

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE PROVINCE  
DEPARTMENT SPORT, ARTS AND CULTURE**

- APPLICATIONS** : Applications quoting the relevant reference should be forwarded as follows:  
The Head of the Department, Post To: Department of Sport, Arts and Culture  
P/Bag X5004, Kimberley, 8300 or Hand Deliver to: Department of Sport, Arts  
and Culture, Mervin. J. Erlank Sports Complex, 10 Recreation Road,  
Florianville, Kimberley, 8301 Kimberley or Email applications to:  
[dsacrecruitment@ncpg.gov.za](mailto:dsacrecruitment@ncpg.gov.za) for
- FOR ATTENTION** : Ms. N. Sleku
- CLOSING DATE** : 24 December 2024
- NOTE** : The Department requests applicants to apply by submitting applications to the  
address specified above on the new Z83 form obtainable from any Public  
Service Department or from the DPSA website link:  
<http://www.dpsa.gov.za/dpsa2g/vacancies.asp> that should be accompanied by  
comprehensive CVs (previous experience must be expansively detailed). As  
from 1 January 2021, applications received on the incorrect application form  
(Z83) will not be considered. All required information on Form Z83 must be  
provided. Please note a separate application is required for each position  
applied for. Each application for employment form must be fully completed,  
initialled and signed by the applicant (Part F must be answered and declaration  
must be completely signed and dated). Failure to fully complete, initial and sign  
this form will lead to disqualification of the application during the selection  
process. ONLY a fully completed, initialled and signed new form Z83 will be  
considered, (Section A, B, C, D and F compulsory). Section E and G, it is  
acceptable if applicants indicate "refer to CV", only if a recently updated  
comprehensive CV (with detailed qualifications and previous experience is  
attached. Applicants are not required to submit/attach copies of qualifications  
and other relevant documents on application but must submit the new (Z83)  
form and detailed curriculum vitae only. The provision of certified documents  
will only be required from shortlisted candidates for submission on or before  
the day of the interview following a formal communication from Human  
Resources unit. In instances where applicants are in possession of a foreign  
qualification, it is the applicant's responsibility to have foreign qualifications  
evaluated by the South African Qualifications Authority (SAQA) and only  
submit proof of such evaluation upon being shortlisted for a post. Shortlisted  
applicants will be subjected to qualification verification, reference checking,  
security screening and vetting. Non-RSA Citizens/Permanent Resident Permit  
Holders will be required to submit a copy of their Permanent Residence Permits  
only if shortlisted. Applicants who do not comply with the abovementioned  
instructions/requirements, as well as applications received late will not be  
considered. The Department reserves the right not to make any appointment(s)  
to the above post/s. Applications, including those submitted via registered mail  
must reach the department before 16:00 on the day of the closing date.  
