




KWAZULU-NATAL PROVINCE

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

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

DEPARTMENTAL HRM VACANCY CIRCULAR NUMBER 12 OF 2024

1. The Department of Sport, Arts and Culture issues this circular as per the provisions of Regulation 65 (4) of Public Service Regulations of 2023. 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
HEAD: SPORT, ARTS AND CULTURE
DATE: 25/03/2024



KWAZULU-NATAL PROVINCE
SPORT, ARTS AND CULTURE
REPUBLIC OF SOUTH AFRICA

KWAZULU- NATAL DEPARTMENT OF SPORT, ARTS AND CULTURE

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.

NB: All shortlisted candidates may 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.

Applications must be posted to: The Director, 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.

"Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address recruitment@kzndsac.gov.za.

Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs."

Following the interview and technical exercise candidates recommended for appointment will be required to produce a Pre-entry Certificate for the course offered by the National School of Government (NSG) prior to their appointment. The course is available at the NSG under the name Certificate for entry into and the full details can be obtained by following the link: <https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme>.

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: 12 April 2024

POST: DEPUTY DIRECTOR: LIBRARY RESOURCES MANAGEMENT: REF. NO. DSAC02/2024

CENTRE: PIETERMARITZBURG

SALARY PACKAGE: R 811 560.00 per annum (An all-inclusive package to be structured in accordance with the rules of Middle Management Service [MMS]) (salary level 11)

REQUIREMENTS: Grade 12 plus an appropriate Bachelor's degree/National Diploma in Information Studies or relevant equivalent qualification, coupled with a minimum of three (3) years relevant junior management experience (Assistant Direct). Valid code 8/EB driver's license.

KNOWLEDGE: Procedures and processes PFMA, HR matters. Training, compilation of reports. Research and analyzing. Administration procedures relating to specific working environments, planning, and organizing. In-depth knowledge of the functioning of the Public Library replenishment system and processes. Project management processes.

SKILLS: Leadership, analytical and research, negotiation, and consultation. Ability to maintain confidentiality. Ability to work under pressure. Ability to interpret directives and guidelines on Library resources management.

DUTIES: Manage the efficient and effective acquisition of library materials. Coordinate functions, operations, and activities of library resource management. Manage preparations for all materials prior to dispatch to public libraries. Manage proper cataloguing of books and AV material. Manage effective and efficient utilization of resources.

ENQUIRIES: Mr B Mjwara : Tel No. 072 628 6767

POST: ASSISTANT DIRECTOR: RECORDS MANAGEMENT, AUXILLIARY SERVICES: REF. NO. DSAC03/2024

CENTRE: PIETERMARITZBURG

SALARY NOTCH: R 424 104.00 per annum (Salary level 9)

REQUIREMENTS: Grade 12 certificate plus an appropriate Bachelor's degree/National Diploma/ (NQF Level 6) in Records Management or relevant equivalent qualification, coupled with a minimum of three (3) years' relevant experience. Valid code 8/EB driver's license.

KNOWLEDGE: Archival and records management legislation and other relevant prescripts, Public Management, Public Finance Management Act, Government Immovable Asset Management Act, EPMDS, Risk Management, Registry, Records Management.

SKILLS: Consultation. Interpersonal relations. Planning and organising. Policy analysis/development. Presentation. Problem solving. Project management. Report writing. Research. Time management. Computer literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES: Render records management services. Monitor compliance. Manage driver/messenger services to proper records management practices in the department. Manage registry services. Provide advice, guidance, and support to relevant stakeholders. Manage all the resources of the unit. Supervise, develop, and manage employee's performance in accordance with Employee Performance Management and Development System (EPMDS).

ENQUIRIES: Mr L Langa: Tel No.: (033) 341 3613.

POST: ASSISTANT DIRECTOR: FLEET MANAGEMENT-AUXILLIARY SERVICES: REF. NO. DSAC04/2024

CENTRE: PIETERMARITZBURG

SALARY NOTCH: R 424 104.00 per annum (salary level 9)

REQUIREMENTS: Grade 12 certificate plus 3-year tertiary qualification (NQF 6) or relevant qualification, coupled with a minimum of three (3) years' relevant experience. Valid code 8/EB driver's license.

KNOWLEDGE: Public Service Act, Regulations. National and Provincial Transport Policies. Departmental Policies. Knowledge of fleet management procedures. Handbook for drivers of State vehicles.

