITIONER: RECRUITMENT AND SELECTION**
REF: 11/010
- SALARY CENTRE REQUIREMENTS** : R140 208 per annum
Pretoria
- REQUIREMENTS** : Applicants must be in possession of
- A three-year tertiary qualification in Human Resource Management / Administration / Development or Public Management
 - Knowledge of Recruitment and Selection processes
 - 1 – 2 year's relevant experience. The following are essential requirements:
 - Knowledge of the Public Service Act, the Public Service Regulations and other Human Resources regulatory frameworks
 - Basic knowledge of PERSAL
 - Good interpersonal, liaison and communication skills (written and verbal)
 - The ability to interpret and apply directives
 - Ability to work under pressure and display initiative
 - Computer literacy
 - Problem solving skills
 - Planning and organising skills
 - Client orientation.
- DUTIES** : Key Performance Areas: The appointee will be responsible for the following:
- Recruitment and selection which entails the following:
 - Response handling on advertised posts
 - Sourcing of applications for temporary appointments
 - Facilitate the personnel suitability checking
 - Rendering of advisory services during interviews
 - Accurate minute taking during meetings
 - Drafting of submissions
 - Capturing of necessary transactions on PERSAL
 - Implementation of best practice in relation to recruitment and selection
 - Respond to telephone enquiries regarding the advertised posts.
- ENQUIRIES** : Ms Zandile Maloka, tel. (012) 441-3730.
- POST 20/08** : **HUMAN RESOURCE PRACTITIONER: PERFORMANCE MANAGEMENT**
REF: 11/011
- SALARY CENTRE REQUIREMENTS** : R140 208 per annum
Pretoria
- REQUIREMENTS** : Applicants must be in possession of a three-year degree / National Diploma in Human Resource Management.
- 1 – 2 year's relevant experience in this field.
 - The following are essential requirements:
 - Knowledge of Public Service Act, Public Service regulations and guidelines for performance management and development in public service
 - Experience in the implementation of performance management in the Public Service
 - Good communication skills (verbal and written)
 - Computer literacy
 - Good planning and organizing skills
 - knowledge of PERSAL
 - Report writing skills.
 - Presentation and research skills
 - Ability to work under pressure.
- DUTIES** : Key Performance Areas: The appointee will be responsible for the following:
- Provide support towards the implementation of PMDS in the Department

Ensure compliance with PMDS in the Department • Assist employees with the development of work plans and signing of the performance agreements • Coordinate and ensure timely submission of employee's performance agreements and annual performance assessments • Organize the PMDS briefing sessions/workshops • Coordinate the logistics for the moderation committee meetings • Provide advice to employees on all matters related to PMDS • Monitor the submission of employee's quarterly probation reports • Maintain the PMDS database • Ensure proper recording and filing of performance agreements of all DAC officials • Perform general administrative functions of the unit.

ENQUIRIES : Ms Nomtha Ngcama, tel. (012) 441-3430.

POST 20/09 : **NETWORK CONTROLLER: IT OPERATIONS & MAINTENANCE REF: 11/008**

SALARY : R140 208 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a three year Degree / National Diploma in Information Technology or relevant qualification A+ or N+ coupled with MCSE qualification • At least 1 – 2 years' relevant experience in an ICT environment. The following are essential requirements: • Communication and interpersonal skills • Knowledge of various operating systems e.g. Linux, Windows, Mac OS as well as a basic understanding of office productivity software's such as Word Processing, spreadsheets, presentations, e-mail and calendar • Knowledge and understanding of IT policies and procedures • Problem solving skills.

DUTIES : Key Performance Areas: The appointee will be responsible for the following: • Desktop and LAN support • Maintenance of IT inventory and asset register • Facilitate IT procurement • Assist users with IT training in general • The incumbent will also be responsible for ICT Projects.

ENQUIRIES : Ms Nomtha Ngcama, tel. (012) 441-3430.

NOTE : Short-listed applicants will undergo a competency test.

POST 20/10 : **HUMAN RESOURCE CLERK: RECRUITMENT AND SELECTION REF: 11/009**
 Chief Directorate: HRM

SALARY : R94 575 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of • A Senior Certificate plus a minimum of 1 – 2 year's experience in the field of HR • Studying towards a three-year qualification in Human Resource Management / Development or Public Administration would be an added advantage • Proven typing proficiency. The following are essential requirements: • Good organizing and planning skills • Ability to understand and interpret data (information in Curriculum Vita's) to produce concise documents • Good communication and interpersonal skills • Accuracy, reliability and attention to details • Ability to meet deadlines and work under pressure • Knowledge of Recruitment and Selection process and procedure.

DUTIES : Key Performance Areas: The appointee will be responsible for the following: • Perform all activities in Response Handling including collection of applications, pre-screening and capturing of applications according to the pre-defined criteria • Typing and sending of acknowledgement letters for all applications received • Typing and sending of regret letters for all application after the process of filling the post is finalized • Interview logistical arrangement such as transport arrangements for candidates and panel members, preparation of Interview documents, issuing transport claims forms to candidates • Processing of transport claims • Respond to queries regarding the advertised position.

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

NOTE : Short-listed applicants will be subjected to a typing test.

