

**PROVINCIAL ADMINISTRATION: LIMPOPO  
DEPARTMENT OF SPORT, ARTS AND CULTURE**

*Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets Women and People with Disabilities are encouraged to apply.*

- APPLICATIONS** : Applicants should apply through the following website: <https://erecruitment.limpopo.gov.za> or Applications should be submitted to: Director: Human Resource Management Department of Sport, Arts and Culture Private Bag X 9549 POLOKWANE, 0700 Applications can also be hand delivered at 21 Biccard Street, Olympic Towers, Polokwane.
- CLOSING DATE** : 31 July 2024 at 13h00
- NOTE** : The Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in employment especially in terms of representatively. Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture. The employment decision shall be informed by the Employment Equity Plan of the Department. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and only shortlisted candidates will provide proof of such evaluation. Applications must be submitted on the prescribed new Z83 form of obtainable from all Government Departments or can be downloaded from [www.gov.za](http://www.gov.za) / [www.dpsa.gov.za](http://www.dpsa.gov.za). Applicants are to specify the Centre on Z83. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the new Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responds “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)” then it is acceptable for an applicant to indicate not applicable or leave blank to the question, “In the event that you are employed in the Public Service, will you immediately relinquish such business interest?”. Applicants may leave the following question blank if they are not in possession of such: “If your profession or occupation requires official registration, provide date and particulars of registration”. Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable if the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The Department reserves the right not to make any appointment(s) to the posts advertised. Please note: Due to austerity measures the Department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. A specific reference number for the post applied for must be quoted in the space provided on new Z83 form. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons are excluded. The application on recruitment system should be accompanied by recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates) as well as copies of all qualifications, identity documents, and valid driver’s licence ONLY. Failure to attach copies and required documents will result in the application not being considered / disqualification. The department reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Applications that are forwarded/submitted to the wrong

address will not be considered. Pre-Entry Assessments All shortlisted candidates, including SMS, shall undertake two pre-entry exercises as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. The assessment must comprise a formal test to determine a candidate's proficiency in core functions and the technical dimensions specified in the job advertisement <https://www.dpsa.gov.za/dpsa2g/documents/ep/2024> Shortlisted candidates will be subjected to security clearance and pre-employment verifications. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations. The successful candidate must be willing to sign an oath of secrecy with the Department. The advert will be posted on the following websites [www.sac.limpopo.gov.za](http://www.sac.limpopo.gov.za) / [www.limpopo.gov.za](http://www.limpopo.gov.za), and [www.dpsa.gov.za](http://www.dpsa.gov.za)

### **MANAGEMENT ECHELON**

<b><u>POST 25/13</u></b>	:	<b><u>DIRECTOR: LANGUAGE SERVICES (REF NO: SAC 2024/01)</u></b>
<b><u>SALARY</u></b>	:	R1 216 824.per annum (level 13), (all-inclusive remuneration package) of which 30% may be structured according to the individual's needs
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate Qualification (NQF level 07) in Linguistic field as recognized by SAQA. A minimum of five (5) years' experience at a middle/ Senior Managerial level. Extensive experience in Language services. Proof of completion of SMS Pre-Entry Programme Must be submitted before appointment. A valid driver's license (except for persons with disabilities). Core and process competencies: Strategic capability and leadership, financial management, People Management, Change management Knowledge management, People management and empowerment Client orientation and customer focus. Knowledge and skills: Knowledge and understanding of the legislative framework governing the Public Service. Sound understanding of modern library purposes and standards, professional library principles, practices, and procedures. Sound understanding of the functioning of the Public Service system. Thorough understanding of policy formulation and coordination. Good background in service delivery, turn around and change management strategy. Good Communication skills; Report writing, skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking; Interpersonal skills; Leadership skills; Analytical skills; Diplomacy; Planning and organization skills, Problem Solving, Planning & organizing, Time Management, Team player, Strategic Planning, Policy analysis and development. Sound understanding of language policies, procedures and standards in line with the Provincial and National legislation (HOD)
<b><u>DUTIES</u></b>	:	Establish strategic direction of the unit to ensure alignment with business plans. Manage, coordinate, and monitor the implementation of the strategic plans of Language Services. Align individual performance to the strategic business objectives as outlined in the Component's balanced scorecard. Formulate, implement, and report on strategic frameworks in functional responsibility. Guide and ensure effective and proper strategic coordination of activities. Monitor the attainability & sustainability of performance standards as per departmental objectives. Manage the translation and editing of official documents as requested by user departments. Ensure documentation of new lexical. Facilitate the revision of orthography and spelling rules of indigenous official languages. Facilitate the provision of interpretation services (Sign, Braille, and telephone interpretation). Support the language centre. Encourage authorship in indigenous languages. Conduct research on indigenous knowledge systems. Documentation of historical information. Encourage readership of indigenous literature. Increase awareness of government language policy and citizen's language rights. Ensure promotion of marginalized official languages. Promotion of language Code of Conduct to protect the public from unprofessional language services. Manage the implementation of provincial language units in government departments and sustenance. Facilitate the development, revision and improvement of Indigenous terminology. Develop and manage the Provincial Terminology Register. Evaluate