SKILLS: Problem solving. Oral & Written Communication, negotiation, interpersonal relations, computer excellence, presentation and facilitation, research formulation, policy analysis. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES: Manage the acquisition and allocation of state subsidized vehicles. Coordinate awareness workshops and ensure proper utilization and compliance with fleet management prescripts. Develop

policies and procedures relating to fleet management. Manage efficient processing of transport claims and monitor reconciliation processes. Manage resources of the component. Supervise, develop, and manage employee's performance in accordance with Employee Performance Management and Development System (EPMDS).

ENQUIRIES: Mr L Langa: Tel No.: (033) 341 3613.

POST: ASSISTANT DIRECTOR: INTERNAL CONTROL: REF. NO. DSAC05/2024

CENTRE: PIETERMARITZBURG

SALARY NOTCH: R 424 104.00 per annum (salary level 9)

REQUIREMENTS: Grade 12 certificate plus an appropriate Bachelor's degree/National Diploma (NQF Level 6) in Commerce/Finance/ auditing, accounting or equivalent qualification, coupled with a minimum of three (3) years relevant experience. Valid 8/EB driver's license.

KNOWLEDGE: Knowledge of PFMA & Treasury Regulations. Public Service Regulatory Framework. Standards for the professional practice of Internal Auditing. Human Resource Management Practices COSO principles - Internal Control Framework & Enterprise Risk Management Framework. Public Audit Act. Labour Relations Act. Criminal Procedures Act. Risk Management. Generally recognized Accounting Principle. Knowledge of SCOA. Basic knowledge of BAS and PERSAL. Knowledge of service delivery principles (Batho Pele Principles). Knowledge of research. Computer applications. Management principles. Department policies. Operating and reporting procedures and work environment in the Public Service.

SKILLS: Analytical skills. Application and interpretation of legislation. Project management. Time management. Negotiation/consultation. Report writing. Lateral and innovative thinking. Analytical quantitative methods tools. Internal audit. Interpersonal relations. Interviewing. Research skills. Sound financial management skills, people management. Presentation. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES: Conduct audit reviews to ensure effective systems of internal control as well as audit all Departmental funded. organizations/structures, conduct follow-up audits to ensure implementation of Auditor-General and Internal Audit (Treasury) reports. Conduct process risk analysis to ensure effective risk management practices. Implement fraud prevention strategy by conducting fraud investigations. Supervise, develop, and manage employee's performance in accordance with Employee Performance Management and Development System (EPMDS).

ENQUIRIES: Mr M Shozi : Tel No. (033) 264 3474

POST: ASSISTANT DIRECTOR: RISK AND INTEGRITY MANAGEMENT: REF.NO. DSAC06/2024

CENTRE: PIETERMARITZBURG

SALARY NOTCH: R 424 104.00 per annum (salary level 9)

REQUIREMENTS: Grade 12 certificate plus an appropriate Bachelor's degree//National Diploma (NQF Level 6) in Commerce/Finance/auditing, accounting, or equivalent qualification, coupled with a minimum of three (3) years auditing experience. Valid code 8/EB driver's license.

KNOWLEDGE: Public Finance Management Act. Public Service Act. Public Service Regulations. Treasury Regulations. Financial Disclosure Framework. Promotion of Administrative Justice Act. Public Service Integrity Management Framework. Prevention and combating of Corrupt Activities Act. Public Service Anti-Corruption Strategy. Departmental Policies i.e. Fraud Prevention and Response Plan, Whistle Blowing Policy etc.

SKILLS: Problem solving. Basic financial management skills. Interpersonal relations. Research skills. Language skills. Policy analysis and interpretation skills. Policy development skills. Decision making skills. Project management skills. People management skills. Report writing skills. Analytical skills. Innovation and creativity. Listening skills. Problem solving skills. Influencing skills. Motivational skills. Conflict management Presentation. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES: Facilitate integrity and ethics management services. Provide inputs into the development of anti-fraud, anti-corruption, ethics and integrity management strategies and plans. Coordinate forensic investigations. Facilitate the development of systems in relation to integrity and ethics. Provide inputs into the development policies and procedures. Management of Resources.

ENQUIRIES: Mr F Mabika: Tel No. (033) 897 9479

POST: ASSISTANT DIRECTOR: ASSET MANAGEMENT: REF. NO. DSAC07/2024 x 2 POSTS

CENTRE: PIETERMARITZBURG

SALARY NOTCH: R 424 104.00 per annum (salary level 09)

REQUIREMENTS: Grade 12 certificate plus Bachelor's degree/National Diploma (NQF Level 6) in Public Administration/Finance/SCM or equivalent qualification, coupled with a minimum of three (3) years' relevant experience. Valid code 8/EB driver's license.

