

## 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: [job@onlinecareerguidance.co.za](mailto:job@onlinecareerguidance.co.za). There will be no follow-up emails to this address. Hand delivery: 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** : 12 August 2024 at 12:00
- NOTE** : Each application must be submitted separately. Applications must consist of: A recently updated, comprehensive CV, a fully completed, initialled and signed new signed Z83 (Sections A, B, C & D are compulsory, 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. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

## OTHER POSTS

- POST 27/60** : **CANDIDATE CONSTRUCTION PROJECT MANAGERS REF NO: DSAC-01/07/2024 (X2 POSTS)**  
Contract Posts
- SALARY** : R721 476 - R765 747 per annum, (An all-inclusive remuneration salary package in line with the Occupational Specific Dispensation for Engineering Professionals)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Higher Diploma in Build environment field with a minimum of 18 months' experience/ Three-year Degree or National Diploma (NQF 6) in any Built Environment field with a minimum of 2 years' experience/ BTech degree in any Built Environment field with a minimum of 1 year experience / Honours degree in any Built Environment field with no experience; A Code 08 driver's license; Willingness to travel extensively and work irregular hours; Compulsory

Registration with the South African Council for the Project and Construction Management Profession (SACPCMP) as a Candidate Construction Project Manager upon appointment; Compulsory knowledge of Government Immovable Asset Management Act (GIAMA) and Framework for Infrastructure Delivery and Procurement Management; Contract management experience including contract specification, oversight, and monitoring; Knowledge and understanding of the Project Management principles and methodologies; Knowledge of legal compliance; Research and development; Computer-aided engineering applications; Technical report writing; planning and organizing skills; Problem solving and analysis; Presentation and communication technologies; Document management systems; The ability to work and manage projects in a complex environment; Decision making; Team work; Customer focus and responsiveness; Communication skills.

**DUTIES**

: To manage and oversee all aspects of the projects in support of the management of capital and technical maintenance projects under the supervision of the Director: Facilities Management; Project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; Effectively apply methodology and enforce project standards to minimize risk on projects; Report project progress to the Director: Infrastructure Development; Manage project budget and resources in consultation with the Director: Facilities Management; Office administration: Provide inputs to Director: Facilities Management with tender administration; Liaise and interact with service providers, client and management under the guidance of the Director: Facilities Management; Contribute to the human resources and related activities; Maintain the record management system and the architectural library; Utilize resources allocated effectively; Prepare quarterly reports, project status/site visit reports. Keep up with new Built Environment technologies and procedures; Research/literature on new developments on project management methodologies; Liaise with relevant bodies/councils on project management.

**ENQUIRIES**

: Ms P Ben-Mazwi Tel No: (012) 441 3041/ 082 909 8790  
Ms J Boonzaaier Tel No: (012) 441 3230

**NOTE**

: Preference will be given to Coloured males, Indian males, White males, Coloured females and NB: Candidates are appointed on contract to these posts until the they comply with the registration requirements of SACPCMP, not exceeding a period of forty-eight (48) months. Applicants are requested to take note that the OSD does not make provision for Candidates to be automatically absorbed into professional posts after acquiring the relevant registration or after the contract term has come to an end. The contract of appointment for the Candidate will immediately expire when the term of the contract ends. Therefore, the Candidate would have to apply for the vacant post upon meeting the appointment requirements as prescribed for the higher post, which includes compulsory registration with SACPCMP.