



KWAZULU-NATAL PROVINCE

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

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

DEPARTMENTAL HRM VACANCY CIRCULAR NUMBER 13 OF 2026

1. The Department of Sport, Arts and Culture issues this circular as per the provisions of Regulation 65 (4) of Public Service Regulations of 2016, as amended. Please note that the Public Service is an equal opportunity and 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: 07/05/2026



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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.

- 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 and marked for the attention of Mrs NIS Mbhele/ Ms P Mthembu.
- Moreover, applicants are also 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.”

Further, all shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Further, shortlisted SMS candidates shall undergo a competency assessment prior to being recommended for appointment by the executive authority. Moreover, SMS 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: 05 JUNE 2026

POST: CHIEF FINANCIAL OFFICER: FINANCIAL MANAGEMENT, REF. NO. DSAC01/2026

SALARY PACKAGE: R1 494 900.00 per annum (An all-inclusive package to be structured in accordance with the rules of Senior Management Service [SMS]) (salary level 14).

CENTRE: PIETERMARITZBURG, HEAD OFFICE

REQUIREMENTS: A Grade 12 certificate plus an appropriate bachelor's degree (NQF 7) in Accounting/ Finance or relevant qualification, coupled with a minimum of five (5) years' experience at a Senior Managerial level (SMS). The pre-entry certificate for the Senior Management Services (SMS) from the National School of Governance is compulsory prior to the appointment. Valid code 8/EB driver's license.

KNOWLEDGE: Good understanding of Public Service Legislation and prescripts applicable to Government, including systems and procedures. Project Management principles. Sound knowledge of relevant legislation such as the PFMA, Treasury Regulations, etc. Knowledge of relevant financial systems such as PERSAL and BAS, etc. Experience in Strategic Planning and Financial Management.

SKILLS: Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Ability to work independently yet function optimally as part of a dynamic and multi-disciplinary team. Computer literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES: Manage the budgeting and financial management functions. Develop and implement appropriate management policies, guidelines and procedures. Provide advice to the Accounting Officer on financial management. Manage the Supply Chain Management function. Develop and maintain internal control systems. Provide financial reports as required by Provincial Treasury. Ensure financial targets and budgets are consistent with the strategic plan. Manage fixed assets of the Department. 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 9400

POST: CULTURAL OFFICER: ZULULAND DISTRICT OFFICE, REF. NO. DSAC02/2026

CENTRE: ULUNDI

SALARY NOTCH: R338 106.00 per annum (salary level 7)

REQUIREMENTS: A Grade 12 certificate plus bachelor's degree/National Diploma (NQF6) in Fine Arts, Arts and Drama, Creative Arts or relevant qualification, coupled with a minimum of one (1) year relevant experience. Valid code 8/EB driver's license.

KNOWLEDGE: Public Service Regulations and prescripts. Cultural Legislations. PFMA and SCM policies and regulations. Project management. Knowledge of the relevant prescript governing the Government. Clean criminal records. Basic knowledge of financial administration. Knowledge and Understanding of Accounting. Records management. Batho Pele Principles

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: Ms BPN Dlodla: Tel No.064 616 1471

POST: ARCHIVIST: DURBAN ARCHIVES - REPOSITORY MANAGEMENT, REF. NO. DSAC03/2026

CENTRE: DURBAN

SALARY NOTCH: R338 106.00 per annum (salary level 7)

REQUIREMENTS: A 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. EPMDS and PFMA.

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

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: SUPPLY CHAIN PRACTITIONER-DEMAND AND ACQUISITION MANAGEMENT, REF NO. DSAC04/2026

CENTRE: PIETERMARITZBURG, HEAD OFFICE

SALARY NOTCH: R338 106.00 per annum (salary level 7)

REQUIREMENTS: A Grade 12 certificate plus National Diploma (NQF 6) in Financial Management or relevant qualification, coupled with a minimum of two (2) year relevant experience in Finance Management. Valid code 8/EB driver's license.

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

SKILLS: Ability to multi-task. Ability to work independently. Problem solving, Tact and diplomacy, Project management skills, Policy analysis and development, Motivational, Negotiation, Conflict management, Strategy management and policy formulation, Labour Relations, Programme management, Report writing, financial management. Computer literacy (MS Word, Excel, Power Point, etc). Good Communication (verbal and written) skills.

DUTIES: Ensure time-consuming procurement of goods and services. Assist with the consolidation and capturing of Procurement plan. Authorize commitments on BAS. Attend bid/quotations briefing sessions. Provide secretariat functions for BSC committee. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS)

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

POST: RECREATION PROMOTION AND DEVELOPMENT COORDINATOR: HARRY GWALA DISTRICT OFFICE, REF. NO. DSAC05/2026

POST: RECREATION PROMOTION AND DEVELOPMENT COORDINATOR: ZULULAND DISTRICT OFFICE, REF. NO. DSAC06/2026

CENTRE: BULWER

CENTRE: ULUNDI

SALARY NOTCH: R338 106.00 per annum (salary level 7)

REQUIREMENTS: A Grade 12 certificate plus bachelor's degree/National Diploma (NQF 6) in Sport Management/Science or relevant 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 interpersonal 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 districts, 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: Harry Gwala: Ms T Mahlobo: Tel No.(039) 834 5300
for Zululand: Ms BA Thabethe: Tel No. 082 430 6782

POST: ADMINISTRATION CLERK SUPERVISOR- CULTURE DEVELOPMENT: ADMIN SUPPORT, REF. NO. DSAC08/2026

CENTRE: PIETERMARITZBURG, HEAD OFFICE

SALARY NOTCH: R 338 106.00 per annum (salary level 7)

REQUIREMENT: Grade 12 certificate plus bachelor's degree/ National Diploma in Public Management or relevant qualification, coupled with a minimum of three (3) years relevant experience. Valid code 8 /EB driver's license

KNOWLEDGE: Public Service Regulations and prescripts. Cultural Legislations. PFMA and SCM policies and regulations. Project management. Knowledge of the relevant prescript governing the Government. Clean criminal records. Basic knowledge of financial administration. Knowledge and Understanding of Accounting. Records management. Batho Pele Principles

SKILLS: Good interpersonal relations. Ability to work under pressure. Good office administration, planning and organizational skills. Good Organizational and Planning Skills. Good Interpersonal and Intrapersonal Skills. Computer literacy (Ms Word, Excel, PowerPoint, etc). Good communication (written & verbal) skills.