KNOWLEDGE: Public Finance Management Act, Asset Management, Loss Control, Asset Management Policies, relevant practice notes, HardCat, LOCO and BAS

SKILLS: Analytical, Problem solving, Interpersonal relations, Negotiation, Report writing, Presentation, Policy analysis and development. Management and planning. Computer literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES: Provide asset management services. Provide disposal management services. Ensure suppliers compliance in line with contracts and SLA's. Provide and oversee loss control services. Manage resources of the Sub-directorate. Supervise, develop, and manage employee's performance in accordance with Employee Performance Management and Development System (EPMDS).

ENQUIRIES: Mr NA Hlela: Tel No. (033) 897 9474

POST: ASSISTANT DIRECTOR: LANGUAGE PLANNING, POLICY, AND RESEARCH: REF. NO. DSAC08/2024

CENTRE: PIETERMARITZBURG

SALARY NOTCH: R 424 104.00 per annum (salary level 09)

REQUIREMENTS: Grade 12 certificate plus Bachelor's degree/National Diploma (NQF Level 6) in Languages/Research Methodology or relevant qualification, coupled with a minimum of three (3) years' experience in language services. Valid Code 8/EB driver's license.

KNOWLEDGE: Language legislation policies regulation and act. Research practices. Understanding of Multilingual procedures and policies.

SKILLS: Report - writing, presentation, research skills. Computer literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES: Conduct research on language policies: monitor and assist in implementation of provincial language policy. Development of communities through implementation of projects related to language. Formulate language policies and roll-out language bill. Conduct research on language matters and geographical naming. Research on the use of Sesotho Language in the Province. Supervise, develop, and manage employee's performance in accordance with Employee Performance Management and Development System (EPMDS).

ENQUIRIES: Ms B Mzoneli: Tel No. (033) 897 9003

POST: ASSISTANT DIRECTOR: RECORDS MANAGEMENT - ARCHIVES SERVICES: REF NO. DSAC09/2024

CENTRE: DURBAN

SALARY NOTCH: R 424 104.00 per annum (salary level 09)

REQUIREMENTS: Grade 12 certificate plus Bachelor's degree/National Diploma (NQF Level 6) in Records Management, coupled with a minimum of three (3) years' relevant experience. Valid code 8/EB Driver's license

KNOWLEDGE: Archival and records management legislation and other relevant prescripts. Public Finance Management Act. Government Immovable Asset Management Act EPMDS Risk Management. Registry and r records Management procedures and policies.

SKILLS: Analytical, communication, computer literacy. Consultation, interpersonal relations, planning and organizing. Policy analysis/development. Presentation, problem solving. Project Management. Report writing, research. Time management. Computer literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES: Render records management services. Monitor compliance to proper records management practices in the department. Manage registry services. Manage driver/messenger services. Provide advice,

guidance, and support to relevant stakeholders. Manage all the resources of the unit. Supervise, develop, and manage employee's performance in accordance with Employee Performance Management and Development System (EPMDS).

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

POST: ASSISTANT DIRECTOR: CATALOGUING SECTION: REF. NO. DSAC10/2024

CENTRE: PIETERMARITZBURG

SALARY: LEVEL 09 R 424 104.00 per annum

REQUIREMENTS: A Grade 12 certificate plus Bachelor's degree/National Diploma (NQF 6) in Library information studies or equivalent relevant qualification, coupled with a minimum of three (3) years relevant experience. Valid code 8/EB driver's license.

KNOWLEDGE: Knowledge of automated library systems; Computer literacy; Library policy and procedures; Literature knowledge; Departmental HR policy and procedures; Public Service Management procedures and processes; Knowledge and awareness of current publications and releases; Project management; Directorate policies and procedures; Publishing standards

SKILLS: Problem solving; Decision making; Report writing, Interpersonal skills; Negotiation and consultation; Multi-tasking; Leadership; Conflict resolution; Presentation; Organizing and planning; Mentoring; Training. Computer literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES: Manage the efficient and effective cataloguing of library material. Provide professional support to stakeholders. Coordinate the functions, operations, and activities of the Cataloguing Section. Maintain linkages and networks with stakeholders. Manage effective and efficient utilization of resources.

ENQUIRIES: Mr MJ Zuma: Tel No.:072 628 6767

POST: OCCUPATIONAL HEALTH AND SAFETY OFFICER: REF. NO. DSAC12/2024

CENTRE: PIETERMARITZBURG

SALARY NOTCH: R 424 104.00 per annum (salary level 09)

REQUIREMENTS: Grade 12 certificate plus Bachelor's degree/National Diploma (NQF Level 6) in Occupational Health and Safety or relevant qualification, coupled with a minimum of three (3) years relevant experience. NOSA Safety Management certificate. Valid code 8/EB driver's license.

