



KWAZULU-NATAL PROVINCE

**SPORT, ARTS AND CULTURE
REPUBLIC OF SOUTH AFRICA**

**TO ALL: CHIEF DIRECTORS
DIRECTORS
DEPARTMENTAL OFFICIALS**

DEPARTMENTAL HRM VACANCY CIRCULAR NUMBER 06 OF 2023

1. The Department of Sport, Arts and Culture issues this circular as per the provisions of the Part 4, Regulation 65 of Public Service Regulations of 2016. Please note that the Public Service is an equal opportunity, affirmative action employer.
2. This circular and its contents must be brought to the attention of all eligible officials on your establishment, including those in Head Office, Regions, Districts, etc. All efforts must also be made to inform those officials who may qualify for the posts in terms of this circular even if they are absent from their normal places of work.
3. Applicants are also advised to carefully read the instructions at the beginning of the advert before applying for any of the posts advertised.

DR CT SIFUNDA
ACTING HEAD: SPORT, ARTS AND CULTURE
DATE: 10/05/2023

KWAZULU- NATAL [KZN] DEPARTMENT OF SPORT, ARTS AND CULTURE

Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Sport, Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.

FOR ATTENTION: Mrs NIS Mbhele

CLOSING DATE: 02 JUNE 2023

NOTE: Applications must be submitted on the new prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant, and which must be accompanied by a detailed comprehensive CV. *Copies of qualification, Registration certificates and driver's license must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certificate copies on or before the day of interviews.* Failure to comply with the above instructions will result in applications being disqualified. 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. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representativity in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed.

Please note that the below posts are re-advertisement, applicants who previously applied may apply if they are still interested.

POST: DIRECTOR- EXECUTIVE SUPPORT, REF NO. DSAC 02/2023

SALARY PACKAGE: R1 105 383.00 per annum (An all-inclusive package to be structured in accordance with the rules of Senior Management Service) (salary level 13)

CENTRE: Pietermaritzburg

REQUIREMENTS: A Grade 12 certificate plus an appropriate bachelor's degree (NQF7) in Public Management or equivalent qualification, coupled with a minimum of five (5) years experience at a Middle Management Services (MMS/SMS) level. Must be in possession of an SMS pre-entry certificate as offered by the National School of Governance (NSG). Ability to work independently yet function optimally as part of a dynamic team. Valid code 8/EB driver's license.

KNOWLEDGE: Public Service Legislation and prescripts applicable to Government, including systems and procedures. Labour Relations Act, PFMA, PGDP, Stakeholder Relations, Protocol Manual. Ability to work in a multi-disciplinary team.

SKILLS: Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Computer Literacy (MS Word, Excel, Power Point, etc.). Good communication (written and verbal) skills.

DUTIES: Manage executive support to the HOD. Manage entity and institutional support. Manage the execution of compliance in terms of Departmental Mandates. Manage the secretariat services to EXCO, SMM and ESMM. Manage the development and implementation of policies. Manage the resources of the sub-directorate. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES: Dr CT Sifunda: Tel No.: (033) 897 9450

POST: DIRECTOR - ARTS DEVELOPMENT, REF NO. DSAC03/2023

SALARY PACKAGE: R1 105 383.00 per annum (An all-inclusive package to be structured in accordance with the rules of Senior Management Service) (salary level 13)

CENTRE: Pietermaritzburg

REQUIREMENTS: A Grade 12 certificate plus an appropriate bachelor's degree (NQF7) in Fine Arts/ Arts and Drama/Creative Arts or equivalent qualification, coupled with a minimum of five (5) years experience at a Middle Management Services (MMS/SMS) level. Must be in possession of an SMS pre-entry certificate as offered by the National School of Governance (NSG). Ability to work independently yet function optimally as part of a dynamic team. Valid code 8/EB driver's license.

KNOWLEDGE: Public Service Legislation and prescripts applicable to Government, including systems and procedures. Project Management principles. Knowledge of PFMA

SKILLS: Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Computer Literacy (MS Word, Excel, Power Point, etc.) Good communication (written and verbal) skills.

DUTIES: Manage the proper development of non-performing/ visual arts and craft in KZN province.

Ensure proper development of performing arts in KZN province. Manage and ensure the facilitation of business development and provision of administrative and secretariat support services. Manage and ensure the development, interpretations, and implementation of Visual and Performing Art policies. Manage the resources of the Arts Development Directorate. Manage the execution of compliance in terms of Departmental Mandates. Manage the secretariat services to EXCO, SMM and ESMM. Manage the development and implementation of policies. Manage the resources of the sub-directorate. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS)

ENQUIRIES: Ms LBP Gwala: Tel No.: (033) 264 3400

POST: DIRECTOR - HERITAGE RESEARCH AND MONITORING, REF NO. DSAC04/2023

SALARY PACKAGE: R1 105 383.00 per annum (An all-inclusive package to be structured in accordance with the rules of Senior Management Service) (salary level 13)

CENTRE: Pietermaritzburg

REQUIREMENTS: An appropriate bachelor's degree (NQF7) in Public Management/ Public Administration or equivalent qualification, coupled with a minimum of five (5) years experience at a Middle Management Services (MMS/SMS) level. Must be in possession of an SMS pre-entry certificate as offered by the National School of Governance (NSG). Ability to work independently yet function optimally as part of a dynamic team. Valid code 8/EB driver's license.

