

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

- APPLICATIONS** : Applications can be submitted using one of the following methods: Email quoting the reference number and post title in the subject line to recruitment2024@dsac.gov.za There will be no follow-up emails to this address. Hand delivery: The Chief Director: Human Resource Management and Development, Sechaba House, 202 Madiba Street, Pretoria Central. Send by mail: The Chief Director: Human Resource Management and Development, Private Bag X897, Pretoria, 0001. Correspondence will be limited to shortlisted candidates only. Applications received after the closing date will NOT be considered or accepted.
- CLOSING DATE** : 23 December 2024 at 16:00
- NOTE** : Each application must be submitted separately. Applications must consist of: A recently updated, comprehensive CV, a fully completed, initialled and signed new Z83 form (Sections A, B, C & D are compulsory and must be completed in full, and sections E, F and G are not compulsory if the information is contained in the CV). However, the question related to conditions that prevent re-appointment under Part F must be answered. Use of the old Z83 Form will result in a disqualification. Only shortlisted candidates will be required to bring certified copies of ID, Drivers licence (where required) and qualifications on or before the interview; should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA); Applicants must be South African citizens or Permanent Residents. All non-SA citizens will be required to submit proof of permanent residence in South Africa should they be shortlisted. Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should have the necessary data and equipment for this purpose. Applicants must note pre-employment checks and references will be conducted once they are shortlisted. The appointment is also subject to a positive outcome on these checks, including security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. If an applicant wishes to withdraw an application, it must be done in writing. We encourage all applicants to declare any criminal and or negative credit records. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. The logistics of which will be communicated by the Department. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. The Department of Sport, Arts and Culture is an equal opportunity, affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts. Should the Department not be able to recruit candidates from disadvantaged groups, other groups will be considered for appointment. The Department reserves the right not to make an appointment and to use other recruitment processes.

OTHER POSTS

- POST 45/165** : **ASSISTANT DIRECTOR: ANALYST PROGRAMMER REF NO: DSAC-06/11/2024**
- SALARY** : R444 036.per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; A minimum of Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA in Information Technology/IT Software Development/Computer Science or any relevant qualification; 2-3 years relevant experience at an IT Technician/Systems Developer level in the IT environment. Competencies: Knowledge of Public Service Regulations; Knowledge and understanding of developing Systems; Knowledge and understanding of relevant policies; Knowledge and understanding of SITA regulations; Problem-solving skills; Creativity & Innovation; Communication and Interpersonal relations; Analytical and thinking skills; Presentation skills; Research skills; Training skills; Business analysis; Attention to detail.
- DUTIES** : Key Performance Areas: The purpose of this post is to develop and maintain all business systems and application software. -Perform business analysis and systems requirements: Perform system requirements gathering; Compile user

requirements specification documents; Compile business case documents; Conduct systems development and maintenance support. -Undertake programming tasks for new systems: Monitor systems performance; Maintain existing systems and perform system administration duties; Perform systems implementation. -Lead systems implementation and Go-live activities: Testing of newly developed systems; Document systems errors and oversee resolution thereof; Review of business processes and develop optimization strategies. - Document business processes: Lead business process automation actions; Analysis of business processes; Develop user manuals for applications, databases and lead training interventions in the department. -Compile manuals for bespoke systems developed in-house: Arrange training sessions; Review training manuals developed by external service providers.

ENQUIRIES : Mr Thulani Jongweni, Tel: (012) 441 3727
NOTE : Preference will be given to Coloured Males, White Males, Coloured Females and Persons with Disabilities.

POST 45/166 : **CHIEF LANGUAGE PRACTITIONER: TRANSLATION AND EDITING (ENGLISH) REF NO: DSAC-07/11/2024**

SALARY : R444 036.per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; A minimum of Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA in language, majoring in English or Translation or Linguistics or other relevant subjects; 2–3 years' relevant experience as a Senior/ Language Practitioner in translation and editing services or related fields; Successful completion of a departmental English translation and editing test. competencies: Excellent command of English; Editing/translation skills and language knowledge; Computer literacy; Ability to edit and translate text electronically; Good written and verbal communication and interpersonal skills; Ability to work under pressure; Analytical skills; Planning and organising skills; Knowledge of public service regulations and relevant policies and prescripts; Problem solving skills; Research skills

DUTIES : Key Performance Areas: The purpose of this post is to edit and translate documents to meet the government's constitutional obligation to facilitate access to information in all the official languages and comply with the provisions of the Department's Language Policy (English). -Edit English documents. -Translate, check and do quality control of English documents: Translate Afrikaans documents into English: Check and proofread documents translated into English; Do quality control of outsourced English documents. - Research, language advice and liaison: Conduct research using the Internet and other sources to obtain information about work: Provide English language advice to clients, freelancers, NLS staff and the public on correct language usage; Liaise with clients about TE services, relevant background documentation required for translation and/or editing and due dates; Resolve client, internal and freelance queries; engaging on activities; that support the promotion and development of official languages; Administration and supervision: Provide administrative support and supervision; Internal administration of English documents; Outsourcing administration of English documents; Record keeping of translated work; Supervise English Section; Assist subordinates with training and development needs; Assist the unit with related duties.

ENQUIRIES : Ms M Gaffane, Tel: (012) 441 3256
NOTE : Preference will be given to Coloured Males, White Males, Coloured Females and Persons with Disabilities.