KNOWLEDGE: Extensive knowledge of the Occupational Health and Safety Act, sound knowledge of fire protection, knowledge of environment Act, mechanical procedures, construction regulations.

SKILLS: Excellent verbal and written communication skills, use of training aids, report writing skills. Analytic and innovative skills, interpretation skills, first aid certificate, understanding of building. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES: Provide management with advice, guidance, and support with regards to the legal compliance with the Occupational Health and Safety Act. Conduct Health and Safety compliance surveys. Coordinate relevant Health and Safety training. Conduct investigations involving accidents for presentation in the event of labour cases. Coordinate the implementation of the Occupational Health and Safety programme within the Department.

ENQUIRIES: Ms NCP Mkhwane: Tel No. 033 341 3600/031 261 1037

POST: GRAPHIC ARTIST: PROMOTIONAL SUPPORT- LIBRARY SERVICES: REF. NO. DSAC13/2024

CENTRE: PIETERMARITZBURG

SALARY NOTCH: R 359 517.00 per annum (salary level 8)

REQUIREMENTS: Grade 12 certificate plus National Diploma (NQF 6) in Graphic Design or relevant equivalent qualification, coupled with a minimum of three (3) years relevant experience. Valid code 8/EB driver's license

KNOWLEDGE: Creative design knowledge. Promotional principles. Policies and procedures relating to public library promotion. Printing and publishing knowledge and terminology. Art material and specifications knowledge. Promotional material suppliers. Distribution policies and procedures. Display lay-out. Vision and mission of Department. Procedures and policies of financial control of budget.

SKILLS: Desktop publishing Adobe Photoshop In-design Corel Draw Marketing skills. Advanced computer skills. Photography skills. Lamination Writing skills. Technical skills Printing protocols Communication. Interpersonal relations. Design. Artistic and creative skills. Signage creation, financial budgeting.

DUTIES: Plan and design promotional material. Compile technical specifications and standards for production of promotional material. Coordinate printing/supply and distribution of promotional item. Create and construct promotional displays. Assist in the administration of the budget for promotional material.

ENQUIRIES: Mr MJ Zuma: Tel No.:072 628 6767

POST: RECREATION PROMOTION OFFICER: HARRY GWALA: REF. NO. DSAC14/2024

CENTRE: BULWER

SALARY NOTCH: R 294 321 per annum (salary level 7)

REQUIREMENTS: Grade 12 certificate plus Bachelor's degree/National Diploma (NQF 6) in Sport Management/ science or relevant equivalent qualification, coupled with a minimum of one (1) year relevant experience. Valid code 8 driver's license

KNOWLEDGE: Relevant legislatives, Regulations and Policy Framework, Computer operation / office automation, Departmental objectives, Departmental business processes Service Delivery and Service Level Agreements, PFMA, Departmental Policies, Project Management, Sport Management/Sport Science, National and Provincial sport and recreation strategies

SKILLS: Stakeholders Relations, Coaching and mentoring, Facilitation, Analytical Methods and techniques, good organizing, and planning. Problem solving. Good inter-personal relations, Programme management, Report writing, Leadership, Financial Management. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES: Facilitate and coordinate the formation of recreation structures at district, wards, and local levels in collaboration with relevant stakeholders. Coordinate departmental programme activities at district, wards and local levels for development of recreation. Facilitate, co-ordinate and monitor the effective implementation of Departmental policies throughout the programmes. Render project management and administrative functions towards implemented programmes. Ensure collection, compilation and updating of data in all programme activities at wards to district levels. Provide effective utilization of resources and supervise staff.

ENQUIRIES: Mr WN Gidi: Tel No: (039) 834 5300

POST: SPORT PROMOTION OFFICER: ETHEKWINI SOUTH DISTRICT OFFICE: REF. NO. DSAC15/2024 X 2 POSTS

POST: SPORT PROMOTION OFFICER: UGU DISTRICT: REF NO. DSAC16/2024 X2 POSTS

CENTRE: DURBAN

CENTRE:PORTSHEPSTONE

SALARY NOTCH: R 294 321 per annum (salary level 07)

REQUIREMENTS: Grade 12 certificate plus Bachelor's degree/National Diploma (NQF6) in Sport Management/ Science or equivalent qualification, coupled with a minimum of one (1) year relevant experience. Valid Code 08/EB valid driver's license.

KNOWLEDGE: Relevant legislatives, Regulations and Policy Framework Computer operation / office automation departmental objectives Departmental business processes Service Delivery and Service Level Agreements, PFMA Departmental Policies, Project Management Sport Management/Sport Science National and Provincial sport and recreation strategies.