and monitor the performance of employees. Ensure capacity and development of staff enhance and maintain employee motivation and cultivate a culture of performance management. Develop a stimulating working environment for staff through leadership and sound management and development strategy. Manage discipline. Develop, implement, and monitor library policies and procedures in line with National and Provincial legislation. Research on policies that impact on organizational efficiency and advice on interventions if necessary. Monitor and advice on the implementation of acts, regulations and policies and procedures. Develop and ensure implementation of administrative systems and procedures to ensure coordination of activities.

**ENQUIRIES** : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

**OTHER POSTS**

**POST 25/14** : **DEPUTY DIRECTOR: STRATEGY AND POLICY DEVELOPMENT (REF NO: SAC 2024/02)**

**SALARY** : R849 702 per annum (level 11) (all-inclusive remuneration package) of which 30% may be structured according to the individual's needs

**CENTRE** : Head Office (Polokwane)

**REQUIREMENTS** : An undergraduate Qualification (NQF level 07) in strategy and Policy Development / Development Studies / Public Policy as recognized by SAQA. A minimum 5 years of experience in Strategic Planning and Policy Development environment, of which 3 years must be at an Assistant Director level Junior Management). A valid driver's license (except for persons with disabilities). Core and process competencies: Applied strategic thinking. Applying technology Budgeting and financial management, communication and information management, continuous improvement, citizen focus and responsiveness, and diversity management. Problem solving and decision making. Networking and building bonds, managing interpersonal conflict and resolving problems, and project management. Planning and organizing, impact and influence. Knowledge and skills: Sounds and knowledge of PFMA. Governance planning framework. government planning cycle (MTEF and strategic planning), knowledge and understanding of public service legislation and policy framework, the PFMA, National and Provincial Development plans, government planning, policy and research development frameworks, planning cycle (MTEF and strategic planning) strategic planning and policy development, research, understanding of Batho Pele Principles. Skills: Computer literacy (MS Office: Word, Excel, PowerPoint, Outlook etc.). Policy formulation, coordination, research, compilation of management reports, formulation and editing, facilitation and presentation, and interpersonal relations. Ability to work under pressure.

**DUTIES** : Manage the departmental strategic planning process. Coordinate strategic planning sessions. Develop and maintain planning policies and procedures. Produce strategic planning minutes. Manage the departmental annual planning processes. Coordinate review of Annual Performance Plans Coordinate Chief Directorate AOP sessions Facilitate production of APP and Annual Operational Plans. Communicate departmental plans. Facilitate policy formulation process. Coordinate policy development processes. Conduct policy analysis. Develop and maintain policies and standard operating procedures. Publish departmental policies. Monitor implementation of policies. Monitor the implementation of the policy plan. Facilitate policy development reports. Conduct policy awareness. Develop the standard operating procedure.