KNOWLEDGE: Public Service Legislation and prescripts applicable to Government, including systems and procedures. Public Policy analysis. Prominent research paradigms. Monitoring and evaluation and approaches, Heritage legislative framework.

SKILLS: Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES: Manage the coordination of heritage policy agenda setting the identification of existing policy gaps in the industry. Manage the coordination of the drafting of relevant heritage policies, heritage acts and heritage regulations as well as monitoring of the implementation thereof. Manage the monitoring and evaluation of the most immediate outcomes of the heritage interventions on targeted communities. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES: Dr V Shongwe: Tel: (033) 264 3400

POST: DEPUTY DIRECTOR: WESTERN DISTRICTS CLUSTER - UMZINYATHI DISTRICT, REF NO. DSAC 05/2023

SALARY PACKAGE: R958 824.00 per annum (An all-inclusive package to be structured in accordance with the rules of Middle Management Service) (salary level 12)

CENTRE: UMZINYATHI

REQUIREMENTS: Grade 12 certificate plus an appropriate three (3) year tertiary qualification (NQF6) in Sport Management/ Sport Administration/ Sport Science/ Physical Education/ Human Movement Studies/ Biokinetics/Fine Arts, Arts and Drama, Creative Arts/ Public Management or equivalent qualification, coupled with a minimum of five (5) years relevant experience, three (3) of which should be at a Managerial/Assistant Director level. Ability to work independently yet function optimally as part of a dynamic and multi-disciplinary team. Valid code 8/EB driver's license.

KNOWLEDGE: Understanding of the Public service legislation and prescripts applicable to Government, including systems and procedures. Knowledge of PFMA.

SKILLS: Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal).

DUTIES: Manage the implementation of developmental programmes in Sport, Recreation, Arts and Culture within the District. Provide support to Sport, Recreation, Arts and Culture Structures within the district. Monitor the functioning and implementation of programmes in the Art and Culture Centers, cultural organizations, cultural institutions, and sport facilities within the districts. Manage the implementation of social cohesion programmes, moral regeneration, indigenous knowledge system and culture advancement programmes within the district. Provide translation services and literature development programmes within the district. Manage resources of the sub-directorate. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES: Dr BNF Biyela: Tel No.: (034) 212 2459

POST: PROVINCIAL COORDINATOR - COMMUNITY SPORT PROMOTION AND DEVELOPMENT (X 2 POSTS), REF NO. DSAC06/2023

SALARY PACKAGE: R958 824.00 per annum (salary Level 12) (An all-inclusive package to be structured in accordance with the rules of Middle Management Service).

CENTRE: Pietermaritzburg

REQUIREMENTS: A Grade 12 certificate plus an appropriate three (3) year tertiary qualification (NQF6) in Public Administration or relevant equivalent qualification coupled with three to five (3-5) years Management/ Assistant Director level in administrative or Sports environment. Willingness to work under pressure and must be prepared to work extra hours as and when required. Valid code 8/EB driver's license.

KNOWLEDGE: Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Public Service Act and Regulations, PFMA, Fraud prevention policies, Computer Operation / office automation, Provincial strategies, Management reporting, Departmental objectives, Departmental business processes, Service Delivery and Service Level Agreements, Departmental policies, Procurement/SCM Procedures, Sport and Recreation policies, Programme and Project management, Financial management, Change management, Knowledge Management, Service Delivery Innovation, People management and Empowerment, Client orientation and Customer focus.

SKILLS: Communication, Problem solving and analysis, Judgement, Conflict resolution, Relationship building, Result orientation, Driving, Honesty and Integrity, dealing with ambiguity, Negotiating, Managing technical / Procedural adherence.

DUTIES: Manage the implementation of department-wide strategic projects & high-performance sport service delivery strategy (its risk, integrity, internal control management plan and reporting framework). Provide strategic leadership to various stakeholders in relation to community sport participation. Coordinate the establishment of various community sport structures in all districts. Facilitate the coordination of various provincial community sport championship/tournament. Facilitate with sport stakeholders the training of coaches, technical officials, and administrators. Provide effective, efficient, and economic utilization of resources.

ENQUIRIES: Mr MG Bhengu: Tel No. (033) 897 9400

POST: PROVINCIAL COORDINATOR: COMMUNITY RECREATION (X2 POSTS) REF NO. DSAC07/2023

SALARY: R958 824.00 per annum (An all-inclusive package to be structured in accordance with the rules of Middle Management Service) (salary level 12)

CENTRE: Pietermaritzburg

REQUIREMENTS: A Grade 12 certificate plus an appropriate three (3) year tertiary qualification (NQF 6) in Public Administration or relevant equivalent qualification, coupled with three to five (3-5) years' experience at a Management/ Assistant Director level in administrative or Sports Environment. willingness to work under pressure and must be prepared to work extra hours as and when required. Valid code 8/EB driver's license

KNOWLEDGE: Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Public Service Act and Regulations, PFMA, Fraud prevention policies, Computer Operation / office automation, Provincial strategies, Management reporting. Departmental objectives. Departmental business processes. Service Delivery and Service Level Agreements. Departmental policies. Procurement/SCM Procedures, Sport and Recreation policies, Programme and Project management, financial management, Change management. Management, Service Delivery Innovation, People management and Empowerment, Client orientation and Customer focus.

