

## DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

**APPLICATIONS**

- : Applications can be submitted using one of the following methods: Email to [recruitment2024@dsac.gov.za](mailto:recruitment2024@dsac.gov.za), quoting the reference number and title of the position on the subject line. There will be no follow-up emails to this address. Hand delivery: Sealed envelope addressed to Chief Director: Human Resource Management and Development, Sechaba House, 202 Madiba Street, Pretoria Central. Postal mail to The Chief Director: Human Resource Management and Development, Private Bag X897, Pretoria, 0001. Correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be considered or accepted.

**CLOSING DATE**  
**NOTE**

- : 30 May 2025, 16:00
- : Each application must be submitted separately. Applications must consist of: A recently updated, comprehensive CV, a fully completed, initialled and signed new Z83 form (Sections A, B, C & D are compulsory and must be completed in full, and sections E, F and G are not compulsory if the information is contained in the CV). However, the question related to conditions that prevent reappointment under Part F must be answered. Use of the old Z83 Form or not completing compulsory sections of the application form will result in a disqualification. Only shortlisted candidates will be required to bring certified copies of ID, Drivers licence (where required) and qualifications on or before the interview. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA); Applicants must be South African citizens. Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should make own arrangement for access to internet connectivity and equipment for this purpose. Applicants must note that pre-employment checks and references will be conducted once they are shortlisted. The appointment is also subject to a positive outcome on these checks, including security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. If an applicant wishes to withdraw an application, it must be done in writing. We encourage all applicants to declare any criminal and or negative credit records. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. The logistics of which will be communicated by the Department. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. The Department of Sport, Arts and Culture is an equal opportunity, affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts. Should the Department not be able to recruit candidates from disadvantaged groups, other groups will be considered for appointment. The Department reserves the right not to make an appointment and to use other recruitment processes thus withdrawing this advert by notice on its communication channels. Prior to appointment for SMS post, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced from the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

**ERRATUM:** Kindly note that posts of Engineer Production) with Ref No: DSAC-01/04/2025, Senior Sport and Recreation Coordinator: Sport Support and Federation Coordination with Ref No: DSAC-02/04/2025 and Senior Sport and Recreation Coordinator: Community Sport Development with Ref No: DSAC-03/04/2025 are hereby withdrawn.

## MANAGEMENT ECHELON

<b><u>POST 16/266</u></b>	:	<b><u>DIRECTOR: LEGAL SERVICES REF NO: DSAC/01/05/2025</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 per annum, (an all-inclusive remuneration package), consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification, an undergraduate qualification (NQF level 7) in LLB or relevant legal qualification as recognised by SAQA. Successful completion of the Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government. Admission as an Attorney or Advocate of the High Court of South Africa. A minimum of 5 years' legal experience at a Middle/Senior Management level (Deputy Director level or higher or and MR6) within the public sector or a public law environment. A valid driver's license. Extensive knowledge of the Constitution, Public Service legal frameworks (PFMA, PSA, PAJA, PAIA, POPIA), and relevant public sector regulations. Proven expertise in constitutional, administrative, and contract law, legislative law processes, litigation, legal drafting and vetting. Strategic capability and leadership, people management, programme and project management, financial management, service delivery innovation, and legal research skills. Excellent communication, presentation, interpersonal and analytical skills. Ability to manage legal risk and provide sound legal advice.
<b><u>DUTIES</u></b>	:	Providing legal advice, interpreting statutes, drafting legal opinions and ensuring legal compliance. Managing litigation for and against the department and liaising with the Office of the State Attorney and other legal authorities. Drafting, vetting, and managing legal contracts and agreements, ensuring compliance with procurement legislation. Overseeing legislative drafting and regulatory compliance aligned with constitutional and administrative law. Managing the Legal Services Directorate, including staff performance, resource allocation, and budgeting.
<b><u>ENQUIRIES</u></b>	:	Mr. S Tsanyane Tel No: (012) 441 3492
<b><u>POST 16/267</u></b>	:	<b><u>DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: DSAC/02/05/2025</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 per annum, (an all-inclusive remuneration package), consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. An undergraduate qualification (NQF level 7) in Risk Management, Auditing, Financial Management, Accounting or a related field as recognised by SAQA. Successful completion of the Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government (NSG). A minimum of 5 years' experience at middle or senior management level in the internal control and compliance environment. A valid driver's license. Knowledge of PFMA, Treasury Regulations, Public Service Regulations, and other relevant prescripts. Understanding of financial systems such as BAS and LOGIS. Skills in risk assessment, compliance management, fraud prevention, investigation, strategic planning, budgeting, and financial management. Proven leadership, project management, problem-solving, and client orientation skills. Excellent communication, interpersonal, and computer literacy skills. Ability to work under pressure and adapt to changing demands.
<b><u>DUTIES</u></b>	:	Manage and exercise control over state money, assets, and expenditure. Analyse supporting documentation and review compliance of financial transactions. Monitor and implement preventative and detection controls for financial transactions. Identify and report on irregular, fruitless, and wasteful expenditure. Manage departmental losses, claims, damages, and ensure fraud prevention measures. Monitor compliance with PFMA, Treasury Regulations, and departmental policies. Review Interim and Annual Financial Statements. Coordinate the implementation of internal and external audit recommendations. Ensure the implementation of corrective and preventative controls. Manage the Directorate, including human and financial resources.