**ENQUIRIES** : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

**POST 25/15** : **DEPUTY DIRECTOR: HOD'S OFFICE (REF NO: SAC 2024/03)**  
(RE-Advertisement) Applicants who applied before are encouraged to apply again

**SALARY** : R849 702 per annum Level (11), (all-inclusive remuneration package) of which 30% may be Structured according to the individual's needs

<b><u>CENTRE REQUIREMENTS</u></b>	: Re-Advertised: Applicants who applied before are encouraged to apply again : Head Office (Polokwane) : An undergraduate qualification (NQF level 6) as recognized by SAQA in Public Administration/Management. Three (3) years' experience Assistant Director level in an admin environment. Five (5) years' experience in Admin environment and management of programmes and a valid driver's license (except for persons with disabilities). Core competencies: Project management, People Management. Financial Management. Change and Knowledge Management. Problem solving and analysis. Client Orientation. Skills & knowledge: Communication skills, Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the public service. Knowledge in strategic planning and frameworks. Multilateral economic agreements. Research, growth, and development strategies. General knowledge Management. Advanced computer skills. Planning and Organising Financial Management, Communication skills, Report writing skills, Advance Human Resource Management, Facilitation Budgeting, Research and Planning.
<b><u>DUTIES</u></b>	: To provide operational management support services to the Head of the Department. To Manage the administrative and coordination activities within the office of the HOD for decision. Processing of documents dealing with ongoing internal operations of the department. Ensure implementation of HOD Forum resolutions and report on progress. Management and allocation of strategic correspondence received by the department and tasking relevant officials to deal with them. Coordination of strategic decisions from various internal and external forums including meetings chaired by the HOD. Ensure effective coordination on the implementation of decisions from all decisions making forum. Lalase with Office of the MEC, Clusters, Portfolio Committee and other oversight bodies. Arrange and organize the HOD's yearly program and coordinate the following meetings: Cluster committee meetings, Attendance of HOD meetings; departmental Executive Management meetings; General Management Meetings; and meetings with external stakeholders. Provide secretarial services during meetings with executive management, senior management, and cluster champions. Manage and utilize the components' resources in accordance with relevant directives and legislations. Manage performance of employees within the division. Motivate and inspire employees to attain organizational objectives. Ensure capacity and development of staff. Develop and review the division's plans. Develop, implement, and monitor service standards and operational plans. Evaluate and monitor performance and appraisal of employees. Develop, review, and ensure compliance to applicable policies and prescripts. Conduct budget planning and ensure proper utilization of resources in accordance with applicable prescripts. Ensure proper management and accountability for assets of the division.
<b><u>ENQUIRIES</u></b>	: Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144
<b><u>POST 25/16</u></b>	: <b><u>ASSISTANT DIRECTOR: CULTURE AND CREATIVE INDUSTRIES REF NO: SAC 2024/04</u></b> (Re-Advertisement) Applicants who applied before are encouraged to apply again.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R552 081 per annum (Leve 10) : Head Office (Polokwane) : An undergraduate qualification (NQF level 06) in Arts and Cultural Studies as recognised by SAQA. A minimum of 3 years' experience in Arts and Culture at salary level of 7/8. A valid driver's license (except for persons with disabilities). Skills and knowledge: Sound and in-depth knowledge of All relevant Cultural and Creative prescripts and all relevant legislative frameworks that govern the Public Service. Project Management. Advanced computer skills. Planning and organizing. Financial Management. Communication skills. Report writing skills. Advanced Human Resource Management. Facilitation skills. Budgeting Research.
<b><u>DUTIES</u></b>	: Implement and maintain policies related to visual and performing arts. Render professional advice to all relevant stakeholders on visual and performing arts

activities. Establish and maintain visual arts committees in the province. Organize regular trainings and create marketing platforms to ensure sustainability of the industry. Manage the development of database for visual artists and crafters. Identify and select potential artists through competitions and auditions. Identify and monitor visual and performing arts projects. Nurture emerging artists. Promote artists through festivals, exhibitions, and cultural exchange programs. Coordinate skills development and workshops for artists. Provide opportunities to previously disadvantaged communities. Establish and maintain arts and culture centers in various communities. Identify and nurture talent in Theatre, Film and Video industries. Promote the use of local content on television, provincial and national theatres and media platforms. Provide support to any person or organization participating in Theatre, Film and Video industries. Implement and maintain Theatre, Film and Video policies and procedures. Develop and implement a marketing plan for Theatre, Film and Video industries. Develop and maintain the Theatre, Film and Video Databases based on a District base. This would, inter alia, entail the following: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees regarding 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.