SKILLS: Communication (written and verbal). Problem solving and analysis. Judgement, Conflict Resolution. Relationship building, Result orientation, Driving. Negotiating, Managing technical / Procedural adherence. Computer Literacy (MS Word, Excel, PowerPoint, etc).

DUTIES: Manage the implementation of department-wide strategic projects & high-performance sport service delivery strategy (its risk, integrity, internal control management plan and reporting framework). Establish and monitor Mass Participation / Campaigns hubs across the province. Manage all projects pertaining to Mass Participation / Campaigns. Facilitate cooperation agreements between Mass Participation/Campaigns hubs and Local Municipalities. Provide support resources to local recreation/leisure structures and management thereof. Provide effective, efficient and economic utilization of resources.

ENQUIRIES: Ms GPT Dladla: Tel No. (033) 897 9400

POST: DEPUTY DIRECTOR POLICY PLANNING STRATEGY AND RESEARCH, REF NO. DSAC08/2023

SALARY PACKAGE: R811 560. 00 per annum (An all-inclusive package to be structured in accordance with the rules of Middle Management Service) (salary level 11)

CENTRE: Pietermaritzburg

REQUIREMENTS: A Grade 12 certificate plus an appropriate three (3) year tertiary qualification (NQF6) in Planning/ Public Administration/ Development studies or equivalent qualification, coupled with a minimum of five (5) years relevant experience, three (3) of which should be at a managerial / Assistant Director level. Ability to work independently yet function optimally as part of a dynamic team. Valid code 8/EB driver's license.

KNOWLEDGE: Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Knowledge of PFMA. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication skills (written and verbal).

DUTIES: Manage the preparation and coordination of the development and reviewal of departmental plans. Ensure the provision of the GIS function. Develop policies and strategies aimed at improving service delivery. Manage resources of the sub-directorate. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES: Mr SE Memela (033) 897 4500

POST: ASSISTANT DIRECTOR: ARTS AND CULTURE- WESTERN DISTRICTS CLUSTER - AMAJUBA DISTRICT MANAGEMENT, REF NO. DSAC09/2023

SALARY NOTCH: R527 298.00 per annum (Salary level 10)

CENTRE: Western District Cluster - Ladysmith

REQUIREMENTS: A Grade 12 certificate plus an appropriate three (3) year relevant tertiary qualification (NQF 6) in Fine Arts/Arts and Drama/ Creative Arts/ Public Management, or equivalent qualification, coupled with a minimum of three to five (3-5) years relevant experience. Willingness to travel and work outside normal work hours. Valid code 8/EB driver's license.

KNOWLEDGE: Public Service legislation and prescripts applicable to government, including systems and procedures. Archival prescripts. Knowledge of project management.

SKILLS: Good communication skills (written and verbal). Good office administration, planning and organizational skills. Good interpersonal relations skills. Critical analysis and research skills. Presentation and facilitation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc).

DUTIES: Monitor the implementation of developmental programmes for the creative industry (visual and performing) as well as oversee the implementation social cohesion programmes, moral regeneration, indigenous knowledge system and culture advancement programmes. Coordinate translation services and literature development programmes. Provide support to arts and culture structures. Monitor the functioning and implementation of programmes in arts and culture, cultural organizations and cultural institutions. Supervise, develop, and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES: Dr BNF Biyela: Tel. No.: (036) 637 7978

POST: ASSISTANT DIRECTOR: ARTS AND CULTURE NORTHERN DISTRICTS CLUSTER - uMKHANYAKUDE DISTRICT, REF NO. DSAC10/2023

SALARY NOTCH: R527 298.00 per annum (Salary level 10)

CENTRE: Northern District Cluster - Ulundi District

REQUIREMENTS: A Grade 12 certificate plus an appropriate three (3) year relevant tertiary qualification (NQF 6) in Fine Arts/Arts and Drama/ Creative Arts/ Public Management, or equivalent qualification, coupled with a minimum of three to five (3-5) years relevant experience. Willingness to travel and work outside normal work hours. Valid code 8/EB driver's license.

KNOWLEDGE: Public Service legislation and prescripts applicable to government, including systems and procedures. Archival prescripts. Knowledge of project management.

SKILLS: Good communication skills (written and verbal). Good office administration, planning and organizational skills. Good interpersonal relations skills. Critical analysis and research skills. Presentation and facilitation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc).

DUTIES: Monitor the implementation of developmental programmes for the creative industry (visual and performing) as well as oversee the implementation social cohesion programmes, moral regeneration, indigenous knowledge system and culture advancement programmes. Coordinate translation services and literature development programmes. Provide support to arts and culture structures. Monitor the functioning and implementation of programmes in arts and culture, cultural organizations and cultural institutions. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES: Ms LEN Zulu: Tel. No. (083) 281 1583

POST: ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT- HRM&D, REF NO. DSAC11/2023

SALARY: R424 104.00 per annum (salary level 09)

CENTRE: Pietermaritzburg, Head Office

REQUIREMENTS: A grade 12 certificate plus an appropriate three (3) year relevant tertiary qualification (NQF Level 6) in Human Resources Management or equivalent qualification with majors in HRM/ Personnel Management, coupled with a minimum of three to five (3-5) years relevant supervisory experience. Valid code 8/EB driver's license.