POST 20/11 : **SENIOR ACCOUNTING CLERK: BOOKKEEPING REF: 11/012**
 Division: Financial Administration

SALARY : R94 575 per annum
CENTRE : Pretoria

- REQUIREMENTS** : Applicants must be in possession of a Matric Certificate with Accounting • At least 1 year experience in this field. The following are essential requirements: • Good communication skills • Knowledge of bookkeeping and reconciliation • Knowledge of treasury regulations (PFMA, SCOA, etc.) • Computer literacy (BAS, PERSAL, MS Office and Safety Web).
- DUTIES** : Key Performance Areas: The appointee will be responsible for the following: • Capturing entities, sundry payments and journals on BAS system • Perform cashier duties • Clearing of suspense accounts to foreign payments and reconcile the GG Transport • Verify entities and release payments on Safety Web • Fund requisition and telegraphic transfers.
- ENQUIRIES** : Ms Hannelie Kotze, tel. (012) 441-3688.
- POST 20/12** : **SENIOR ACCOUNTING CLERK: INTERNAL CONTROL REF: 11/013**
- SALARY CENTRE REQUIREMENTS** : R94 575 per annum
Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Matric certificate with Accounting • At least 1 year experience in this field. The following are essential requirements: • Good communication skills • Knowledge of payroll administration and reconciliation • Knowledge of treasury regulations (PFMA, SCOA, etc.) • Computer literacy (BAS, PERSAL and MS Office).
- DUTIES** : Key Performance Areas: The appointee will be responsible for the following: • Capture journals and payments on BAS • Compile payment advice and capture maintenance forms on BAS • Control, file and retrieve payment batches.
- ENQUIRIES** : Ms Hannelie Kotze, tel. (012) 441-3688.
- POST 20/13** : **ASSISTANT ARCHIVIST: PHOTOGRAPHY SECTION REF: 11/014**
Chief Directorate: National Archives
- SALARY CENTRE REQUIREMENTS** : R94 575 per annum
Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 or equivalent qualification. At least 2 years relevant experience in this field. • Qualification in Information Management or Archival/Photographic field will be an added advantage • The following are essential requirements: • Knowledge of microfilm and photograph collection • Good communication and interpersonal skills • Computer literacy • Accuracy and neatness is a must • Ability to work under pressure
- DUTIES** : Key Performance Areas: The appointee will be responsible for the following: • Digitization of photographs • Store and retrieve photographs and microfilms • Data coding records • Auditing • Provide assistance to researchers • Perform general administrative functions of the unit
- ENQUIRIES** : Ms P Mulaudzi , Tel.: (012) 441-3716.
- POST 20/14** : **PRINCIPAL FOREMAN REF: 11/015**
Division: Office Services
- SALARY CENTRE REQUIREMENTS** : R94 575 per annum
Pretoria
- REQUIREMENTS** : Applicants must be in possession of a grade 12 certificate or equivalent qualification • Valid driver's license (Code 8) • At least 5 years relevant experience. The following are essential requirements: • Good communication skills • General knowledge of wood, metal, painting and basic electrical repairing • Problem solving skills • Computer literacy.
- DUTIES** : Key Performance Areas: The appointee will be responsible for the following: • Maintenance of office building • Maintenance of office equipment and furniture • Hang pictures, portraits and white boards in the offices and passages of the Department • Purchase of office materials as required from time to time.
- ENQUIRIES NOTE** : Ms Refilwe Silinza, tel. (012) 441-3598.
Please Take Note: Short-listed applicants will be subjected to a practical test

POST 20/15 : **SENIOR REGISTRY CLERK: REF: 11/002**
Chief Directorate: Human Resource Management

SALARY : R79 104 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 or equivalent qualification. At least 1 year relevant experience. The following are essential requirements: • Knowledge and experience of information and records management in a Human Resources environment • Knowledge of registry procedures and processes • Good organizing and interpersonal relations • Must be computer literate.

DUTIES : Key Performance Areas: The appointee will be responsible for the following: • Update record tracing system • Collect, receive, sort and file documents • Filing and maintenance of a filing system • Opening, closing, repairing and replacing of files • Control access to files • Search for and retrieve files • Auditing of HR records • Compile and duplicate HR records • Identify and dispose records • Perform other HR related activities

Enquiries : Ms Refilwe Silinza, Tel.: (012) 441-3598.





arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF ARTS AND CULTURE

Applications are hereby invited from internal suitable candidates to fill the following positions:

**SENIOR REGISTRY CLERK:
CHIEF DIRECTORATE:
HUMAN RESOURCE MANAGEMENT
Salary: R79 104 per annum (REF: 11/002)
PRETORIA**

Requirements: Applicants must be in possession of a Grade 12 or equivalent qualification. At least 1 year relevant experience. The following are essential requirements:

- Knowledge and experience of information and records management in a Human Resources environment
- Knowledge of registry procedures and processes
- Good organizing and interpersonal relations
- Must be computer literate.

Key Performance Areas: The appointee will be responsible for the following:

- Update record tracing system
- Collect, receive, sort and file documents
- Filing and maintenance of a filing system
- Opening, closing, repairing and replacing of files
- Control access to files
- Search for and retrieve files
- Auditing of HR records
- Compile and duplicate HR records
- Identify and dispose records
- Perform other HR related activities

Enquiries: Ms Refilwe Silinza, Tel.: (012) 441-3598.

INTERNAL AUDITOR

Salary: R140 208 per annum (REF: 11/003)

PRETORIA

Requirements: Applicants must be in possession of a Bcomm Degree or National Diploma in Internal Audit, Accounting or equivalent qualification. At least 1 – 2 years' of relevant experience in Internal Audit • studying towards a certified Internal Auditor (CIA) will be an added advantage. The following are essential requirements: • Extensive knowledge of standards for the Professional Practice of Internal Auditors (SPPIA), PFMA and Treasury Regulations • Detailed knowledge of software packages such as MS Word, Excel, PowerPoint, Visio, Outlook, Teammate, ACL • Good communication, planning, organizing and time management skills • Applicants must be innovative thinkers and have the ability to work under pressure.