**ENQUIRIES** : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

**POST 25/17** : **ASSISTANT DIRECTOR: ARTS AND CULTURE (REF: SAC 2024/05)**  
(Re-Advertisement) Applicants who applied before are encouraged to apply again.

**SALARY** : R552 081 per annum (Level 10)  
**CENTRE** : Sekhukhune District

**REQUIREMENTS** : An undergraduate qualification NQF level 6 in Arts and Culture studies as recognised by SAQA. A minimum of 3 years' experience in Arts and Culture at salary level 7/8. Valid driver's licence (except for persons with disabilities). Knowledge and skills: Sound and in-depth knowledge of All relevant Heritage, Language, Cultural, and Creative prescripts and all relevant legislative frameworks that govern the Public Service. Project Management. Advanced computer skills. Planning and organising. Financial Management. Communication skills. Report writing skills. Advanced Human Resource Management. Facilitation skills. Budgeting Research.

**DUTIES** : Facilitate the development of visual performing arts in the districts, and implement and maintain policies related to visual and performing arts. Render professional advice to all relevant stakeholders on virtual and performing arts activities. Provide administrative services language and heritage services. Establish and maintain arts and culture committees in the district, provide support, including but not limited to financial support, to any person or institutions needing assistance. Organize regular trainings and create marketing platforms in Arts and Culture to ensure sustainability of industry. Facilitate the development and promoting of emerging artists, crafters and authors as well as monitor projects related to visual, performing arts, heritage and literature. Facilitate the development and distribution of local theatre productions, film and video content. Supervise employees to ensure an effective visual and performing arts service. Manage the development of database for visual arts, crafters, authors. Identify and select potential artists through competitions and auditions. Identify and support visual, performing arts, heritage, theatre, languages, film and video projects. Provide opportunities to previously disadvantaged communities. Identify and nurture talent in theatre, film and video. Identify and nurture talent in Theatre, Film and Video industries. Promote the use of local content on television, provincial, national theatres and media platforms. Provide support to any person or organisation participating in Theatre, Film and Video industries. Develop and implement a marketing plan for Theatre, Film and Video industries. Develop and maintain the District Performing Artists, Craft, Theatre, Film and Video Databases. Provide leadership and guidance to subordinates, evaluate

and monitor performance and appraisal of employees, lead and adopt best practices, conduct performance assessment of subordinates. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

**ENQUIRIES** : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

**POST 25/18** : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT (REF NO: SAC 2024/06)**

**SALARY** : R527 298 per annum (Level 09)

**CENTRE** : Head Office (Polokwane)

**REQUIREMENTS** : An undergraduate qualification (NQF level 06) in procurement / Supply Chain Management /Purchasing Management as recognised by SAQA. A minimum of 3 years' experience in demand Management at salary level 7/8. A valid driver's license (except for persons with disabilities). Skills and knowledge: Sound and in-depth knowledge of All relevant prescripts and all relevant legislative frameworks that govern the Public Service. Planning and organising. Computer literate. Batho-Pele Principles, National Treasury Regulations, Public Service Act, 1994, Supply Chain Management Policies, B-BBEEA, PFMA [Act 1 of 1999], PPPFA [Act 5 of 2000].