KNOWLEDGE: Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Legislation related to the Department and to the post. Understanding of Public service regulations, EPMDS Policy, Bursary Policy and Skills Development Act. Project management.

SKILLS: Good communication (written and verbal). Good interpersonal relations skills. Good office administration, planning and organizational skills. Critical analysis and research skills. Presentation and facilitation skills. Supervisory skills. PERSAL and Computer Literacy (MS Word, Excel, PowerPoint, etc).

DUTIES: Facilitate the implementation of the performance management & development system. Develop and monitor implementation of performance management. Coordinate probationary reports. Administer performance awards and monitor expenditure. Maintain performance management database. Provide technical advice and assistance on performance management matters. Supervise, develop, and manage employee's performance in accordance with Employee Performance Management and Development System (EPMDS).

ENQUIRIES: Ms TN Shongwe: 031 242 1708

POST: ASSISTANT DIRECTOR - DEMAND AND ACQUISITION, REF NO. DSAC12/2023

SALARY: R 424 104.00 per annum (Salary level 09)

CENTRE: Pietermaritzburg

REQUIREMENTS: A grade 12 certificate plus an appropriate three (3) year relevant tertiary qualification (NQF 6) in Supply Chain Management/ Commerce, or equivalent qualification, coupled with a minimum of three to five (3-5) years relevant experience. Valid code 8/EB driver's license.

KNOWLEDGE: Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures Preferential procurement policy framework act (PPPFA). Basic accounting system (BAS). Public Finance Management Act. Provincial Treasury Practice Notes and Supply Chain Management. Understanding of KZN Supply Chain Policy Framework. Legislation related to the Department and to the post. Project Management.

SKILLS: Good office administration, planning and organizational skills. Good communication (written and verbal). Good interpersonal relations skills. Critical analysis and research skills. Presentation and facilitation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc).

DUTIES: Provide and oversee demand and acquisition services. Ensure purchasing of goods and services on behalf of users by way of quotations/bids in line with SCM policies. Management Practice / Instruction Notes and Treasury Regulations. Ensure the provisioning of secretariat duties to the Department Bid Committees. Develop demand and acquisition management departmental policies, procedures manual and best practices. Provide advice and guidance in terms of demand and acquisition management to internal and external clients. Supervise, develop, and manage employee's performance in accordance with Employee Performance Management and Development System (EPMDS).

ENQUIRIES: Mr M Mazibuko: Tel No. (033) 264 3400

POST: ASSISTANT DIRECTOR - MARKETING AND OUTREACH PROGRAMME: MUSEUM SERVICES, REF NO. DSAC13/2023

SALARY: R 424 104.00 per annum (Salary level 09)

CENTRE: Pietermaritzburg, Head Office

REQUIREMENTS: An appropriate three (3) year relevant tertiary qualification (NQF Level 6) in Anthropology, History, Cultural studies or communication, or equivalent qualification, coupled with a minimum of three to five (3-5) years relevant experience. Valid code 8/EB driver's license.

KNOWLEDGE: Good understanding of the public service legislation and prescripts applicable to Government, including systems

and procedures. Understanding of Public service regulations and relevant prescripts, policies and strategies and procedure manuals as well as policy formulation. Project Management.

SKILLS: Good office administration, planning and organizational skills. Critical analysis and research skills. Good communication (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc). Good interpersonal relations skills.

DUTIES: Manage the provision of marketing services for the affiliated museum and liaise between them and Museum Services. Monitor the conducting of training for Museum Services. Facilitate the formulation, development, and implementation of policies for the Unit. Manage the resources of the division. Supervise, develop, and manage employee's performance in accordance with Employee Performance Management and Development System (EPMDS).

ENQUIRIES: Ms N Magubane: Tel No.: (033) 342 4712

POST: ASSISTANT DIRECTOR - SPECIAL PROJECTS, REF NO. DSAC14/2023

SALARY: R 424 104.00 per annum (Salary level 09)

CENTRE: Pietermaritzburg, Head Office

REQUIREMENTS: A Grade 12 certificate plus an appropriate three-year tertiary qualification (NQF6) in Project Management or equivalent qualification, coupled with a minimum of three to five (3-5) years relevant experience. Valid code 8/EB driver's license.

KNOWLEDGE: Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures Stakeholder Relations, Project Management Principles. Policies and strategies of the unit. Legislation related to the Department and to the post.

SKILLS: Good office administration, planning and organizational skills. Good communication (written and verbal). Good interpersonal relations. Critical analysis and research. Presentation and facilitation. Computer Literacy (MS Word, Excel, PowerPoint, etc).

DUTIES: Facilitate the definition of project scope, goals, and deliverables. Undertake the design and development guidelines of projects. Implement project as per project baseline plan. Facilitate the commissioning and hand over project. Provide advice, guidance, and input to policy. Manage resources of the unit. Supervise, develop, and manage employee's performance in accordance with Employee Performance Management and Development System (EPMDS).