<b><u>ENQUIRIES</u></b>	:	Mr. I Mokgwamme Tel No: (012) 441 3443
<b><u>POST 16/268</u></b>	:	<b><u>DIRECTOR: EMPLOYEE RELATIONS, HEALTH AND WELLNESS REF NO: DSAC/03/05/2025</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 per annum, (an all-inclusive remuneration package), consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. An undergraduate qualification (NQF Level 7) in Human Resource Management, Labour Relations, Social Studies, or a relevant field as recognised by SAQA. Successful completion of the Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government (NSG). A minimum of 5 years of relevant experience at a middle or senior management level in employee relations, employee health and wellness programmes. A valid driver's license is an added advantage. Strategic capability and leadership. In-depth knowledge of labour relations legislation, HR processes, employee wellness frameworks, and employment equity regulations. Excellent people management, financial management, communication, project management, and interpersonal skills. Ability to analyse problems, innovate in service delivery, and focus on client needs. Computer literacy and presentation skills.
<b><u>DUTIES</u></b>	:	Oversee the implementation of Employee Health and Wellness (EHW) programmes aligned with national strategies (e.g., HIV/AIDS, TB, wellness). Provide strategic advice on employee relations and regulatory compliance in terms of LRA, BCEA, Employment Equity, and related legislation. Manage employment equity and transformation initiatives and ensure compliance with reporting requirements. Promote awareness and coordinate training for managers on labour relations, EE, and EHW policies and practices. Partnering with HR and Line Managers to resolve disputes, grievances and misconduct cases. Managing bargaining council processes, Labour Court matters and external legal advisors. Mitigating risk by identifying Labour Relations challenges before they escalate thereby minimizing legal risks. Coaching and supporting Managers and Employees on Labour Relations best practices. Spearheading policy development and continuous legislative compliance. Design, implement, and evaluate the comprehensive wellness programs that align with Departmental goals and employee needs. Conduct needs assessments and gather employee feedback to identify opportunities for wellness improvement initiatives.
<b><u>ENQUIRIES</u></b>	:	Ms. Z Lamati Tel No: (012) 441 3831
<b><u>POST 16/269</u></b>	:	<b><u>DIRECTOR: STRATEGIC COMMITTEES REF NO: DSAC/04/05/2025</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 per annum, (an all-inclusive remuneration package), consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. A Post-graduate qualification (NQF Level 8) as recognised by SAQA in in one of the following disciplines (or closely related fields) Sport Management, Public Policy, Development Studies, Sociology, Political Science, Economics, Social Anthropology, Statistics or Data Science (with a demonstrated application in social/policy analysis), five (5) years appropriate experience at a middle/ senior management level in sport administration, social research, economic and data analysis studies, public policy, transformation policy development, or strategic planning within the public sector, sporting federations, or transformation-focused institutions. Experience in designing, implementing, and evaluating sport transformation initiatives. strong research and analytical experience in socio-economic dynamics and demographic shifts related to sport. Proficient in strategic and policy development, data management, stakeholder engagement, and monitoring and evaluation (M&E) systems. Be able to translate data findings into practical policy recommendations. knowledge and Awareness of sport's transformation history since 1994, an understanding of sport's Transformation Charter and sport's

		transformation status; Understanding of transformation principles and the factors impacting transformation; Good understanding of the way in which the sport industry and its component parts functions; Insight and understanding of National and Provincial sport body structures and operations; Excellent report writing and presentation skills; Exceptional Communication and proven interpersonal relationship skills to interface with sport bodies at all levels; Data base design and data interpretation and ability to analyse data statistically; Must be in possession of a Code 08 driver's licence.
<b><u>DUTIES</u></b>	:	Oversee and manage the implementation of transformation in sport. Manage and monitor transformation in sport. Manage the review Transformation Charter. Develop Strategies, oversight Support and advisory in the transformation of sport. Provide reporting and stakeholder engagement.
<b><u>ENQUIRIES</u></b>	:	Mr S Mncube Tel No: (012) 441 3145
<b><u>POST 16/270</u></b>	:	<b><u>DIRECTOR: HUMAN RESOURCE PLANNING AND ADMINISTRATION REF NO: DSAC/05/05/2025</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 per annum, (an all-inclusive remuneration package), consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. An undergraduate qualification (NQF level 7) as recognised by SAQA in Human Resource Management /Public Administration/Public Management/Public Management and Admin or equivalent qualification. 5 years relevant experience at a Middle Management (Deputy Director) /Senior Management level in Human Resource Management environment. Successful completion of Pre-entry Certificate for Public Sector Senior Management Leadership as endorsed by the National School of Government (NSG). Knowledge of relevant Public Service Acts, Regulations, and prescripts. Knowledge and understanding of human resource management services. Knowledge of relevant HR practices in Public Service and relevant Directives. Knowledge of Government systems (PERSAL). Strategic capability and Leadership. People management and Empowerment. Programme and Project Management. Financial Management. Knowledge Management. Service Delivery Innovation (SDI). Problem Solving and Analysis. Client Orientation and Customer Focus. Presentation skills. Good communication and Interpersonal relations. Computer literacy.
<b><u>DUTIES</u></b>	:	Oversee and manage the implementation of recruitment and selection processes within the Department. Develop People management strategy that capacitates the Department to attract the best candidates. Coach the Department on critical people matters relating to employee benefits, appointments, promotions, transfers, contract appointments, employee exits (resignations, dismissals, retirements, abscondments) and manage these processes in line with the prescripts. Develop, monitor and review the Human Resource Plan and ensure alignment with Departmental goals. Ability to manage and handle sensitive and confidential information Manage and maintain Human Resource Personnel systems and processes. Manage the Human Resource Personnel Records for the Department.
<b><u>ENQUIRIES</u></b>	:	MS. Z Lamati Tel No: (012) 441 3831