Incomplete applications, or applications received after the closing date will be  
disqualified. Correspondence will be limited to shortlisted candidates only. If  
you have not been contacted within 3 months of the closing date of this  
advertisement, please accept that your application was unsuccessful. Please  
note that suitable candidates will be subjected to a technical assessment as  
well as satisfactory personnel suitability checks (criminal record check,  
citizenship verification, financial-asset record check, qualification/study  
verification and previous employment verification. Successful candidates will  
also be subjected to a security clearance process. IMPORTANT: The  
Department is an equal opportunity and affirmative action employer. Women  
and persons with disabilities are encouraged to apply. The successful  
candidate will be required to sign the performance agreement within three  
months from the date of assumption of duty. It will also be required that the  
successful candidate declare to the EA particulars of all registrable financial  
interests. Short-listed candidates will be expected to avail themselves at the  
Department's convenience. The successful candidate will be appointed subject  
to positive results of the security clearance process and the verification of  
educational qualification certificates. Appointment of these positions will be  
provisional, pending the issue of security clearance. Fingerprints will be taken  
on the day of the interview. The Department is an equal opportunity affirmative  
action employer. Please note, that the personal information of each applicant  
will be solely used for recruiting purposes and will not be used by any other  
purposes as required by the Protection of Personal Information Act, No. 4 of  
13 Act effected on 1 July 2021.

## OTHER POSTS

- POST 45/374** : **ZOOLOGIST: PROFESSIONAL SCIENTIST REF NO: DSAC/2024/01**
- SALARY** : R721 476.per annum (OSD)  
**CENTRE** : Kimberley (McGregor Museum)  
**REQUIREMENTS** : Minimum:- MsSc in Zoology (NQF Level 8) coupled with 3-5 years relevant experience and registered with SACNASP. This candidate must also have a proven knowledge of the Northern Cape ecology with emphasis on the fields of mammalogy, ornithology, herpetology, archaeozoology and arachnology. A valid and unendorsed driver's licence is essential. No criminal record. A publication record of research in accredited journals, research reports and environmental assessments will be a significant advantage Competencies: Ecological research techniques and experience; extensive knowledge of legislation, policies, procedures, processes, practices, systems, and frameworks related to scientific research of animals; advanced planning, organizing, and problem-solving skills; knowledge of statistical methods, analysis, interpretation of data; excellent communication (both verbal and written) and interpersonal skills; ability to work with diverse team is essential; and a willingness to travel are essential.
- DUTIES** : The successful candidate must undertake original scientific research in order to document the biodiversity of the Northern Cape; disseminate through publications the data of relevant research projects to ensure effective documentation, management and sustainable conservation of the fauna of the semi-arid Northern Cape Province; attend and present research results at conferences, workshops and relevant forums; oversee the daily operations of the zoology collections of the McGregor Museum including the conservation and preservation of specimens, and maintenance of a Specify database on the Natural Science Collections Forum platform in accordance with prescribed museum standards; manage all ecological aspects of the property and wildlife of Magersfontein Battlefield site; supervise and manage staff in the Zoology Section as well as at Magersfontein Museum; fulfil an educational role, interact with the public, advise and respond to public queries, assist with museum displays, handle loans, and must be willing to travel throughout the Northern Cape and work in harsh conditions. The successful candidate will have the opportunity to work in an unusual and stimulating zoological environment.
- ENQUIRIES** : Mrs S. Swanepoel at Tel No: 053 8392700
- POST 45/375** : **ARCHAEOLOGIST (HEAD OF ARCHAEOLOGY) REF NO: DSAC/2024/02**
- SALARY** : R552 081.per annum (Level 10)  
**CENTRE** : Kimberley (McGregor Museum)  
**REQUIREMENTS** : Minimum:- M.A. in Archaeology (NQF Level 10) coupled with 3-5 years' experience in a museum or institution of higher learning. This candidate must also have a proven knowledge of the Northern Cape. A valid and unendorsed driver's licence is essential. No criminal record. A publication record of research in accredited journals, research reports and environmental assessments will be a significant advantage Competencies: Archaeological research techniques and experience; extensive knowledge of legislation, policies, procedures, processes, practices, systems, and frameworks related to archaeological research; advanced planning, organizing, and problem-solving skills; knowledge of statistical methods, analysis, interpretation of data; excellent communication (both verbal and written) and interpersonal skills; ability to work with diverse team is essential; and a willingness to travel are essential.
- DUTIES** : The main purpose of the post is to manage the Archaeology Department of the McGregor Museum and conduct world class research (including field work and excavation) which is published in peer-reviewed journals. The incumbent will also be expected to supply scientific expertise for exhibits and be actively involved in skills development, educational and outreach activities of the Museum. The incumbent will be expected to provide external and internal clients with authoritative information relating to collections and field of research expertise and engage where appropriate in collaborative research projects.