ENQUIRIES: Ms S Mfeka: Tel No.: (033) 264 3400

POST: ASSISTANT DIRECTOR - ICT OPERATIONS SUPPORT (X2 POSTS), REF NO. DSAC15/2023

SALARY: R 424 104.00 per annum (Salary level 09)

CENTRE: Durban

REQUIREMENTS: A Grade 12 certificate plus three (3) tertiary qualification (NQF 6) in ICT Server, MCSE, CCNE or equivalent relevant switching certificate, coupled with three to five (3-5) years' experience in the Server and Networking environment. Willingness to work under pressure and beyond normal hours. Valid code 8/EB driver's license.

KNOWLEDGE: Public Service Act and Regulations, PFMA, Departmental objectives, Departmental Policies, Procurement/SCM Procedures, VPN'S and Encryption Technology, Microsoft Environment, Switching, Telephone, Bandwidth management, Routing, Innovative, Proactive, Leadership, Good Communicator, Good organizer, Punctual, Honesty and integrity

SKILLS: Communication (verbal and written), Ability to multi-task, good organizing abilities, Problem solving, Project management, Facilitation, Management, Administration and coordination, Negotiation, Computer (info extraction, presentation, and data capturing), Conflict Management, Strategy management and policy formulation, Human resource management, Good inter-personal relations, Report writing, financial management

DUTIES: Attend to the configuration of ICT systems, Monitor ICT Infrastructure plan, Develop Technical specs, provide application user support, monitor, and report on ICT Technical matters.

ENQUIRIES: Mr EA Rambaran: Tel No. (031) 242 1738

POST: ASSISTANT DIRECTOR – EXECUTIVE SUPPORT OFFICE REF NO. DSAC16/2023

SALARY: R 424 104.00 per annum (Salary level 09)

CENTRE: Pietermaritzburg

REQUIREMENTS: A Grade 12 certificate plus an appropriate three (3) year tertiary (NQF6) in Public Management/Public Administration or equivalent relevant qualification, coupled with three to five (3-5) years administrative experience. Willingness to work under pressure and beyond normal hours. Valid code 8/EB driver's license. What qualification are we referring to?

KNOWLEDGE: Good understanding of the Public Service legislation and prescripts applicable to Government, including systems and procedures. PFMA, Office automation. Management reporting. Departmental objectives / Strategic Plan. Departmental business process. Service Delivery and Service Level Agreements. Procurement /SCM Procedure. Protocol Manual of South Africa.

SKILLS: Policy Development, Project Management, Computer Literacy, written and verbal communication, Customer Focus, Sound Judgment, Relationship Management, Result Orientation, Driving, Motivation, Presentation, Conflict Resolution, Negotiating and Managing Technical/ Procedural Adherence. Computer Literacy (MS Word, Excel, PowerPoint, etc.).

DUTIES: Oversee documentation flow, general office administration, incoming and outgoing correspondence. Ensure projects proposal plan meet departmental strategic objectives and timeframes. Assist in the co-ordination of Provincial Projects. Maintain continuous improvement relationships with internal and external organizations. Provide protocol liaison services to the HOD in line with legislative mandates. Assist in planning and coordinating all events attended and hosted by the HOD and Department. Screen and prepare responses for submissions and briefs on policy and administrative issues referred to the HOD Office. Ensure the effective and efficiency utilization of resources. Supervise, develop, and manage employee's performance in accordance with Employee Performance Management and Development System (EPMDS)

ENQUIRES: Mr NF Matiwane: Tel No (033) 897 9450

POST: MUSEUM LIAISON OFFICER - MARKETING AND OUTREACH PROGRAMME: MUSEUM SERVICES, REF NO. DSAC 17/2023

SALARY: R359 517.00 per annum (salary level 08)

CENTRE: Pietermaritzburg

REQUIREMENTS: Grade 12 plus an appropriate three (3) years tertiary (NQF 6) qualification in Anthropology, History, Cultural/ Environmental studies, or Communication or equivalent qualification. Valid code 8/EB driver's license

KNOWLEDGE: Proficiency in English and Zulu languages. Relevant prescripts, policies, strategies, and procedure manual. Research management skills.

SKILLS: Report writing. Problem solving. Project management, Inspection and analytical. Presentation and facilitation. Computer Literacy (MS Word, Excel, PowerPoint, etc.) Excellent communication (written and verbal)

DUTIES: Conduct Museum Outreach Programmes. Provide Marketing Services for Museum, Conduct Training for Museum, Provide statistics and Data Management Services for Internal and External stakeholders. Develop and implement policies of the Unit.

ENQUIRIES: Ms N Magubane: Tel No. (033) 341 9904

POST: WEB BASED DESIGNER- COMMUNICATION SERVICES, REF NO. DSAC18/2022

SALARY: R359 517.00 per annum (salary level 08)

CENTRE: Pietermaritzburg

REQUIREMENTS: A Grade 12 certificate plus an appropriate three (3) years tertiary qualification (NQF6) in Web Management/ ICT related field or equivalent qualification, coupled with a minimum of two (2) years relevant. Willingness to work under pressure and beyond normal hours. Valid code 8/EB driver's license.

KNOWLEDGE: Design principles, techniques, and tools. Understanding of exhibitions techniques. Stylistic and decorative processes. Public Service Acts and related knowledge of Public Service Act and Regulations. Promotion of Information Act, SITA Act, Human Resource Prescripts. Computer Hardware and Software, Computer Operating system. Public knowledge of COBIT, ITLL and ISO, Knowledge of National Intelligence Agency IT guidelines.

