



KWAZULU-NATAL PROVINCE

SPORT, ARTS AND CULTURE
REPUBLIC OF SOUTH AFRICA

**GROWING
KWAZULU-NATAL
TOGETHER**

KWAZULU-NATAL SPORT, ARTS & CULTURE

HRM VACANCY CIRCULAR NO. 27 OF 2023 [99]

Directions to applicants: Applicants using the manual application process must ensure that the new Z83 application form (obtainable from any Public Service institution) is completed, duly signed and initiated as failure to do so may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted.

Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application.

The requirements for appointment at the Senior Management Service level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Prior to appointment, a candidate would be required to complete the Nyukela online course, endorsed by NSG. The course is available at the NSG under the name Certificate for entry into SMS and full details can be sourced by the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Department.

Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with DPSA Directive on the implementation of Competency Based Assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than one (1) post, please submit separate applications for each post that you apply for.

Applications must be posted to: The Director, Human Resource Management and Development, KwaZulu-Natal Department of Sport, Arts and Culture, Private Bag X9140, Pietermaritzburg, 3200 or hand delivered to: Department of Sport, Arts and Culture, 171 Boshoff Street, Pietermaritzburg, 3200 or Highway House, 83-93 King Cetshwayo Highway, MAYVILLE, 4058 and marked for the attention of Mrs NIS Mbhele.

The KwaZulu-Natal Provincial Government is an equal opportunity, affirmative action employer and preference will be given to suitably qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Department reserves the right not to make these appointments.

CLOSING DATE: 27 OCTOBER 2023

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

POST: DEPUTY DIRECTOR-GENERAL: ARTS AND CULTURE PROGRAMMES

REF NO. DSAC57/2023

SALARY PACKAGE: R1 663 581.00 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 relevant degree or equivalent (NQF Level 8) in Public Administration or Management/ Arts/ Culture/ Archives/ Heritage/ Museum coupled with minimum of 8-10 years' experience at a Senior Management level in public service. The pre-entry certificate for the Senior Management Services (SMS) from the National School of Governance is compulsory prior to the appointment. Valid Code EB license. **KNOWLEDGE:** Accord on Basic Education and Partnership with schools. Community development. Community outreach. Employee Performance and Management System. Human Resource Development Strategy of South Africa. Knowledge of Basic Conditions of Employment Act. Knowledge of Bill of rights. Knowledge of Human Rights Act. Labour Relations Act. Millennium development goals. National and Provincial Practice Notes. National Development Plan. National Skills Development Strategy. National Youth Development Agency Act. Project management principles. Promotion of Access to Information Act. Promotion of Administrative Justice Act. Provincial Growth and Development Plan. Public Finance Management Act. Public Participation. Public Service Act. Public Service Regulations. Republic of South Africa Constitution. Service Delivery frameworks. Skills Development Act. Social dynamics of Kwa-Zulu Natal Communities. Supply Chain Management Practices and procedures. Youth Development Policy. Youth Employment Accord. Treasury Regulations. Criminal Procedure Act. Kwa-Zulu Natal Citizen's Charter. Knowledge on Security Management Act. Occupational Health and Safety Act. Intergovernmental matters. Ministerial Handbook. Protocol Manual of South Africa. Promotion of Equality and Prevention of Unfair Discrimination Act and any other relevant Acts /Legislative Mandates.

SKILLS: Analytical skills. Analytical thinking. Change management skills. Communication skills. Computer skills. Conflict management skills. Decision Making. Facilitation skills. Financial management skills. Interpersonal relations. Language skills. Leadership skills. Listening skills. Organisational skills. People management skills. Policy analysis and development. Presentation skills. Problem solving skills. Project management skills. Project Planning. Relationship Management. Report writing skills. Research skills. Risk Management skills. Self-disciplined and able to work under pressure with minimum supervision. Strategic direction/planning. Time management. Computer Literacy (MS Word, Excel, Power Point, etc.)

DUTIES: Oversee the provision and implementation of Arts, Culture and Language programmes. Oversee the provision and implementation of Library and Archives services. Oversee the provision and promotion of Heritage and Museum services. Oversee the development, maintenance, and implementation of strategies/ policies. Manage the resources of the Branch.

ENQUIRIES: Dr CT Sifunda: Tel No.: (033) 264 3400

POST: DIRECTOR - ARTS DEVELOPMENT, REF NO. DSAC58/2023

SALARY PACKAGE: R1 162 200.00 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 an MMS/SMS level. The pre-entry certificate for the Senior Management Services (SMS) from the National School of Governance is compulsory prior to the appointment. 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. DSAC59/2023

SALARY PACKAGE: R1 162 200.00 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 an MMS/SMS level. The pre-entry certificate for the Senior Management Services (SMS) from the National School of Governance is compulsory prior to the appointment. 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: DIRECTOR- EXECUTIVE SUPPORT, REF NO. DSAC 60/2023

SALARY PACKAGE: R1 162 200.00 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 an MMS/SMS level. The pre-entry certificate for the Senior Management Services (SMS) from the National School of Governance is compulsory prior to the appointment. 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: Ms NCP Mkhwane: Tel No.: (031) 242 1715

CLOSING DATE: 27 OCTOBER 2023