Key Performance Areas: The appointee will be responsible for the following: • Plan audits • Perform audits as per the approved plan, budget and standards • Liaise with relevant stakeholders about audit results • Provide advice on audit related matter • Assist in the administration of internal audit activities.

Enquiries: Ms P Mulaudzi, Tel.: (012) 441-3716.

SENIOR SECRETARY (4POSTS)

Salary: R140 208 per annum

PRETORIA

(DIRECTORATE: LIVING HERITAGE) (REF: 11/004)

(DIRECTORATE: MONITORING AND EVALUATION) (REF: 11/005)

(DIRECTORATE: NATIONAL LANGUAGE SERVICE) (REF: 11/006)

(DIRECTORATE: INTERNATIONAL RELATIONS) (REF: 11/007)

Requirements: Applicants must be in possession of a Senior Certificate and a secretarial qualification with proven Typing skills. The following are essential requirements: • Good knowledge of the MS Office package • Practical experience in using e-mail, calendar and contacts database • 2 – 5 years' secretarial experience • Sound verbal and written communication skills • Strong office and telephone etiquette • Knowledge and experience in document tracking, photocopying, faxing and filing • Practical experience in administrative processes and procedures including conferences, meetings, diary management, travel arrangements and processing of claims.

Key Performance Areas: The appointee will be responsible for the following: • Provide full secretarial and administrative support to the Head of the Chief Directorate / Directorate • Handling telephone and written enquiries • Diary management – hard copy as well as electronically • Travel and accommodation arrangements • Processing subsistence and travel claims • Photocopying and faxing • Preparation of submissions • Typing and preparing presentations • Organizing and managing logistics for workshops, seminars and meetings • Maintain office, filing and administrative responsibilities • Taking minutes during meetings as required • The incumbent must be willing to work extended hours and to travel when the need arises.

Enquiries: Ms P Mulaudzi, tel. (012) 441-3716.

**NETWORK CONTROLLER: IT OPERATIONS
& MAINTENANCE**

Salary: R140 208 per annum (REF: 11/008)

PRETORIA

Requirements: Applicants must be in possession of a three year Degree / National Diploma in Information Technology or relevant qualification A+ or N+ coupled with MCSE qualification • At least 1 – 2 years' relevant experience in an ICT environment. The following are essential requirements: • Communication and interpersonal skills • Knowledge of various operating systems e.g. Linux, Windows, Mac OS as well as a basic understanding of office productivity software's such as Word Processing, spreadsheets, presentations, e-mail and calendar • Knowledge and understanding of IT policies and procedures • Problem solving skills.

Key Performance Areas: The appointee will be responsible for the following: • Desktop and LAN support • Maintenance of IT inventory and asset register • Facilitate IT procurement • Assist users with IT training in general • The incumbent will also be responsible for ICT Projects.

NOTE: Short-listed applicants will undergo a competency test.

Enquiries: Ms Nomtha Ngcama, tel. (012) 441-3430.

**HUMAN RESOURCE CLERK:
RECRUITMENT AND SELECTION
CHIEF DIRECTORATE: HRM
Salary: R94 575 per annum (REF: 11/009)
PRETORIA**

Requirements: Applicants must be in possession of • A Senior Certificate plus a minimum of 1 – 2 year's experience in the field of HR • Studying towards a three-year qualification in Human Resource Management / Development or Public Administration would be an added advantage • Proven typing proficiency. The following are essential requirements: • Good organizing and planning skills • Ability to understand and interpret data (information in Curriculum Vita's) to produce concise documents • Good communication and interpersonal skills • Accuracy, reliability and attention to details • Ability to meet deadlines and work under pressure • Knowledge of Recruitment and Selection process and procedure.

Key Performance Areas: The appointee will be responsible for the following: • Perform all activities in Response Handling including collection of applications, pre-screening and capturing of applications according to the pre-defined criteria • Typing and sending of acknowledgement letters for all applications received • Typing and sending of regret letters for all application after the process of filling the post is finalized • Interview logistical arrangement such as transport arrangements for candidates and panel members, preparation of Interview documents, issuing transport claims forms to candidates • Processing of transport claims • Respond to queries regarding the advertised position.

NOTE: Short-listed applicants will be subjected to a typing test.

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

**HUMAN RESOURCE PRACTITIONER:
RECRUITMENT AND SELECTION
Salary: R140 208 per annum (REF: 11/010)
PRETORIA**

Requirements: Applicants must be in possession of

- A three-year tertiary qualification in Human Resource Management / Administration / Development or Public Management
- Knowledge of Recruitment and Selection processes
- 1 – 2 year's relevant experience. The following are essential requirements:
- Knowledge of the Public Service Act, the Public Service Regulations and other Human Resources regulatory frameworks
- Basic knowledge of PERSAL
- Good interpersonal, liaison and communication skills (written and verbal)
- The ability to interpret and apply directives
- Ability to work under pressure and display initiative
- Computer literacy
- Problem solving skills
- Planning and organizing skills
- Client orientation.

Key Performance Areas: The appointee will be responsible for the following:

- Recruitment and selection which entails the following:
- Response handling on advertised posts
- Sourcing of applications for temporary appointments
- Facilitate the personnel suitability checking
- Rendering of advisory services during interviews
- Accurate minute taking during meetings
- Drafting of submissions
- Capturing of necessary transactions on PERSAL
- Implementation of best practice in relation to recruitment and selection
- Respond to telephone enquiries regarding the advertised posts.