SKILLS: Excellent communication (written and verbal). Time Management, Interpersonal relations, Report writing. Problem solving, Project management, Inspection, and analytical skill. Presentation skills. Advanced Computer Literacy (MS Word, Excel, PowerPoint, as well as Web Design. Analytical, conflict management and listening skills, Motivation and Influencing skills. Interpersonal relations, quick thinker, service, and team oriented.

DUTIES: Define and design the web infrastructure. Develop guidelines for styles and content on the corporate website. Design database in terms of user requirements. Maintain easy access control to internet and intranet to users. Provide the development and design for websites. Administer the Departmental Internet and Intranet Portal websites. Monitor and report on all websites matters. Provide advice and guidance and input to policy.

ENQUIRIES: Mr TST Mofokeng: Tel No. (033) 897 9400

POST: SUPPLY CHAIN PRACTITIONER- DEMAND AND ACQUISITION MANAGEMENT, REF NO. DSAC19/2023

SALARY: R 294 321.00 per annum (salary level 7)

CENTRE: Pietermaritzburg

REQUIREMENTS: A Grade 12 certificate plus an appropriate three (3) year tertiary qualification in Finance/ Supply Chain Management/ Commerce or equivalent relevant qualification, coupled with three- five (3-5) years relevant experience in the Public Service.

KNOWLEDGE: Public Service Act and Regulations, PFMA, Departmental policies, and business processes, Management reporting, SCM procedures, Human Resource Management.

SKILLS: Communication (verbal and written), Ability to multi-task, Ability to work independently. Problem solving, Tact and Diplomacy, Project Management, Policy analysis and development, Motivational, Negotiation, Conflict Management, Strategy management and policy formulation, Labour Relations, Programme management, Report writing, Financial Management.

DUTIES: Ensure the timeous procurement of goods and services, assist with the consolidation and capturing of Procurement plan, authorizing commitments on BAS, assist with the development of subordinate staff, attend bid/quotations briefing sessions, Provide secretariat functions for BSC Committee.

ENQUIRIES: Mr M Mazibuko: Tel No.: (033) 264 3400

POST: ADMINISTRATION CLERK SUPERVISOR - RISK AND INTERGRITY MANAGEMENT, REF NO. DSAC20/2023

SALARY: R 294 321.00 per annum (salary level 7)

CENTRE: Pietermaritzburg

REQUIREMENT: A Grade 12 certificate plus an appropriate three (3) year tertiary qualification in Public Management/ Public Administration or equivalent relevant qualification, coupled with a minimum of three to five (3-5) years relevant experience. Good interpersonal relations. Ability to work under pressure. Knowledge of the relevant prescript governing the Government. Clean criminal records.

SKILLS: Good communication [written & verbal] skills. Good office administration, planning and organizational skills. Computer literacy [MS Word, Excel, Power Point, etc.] Valid code 8 /EB driver's license.

DUTIES: Provide effective and efficient office management to the Directorate, which includes systems in receiving and distributing of correspondence. Render effective administration support for the Directorate which includes HR, Finance and Transport etc. Render effective and efficient records management within the Directorate. Provide support regarding all logistics requirements within the Directorate. Coordination and analysis of monthly reports.

ENQUIRIES: Mr FB Mabika: Tel No. (033) 897 9400

POST: ADMINISTRATION CLERK SUPERVISOR - FINANCIAL MANAGEMENT: ADMIN SUPPORT, REF NO. DSAC21/2023

SALARY: R 294 321.00 per annum (salary level 7)

CENTRE: Pietermaritzburg

REQUIREMENT: A Grade 12 certificate plus an appropriate three (3) year tertiary qualification in Public Management/ Public Administration or equivalent relevant qualification, coupled with a minimum of three to five (3-5) years relevant experience. Good interpersonal relations. Ability to work under pressure. Knowledge of the relevant prescript governing the Government. Clean criminal records.

SKILLS: Good communication [written & verbal] skills. Good office administration, planning and organizational skills. Computer literacy [Ms Word, Excel, PowerPoint, etc]. Valid code 8 /EB driver's license.

DUTIES: Provide effective and efficient office management to the Directorate, which includes systems in receiving and distributing of correspondence. Render effective administration support for the Directorate which includes HR, Finance and Transport etc. Render effective and efficient records management within the Directorate. Provide support regarding all logistics requirements within the Directorate. Coordination and analysis of monthly reports.

ENQUIRIES: Ms ZK Buthelezi: Tel: No. (031) 242 1745

POST: ADMINISTRATION CLERK SUPERVISOR - STRATEGY GOVERNANCE DIVISION: ADMIN SUPPORT, REF NO. DSAC22/2023

SALARY: R 294 321.00 per annum (salary level 7)

CENTRE: Pietermaritzburg

REQUIREMENT: A Grade 12 certificate plus an appropriate three (3) year tertiary qualification in Public Management/ Public Administration or equivalent relevant qualification, coupled with a minimum of three to five (3-5) years relevant experience. Good interpersonal relations. Ability to work under pressure. Knowledge of the relevant prescript governing the Government. Clean criminal records.

SKILLS: Good communication [written & verbal] skills. Good office administration, planning and organizational skills. Computer literacy [Ms Word, Excel, PowerPoint, etc]. Valid code 8 /EB driver's license.

