

**PROVINCIAL ADMINISTRATION: LIMPOPO
OFFICE OF THE PREMIER**

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| <u>APPLICATIONS</u> | : | Applications, quoting relevant reference and name of Department, should be forwarded as follows: Chief Director: Strategic HR, Office of the Premier, Private Bag X9483, Polokwane, 0600 or Hand delivered to the Office of the Premier, No. 40 Hans Van Rensburg Street, Mowaneng Building, Office No. A013, General Records (Registry), Ground Floor. Applicants should apply through the following website https://erecruitment.limpopo.gov.za . The application on eRecruitment system should be accompanied by recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates). Failure to attach required documents will result in the application not being considered/disqualification. |
| <u>FOR ATTENTION</u> | : | Mr. Junior Maboya / Ms. Moipone Mathole |
| <u>CLOSING DATE</u> | : | 04 July 2025 |
| <u>NOTE</u> | : | Applications must be submitted on new Z83 form, (updated version that come into effect on 1 January 2021), obtainable from any Public Service Department or on the internet at www.labour.gov.za / www.gov.za/documents and must ONLY be accompanied by a detailed Curriculum Vitae (CV), applicants are requested to complete the Z83 form properly and in full. Only shortlisted candidates will be required to submit certified copies of qualification(s) and other related documents on, or before the day of the interview following an invitation from The Office to attend an interview, such as qualification(s) and other related document(s) should be in line with the requirements of the advertisement. For advertised Senior Management Services (SMS) posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela programme (SMS Pre-Entry Programme) offered by the National School of Governance (NSG) which can be accessed via following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme . Candidates will also be subjected to a competency assessment, a practical test/exercise as well as an integrity (ethical conduct) assessment. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted, or hand delivered timeously. Candidates who possess foreign qualifications and/or short course certificate must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates will be appointed on a probation period of 12 months. The successful candidate will be subjected to a security clearance. The successful candidate must be willing to sign an oath of secrecy with the Department. The successful candidate will be expected to enter into a performance agreement with the Executive Authority and sign a five (5) year contract of employment upon assumption of duty with the Premier. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts. The Department reserves the right not to make appointments on the advertised post(s). |

MANAGEMENT ECHELON

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| <u>POST 20/64</u> | : | <u>HEAD OF DEPARTMENT: SPORT, ARTS & CULTURE REF NO: OTP/36/25/01</u> (Five (5) years fixed term contract) |
| <u>SALARY</u> | : | R1 741 770 per annum (Level 15), Non-pensionable HoD allowance: 10% of the payable inclusive remuneration package. |
| <u>CENTRE</u> | : | Polokwane - (Head Office) |

REQUIREMENTS

- : A qualification at NQF 8 as recognised by South African Qualification Authority (SAQA). Ten (10) years of experience at a senior management level. Post graduate qualification in Sport Management / Sport Science / Sport Administration / Sport & Recreation / Public Management / Public Administration will be an added advantage. Valid driver's licence (with the exception of applicants with disabilities). Core and Process Competencies- Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.

DUTIES

- : The successful candidate will be the Head of Department and Accounting Officer responsible for: Provide strategic directions to ensure efficient, effective and developmental support orientated system. Provide strategic leadership and high-level direction in the effective and efficient management and administration of the department by giving direction towards the achievement of the Department vision, mission, strategy, goals and objectives. Promote sound labour relations through management and maintenance of discipline. Monitor and oversee memorandum of understanding, service level agreements and expenditure review. Ensure continuous improvements in internal control systems through risk management, corruption and fraud prevention strategies. Ensure that budget spending is maximized in line with strategic objectives. Oversee the provision of sport and recreation services in the province. Promote active and healthy lifestyle through mass participation and sport development programmes. Promote citizen participation in sport and recreation activities at local levels. Manage and monitor the development and implementation of structured systems for talent identification, support and promotion of high performance. Provide sport and recreation infrastructure planning and development. Manage and monitor development, transformation, empowerment and high performance through the delivery of sustainable sport and recreation programmes. Oversee the provision of cultural, language, museum and heritage services. Provide support to the cultural and creative industry sectors in the province. Promote cultural diversity. Monitor the development and implementation of language policies in the province. Manage identification, research and development of culture within the province. Ensure promotion and preservation of the province's rich and varied cultural heritage. Oversee the provision of library and archive services. Promote public access to community library services. Manage the development and sustainability of a culture of reading in the province. Ensure preservation and proper management of electronic and other records in the custody of governmental bodies in the province. Provide administrative and technical advisory to the Executive Authority (EA). Advise the MEC on the core mandates of the Department. Ensure development of appropriate policies, guidelines and advice the MEC in this regard. Render support to the MEC in terms of planning, research, coordination, monitoring and evaluation of services for the achievement of the Department's strategic objectives. Update the MEC on all matters of the Department to enable him/her to execute responsibilities and make an informed decision. Serve as an interface between the Department and its stakeholders, including the Parliamentary and Legislature Committees.

ENQUIRIES

- : Ms. Moipone Mathole Tel No: (015) 287 6360 OR Mr. Junior Maboya Tel No: (015) 287 6290