**DUTIES** : Coordinate (synergise), review, research, analyse and plan the procurement needs of the department. Research the relevant identified needs. (in line with the SC strategy). Analyse requirements, undertake research, determine, and develop proposals for implementation. Asses the results of the research on the market, interpret and develop proposals for procurement methodology. Ensure compliance with quality requirements. Determine whether specifications should contain any special conditions. Coordinate review, collect information for the annual procurement plan. Collect information from the relevant role players according to the prescribed template. Check (engage) and analyse the information. Confirm availability of budget. Check alignment against strategic and other objectives. Consolidate into procurement plan and table for approval by the accounting officer. Supervise and compile tender/quotation specifications as required. Determine whether a specification for the relevant commodity exists. oversee the collection and collation of information and the compilation of specifications/terms of reference. Compile and publish request for proposals as required. Develop, implement, and maintain the supplier database. Perform general quality assurance of information in the supplier database (e.g. check and verify supporting documents). Supervise employees to ensure an effective demand management service and undertake all administrative functions required about financial and HR administration. 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.

**ENQUIRIES** : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

**POST 25/19** : **ASSISTANT DIRECTOR: FINANCIAL REPORTING (REF NO: SAC 2024/07)**

**SALARY** : R444 036 per annum (Level 09)

**CENTRE** : Head Office (Polokwane)

**REQUIREMENTS** : An undergraduate qualification (NQF level 06) B com/ Accounting/ Financial Management as recognised by SAQA. A minimum of 3 years' experience at supervisory level (salary level 7/8) and functional experience in Financial Reporting. A valid driver's license (except for persons with disabilities). Skills and knowledge: Sound and in-depth knowledge of All relevant prescripts and all relevant legislative frameworks that govern the Public Service. Advanced computer skills. Understanding of accounting process, knowledge of the financial system (BAS and PERSAL) knowledge of strategy planning, business planning computer literacy in MS Word, power point and Excel. A valid driver's license.

**DUTIES** : Collect all relevant reports as inputs in drafting statements from various Directorates and sub a directorate, collect relevant information for departmental disclosure notes. Compile financial statements in line with the PFMA and respond to management and queries, ensure submission departmental financial

statements to treasury, reconcile the funds request from treasury on weekly basis against the total budget of the Department, manage the movement of cash in the department, manage the movement of the cash in the departmental bank account, compile and pass journals to exchequer grand account, draft a monthly report on conditional grant, guard against incorrect transactions interfaced in to the departments database, monitor the interface from other system (PERSAL and FINEST). Develop project plan on cash flow management. Ensure clearing of suspense accounts, investigate all rejected payments and compile a report, ensure reconciliation of the departmental bank account. Provide leadership and guidance to subordinates, evaluate and monitor performance and appraisal of employees, lead and adopt best practices, conduct performance assessment of subordinates. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

**ENQUIRIES** : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

**POST 25/20** : **ADMINISTRATION OFFICER (REF NO: SAC 2024/08)**  
(Re-Advertisement) Applicants who applied before are encouraged to apply again.

**SALARY** : R308 154. per annum (level 07)  
**CENTRE** : Vhembe District  
**REQUIREMENTS** : An undergraduate qualification NQF level 6 in Public Administration/ Management recognised by SAQA. A minimum of 2 years' experience in Admin. A valid driver's license (except for persons with disabilities). Skills and knowledge: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing public services. Computer literacy. People management. Policy analysis. Communication skills and Change management.

**DUTIES** : Render transport administration services in the district. Issuing of vehicle as per need on the basis of approved itinerary. Manage vehicle control register. Conduct inspection of government vehicles. Ensure closed and log sheets are submitted to head office monthly. Facilitate government vehicle services and repairs. Ensure vehicles are taken to the government garage for inspection. Ensure accidents are reported to the police station and submit accident report to head office. Render office services and administration support. Provide secretariat services for the district. Render telecommunication services. Render Human Resource Management Services in the district. Monitor cleaning and maintenance services. Render OHS services in the district. Conduct OHS inspections submit SLD to head office, issue stock to officials in the district and maintain stock registers. Render records management services. Maintain records management filling system, ensure safe keeping records, and maintain records registers.