DUTIES: Provide effective and efficient office management to the Directorate, which includes systems in receiving and distributing of correspondence. Render effective administration support for the Directorate which includes HR, Finance and Transport etc. Render effective and efficient records management within the Directorate. Provide support regarding all logistics requirements within the Directorate. Coordination and analysis of monthly reports.

ENQUIRIES: Ms S Hassim: Tel. No. (033) 264 3400

POST: ADMINISTRATION CLERK SUPERVISOR- CULTURE DEVELOPMENT: ADMIN SUPPORT, REF NO. DSAC23/2023

SALARY: R 294 321.00 per annum (salary level 7)

CENTRE: Pietermaritzburg

REQUIREMENT: A Grade 12 certificate plus an appropriate three (3) year tertiary qualification in Public Management/Public Administration or equivalent relevant qualification, coupled with a minimum of three to five (3-5) years relevant experience. Good interpersonal relations. Ability to work under pressure. Knowledge of the relevant prescript governing the Government. Clean criminal records.

SKILLS: Good communication [written & verbal] skills. Good office administration, planning and organizational skills. Computer literacy [Ms Word, Excel, PowerPoint, etc]. Valid code 8 /EB driver's license.

DUTIES: Provide effective and efficient office management to the Directorate, which includes systems in receiving and distributing of correspondence. Render effective administration support for the Directorate which includes HR, Finance and Transport etc. Render effective and efficient records management within the Directorate. Provide support regarding all logistics requirements within the Directorate. Coordination and analysis of monthly reports.

ENQUIRIES: Mr N Nhlapho: Tel No. (033) 341 3634

POST: REGISTRY CLERK SUPERVISOR: PERSONNEL RECORDS, REF NO. DSAC24/2023

SALARY: R 294 321.00 per annum (salary level 7)

CENTRE: Pietermaritzburg

REQUIREMENTS: A Grade 12 certificate plus an appropriate three (3) year tertiary qualification in Records Management or equivalent relevant qualification, coupled with three to five (3-5) years' experience in the Public Service. Valid code 08/EB driver's license.

KNOWLEDGE: Public Service Act and Regulations, PFMA, Computer operation/office automation, Management reporting, Departmental objectives and business processes, Service Delivery and Service Level Agreements, Departmental Polices, Procurement/SCM Procedures, Records Management.

SKILLS: Project management. Communication (verbal and written), Ability to multi-task, good organizing abilities, Ability to work independently. Problem solving, Tact and Diplomacy, Facilitation, Management, Administration, and coordination, Motivational, Negotiation, Computer (info extraction, presentation, and data capturing) Conflict Management, Strategy management and policy formulation. Labour Relations, Human resource management, Good interpersonal relations, Report writing, financial management. Supervisory Skills.

DUTIES: Monitor registry counter services. Oversee the maintenance of all personnel files. Oversee an effective filing and record management service. Safeguard registers of Human Resource. Provide technical and administration of personnel records management services. Implement and maintain personnel records management prescripts. Provide the records registry and records

disposal. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDs).

ENQUIRIES: Ms NIS Mbhele: Tel No. (033) 341 3634

POST: ADMINISTRATION ASSISTANT-REPOSITORY MANAGEMENT: ORAL HISTORY

X1 PMB DISTRICTS, REF NO DAC25/2023

X1 HEAD OFFICE, REF NO. DSAC26/2023

SALARY: R202 233.00 per annum (salary level 5)

CENTRE: Pietermaritzburg

REQUIREMENT: Grade 12 certificate or equivalent certificate.

KNOWLEDGE: Relevant legislation, policies, and regulations in the public service.

SKILLS: Numeracy and literacy skills. Good interpersonal relations. Ability to work under pressure and handle conflict situations. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc).

DUTIES: Render general clerical and records management support services. Provide supply chain clerical support services within the component. Coordinate a personnel administration support services within the component. Provide financial administration support services within the component. Provide financial administration support services in the component.

ENQUIRIES: Mr MM Hadebe: Tel No.: (078) 099 3162

POST: ADMINISTRATION CLERK - STRONG ROOM: REPOSITORY ARCHIVES MANAGEMENT - EASTERN DISTRICTS CLUSTER, REF NO. DSACS27/2023

SALARY: R202 233.00 per annum (salary level 5)

CENTRE: Durban Archives

REQUIREMENTS: Grade 12 certificate or equivalent certificate.

KNOWLEDGE: Relevant legislation, policies, and regulations in the public service.

SKILLS: Numeracy and literacy skills. Good interpersonal relations. Ability to work under pressure and handle conflict situations. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint).

DUTIES: Render general clerical and records management support services. Provide supply chain clerical support services within the component. Coordinate a personnel administration support services within the component. Provide financial administration support services within the component. Provide financial administration support services in the component.

ENQUIRIES: Mr RB Singh: Tel No.: (031) 309 5681/2

POST: ADMINISTRATION CLERK: LIBRARY ADMINISTRATION SUPPORT SERVICES, REF NO. DSAC28/2023

SALARY: R202 233.00 per annum (salary level 5)

CENTRE: Pietermaritzburg

REQUIREMENTS: Grade 12 certificate or equivalent certificate.

KNOWLEDGE: Relevant legislation, policies, and regulations in the public service.

SKILLS: Numeracy and literacy skills. Good interpersonal relations. Ability to work under pressure and handle conflict situations. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc).