- ENQUIRIES** : Mrs S. Swanepoel at Tel No: 053 8392700
- POST 45/376** : **MUSEUM HUMAN SCIENTIST: ORAL HISTORIAN REF NO: DSAC/2024/03**
- SALARY** : R552 081.per annum (Level 10)  
**CENTRE** : Kimberley (McGregor Museum)

<b><u>REQUIREMENTS</u></b>	:	Appropriate Honours Degree (NQF Level 8) in History coupled with 5-10 years' experience in a museum or institution of higher learning. This candidate must also have a proven knowledge of the Northern Cape. A valid and unendorsed driver's licence is essential. No criminal record. Prior experience successfully conducting all phases of an oral interview (e.g., research, question formulation, interview, transcription, storing and dissemination) will be a significant advantage Competencies: Oral History research techniques and experience; extensive knowledge of legislation, policies, procedures, processes, practices, systems, and frameworks related to oral history research; Language skills and ability to communicate professionally and effectively, both written and orally, with a diverse audience; advanced planning, organizing, and problem-solving skills; High level of proficiency with computer desktop applications required (Word, Excel, Adobe Acrobat); experience with specialized oral history software and a willingness to travel are essential.
<b><u>DUTIES</u></b>	:	The main purpose of the post is to carry out oral history interviews from start to completion including, but not limited to, archival research, interviewing, editing, following up with interviewees, preparing final interview materials for deposit in the museum's collection, and disseminating interview subject matter via published articles, social media and other relevant platforms; Work with museum research staff to identify and prioritize oral history topics, themes, and individual interviews related to the Northern Cape to be pursued; The incumbent will also be expected to supply scientific expertise for exhibits and be actively involved in skills development, educational and outreach activities of the Museum. The incumbent will be expected to provide external and internal clients with authoritative information relating to collections and field of research expertise and engage where appropriate in collaborative research projects.
<b><u>ENQUIRIES</u></b>	:	Mrs S. Swanepoel at Tel No: 053 8392700
<b><u>POST 45/377</u></b>	:	<b><u>ASSISTANT DIRECTOR: MONITORING &amp; EVALUATION REF NO: DSAC/2024/04</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036.per annum (Level 9) Kimberley
<b><u>REQUIREMENTS</u></b>	:	Applicants should be in possession of a Bachelors Degree or National Diploma (NQF Level 6/7) in any of the following disciplines: Public Administration, Commerce, Statistics, Developmental Studies or Internal Auditing. A minimum of 3 years' experience obtained in Monitoring and Evaluation and data analysis within public sector. Knowledge and understanding of Public Service Policies and procedures. Competencies: The following key competencies and skills are required for the position: Knowledge of Monitoring and Evaluation systems; Knowledge on the relevant legislation/policies/ prescripts and procedures; Managing interpersonal conflict and resolving problems; Planning and organizing; Computer literate (MS Word, MS Excel and PowerPoint, EQPRS); Good data analysis skills, Good written and verbal communication skills; Ability to develop written reports and action plans; sound organizational skills; Be able to function under pressure and work within a team or independently.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide support with the facilitation of information sessions within the Department and give advice to management in matters relating to verification of performance information as required by the Auditor-General; Design data collection instruments for Directorates; Collect and collate inputs from all Directorates towards the development of Monthly, Quarterly and Annual Reports of the Department, and ensure finalisation and routing thereof; Assist with the implementation of performance measurement frameworks and policies; Develop, manage and maintain departmental monitoring and evaluation frameworks and systems; and evaluate the implementation of departmental policies and assessment of impact and sustainability of programmes; Represent the Department in national and provincial meetings on matters related to monitoring and evaluation, attend and participate in scheduled national and provincial meetings/fora; Participate in the development and implementation of an organisational performance and monitoring and evaluation system aligned to policies, strategies, guidelines and directives; Participate in coordination of management responses to audit findings on performance information (Internal Audit and/or Auditor-General of South Africa);.