**ENQUIRIES** : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

**POST 25/21** : **LIBRARIAN (REF NO: SAC 2024/09)**

**SALARY** : R308 154. per annum (Level 07)  
**CENTRE** : Ha-Masia: Vhembe District  
**REQUIREMENTS** : An undergraduate qualification NQF level 6 in Library & information Studies/Science as recognised by SAQA. A minimum of 2 years' experience in the library environment. A valid driver's license (except for persons with disabilities). Skills and knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy. Organizing and planning. Computer literacy. Basic interpersonal relations. Problem solving. Maintaining discipline.

**DUTIES** : Market and promote library services. Classify and catalogue library material. Render reference and information services. Develop a new established library. Inform users of special library collections, display library material during/departmental events, compile bibliographies, conduct orientation on

library utilization. Render professional library and information service to the community. Assist with identifying maintenance needs for the building, equipment, library assets and material. Manage day today library operations. Responsible for the marketing and advocacy of library services and within the library. Facilitate establishment and full participation of book clubs. Capture newly acquired library material on the system. Analyse and sort library material according to the applicable library system, Maintain online authority file. Perform necessary library administrative tasks. Handle interlibrary loans, attend reference queries, trace bibliographic records, collect and records publications and corrigenda, monitor the circulation of library resources, Conduct library orientation to users regarding library usage and retrieval of information. Provide information service to library users. Monitor library user's statistics and compile reports as required. Assist the District Librarian in conducting asset verification. Liaise with stakeholders and district library on library matters. Compile monthly, quarterly, and annual reports. Supervise library staff.

**ENQUIRIES** : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

**POST 25/22** : **ADMINISTRATIVE OFFICER: SECURITY SERVICES (REF NO: SAC 2024/10)**

**SALARY** : R308 154. per annum (Level 07)

**CENTRE** : Head Office

**REQUIREMENTS** : An undergraduate qualification NQF level 6 in Risk Management/ Safety Services / Criminology / Safety Management as recognised by SAQA. A minimum of 2 years' experience in Security Management / Risk management/Policing environment. Control room experience. A valid driver's license (except for persons with disabilities). Skills and knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy. Organizing and planning. Computer literacy. Basic interpersonal relations. Problem solving. Communication. Report writing.

**DUTIES** : Coordinate total physical security inspections and evaluations to departmental institutions Facilitate meetings with security service providers and security committee. Reporting, recording and compilation of reports on security breaches. Implement the security policies and procedures. Facilitate training and security awareness programs. Compile relevant paperwork for processing of invoices for service rendered by security service providers. Coordinate security during departmental events. Control over departmental keys: Safekeeping of office keys and allocation of keys to officials. Assist in monitoring the control room and compile report

**ENQUIRIES** : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

**POST 25/23** : **REGISTRY CLERK MEC'S OFFICE (REF NO: SAC 2024/11)**

**SALARY** : R216 417.per annum (Level 05)

**CENTRE** : Head Office (Polokwane)

**REQUIREMENTS** : NQF level 4/ grade 12 certificate qualification from a recognized institution of basic Education. An undergraduate qualification NQF 6 in Records Management / Archives as recognised by SAQA will be an added advantage. Skills and knowledge: Knowledge of registry duties, practices as well as the ability to capture data, operate computer. Working knowledge and understanding of legislative framework governing the Public Service. Knowledge of storage and retrieval procedures. Computer operating skills. Planning and organization. Good verbal and written communication skills.

**DUTIES** : Render asset management clerical support. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Render demand and acquisition clerical support. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render logical support services. Opening and files according to record classification system. Filing/storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the



registry function. Process documents for archiving and/or disposal. Conduct electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records of archived documents.

**ENQUIRIES** : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

**POST 25/24** : **HUMAN RESOURCE CLERK REF NO: SAC 2024/12**

**SALARY** : R216 417 per annum (Level 05)

**CENTRE** : Head Office Polokwane

**REQUIREMENTS** : NQF level 4/ grade 12 certificate or equivalent qualification from a recognized institution of basic Education. Qualification in Human Resource Management or Public Administration/ Management as recognised by SAQA will be an added advantage. Skills and knowledge: Knowledge of HR duties, practices as well as ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the public service. Competencies: computer skills, planning and organising skills, good verbal and written communication skills, teamwork, interpersonal relations flexibility, and problem-solving skills.