SKILLS: Stakeholders relations, coaching and mentoring. Presentation. Good planning and organizing. Problem solving. Good interpersonal relations. Programme management. Report writing. Leadership Financial Management. Event management. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES: Facilitate and coordinate and the ensure of sport structures at districts, wards, and local levels in collaboration with relevant stakeholders. Coordinate departmental programme activities at district, wards, and local levels for development of sport. Facilitate, coordinate, and monitor the effective implementation of departmental policies throughout the programmes. Render project management and administrative functions towards implemented programmes. Ensure collection, compilation and updating of data in all

programme activities at wards to district levels. Provide effective utilization of resources.

ENQUIRIES: Mr LC Khumalo: Tel No. (031) 242 1700
: Ms SC Shezi: Tel No. (039) 3126420

POST: HUMAN RESOURCE CLERK SUPERVISOR: HUMAN RESOURCES PRACTICES AND ADMINISTRATION: REF. NO. DSAC17/2024 X2 POSTS

CENTRE: PIETERMARITZBURG

SALARY NOTCH: R 294 321.00 per annum (salary level 07)

REQUIREMENTS: Grade 12 certificate plus National Diploma (NQF6) in Human Resources, Public Management, or equivalent relevant qualification, coupled with a minimum of three (3) years relevant experience. Valid Code 08/EB valid driver's license.

KNOWLEDGE: Public Service Act and Regulations. PFMA Departmental policies, objectives, and business processes. Report writing. Human Resource Management Policies. Extensive PERSAL system.

SKILLS: Planning and organizing. Interpersonal relations. Ability to work independently yet function optimally as part of a dynamic team. Problem-solving. Negotiation and Conflict Management. Basic Knowledge of Labour Relations Policies. Basic knowledge of Financial Management. Computer literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES: Facilitate the administration of recruitment, selection, and appointment processes. Facilitate the administration of exits. Facilitate the administration of condition of service and benefit. Maintain statistics. Monitor, authorize and administer remuneration matters and all transactions on PERSAL related to Human Resources Practices and Administration. Supervise, develop, and manage employee's performance in accordance with Employee Performance Management and Development System (EPMDS).

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

POST: ADMINISTRATION CLERK SUPERVISOR: ASSET MANAGEMENT: REF NO. DSAC18/2024

CENTRE: PIETERMARITZBURG

SALARY NOTCH: R 294 321.00 per annum (salary level 07)

REQUIREMENTS: Grade 12 certificate plus National diploma (NQF 6) in Finance/Commerce/Supply Chain Management/Public Management or relevant equivalent qualification, coupled with a minimum of three (3) years relevant experience. Valid code 8/EB driver's license.

KNOWLEDGE: Public Finance Management Act, Asset Management, Loss Control, understanding of Supply Chain Management procedures management Policies, relevant practice notes, HardCat, LOCO and BAS.

SKILLS: Computerized financial systems, decision making. Interpersonal relations. Listening skills. Numeric skills. Presentation and problem-solving skills. Strong analytical skills, time management. Computer literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES: Administer the asset register for the Department. Conduct physical verification of assets. Administer supplier compliance and development. Perform administrative and related functions. Supervise, develop, and manage employee's performance in accordance with Employee Performance Management and Development System (EPMDS).

ENQUIRIES: Mr NA Hlela: Tel No. (033) 897 9474

POST: PHOTOGRAPHER: COMMUNICATION SERVICES: REF. NO. DSAC19/2024

CENTRE: PIETERMARITZBURG

SALARY NOTCH: R 294 321.00 per annum (salary level 07)

REQUIREMENTS: Grade 12 certificate plus National diploma (NQF Level 6) in Photography, Communication Science/ Journalism/ Public Relations/ Marketing or equivalent qualification, coupled with a minimum of two (2) years relevant experience. Valid Code 08/EB driver's license.

KNOWLEDGE: Knowledge of writing communication strategy. Relevant prescripts and guidelines.

SKILLS: Report writing skills. Creative writing skills. Photo taking skills. Computer literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES: Contribute towards web content. Regional and district support. Take photographs at departmental

functions. Write articles for internal and external publications. Execute communication strategies and programmes.

ENQUIRIES: Ms N Maboe: Tel No. (033) 264 3440

POST: COMMUNICATION OFFICER: COMMUNICATION SERVICES: REF. NO. DSAC20/2024

CENTRE: PIETERMARITZBURG

SALARY NOTCH: R 294 321.00 per annum (salary level 07)

REQUIREMENTS: Grade 12 certificate plus Bachelor's degree/National Diploma (NQF Level 6) in Communication Science/ Journalism/ Public Relations/ Marketing or relevant qualification, coupled with a minimum of two (2) years' experience in the communication field. Valid Code 08/EB driver's license.