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

**HUMAN RESOURCE PRACTITIONER:
PERFORMANCE MANAGEMENT**
Salary: R140 208 per annum (REF: 11/011)
PRETORIA

Requirements: Applicants must be in possession of a three-year degree / National Diploma in Human Resource Management. • 1 – 2 year's relevant experience in this field. The following are essential requirements: • Knowledge of Public Service Act, Public Service regulations and guidelines for performance management and development in public service • Experience in the implementation of performance management in the Public Service • Good communication skills (verbal and written) • Computer literacy • Good planning and organizing skills • knowledge of PERSAL • Report writing skills. • Presentation and research skills • Ability to work under pressure.

Key Performance Areas: The appointee will be responsible for the following: • Provide support towards the implementation of PMDS in the Department • Ensure compliance with PMDS in the Department • Assist employees with the development of work plans and signing of the performance agreements • Coordinate and ensure timeously submission of employee's performance agreements and annual performance assessments • Organize the PMDS briefing sessions/workshops • Coordinate the logistics for the moderation committee meetings • Provide advice to employees on all matters related to PMDS • Monitor the submission of employee's quarterly probation reports • Maintain the PMDS database • Ensure proper recording and filing of performance agreements of all DAC officials • Perform general administrative functions of the unit.

Enquiries: Ms Nomtha Ngcama, tel. (012) 441-3430.

**SENIOR ACCOUNTING CLERK:
BOOKKEEPING
DIVISION: FINANCIAL ADMINISTRATION
Salary: R94 575 per annum (REF: 11/012)
PRETORIA**

Requirements: Applicants must be in possession of a Matric Certificate with Accounting • At least 1 year experience in this field. The following are essential requirements: • Good communication skills • Knowledge of bookkeeping and reconciliation • Knowledge of treasury regulations (PFMA, SCOA, etc.) • Computer literacy (BAS, PERSAL, MS Office and Safety Web).

Key Performance Areas: The appointee will be responsible for the following: • Capturing entities, sundry payments and journals on BAS system • Perform cashier duties • Clearing of suspense accounts to foreign payments and reconcile the GG Transport • Verify entities and release payments on Safety Web • Fund requisition and telegraphic transfers.

Enquiries: Ms Hannelie Kotze, tel. (012) 441-3688.

**SENIOR ACCOUNTING CLERK:
INTERNAL CONTROL**

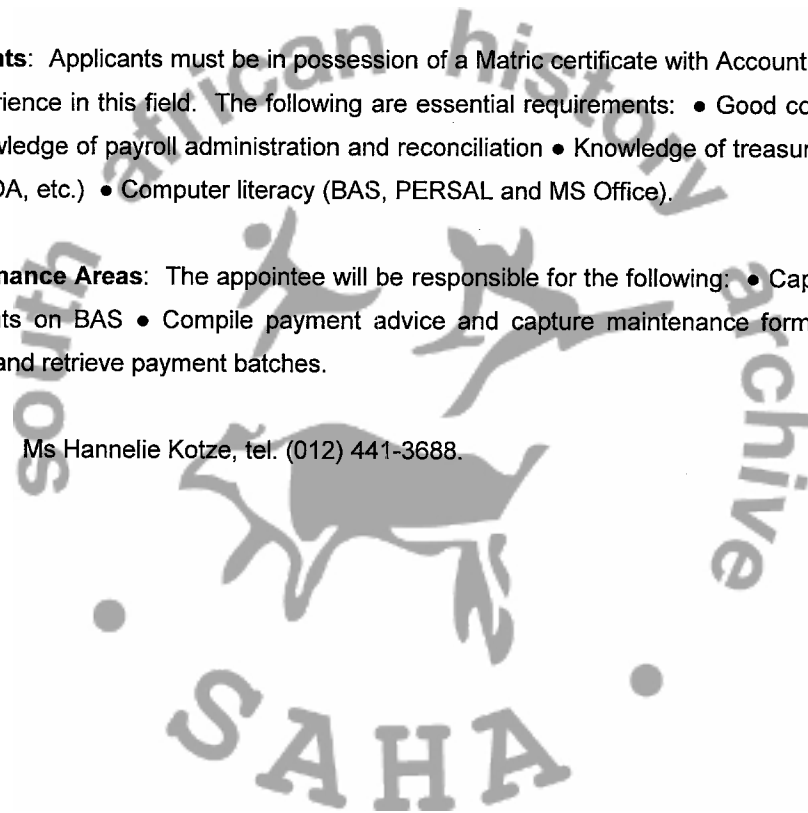
Salary: R94 575 per annum (REF: 11/013)

PRETORIA

Requirements: Applicants must be in possession of a Matric certificate with Accounting • At least 1 year experience in this field. The following are essential requirements: • Good communication skills • Knowledge of payroll administration and reconciliation • Knowledge of treasury regulations (PFMA, SCOA, etc.) • Computer literacy (BAS, PERSAL and MS Office).

Key Performance Areas: The appointee will be responsible for the following: • Capture journals and payments on BAS • Compile payment advice and capture maintenance forms on BAS • Control, file and retrieve payment batches.

Enquiries: Ms Hannelie Kotze, tel. (012) 441-3688.