<b><u>ENQUIRIES</u></b>	:	Ms. K Mokgofa Tel No: 076 333 7556
<b><u>POST 45/378</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: MONITORING &amp; EVALUATION REF NO: DSAC/2024/05</u></b>
<b><u>SALARY</u></b>	:	R308 154.per annum (Level 7)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Kimberley
	:	Applicants should be in possession of a National Diploma (NQF Level 6) in any of the following disciplines: Public Administration, Commerce, Statistics, Developmental Studies or Internal Auditing. A minimum of one to two years' experience in the field of Planning, Monitoring and Evaluation. Knowledge and understanding of Public Service Policies and procedures. Competencies: The following key competencies and skills are required for the position: Knowledge of Monitoring and Evaluation systems and functions, practices as well as the ability to capture data and collate performance information. Planning and organizing skills; Computer literate (MS Word, Ms Excel and PowerPoint, EQPRS); Good numerical skills, Good data analysis skills, Good written and verbal communication skills; Ability to perform routine tasks, be able to function under pressure and work within a team or independently.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the following duties: Provide administrative support within Monitoring and Evaluation component in ensuring completion of processes in terms of financial and other policies/procedures; Collect and collate inputs from all Directorates towards the development of Monthly, Quarterly and Annual Reports of the Department; Verification of performance information to ensure accuracy and reliability; Capturing of performance information on the Performance Information Management System and on Electronic Quarterly Performance Reporting System; Filing of performance information to support evidence-based decision making and for audit-readiness; Serve as a secretariat for the departmental strategic planning and performance review sessions; Provide feedback to the relevant directorates on the quality of their performance information.
<b><u>ENQUIRIES</u></b>	:	Ms. K Mokgofa Tel No: 076 333 7556
<b><u>POST 45/379</u></b>	:	<b><u>SENIOR FOREMAN REF NO: DSAC/2024/06</u></b>
<b><u>SALARY</u></b>	:	R216 417.per annum (Level 5)
<b><u>CENTRE</u></b>	:	Kimberley (McGregor Museum)
<b><u>REQUIREMENTS</u></b>	:	Grade 12. (NQF Level 4). Desirable Appropriate Trade Test Certificate. Valid driver's license is essential. 3-5 years post-qualification experience as an artisan in related work spheres. Competencies: Planning and organizing; Extensive knowledge of maintenance related issues i.e. electrical systems, plumbing, welding, building, etc; Ability to interpret relevant directives; Ability to work with electrical equipment/tools in the working environment. Exercising leadership, practical demonstrations, serving clients, basic communication and good teamwork.
<b><u>DUTIES</u></b>	:	The incumbent will primarily be involved in inspecting Museum buildings, conducting maintenance, repairs and fabrications and report major structural repairs, maintenance to the CEO. Undertake normal maintenance and do repairs to roofs and buildings. Assist the Display Unit, with building new displays, re-paint displays & touching up display areas and replace damaged glass. Conduct and supervise annual fumigation. Supervise the maintenance, upkeep and beautification of Museum gardens and grounds. Supervision of personnel, maintenance of discipline and performance management. Develop, revise and implementation of Emergency plan and general security.
<b><u>ENQUIRIES</u></b>	:	Mrs S. Swanepoel at Tel No: 053 8392700
<b><u>POST 45/380</u></b>	:	<b><u>ACCOUNTING CLERK: PAYMENTS REF NO: DSAC/2024/07</u></b>
<b><u>SALARY</u></b>	:	R216 417.per annum (Level 5)
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 Certificate or equivalent qualification at NQF level 4 as recognised by SAQA. Proficiency in MS Excel and MS word. Experience of working on BAS will be an added advantage. Competencies: Computer literate. Interpersonal skills. Good communication (verbal & written). Sense of responsibility and ability to work under pressure. Demonstrate good work ethics. Ability to organize and plan within own environment. Must have integrity, be honest and reliable. Good understanding and interpretation of policies & procedures.
<b><u>DUTIES</u></b>	:	Verify, correct and timely processing of payments on the LOGIS / BAS systems within agreed timeframe. Compile Sundry payments and journals. Processing of journals on the BAS system. Assist with batch control which includes attachment of payment stubs, ensure payment batches are stamped "PAID", reconciled to the payment register and filed within agreed timeframe and safeguarding of payment batches. Assist with the request for payment batches during the audit period. Maintain record for all incoming and outgoing correspondence. Handle routine enquiries in the payments unit. Perform any

		duties as delegated within area of responsibility. Ensure liaising and rendering professional service to clients within and outside the Department.