KNOWLEDGE: Knowledge of writing communication strategy. Relevant prescripts and guidelines.

SKILLS: Report writing skills, creative writing skills, photo taking skills, computer skills. Computer literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES: Contribute towards web content. Regional and district support. Take photographs at official functions. Write articles for internal and external publications. Execute communication strategies and programmes.

ENQUIRIES: Ms N Maboe: Tel No: (033) 264 3400

POST: CULTURAL OFFICER: UMZINYATHI DISTRICT OFFICE: REF. NO. DSAC21/2024

CENTRE: DUNDEE

SALARY NOTCH: R 294 321.00 per annum 9 (salary level 7)

REQUIREMENTS: Grade 12 certificate plus Bachelor's degree/National Diploma (NQF Level 6) in Fine Arts, Arts and Drama, Creative Arts, or equivalent qualification, coupled with a minimum of one (1) year relevant experience. Valid Code 08 valid driver's license.

KNOWLEDGE: Public Service Regulations and prescripts. Cultural Legislations. PFMA and SCM policies and regulations. Project management.

SKILLS: Research and Analytical skills. Negotiation/ Consultation skills. Resource Management skills Presentation skills. Computer literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES: Implement and develop programmes for the creative industry (visual and performing) as well as business developmental programmes for artists. Undertake the implementation social cohesion programmes, moral regeneration, indigenous knowledge system and culture advancement programmes. Support all arts and culture structures. Undertake the implementation of programmes in arts and culture organizations and cultural institutions. Render administrative functions in relation to programmes that are implemented.

ENQUIRIES: Mr KPG Selepe: Tel No.083 524 3331

POST: ARCHIVIST: DURBAN ARCHIVES - REPOSTORY MANAGEMENT: REF. NO. DSAC22/2024

CENTRE: DURBAN

SALARY: LEVEL 07 R 294 321.00 per annum

REQUIREMENTS: Grade 12 certificate plus Bachelor's degree/National Diploma (NQF 6) in Records Management or relevant qualification, coupled with one (1) year relevant experience in records management. Valid code 8/EB driver's license.

KNOWLEDGE: All relevant archival prescripts. Public Service Act. Batho Pele Principles. EPMSD and PFMA.

SKILLS: Analytical skills. Project management skills. Research and Presentation skills. Project Management Skills. Computer literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills. Creation of finding aids.

DUTIES: Process enquiries and provide support and advise archivalia in the reading room. Create finding aids. Collection Management. Public programming. Preserve and digitize records in according to the procedure manual.

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

POST: CULTURAL OFFICER: ETHEKWINI SOUTH DISTRICT OFFICE: REF. NO. DSAC23/2024
CENTRE: DURBAN

SALARY: LEVEL 07 R 294 321.00 per annum

REQUIREMENTS: A Grade 12 certificate plus Bachelor's degree/National Diploma (NQF 6) in Fine Arts, Arts and Drama, Creative Arts, or equivalent qualification. Valid code 8/EB driver's license

KNOWLEDGE: Public Service Regulations. Cultural Legislations. PFMA and SCM policies and regulations. Computer applications and project management.

SKILLS: Analytical skills. Training and Research skills, project management skills. Computer literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES: Conduct research on different cultures prevalent in the KZN Province. Co-ordinate and facilitate the planning, implementation, and management of cultural events. Administer database of different stakeholders and be able to communicate with them. Provide inputs for operational plans as well as implementation thereof. Assist in the compilation of both District and Regional reports. Ensure the alignment of Flagship Programmes with departmental activities and enhance joint intervention within the district. Identify, develop, and promote emerging artists, as well as managing projects related to arts and culture within the district. Assist in the monitoring and evaluation of funded projects/organizations.

ENQUIRIES: Ms TPH Ndlovu: Tel No. (031) 334 2300

POST: REGIONAL LIBRARIAN: DUNDEE DEPOT: REF. NO. DSAC24/2024

POST: REGIONAL LIBRARIAN: SOUTH COAST DEPOT: REF. NO. DSAC25/2024

CENTRE: DUNDEE

CENTRE: PINETOWN

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

REQUIREMENTS: Grade 12 certificate plus Bachelor's degree/National Diploma (NQF 6) in Library Information science, coupled with one (1) year relevant experience. Valid code 8/ EB driver's license.

KNOWLEDGE: Awareness of current publications, library procedures and prescripts, computerized library system, human resources policies and procedures.

SKILLS: Analytical skills. Training and Research skills, project management skills. Computer literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES: Coordinate the library material exchange system. Provide professional support to affiliated libraries. Liaise with community/affiliated libraries. Develop and maintain the Library Depot collection. Coordinate provision of promotions service to affiliated libraries.