**DUTIES** : Leave Management: Receive and recording of incoming leave applications immediately. Leave forms to be captured in PERSAL. Updating leave register and auditing leave days. Administration of Service Benefits: Housing allowance as well as medical aid. Capture allowances on PERSAL system. Service Termination: Process pension withdrawals and payment and awarding of certificate. Recognition of Long Service: Administer long services two per quarter and awarding of certificate. Coordinate the implementation of COIDA: administer injury on duty.

**ENQUIRIES** : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

**POST 25/25** : **LIBRARY ASSISTANT (REF NO: SAC 2024/13) (06 POSTS)**

**SALARY** : R183 279. per annum (level 4)

**CENTRE** : Musina Nancefield

Waterberg District

Gravelotte, Rixile

Modjadjieskloof

Alldays

**REQUIREMENTS** : NQF level 4/ grade 12 certificate or equivalent qualification from a recognized institution of basic Education. An undergraduate qualification NQF level 6 in Library & information Studies/Science as recognised by SAQA will be an added advantage. Skills and knowledge: Knowledge and understanding of administration procedures relating to library environment including norms and standards. Must be computer and internet literate. Planning and organising skills, Basic interpersonal relationship, and problem-solving skills. Ability to work under pressure.

**DUTIES** : Provision of clerical support services within the library. Provide support services for library administration. Computerisation of library material. Provide support services for awareness and collection development. Assist with processing of library materials to be shelve ready. Assist the librarian in day-to-day management and operation of the library. Sorting, shelving and shelve reading of library materials according to their categorisation. Assist with executing library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related purposes. Assist library users when looking for reding, research materials and computer related information. Assist with counter, phone, and email enquiries from library users. Checking books in and out at the front desk. Register new customers and maintain and updating customer profiles.

**ENQUIRIES** : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

**INTERNSHIP PROGRAMME FOR 2024/25-2025/26**

<b><u>POST 25/26</u></b>	:	<b><u>INTERNSHIP MUSEUM AND HERITAGE (REF NO: DSAC 2024/14) (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R7 450.75 per month
<b><u>CENTRE</u></b>	:	Mopani District: Muti wa va tsonga (1 Post) Vhembe District: Dzata Museum (1 Post)
<b><u>REQUIREMENTS</u></b>	:	Degree/ National Diploma of Heritage and Culture Science, Bachelor of Social Science in Heritage, Indigenous Knowledge System & Cultural Sciences or Arts and Culture related fields.
<b><u>ENQUIRIES</u></b>	:	Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144
<b><u>POST 25/27</u></b>	:	<b><u>INTERNSHIP HUMAN RESOURCE DEVELOPMENT (REF NO: DSAC 2024/15)</u></b>
<b><u>STIPEND</u></b>	:	R7 450.75 per month
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Degree or National Diploma in Management of Training, Human Resource Development/Management
<b><u>ENQUIRIES</u></b>	:	Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144
<b><u>POST 25/28</u></b>	:	<b><u>INTERNSHIP SUPPLY CHAIN MANAGEMENT (REF NO: DSAC 2024/16)</u></b>
<b><u>STIPEND</u></b>	:	R7 450.75 per month
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Degree/National Diploma in Supply Chain Management, Logistics or Finance related.
<b><u>ENQUIRIES</u></b>	:	Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144
<b><u>POST 25/29</u></b>	:	<b><u>INTERNSHIP ARCHIVES (REF NO: DSAC 2024/17)</u></b>
<b><u>STIPEND</u></b>	:	R7 450.75 per month
<b><u>CENTRE</u></b>	:	Provincial Archives
<b><u>REQUIREMENTS</u></b>	:	Degree/ National Diploma in Archives/ records management / Information Science or Studies.
<b><u>ENQUIRIES</u></b>	:	Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144