DUTIES: Render general clerical and records management support services. Provide supply chain clerical support services within the component. Coordinate a personnel administration support services within the component. Provide financial administration support services within the component. Provide financial administration support services in the component.

ENQUIRIES: Ms NP Masuku - (033) 341 3000

POST: SUPPLY CHAIN CLERK - DEMAND AND ACQUISITION, REF NO. DSAC29/2023

SALARY: R202 233.00 per annum (salary level 5)

CENTRE: Pietermaritzburg

REQUIREMENTS: Grade 12 certificate or equivalent certificate.

KNOWLEDGE: Relevant legislation, policies, and regulations in the public service.

SKILLS: Numeracy and literacy skills. Good interpersonal relations. Ability to work under pressure and handle conflict situations. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc).

DUTIES: Check, received quotations for compliance and follow evaluation and awarding processes. Process requisitions of items and maintain a sound filing system for all source documents. Capture entities and commitments on Basic Accounting System and Hard-Cat Asset Management System. Prepare payments for invoices certified by Cost Centers and forward complete documentation to Finance for final processing. Verify, interpret and understand specifications to ensure that the correct items are procured.

ENQUIRIES: Mr M Mazibuko: Tel No. 033 264 3400

POST: ADMINISTRATIVE CLERKS X 3 POSTS

SALARY: R202 233.00 per annum (salary level 5)

CENTRE: Durban – Office Services Division, REF NO. DSAC30/2023:

: uMkhanyakude Districts Cluster, REF NO. DSAC31/2023 X 2 POSTS

REQUIREMENTS: Grade 12 certificate or equivalent certificate. Willingness to work under pressure and beyond normal hours/weekends.

KNOWLEDGE: Public Service Act and Regulations, PFMA, Departmental policies, objectives and business processes, Management reporting, SCM Procedures, Human Resource Management.

SKILLS: Communication (verbal and written), Ability to multi-task, Ability to work independently, Problem solving, Tact and Diplomacy, Project Management, Policy analysis and development, Motivational, Negotiation, Conflict Management, Strategy management and policy formulation, Labour Relations.

DUTIES: Assist with coordination of security services. Provide office services, perform records management function, Coordinate and process financial matters, Coordinate HR matters, Render reception functions.

ENQUIRIES: Mr LS Langa: DSAC27/2023) – Tel. No. (033) 341 3614

Mr SM Ngema (uMkhanyakude: DSAC28/2023 – Tel No. (035) 780 9300

POST: REGISTRY CLERK: PERSONNEL RECORDS, REF NO. DSAC32/2023

SALARY: R202 233.00 per annum (salary level 5)

CENTRE: Pietermaritzburg

REQUIREMENTS: Grade 12 certificate or equivalent certificate, Computer literacy, willingness to work under pressure and beyond normal hours/weekends.

KNOWLEDGE: Knowledge of basic PERSAL system. Computer literacy. Registry filing system Archives filing system. Relevant legislation, policies and regulations in the public service. Departmental delegations.

SKILLS: Ability to maintain confidentiality. Team player. Good interpersonal skills. Ability to work under pressure and meet deadlines. Good office administration, planning & organizational skills. Communication (verbal and written), Ability to multi-task, Ability to work independently, Problem solving, Tact and Diplomacy.

DUTIES: Provide registry counter services. Maintain all files, i.e. replace unraveled and worn out files. Store personnel records and files. Dispatch incoming and outgoing files. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and/disposal. Open files according to approved filing system. Safeguard register of Human Resources circulars and coordinate distribution.

ENQUIRIES: Ms NIS Mbhele: Tel No.: (033) 341 3634

POST: DRIVER - FLEET MANAGEMENT, REF NO. DSAC33/2023

SALARY: R171 537.00 per annum (salary level 4)

CENTRE: Pietermaritzburg

REQUIREMENTS: Grade 12 certificate or equivalent certificate, coupled with a minimum of two (2) year driving experience. Valid code 8/EB driver's license. Willingness to travel overnight trips and working extra hours.

KNOWLEDGE: General understanding of the business environment. Postal procedures Departmental delegations.

SKILLS: Numeracy and literacy. Good driving. Good communication (written and verbal).

DUTIES: Collect and send mail bag to and from the post office. Distribute mail and documents within and outside the Department. Provide driving duties within the directorate and attending to ad hoc requests. Ensure that the vehicle allocated to the Directorate is kept in good condition. Assist in recording of face value forms and documents for distribution.

ENQUIRIES: Mr LS Langa: Tel No.: (033) 341 3614

POST: GENERAL ASSISTANT - COASTAL LIBRARY DEPOT: NORTHERN DISTRICT

CLUSTER, REF NO. DSAC34/2023

SALARY: R125 373.00 per annum (salary level 2)

CENTRE: Northern District Cluster Pinetown Library

REQUIREMENTS: Grade 12 certificate or equivalent certificate. Willingness to travel overnight trips. Ability to perform physically demanding duties.

SKILLS: Numeracy and literacy.

DUTIES: Provide support for library/depot material. Provide support with the dispatch and collection of library material. Maintain library material for loan by affiliated libraries/ library users. Provide labour movement of library material and equipment.

ENQUIRIES: Ms N Nkosi: Tel No. (031) 701 7480