<b><u>ENQUIRIES</u></b>	:	Ms. S. Steyn Tel No: 0660198292.
<b><u>POST 45/381</u></b>	:	<b><u>ACCOUNTING CLERK: SALARY ADMINISTRATION REF NO: DSAC/2024/08</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R216 417.00 per annum (Level 5) Kimberley A Grade 12 Certificate or relevant qualification a (NQF level 4) as recognised by SAQA. Proficiency in MS Excel and MS word. Experience of working on Persal Supporting Subsystem will be an added advantage. Competencies: Computer literate. Interpersonal skills. Good communication (verbal & written). Sense of responsibility and ability to work under pressure. Demonstrate good work ethics. Ability to organize and plan within own environment. Must have integrity, be honest and reliable. Good understanding and interpretation of policies & procedures.
<b><u>DUTIES</u></b>	:	Timely processing of Salary Administration related matters on the Persal System. Verify and correct capturing of salary related information on the PERSAL system. Processing of monthly salaries, salary recalls/reversal; payment of supplementary claims such as allowances and advance payment of transfer and relocation costs of employees. File information related to salaries and safeguarding of relevant documents. Handle, monitor and follow up on service termination processes. Timely distribution of Payroll Verification reports & Pay slips in line with Departmental policy and submitting reports, record and reconcile payroll certificates. Obtain information related to deductions and earnings of personnel; Provide administration support in the section with the monthly BAS to Persal Reconciliation by the agreed due dates. Update monthly tax returns (EMP201) submitted electronically including reconciliation of the SARS account. Provide information for the timely clearing of the relevant salary related & tax suspense accounts on the trial balance. Assist with Persal reports for Annual and Interim Financial Statements (IFS and AFS). Ensure liaising and rendering professional service to clients within and outside the Department.
<b><u>ENQUIRIES</u></b>	:	Ms. S. Steyn, Tel No: 0660198292.
<b><u>POST 45/382</u></b>	:	<b><u>DRIVER/ MESSENGER REF NO: DSAC/2024/09</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R183 249.per annum (Level 4) Kimberley (McGregor Museum) A Grade 12 (NQF Level 4) qualification and a valid driver's license. Competencies: Proven client focus and orientation. Sound Interpersonal skills. Reliable. Sound verbal and written communication and the ability to work in a team.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for, amongst others the following specific tasks: provide a driver/messenger service; responsible for the cleaning of vehicles; assist with booking of vehicles; perform daily trip and post trip vehicle inspection to ensure that the vehicle is in a excellent condition at all times; handle routine and ad-hoc administrative tasks relevant to the execution of the function; collect, distribute and control the movement of documents and mail; monitor access to premises and offices.
<b><u>ENQUIRIES</u></b>	:	Mrs S. Swanepoel at Tel No: 053 8392700
<b><u>POST 45/383</u></b>	:	<b><u>CLEANER REF: DSAC/2024/10 (X3 POST)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R131 265.per annum (Level 2) Head Office Basic literacy ABET Level 1. Must be able to read and write. Competencies: Sound communication skills. Must be able to work independently.
<b><u>DUTIES</u></b>	:	Perform specific cleaning service and apply hygienic measures when rendering cleaning services. Cleaning and preparing of venues for scheduled meetings. Cleaning of offices corridors and boardrooms by: Dusting and waxing office furniture; Sweeping, scrubbing and waxing of floors; Vacuuming and shampooing floors; Cleaning walls, windows and doors; Emptying and cleaning of dirt bins; Collecting and removing of waste papers; Freshen the office areas; . Clean general kitchen by Refilling hand wash liquid soap; Replace toilet papers, hand towels and refreshers; Keep and maintain cleaning materials and equipment; Report broken cleaning machines and equipment; Cleaning of machines ( microwares, vacuum cleaners etc.) & equipment after use; Request cleaning materials.

**ENQUIRIES**

: Mr. DE Sebolai at Tel No: 060 992 7514