DUTIES: Provide effective and efficient office management to the Directorate, which includes systems for receiving and distributing 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 K Verrimaak: Tel No. (033) 341 3600

POST: ADMIN CLERK: CORPORATE SERVICES UNIT: EASTERN DISTRICTS CLUSTER, REF. NO. DSAC09/2026

POST: ADMIN CLERK: DUNDEE DEPOT: WESTERN DISTRICTS CLUSTER, REF. NO. DSAC10/2026

POST: ADMIN CLERK: ARCHIVES REPOSITORY MANAGEMENT: SOUTHERN DISTRICTS CLUSTER, REF NO.DSAC11/2026

POST: ADMIN CLERK: MIDLANDS LIBRARY DEPOT-SOUTHERN DISTRICTS CLUSTER, REF NO.DSAC12/2026

POST: ADMIN CLERK: ADMIN SUPPORT LIBRARY & ARCHIVES SERVICES, REF NO. DSAC13/2026

CENTRE: DURBAN

CENTRE: DUNDEE

CENTRE: PIETERMARITZBURGH, HEAD OFFICE

CENTRE: PIETERMARITZBURGH

CENTRE: PIETERMARITZBURGH, HEAD OFFICE

SALARY NOTCH: R 237 453.00 per annum (salary level 5)

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

KNOWLEDGE: Basic knowledge of financial administration. Relevant legislation / Policies / prescripts and procedures. Knowledge and Understanding of Accounting Methods, Principles and Procedures.

SKILLS: Good Organizational and Planning Skills. Good Interpersonal and Intrapersonal Skills. Telephonic Etiquette skil10ls. 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 Component. Provide personnel administration and clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES: For Durban, Mr M Mtshali: Tel No: 031

For Dundee Library, Ms BM Sadaw: Tel No: (034) 212 2459

For Pietermaritzburg Archives Repository, 12/2026: Tel No.

For Midlands Library Depot, Ms T Tshabalala: Tel No.033 345 2226

For Library Services, Ms N Masuku: Tel No. 082 920 0883

POST: DRIVER/MESSENGER- MBAZWANA LIBRARY DEPOT: NORTHERN DISTRICTS CLUSTER, REF. NO. DSAC14/2026

POST: DRIVER/MESSENGER: SOUTH COAST DEPOT: EASTERN DISTRICTS CLUSTER, REF. NO. DSAC15/2026

CENTRE: MBAZWANA

CENTER: PINETOWN

SALARY NOTCH: R201 093.00 per annum (salary level 4)

REQUIREMENT: Grade 12 certificate or equivalent certificate, coupled with a minimum of two (2) years' driving experience. Willingness to travel on overnight trips and working extra hours. Valid code 10 driver's license plus Professional Driving Permit (PDP).

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: for Mbazwana, Ms Z Mdletshe: Tel. No. 079 6762 730

For South Coast, Ms PP Sidlova: Tel No. (031) 701 3237

POST: GENERAL ASSISTANT - COASTAL LIBRARY DEPOT, REF. NO. DSAC16/20262

POST GENERAL ASSISTANT – PROMOTIONAL SUPPORT & PUBLISHING – LIBRARY SERVICES, REF. NO. DSAC17/2026

CENTRE: PINETOWN

CENTRE: PIETERMARITZBURGH, HEAD OFFICE

SALARY NOTCH: R144 024.00 per annum (salary level 2)

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 loans by affiliated libraries. Provide labor support for the movement of library material and equipment.

ENQUIRIES: For Coastal Library, Ms N Nkosi: Tel. No. (031) 701 1234

For Pietermaritzburg, Ms P Mthembu: Tel No. 072 219 1609

POST: GENERAL WORKER - ADMINISTRATIVE SUPPORT SECTION: HERITAGE SERVICES, REF. NO. DSAC18/2026

POST: GENERAL WORKER: ADMINISTRATIVE SUPPORT SECTION- LIBRARY & ARCHIVES SERVICES, REF. NO.19/2026.

**CENTRE: PIETERMARITZBURG, HEAD OFFICE
PIETERMARITZBURG, HEAD OFFICE**

SALARY NOTCH: R144 024.00 per annum (salary level 2)

REQUIREMENT: Standard 8/ ABET certificate or equivalent certificate.

KNOWLEDGE: Utilizing cleaning equipment. Occupational health and safety measures.

SKILLS: Basic communication (written and verbal).

DUTIES: General cleanliness of the buildings. Clean offices. Clean general areas of premises and their contents. Assist with cleaning of kitchens and their assets when required. Ensure that ablutions are hygienic and clean. Ensure that waste is controlled effectively and removed.

ENQUIRIES: for Heritage Services, Ms EN Zondi: Tel No. (033) 345 3171

For Library Services: Ms N Masuku: Tel No: 082 920 0883



DR. CT SIFUNDA

HEAD: SPORT, ARTS AND CULTURE

DATE: 07 / 05 / 2026