ENQUIRIES: Ms B Sadaw: Tel No.: (034) 212 2459

ENQUIRIES: Ms PP Sidlova: Tel No: (031) 701 3237

POST: PROMOTIONAL LIBRARIAN: SOUTH COAST DEPOT: REF. NO.: DSAC26/2024

CENTRE: PINETOWN

SALARY: LEVEL 07 R 294 321.00 per annum

REQUIREMENTS: Grade 12 certificate plus Bachelor's degree/National Diploma (NQF6) or relevant qualification, coupled with one (1) year relevant experience. Valid code 8/EB driver's license.

KNOWLEDGE: Creative design knowledge. Promotional principles. Library Service policy and procedures. Issues relevant to public libraries. Printing and publishing procedures and terminology. Knowledge of Internet. Knowledge of contemporary promotion procedures.

SKILLS: Desk top publishing skills. Writing and editing skills. Creative design skills. Communication and interpersonal skills. Internet search skills. Ability to work under pressure. Problem solving skills. Digital photography and photographic editing skills. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES: Plan, design and execute library promotion and reading awareness programs. Plan library promotion programs for depot library services and liaise with public libraries in the region. Train Public Assist in the design and distribute promotional material. Distribute promotional material to public libraries in the region. Provide support on special projects. Coordinate provision of promotions service to affiliated libraries.

ENQUIRIES: Ms PP Sidlova: Tel No. (031) 701 3237

POST: ADMINISTRATIVE CLERK SUPERVISOR: ZULULAND DISTRICT OFFICE: REF. NO. DSAC27/2024

POST: ADMINISTRATIVE CLERK SUPERVISOR: ILEMBE DISTRICT OFFICE: REF. NO. DSAC28/2024

CENTRE: ULUNDI

CENTRE: STANGER

SALARY: LEVEL 07 R 294 321.00 per annum

REQUIREMENTS: Grade 12 certificate plus Bachelor's degree/National Diploma in Public Management or relevant qualification. Valid Code 08/EB Drivers License

KNOWLEDGE: Administration duties. Records management. Public Service Act and Regulations. Public Service Guidelines and Polices, Batho Pele Principles

SKILLS: Analytical and Creative. Presentation and facilitation skills. Operating of Equipment. Planning and Organization. Computer literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES: Supervise and render general clerical support services. Supervise and provide supply chain clerical support services within the region. Supervise and provide personnel administration clerical support services within the region. Supervise and provide financial administration support services in the region. Supervise human resources.

ENQUIRIES: Ms B Dludla: Tel No: (035) 870 8458

ENQUIRIES: Mr M Mtshali: Tel No: (031) 334 2300

POST: ADMINISTRATIVE CLERK: ARCHIVES REPOSTORY MANAGEMENT: REF. NO. DSAC29/2024

POST: ADMIN CLERK: MBAZWANA LIBRARY DEPOT: REF. NO. DSAC30/2024

CENTRE: ULUNDI

CENTRE: MBAZWANA

SALARY NOTCH: R 202 231.00 per annum (salary level 5)

REQUIREMENTS: Grade 12 certificate or equivalent certificate. Valid Code 08/EB Drivers License.

KNOWLEDGE: Basic knowledge of financial administration. Relevant legislation / Policies / prescripts and procedures. Written and verbal Communication skills. Good Organizational and Planning Skills. Good Interpersonal and Intrapersonal Skills Knowledge and Understanding of Accounting Methods, Principles and Procedures.

SKILLS: Good grooming and presentation. Good people skills. Good telephone etiquette and high level of reliability. Good Interpersonal relation. Minute writing. Planning and organising skills. Problem Solving Skills. Record Keeping. Telephonic Etiquette skills. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES: Render general clerical support services. Provide supply chain clerical support services within the Depot. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES: Ms PP Mwandla: Tel No: 035 (879 8500)

For Mbazwana Library: Ms N Mdletshe: Tel No:079 767 2730

POST: ADMINISTRATION CLERK: ASSET MANAGEMENT: REF. NO. DSAC31/2024 (X2 POSTS)

CENTRE: PIETERMARITZBURG

SALARY NOTCH: R 202 233.00 per annum (salary level 5)

REQUIREMENTS: Grade 12 certificate plus or equivalent certificate. Valid Code 08/EB Driver's License.

KNOWLEDGE: Public Finance Management Act, Asset Management, Loss Control, Understanding of Supply Chain Management procedures management Policies, relevant practice notes, HardCat, LOCO and BAS.