#### OTHER POSTS

<b><u>POST 16/271</u></b>	:	<b><u>DEPUTY DIRECTOR: MULTILATERALS (TREATY OBLIGATIONS AND COMMITMENTS) REF NO: DSAC/06/05/2025</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, (all inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA in International Relations or Political Studies or Diplomatic Studies or Political Science or relevant qualification. 3-5 years relevant experience at least 3 years at an Assistant Director level in multilateral engagement, diplomacy & international relations environment. Willingness to travel abroad and locally. Knowledge and understanding of the arts and culture multilateral sector. Knowledge of international protocols. Understanding of political awareness

		and cross-cultural sensitivity. Good understanding of South Africa's Sports, Arts and Culture Policy and Foreign Policy objectives. Knowledge of international relations, sports and cultural frameworks and relevant prescripts. Understanding of geopolitics. Good communication and interpersonal relations. Planning and organising skills. Project Management skills. Negotiation Skills. Problem solving and decision-making skills. Research skills. Analytical and creative thinker.
<b><u>DUTIES</u></b>	:	Coordinate participation in Multilateral statutory engagements related to International Conventions and Treaty Commitments, Ensure compliance with our international treaty commitments both nationally and internationally. Contribute to the Global Dialogues on Sports and Culture through our participation in multilateral forums. Promote awareness of Sport and Culture Conventions with respective stakeholders and coordinate South Africa's implementation. Manage the Operations, general administration.
<b><u>ENQUIRIES</u></b>	:	Ms C Noah Tel No: (012) 441 3739
<b><u>POST 16/272</u></b>	:	<b><u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: DSAC/07/05/2025</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, (all inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA in Financial Management/Management Accounting/ Cost & Management Accounting/ Accounting or relevant qualification, 3-5 years relevant experience, at least 3 years at an Assistant Director level in Financial Accounting environment and worked as the BAS System Controller, BAS Certificate. Persal Certificate. Knowledge of the Public Service Regulations. Knowledge of Public Finance Management Act. Knowledge of National Treasury Regulations, instruction notes and financial systems. Knowledge of Public Service Management and Budgeting Reforms. Knowledge of accounting principles, financial reporting, norms and standards. Knowledge of Basic Accounting System. Knowledge and understanding of relevant policies and prescripts. Planning and organizing skills. Strategic thinking and problem-solving skills. Presentation skills. Good communication and Interpersonal relations. Computer literacy and Analytical skills.
<b><u>DUTIES</u></b>	:	Manage Financial Accounting services. Provide support with bank reconciliation processes. Manage departmental Revenue. Manage departmental debts. Manage the BAS System as the System Controller.
<b><u>ENQUIRIES</u></b>	:	Ms S Mondile Tel No: (012) 441 3338
<b><u>POST 16/273</u></b>	:	<b><u>DEPUTY DIRECTOR: EXPENDITURE MANAGEMENT AND TRANSFERS REF NO: DSAC/08/05/2025</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, (all inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA in Financial Management/Management Accounting/ Cost & Management. 3-5 years relevant experience, at least 3 years at an Assistant Director level in expenditure management environment. BAS Certificate. Knowledge of the Public Service Regulations. Knowledge of Public Finance Management Act. Knowledge of National Treasury Regulations, instruction notes and financial systems. Knowledge of accounting principles, financial reporting, norms and standards. Knowledge of Basic Accounting System. Knowledge and understanding of relevant policies and prescripts. Planning and organising skills. Strategic thinking and problem-solving skills. Presentation skills. Good communication and Interpersonal relations. Computer literacy. Analytical skills.
<b><u>DUTIES</u></b>	:	Oversee and process Logis & sundry payments to suppliers. Authorize Transfer payments to beneficiaries. Ensure payment of invoices is processed within 30 days. Prepare and monitor reports to National Treasury in relation to payment of invoices to suppliers. Prepare operational plan and submit monthly and quarterly reports for the section. Ensure compliance with relevant policies and procedures. Manage the sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Ms S Mondile Tel No: (012) 441 3338