ASSISTANT ARCHIVIST: PHOTOGRAPHY SECTION

CHIEF DIRECTORATE:

NATIONAL ARCHIVES

Salary: R94 575 per annum (REF: 11/014)

PRETORIA

Requirements: Applicants must be in possession of a Grade 12 or equivalent qualification. At least 2 years relevant experience in this field. • Qualification in Information Management or Archival/Photographic field will be an added advantage • The following are essential requirements: • Knowledge of microfilm and photograph collection • Good communication and interpersonal skills • Computer literacy • Accuracy and neatness is a must • Ability to work under pressure

Key Performance Areas: The appointee will be responsible for the following: • Digitization of photographs • Store and retrieve photographs and microfilms • Data coding records • Auditing • Provide assistance to researchers • Perform general administrative functions of the unit

Enquiries: Ms P Mulaudzi, Tel.: (012) 441-3716.

SAHA

PRINCIPAL FOREMAN
DIVISION: OFFICE SERVICES
Salary: R94 575 per annum (REF: 11/015)
PRETORIA

Requirements: Applicants must be in possession of a grade 12 certificate or equivalent qualification • Valid driver's license (Code 8) • At least 5 years relevant experience. The following are essential requirements: • Good communication skills • General knowledge of wood, metal, painting and basic electrical repairing • Problem solving skills • Computer literacy.

Key Performance Areas: The appointee will be responsible for the following: • Maintenance of office building • Maintenance of office equipment and furniture • Hang pictures, portraits and white boards in the offices and passages of the Department • Purchase of office materials as required from time to time.

PLEASE TAKENOTE: Short-listed applicants will be subjected to a practical test

Enquiries: Ms Refilwe Silinza, tel. (012) 441-3598.

The Department of Arts and Culture is an equal opportunity affirmative action employer and it is the intention to promote representatively in the Public Sector through the filling of this posts. Person whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications.

APPLICATIONS : Please forward your application, quoting the relevant reference and the name of this publication to: The 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, Kingsley Centre, 2nd floor, Cnr Church and Beatrix Streets, Arcadia, Pretoria.

CLOSING DATE : 31 May 2011

NOTE : Applications must be submitted on Form Z83, obtainable from any Government department or online at 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 Original 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 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. 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 post(s).

PLEASE NOTE : Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to 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 three (3) months of assumption of duty.

ANNEXURE B

DEPARTMENT OF ARTS AND CULTURE

The Department of Arts and Culture is an equal opportunity affirmative action employer and it is the intention to promote representatively in the Public Sector through the filling of this post. Person whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications.

APPLICATIONS : Please forward you application, quoting the relevant reference and the name of this publication to: The Acting 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, Kingsley Centre, 2nd floor, Cnr Church and Beatrix Streets, Arcadia, Pretoria.

CLOSING DATE : 20 May 2011
NOTE : Applications are hereby invited from suitably and qualified person to apply for the following post. Applications must be submitted on Form Z83, obtainable from any Government department or online at 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 Original 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 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. 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 post(s).

OTHER POST

POST 18/04 : **ASSISTANT DIRECTOR: BUDGET PLANNING REF NO: 11/001**

SALARY : R 206 982 per annum
CENTRE : Pretoria
REQUIREMENTS : •Applicants must be in possession of an 3-year Degree / National Diploma in Finance / Accounting or relevant qualification with 3 years experience in budget The following are essential requirements: •Thorough knowledge of laws, regulations, policies, instructions and systems applicable to Financial Management in the Public Service such as Public Finance Management Act, the Treasury Regulations and the Treasury Guidelines •In-depth knowledge of the budget procedures •Ability to perform independently and under pressure •Good communication and interpersonal relations •Computer literate •Planning and organising skills •Problem solving skills •

DUTIES : Co-ordinate, process and capture budget cycle (Roll-overs / MTEF Adjustment Estimates / Estimates of National Expenditure / Drawings): •Co-ordinate, compile, consolidate and evaluate inputs from programme managers •Co-ordinate and set up meetings with line function managers •Prepare a submission to the DG, Minister, Deputy Minister and National Treasury (NT) •Complete and submit database and chapter to National Treasury. Compile annual financial statements: •Co-ordinate, compile and the completion of the AFS with notes and working papers. Compile financial reports to National Treasury: •Compile the Early Warning Reports (EWS) and database to the National Treasury •Compile expenditure reports and revise the projections and inputs for line managers each month. Capture budget on BAS: •Capture budget inputs as per ENE •Update and monitor BAS with any Roll-overs, shifts, virement, unforeseeable / unavoidable. Implement Public Finance Management Act and Treasury Regulations in the Department and Public Entities to promote effective, efficient and economically budgeting and expenditure control and reporting mechanisms and systems •Prepare early warning to the relevant stakeholders •providing information of expenditure trends to prevent overspending as well as under-spending of budget.

ENQUIRIES : Ms N Ngcamu, Tel 012 441 3430



DIRECTOR: INTERNAL AUDIT
AN ALL-INCLUSIVE REMUNERATION SALARY PACKAGE OF R719 013 PER ANNUM, CONSISTING OF A BASIC SALARY (60% 70% OF THE TOTAL PACKAGE), STATE'S CONTRIBUTION TO THE GOVERNMENT EMPLOYEE PENSION FUND AND A FLEXIBLE PORTION THAT MAY BE STRUCTURED IN TERMS OF APPLICABLE RULES AND GUIDELINES (REF. 01)

REQUIREMENTS:
 • Applicants must be in possession of at least a 3-year National Diploma / Degree in Internal Auditing • Must be a member of the Institute of Internal Auditors • Registration as for studying towards a Certified Internal Auditor (CIA) or post-graduate qualification will serve as an advantage • 5 year's management experience in Internal Auditing. The following are essential requirements: • Computer literate • Detailed knowledge of PFMA and other relevant legislation/proscripts • Ability to implement and test all an audit software • Extensive knowledge of Standards for the Professional Practice of Internal Auditors (SPIIA) • An understanding of the Public Sector processes and transversal systems (BAS, PERSAL, LOGIS); Ability to integrate CAATs into planned audits • Project Management and Facilitation skills • Good communication and interpersonal skills • Analytical and innovative thinking skills • Ability to work under pressure.