POST 45/167 : **ASSISTANT DIRECTOR: DESIGN REF NO: DSAC-08/11/2024**

SALARY : R444 036.per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; A minimum of Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA in Design Studies in Textile Design/Interior Design/ Multimedia Design or relevant qualification; 2-3 years relevant experience at a Cultural Officer level in a Design related field; Valid driver's license. Competencies: Knowledge and understanding of the Design Sector in South Africa; Knowledge of relevant policies and prescripts in arts, culture, and heritage; Knowledge of White paper on Arts, Culture and Heritage; Planning and organizational skills; Ability to communicate in clear and appropriate grammar; Ability to approach work in new and imaginative ways; Intensive

knowledge of the sector; The ability to deal with difficult issues systematically; Research Skills; Problem solving skills; Good communication and interpersonal relations; Creativity and innovation; Resilience; Project Management Skills; Computer literacy; Good administrative and organisational skills.

DUTIES : Key Performance Areas: The purpose of this post is to assist in the formulation and implementation of strategic intervention in the design sector. -Assist in Programme and Project Management: Assist in handling design unit flagship projects and handling the administrative duties; Provide assistance towards the formulation of strategic interventions of the design sector and in order to achieve national imperatives i.e job creation, education etc; Providing logistical support to all design projects; Promote socio-cultural development of vulnerable groups; Identify and support the development of high impact job creation areas and skills development in arts, culture and heritage sector- Manage Stakeholder Relations: Maintain a high standard on stakeholder relations with all relevant stakeholders; Assist in compiling, storing, and retrieving management data (presentations, strategic document, proposals, Memo's etc).; Attend consultations and information dissemination to the public; Liaise and support design organisations; Provide support to other units in the department; Continuous liaison with the industry and stakeholders by disseminating accurate, relevant information regarding the subject matter; Provide advice to all relevant stakeholders on arts and culture matters. - Provide Administrative Support to design and related programmes: Assist in Monitoring and evaluating funded projects and programmes; Develop and maintain database of design institutions; Provide administrative and technical support with regards to design and related programmes; Monitoring the implementation of approved programmes for all funded organisations and institutions; Conduct Research. -Assist in the development, implementation of policies and strategies of the design sector: Assist in providing inputs in the development of strategies and policies to grow the design sector; Assist in the formulation and implementation of strategies; Address the overall development of the design sector through design strategy formulation and implementation.

ENQUIRIES : Mr V Ngobeni, Tel No: (012) 441 3732
NOTE : Preference will be given to Coloured Males, White Males, Coloured Females and Persons with Disabilities.

POST 45/168 : **ASSISTANT DIRECTOR: FINANCIAL ADMINISTRATION REF NO: DSAC-09/11/2024**

SALARY : R444 036.per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; A minimum of Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA in Financial Management/Accounting or relevant qualification; 2-3 years relevant experience at a State Accountant/Chief Accounting Clerk level in Finance environment; Working knowledge and experience in Persal and BAS Systems. Competencies Knowledge of Public Finance Management Act (PFMA); Knowledge of Treasury Regulations and Financial Systems (e.g. BAS, LOGIS & Persal); Understands and applies commercial and financial principles; The ability to interpret and apply financial policy and procedures; Numeracy skills; Computer skills; Problem solving skills; Analytical thinking skills; Good communication and interpersonal relations; Planning and Organizing skills

DUTIES : Key Performance Areas: The purpose of this post is to coordinate and review the implementation of financial accounting systems and procedures in line with relevant legislation, regulations frameworks and departmental policies and procedures. -Manage Tax (Pay-As-You-Earn (PAYE)) deductions and reconciliation: Ensure correct Income tax is deducted and paid over to SARS; Ensure Tax is reconciled and corrected; Submit SARS Monthly PAYE return (EMP201) and SARS Annual and/or Bi-annual PAYE reconciliation (EMP501); Ensure employees receive their correct IRP5 certificates; Assist officials with Tax related issues. -Manage expenditure of the department: Oversee the verification of the capturing of payroll transactions on the accounting system; Oversee quality assure all payroll transactions; Authorizes reimbursement transactions on the basic accounting system (BAS); Oversee the reconciliation of transactions (interface) on the payroll (PERSAL) with the basic accounting system (BAS); Authorizes payments to third parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliations etc) outside the payroll system; Oversee verification of information for payroll certification and its transaction on BAS/PERSAL; Ensure that expenditure is in

line with budget and item provisioning; Act as Assistant Persal System controller (Syscon-assist) in the absence of the Persal Syscon; Oversee and reconcile payment requests with budget provisions and the availability of funds; Authorize the payment of transfers and subsidies processed on the basic accounting system. -Ensure the implementation of Travelling & subsistence, reconciliation and analysis of the general ledger: Ensure the implementation of travelling and subsistence policy by monitoring and following up on outstanding advances; Perform account analysis to make sure that entries and balances are correct; Reconcile accounts with general ledger on the monthly basis; Ensure that all entries are accurate and that transactions are reported in accordance with accounting standards and government regulation. -Facilitate reporting procedures for expenditure and financial statements: Oversee the processing of information to determine expenditure against budget; Review and analyse expenditure report, distribute to budget holders and obtain inputs on expenditure status; Prepare unit inputs for the interim and annual financial statements; Ensure the safeguarding of all source documents. -Supervise subordinates: General supervision of employees; Allocate duties and do quality control of the work delivered by supervisees; Advice and lead supervisees with regard to all aspects of the work; Manage performance, conduct and discipline of supervisees; Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively; Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES
NOTE

- : Ms S Mabe, Tel No: (012) 441 3473
- : Preference will be given to Coloured Males, White Males, Coloured Females and Persons with Disabilities.