SKILLS: Computerized financial systems, decision making. Interpersonal relations. Listening skills. Numeric skills. Presentation, problem solving skill. Strong analytical skills. Time management, word processors and spreadsheets. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES: Maintain asset register for the department. Conduct physical verification of assets. Conduct

supplier compliance and development. Perform administrative and related functions.

ENQUIRIES: Mr NA Hlela: Tel No: (033) 897 9474

POST: HR CLERK: SERVICE CONDITIONS: REF. NO. DSAC32/2024

CENTRE: PIETERMARITZBURG

SALARY NOTCH: R 202 233.00 per annum (salary level 5)

REQUIREMENTS: Grade 12 certificate or relevant certificate.

KNOWLEDGE: Knowledge of the Public Service regulations, Public Service Act, Departmental HRM Policies and regulations. Computer applications e.g. MS word, Excel, Persal

SKILLS: Negotiation /consultation and good interpersonal relationship skills. Computer literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES: Process Leave. Process the administration of Pillar and IOD. Process remunerative allowance and benefits on Persal. Process administration of conditions of Services. Provide assistance to line functionaries on utilization matters.

ENQUIRIES: Ms NIS Mbhele: (033) (341 3634

POST: REGISTRY CLERK: AUXILIARY SERVICES: REF. NO. DSAC33/2024

CENTRE: PIETERMARITZBURG

SALARY: LEVEL 05 R 202 233.00 per annum

REQUIREMENTS: Grade 12 certificate or equivalent certificate.

KNOWLEDGE: Registry duties, practices as well as the ability to capture data, and operate computer. Understanding of the registry work. Knowledge of Departmental delegations. Understanding of the legislative framework governing the Public Service. Storage and retrieval procedures in terms of the working environment.

SKILLS: Interpersonal relations. Planning and organizing skills. Computer literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES: Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Operate office machines in relation to the registry function. Process documents for archiving and disposal.

ENQUIRIES: Mr L Langa: Tel No. (033) 341 3613

POST: ADMIN CLERK: FLEET MANAGEMENT: REF. NO. DSAC34/2024

CENTRE: PIETERMARITZBURG

SALARY NOTCH: R 202 233.00 per annum (salary level 5)

REQUIREMENTS: Grade 12 certificate or relevant certificate.

KNOWLEDGE: Fleet management policy. Basic Administration Procedures

SKILLS: Numeracy and literacy skills. Interpersonal Relations. Computer skills and driving skills.

DUTIES: Supply and allocate fleet according to the request. Process fuel claims for SUB-CARS, MMS, SMS, and Private vehicles. Perform monthly reconciliation of Transit Solution and log return. Co-ordinate Standard bank bookings and ensure that vehicles are taken for repairs after accidents and maintenance. Co-ordinate acquiring of new state vehicles, subsidized vehicles, and private owned vehicles.

ENQUIRIES: Mr P Shabalala: Tel No. 033 (341 3650)

POST: LIBRARY ASSISTANT - COASTAL LIBRARY COORDINATION AND PROMOTION: REF. NO. DSCA35/2024

CENTRE: PINETOWN

SALARY: R171 537.00 per annum (salary level 4)

REQUIREMENTS: A Grade 12 certificate or equivalent certificate

KNOWLEDGE: Computerized Library system, library prescripts and procedures

SKILLS: Communication (verbal and written). Computer literacy (MS Word, Excel PowerPoint, etc.).

DUTIES: Administer the library material exchange system. Maintain the Library Depot collection and environment. Receive Library material from Preparations Section. Assist in maintaining collection and environment in affiliated libraries. Generate reports as prescribed.

ENQUIRIES: Ms N Nkosi: Tel No.: (031) 701 1234

POST: GENERAL ASSISTANT - COSTAL LIBRARY DEPOT: REF. NO. DSAC36/2024

POST: GENERAL ASSISTANT - SOUTH COAST LIBRARY DEPOT: REF. NO. DSAC37/2024

CENTRE: PINETOWN DEPOT

SALARY: LEVEL 2 R 125 373.00 per annum

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

KNOWLEDGE: Numeracy & Literacy. Library prescripts and procedures

SKILLS: Numeracy and literacy Communication skills, filing principles, report writing

DUTIES: Provide support for library material exchange system. Provide support with the dispatch and collection of library material from Preparations Section and affiliated libraries. Maintain library material for loan by affiliated libraries. Provide labour support for the movement of library material and equipment.

ENQUIRIES: Ms N Nkosi: Tel No.: 031 701 1234

Ms PP Sidlova: Tel No.: 031 701 3237



DR. CT SIFUNDA

HEAD OF DEPARTMENT

DATE: 25/03/2024