KEY PERFORMANCE AREAS:
 • The appointee will be responsible for the following: • Develop and implement the rolling out of the strategic internal audit plans • Institute procedures that ensure internal audit work complies with quality assurance standards set for the Department by the Auditor General, Treasury Regulations and the PFMA as well as the standards for the Professional Practice of Internal Auditing and the code of ethics of the Institute of Internal Auditors • Provide the Audit Committee and the DG with critical, honest and strategic information about Department's operational risk • Review the main audit findings on the Department and effect corrective actions • Engage and advise audit service providers and service level agreements • Identify, analyse and manage all financial risks faced by the Department at strategic and operational level • Conduct quality control of reviews of work products • Liaise with external auditors, National Treasury and the Office of the Director-General in respect of internal audit performance.

PLEASE NOTE:
 The successful candidate will be subjected to a competency assessment.
ENQUIRIES:
 Ms Loxine van der Westhuizen, Tel: (012) 441-3577

ASSISTANT DIRECTOR: SYSTEMS ADMINISTRATOR
BRANCH: CORPORATE SERVICES
DIRECTORATE: INFORMATION SYSTEMS
SALARY: R 221 058 (LEVEL 9)
REF NR (REF. 02)

REQUIREMENTS:
 Three year National Diploma/Degree in ICT or Certification in Linux (LP1) 2-3 years relevant experience in Unix/Linux Servers and operating systems, ICT network management, Server Administration, Configuration and deployment of Linux systems, Knowledge of back-up and recovery, Project management, ICT Research, Working knowledge of DHCP, DNS, SMTP, FTP, HTTP, Apache Web Server and MySQL, Knowledge of Apple Mac systems including Apple Mac Servers, Understanding of virtualisation infrastructure and virtualised systems, Firewalls and proxies, Good communication and interpersonal relations, Problem solving, Analytical and creative skills, Computer literacy

KEY PERFORMANCE AREAS:
 • Maintenance of all Unix and Apple Mac Servers and systems, Configuration and deployment of Linux Servers and systems, Provisioning of Servers and storage space on a virtual environment, Networking in a Linux environment, Advanced desktop support for all Apple Mac systems, System administration and monitoring.

ENQUIRIES:
 Ms P Mubaudzi, Tel: 012 441 3716
BRANCH: CORPORATE SERVICES
DIRECTORATE: INFORMATION SYSTEMS

LEVEL: UPPER MANAGEMENT

REQUIREMENTS:
 Three year National Diploma/Degree in ICT, Certification in COBIT, ITIL, PRINCE 2, COSO Framework, 3-5 year's experience in the implementation of IT governance initiatives like ITIL, PRINCE 2, COBIT, COSO • Experience in ICT network management, Project management, ICT Research, Knowledge of IT Risk management, Information Systems Security knowledge, Computer literacy, Problem solving skills, Creativity and analytical skills, Good communication and interpersonal relations.

KEY PERFORMANCE AREAS:
 • Development, implementation and maintenance of an IT governance framework, Monitoring and evaluation of the governance framework, Develop, implement and maintain IT policies and procedures, Implement initiatives to address internal and external audit findings, Lead IT risk management within the Unit and maintain an IT risk register, Develop and monitor the implementation of an Information Systems Security framework, Development and implementation of a Project management methodology for the Unit, Implement the Business continuity and Disaster recovery plan for the department, Manage financial and human resources within the sub-directorate.

ENQUIRIES:
 Ms P Mubaudzi, Tel: 012 441 3517

ASSISTANT DIRECTOR: SYSTEMS ADMINISTRATOR
BRANCH: CORPORATE SERVICES
DIRECTORATE: INFORMATION SYSTEMS
SALARY: R 221 058 (LEVEL 9)
REF NR (REF. 04)

REQUIREMENTS:
 Three year National Diploma/Degree in ICT or Windows Certification (MCSE/MCSA) coupled with 2-3 years relevant experience in Windows 2003/2008 Server environment, ICT network management, Server Administration, Configuration and deployment of Windows systems, Back-up and recovery functions and Technologies, Project management, ICT Research, Knowledge of working in virtualisation infrastructure and virtualised systems (VMWare), Knowledge of Active Directory 2008 and Microsoft Exchange 2010, Advanced desktop/LAN support, Firewalls and proxies, MS SQL experience, Good communication and interpersonal relations, Problem solving skills.

KEY PERFORMANCE AREAS:
 • Plan, coordinate, install, configure and manage all Windows Systems and Servers, Implement policies on Active Directory, Maintain the Active Directory and ensure proper account management, Maintain Microsoft Exchange and ensure availability of emails through all various channels and devices, Identify and resolve (hardware and software) technical problems and malfunctions related to Windows Operating Systems, Infrastructure planning and systems provisioning in a Windows environment, Assist in the development and implementation of policies and procedures for Windows administration, Monitor and control infrastructure performance, Perform advanced LAN/desktop support.

ENQUIRIES:
 Ms N Ngcama, Tel: 012 441 3430

ASSISTANT DIRECTOR: INFORMATION SYSTEMS SECURITY
BRANCH: CORPORATE SERVICES
DIRECTORATE: INFORMATION SYSTEMS
SALARY: R 221 058 (LEVEL 9)
REF NR (REF. 05)

REQUIREMENTS:
 Three year National Diploma/Degree in ICT or equivalent qualification, 2-3 years relevant experience "Certification in Information Systems Security," ICT network management, Risk management, Project management, ICT Research, Knowledge in design of security solutions and Information System Security solutions and technologies, Knowledge of backup systems and storage area networks, Computer literacy, Planning and organisational skills, Good communication and interpersonal relations, Problem solving skills

KEY PERFORMANCE AREAS:
 Implementation and maintenance of an Information Systems Security framework, Monitor the security of DAC information and systems through the deployment and monitoring of anti-virus software, patch management, firewall, mail and web filtering products and other network monitoring tools, Perform regular vulnerability assessment and penetration tests to ensure adequacy of security solutions on a regular basis, Participate in technical network audit and security audits, Maintain IT access control solutions and systems, Check that

system, Creation/reset of users and passwords, Identify information systems security threats and recommend adequate solutions, Implement recommendations from internal and external audits regarding information systems security, Manage the storage area network and monitor the backup solution and ensure data recoverability through data replication, Ensure compliance with various ICT security legislation, regulations and good practices, Assist with the performance of Risk management and the implementation of a Disaster recovery and Business continuity plan, Assist in the development and implementation of Information Systems Security policies and procedures.

ENQUIRIES:
 Ms P Mubaudzi, Tel: 012 441 3716

CHIEF NETWORK CONTROLLER (2 POSTS)
BRANCH: CORPORATE SERVICES
DIRECTORATE: INFORMATION SYSTEMS
SALARY: R 355 156 (LEVEL 11)
REF NR (REF. 06)

REQUIREMENTS:
 Three year National Diploma/Degree in ICT or Windows Certification (MCSE/MCSA) coupled with 2-3 years relevant experience in Windows 2003/2008 Server environment, ICT network management, Server Administration, Configuration and deployment of Windows systems, Back-up and recovery functions and Technologies, Project management, ICT Research, Knowledge of working in virtualisation infrastructure and virtualised systems (VMWare), Knowledge of Active Directory 2008 and Microsoft Exchange 2010, Advanced desktop/LAN support, Firewalls and proxies, MS SQL experience, Good communication and interpersonal relations, Problem solving skills.

KEY PERFORMANCE AREAS:
 • Plan, co-ordinate, install, configure and manage all Windows Systems and Servers, Implement policies on Active Directory, Maintain the Active Directory and ensure proper account management, Maintain Microsoft Exchange and ensure availability of emails through all various channels and devices, Identify and resolve (hardware and software) technical problems and malfunctions related to Windows Operating Systems, Infrastructure planning and systems provisioning in a Windows environment, Assist in the development and implementation of policies and procedures for Windows administration, Monitor and control infrastructure performance, Perform advanced LAN/desktop support.

ENQUIRIES:
 Ms N Ngcama, Tel: 012 441 3430

The Department of Arts and Culture is an equal opportunity affirmative action workplace and it is the intention of the Department to promote representativity in the Public Sector through the filling of these posts. Persons whose bracket / promotion / appointment will promote representativity 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 Form 283, obtainable from any Government department or online at www.gov.za. ALL sections of the 283 must be completed and signed. The application form should be accompanied by a comprehensive CV (including two recent and curricular references) and ORIGINAL, CERTIFIED copies of the applicant's ID and all relevant educational qualifications. 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 283 form (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. 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 shortlisted and that their appointment is subject to positive outcome of these checks, which include security clearances, vetting, qualifications and employment history verification, identity and criminal records. Successful candidates will be required to sign a performance agreement within three (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 3897, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, Kingsley Centre, 2nd Floor, Con Church and Beatrix Streets, Arcadia, Pretoria.
 Closing date: 30 March 2012.



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 Maleka, 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 Maleka, 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.govza. 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

ANNEXURE B

DEPARTMENT OF ARTS AND CULTURE

The Department of Arts and Culture is an equal opportunity affirmative action employer and it is the intention to promote representatively in the public sector through the filling of this post. Person whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications. People with disabilities are encouraged to apply.

APPLICATIONS : Please forward your application, quoting the relevant reference and the name of 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, Kingsley Centre, 2nd floor, Cnr Church and Beatrix Streets, Arcadia, Pretoria. All advertised positions are based in Pretoria.

CLOSING DATE : 08 June 2012

NOTE : Applications are hereby invited from suitably and qualified person to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at 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 Original 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 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. 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 post(s). Please note: Applicants must note that further checks will be conducted once they are shortlisted 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.

OTHER POSTS

POST 21/15 : **CHIEF NETWORK CONTROLLER 2 POSTS REF NO: 01**

SALARY : R185 958 per annum (Level 8)

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a three year National Diploma / Degree in ICT or A+ and N+ coupled with MCSE certification. 2 years relevant experience in this field. The following are essential requirements: ICT network support. Intermediate server administration. Configuration and deployment of Windows systems. Back-up and recovery. Configuration management. Knowledge of Windows 2003 / 2008 environment. Active Directory 2008. Microsoft Exchange 2010. Advanced desktop / LAN support.

DUTIES : The successful candidate will assist with the facilitation of the following: Perform advanced LAN / Desktop support. Support transversal systems (BAS, LOGIS & PERSAL) and other DAC systems. Problem and service request management. Set up and configure workstations and connecting the users to the network services. System implementation support. Provide LAN support with regard to access, system availability, back-up, restore procedures, and virus control. Provide system support with regard to printing, internet access and e-mails. Set up and support Mobile devices. Participate in ICT infrastructure related projects.

ENQUIRIES : Ms N Ngcama Tel (012) 441-3430

POST 21/16 : **PRINCIPAL NETWORK CONTROLLER: REF NO: (02)**

SALARY : R149 742 per annum (Level 7)

CENTRE : Pretoria

- REQUIREMENTS** : Applicants must be in possession of a three year Degree / National Diploma in Information Technology or A+ and N+ coupled with an MCSE qualification. At least 1 – 2 years relevant experience in an ICT environment. The following are essential requirements: Knowledge of Windows, Linux and Mac operating systems and have a basic understanding of office productivity software (word processing, spreadsheets, presentations, email and calendar) and other generally used software. Knowledge and understanding of IT policies and procedures. Problem solving skills.
- DUTIES** : The successful candidate will assist with the facilitation of the following: Perform LAN/Desktop support. Maintain the IT Inventory and Asset register, Project Management and Administration, Facilitate IT Procurement. Training, Research & Development.
- ENQUIRIES** : Ms N Ngcama Tel (012) 441-3430





arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA

Chief Financial Officer (Deputy Director-General)

Salary: An all-inclusive remuneration package of R1 076 619 per annum, consisting of a basic salary (70% of the total 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. 88969)

Requirements: • At least a BCom degree or equivalent qualification in Accounting. A postgraduate qualification and/or Chartered Accountant (South Africa) qualification will serve as an added advantage • At least 10 years' relevant senior management experience in public sector finance/accounting. The following will be essential requirements: • Expertise knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and associated practice notes • Generic management competencies, including strategic capability and leadership, programme- and project management, people management and empowerment and financial management.

Key responsibilities: The successful candidate will be responsible for supporting the Director-General (Accounting Officer) and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations. It will be expected of the incumbent to manage the financial- and supply chain management functions of the Department and to ensure sound financial management in the Department. Specific focus areas will include the following: • Establishing and maintaining appropriate systems (analytical tools, information systems and models or projections of cost behaviour) and policies to ensure effective and efficient management of resources • Ensuring an appropriate supply chain management system which is fair, equitable, transparent, competitive and cost effective • Ensuring the effective, efficient, economical and transparent use of the resources of the Department • Taking effective and appropriate steps to collect all money due to the Department, prevent unauthorised, irregular and fruitless and wasteful expenditure • Ensuring proper management of the assets (including the safeguarding and the maintenance thereof) and the liabilities of the Department • Settling all contractual obligations and paying all money owing, including inter-governmental claims, within the prescribed or agreed period • Ensuring compliance by the Department with the provisions of the PFMA • Ensuring that expenditure of the Department is in accordance with the vote of the Department and the main divisions within the vote • Ensuring that full and proper records of the financial affairs of the Department are kept (including preparation of financial statements for each financial year) • Formulating creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the Department • Advising the Director-General pertaining to matters that have strategic and financial implications • Coordinating Medium-term Expenditure Framework (MTEF) and Estimate of National Expenditure (ENE) processes in respect of the Department and its institutions • Coordinating the Chief Financial Officer (CFO) Forum in respect of the Department and its institutions • Liaising with the relevant role-players in the financial environment regarding transversal financial matters • Overseeing the management of financial and human resources of the Office of the CFO.

Note: The successful candidate will be subjected to a management competency assessment.

Enquiries: Ms Z 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 this post. 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. 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 ORIGINALY 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. 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 post.

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 • The successful candidate will be required to sign a performance agreement within 3 months of assumption of duty.

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: 9 July 2012

DEPARTMENT OF ARTS AND CULTURE

The Department of Arts and Culture is an equal opportunity affirmative action employer and it is its intention to promote representatively in the Public Sector through the filling to this post. Persons whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications



APPLICATIONS : Please forward your application, quoting the relevant reference number and the number and the name of this publication to: The 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, Kingsley Centre, 2nd Floor, Cnr Church and Beatrix Streets, Arcadia, Pretoria

CLOSING DATE : 22 March 2013

NOTE : Applications are hereby invited from suitably and qualified person to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at 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 Original 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 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. 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 post(s).

OTHER POST

POST 10/01 : **SWITCHBOARD OPERATORS 2 POSTS**

SALARY : R76 278 per annum (Level 3)

CENTRE : Pretoria (National Archives of South Africa)

REQUIREMENTS : Grade 12 (Matric), Further Requirements: Good communication Skills, Interpersonal Skills, Computer literacy, Numeric skills, Ability to work under pressure

DUTIES : Attend to incoming and outgoing telephone calls, Transfer calls to relevant extensions, Provide clients with relevant information, Take messages and convey to relevant staff Keep record of all outgoing calls, Maintain telephone database, Keep register of telephone numbers/fax numbers of all Provincial and National Departments, Keep a book/register with all the dialling codes domestic and international, Keep a register with all new appointment and resignations, Issuing of updated telephone list, Identify and report telephone faults to the supervisor, Notify staff if telephones are out of order, Record maintenance of the switchboard • Order telephone directories annually.

ENQUIRIES : Ms N Ngcama, Tel: 012 441 3430.

