

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

- APPLICATIONS** : Applications can be submitted using one of the following methods: Email to 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** : 10 October 2025, 16:00
- NOTE** : 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, Driver's licence (where required) and qualifications on or before the interview. Should you be in possession of any 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 the 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.

MANAGEMENT ECHELON

- POST 35/162** : **DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: DSAC-03/09/2025**
- SALARY** : R1 266 714 per annum, (an all-inclusive remuneration package), consisting of a basic salary (70% of the total remuneration package), State's contribution to

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| | | the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines. |
| <u>CENTRE REQUIREMENTS</u> | : | Pretoria |
| | : | Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; An undergraduate qualification (NQF level 7) as recognised by SAQA in Accounting/Auditing or Financial Management; Successful completion of Pre-entry Certificate for Public Sector Senior Management Leadership as endorsed by the National School of Government (NSG); A minimum of 5 years' appropriate experience in the Auditing environment at a Middle/Senior Management level or similar level in the private sector or Auditor General; Knowledge of Internal & External audit with complete articles; A valid driver's license; Knowledge and understanding of PFMA (Public Finance Management Act) audit; National Treasury Regulations, Tax legislation and SCOA; Knowledge and practical understanding of BAS, PERSAL and LOGIS Financial Systems; Problem solving and conflict management; Experience and ability to work in cross-functional projects / teams; Excellent coordination and project management skills; Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, problem solving and analysis, accountability and ethical conduct and people management and empowerment. |
| <u>DUTIES</u> | : | The purpose of this position is to manage the development and implementation of internal control interventions in the Department; Manage the development of internal control policies and procedures according to the PFMA; Update policies and procedures in line with applicable legislation; Develop and implement internal control interventions; establish integrated internal control systems; establish departmental governance frameworks; establish departmental oversight and related committees; Management of audit queries; Facilitate and coordinate the development of responses to audit queries within the required time frame; Facilitate and consolidate reports for the AGSA; Ensure compliance to the AGSA; Development of departmental fraud prevention strategy; Development of departmental loss control system. |
| <u>ENQUIRIES</u> | : | Mr I Mokgwamme Tel No: (012) 441 3443 |

OTHER POSTS

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| <u>POST 35/163</u> | : | <u>DEPUTY DIRECTOR: LIS POLICY AND ASSOCIATED INSTITUTIONS REF NO: DSAC-04/09/2025</u> |
| <u>SALARY</u> | : | R896 436 per annum, (all inclusive) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. A minimum three-year National Diploma (NQF level 6)/ Degree (NQF Level 7) as recognised by SAQA in Library and Information Science/ Library and Information Studies or any relevant Library and Information qualification. 3-5 years relevant experience, at least 3 years at an Assistant Director level in Library and Information Service or any relevant environment; Knowledge of legislation related to Library Information services; Knowledge of Policy administration/development; Knowledge of management of the conditional grants and international LIS institutions and associations; Knowledge and understanding of project management; Problem solving and conflict resolution; Presentation skills; Computer literate; Analytical skills; Good communication and interpersonal relations; Planning and organisational skills. |
| <u>DUTIES</u> | : | To manage development, monitoring and promotion of national library and information service (LIS) Legislation and related policies; Create awareness of relevant policies and legislation; Support the preparation and finalization of legislation, including cabinet memoranda, discussion documents, presentations, and submissions related to policy matters; Monitor and provide administrative support to the National Council for Library and Information Services (NCLIS) and the Legal Deposit Committee and their activities; Coordinate the functions of the NCLIS and the LDC; Oversee logistical arrangements for scheduled NCLIS and LDC meetings and workshops; Evaluate the relevance and quality of content in the annual reports of NCLIS and LDC; Monitor and control expenditure related to travel, subsistence, accommodation, and catering for meetings; Record and track key decisions, initiatives and actions arising from meetings; Support the coordination and administration of the community library conditional grant for community |

libraries; Monitor the implementation of projects and expenditure of the conditional grant by the National Library of South Africa (NLSA) and South African Library for the Blind (SALB); Gather information and assist to report on the progress on the implementation of community library conditional grant projects; Draft and follow up on submissions and reports; Attend review meetings, business plan meetings, and intergovernmental forums with provinces; Manage and administer ad hoc grants related to the Library and Information Association of South Africa (LIASA), National Council for the Blind (SANCB) and Blind South Africa; Prepare terms of reference and Service Level Agreements for signing by service providers; Manage Memoranda of Agreement related to transfer payments; Ensure compliance with supply chain management and financial requirements; Formulate submissions on matters requiring the attention of the DG and Minister; Coordinate and draft responses to parliamentary questions and other enquiries related to grants; Oversee the registry (including filing system) of the Directorate; Manage the Sub-directorate human and financial resources.

ENQUIRIES : Ms Rose Phasha Tel No: (012) 441 3321

POST 35/164 : **ASSISTANT DIRECTOR: GEOGRAPHICAL NAMES (DATABASE ADMINISTRATOR) REF NO: DSAC-05/09/2025**

SALARY : R468 459 per annum
CENTRE : Pretoria

REQUIREMENTS : Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. A minimum Three-year National Diploma (NQF level 6)/ Degree (NQF level 7) as recognised by SAQA in Geographic Information Systems/ Geography/ Heritage Studies or any relevant GIS qualification; 3-5 years Relevant experience at a Heritage Officer level in geographical names, heritage, information or data analysis, and processing or any related environment. Experience in GIS will be an added advantage; Knowledge and understanding of Geographical Information Systems (GIS); Knowledge of South African Geographical Names Council Act, 1998; Knowledge of Heritage and cultural policy frameworks; Knowledge of Public Service legislation and regulations; Computer literacy; Research and presentation skills; Good communication and interpersonal relations; Analytical and critical thinking skills; Knowledge and understanding of ArcView, ArcMap and Visual basics; Problem solving skills; Planning and organizing skills; Knowledge of basics of Project Management.

DUTIES : Manage and coordinate the national database and information systems for Geographic Names; Establishment, Configuration, and database design; Perform regular performance monitoring and troubleshooting where necessary; System enhancement and maintenance; Maintain, update, and ensure accuracy of the South African Geographical Names Database; Provide professional advice to the South African Geographical Names Council (SAGNC); Coordinate the capturing and processing of new and amended Geographic Names at all government levels; Plan and document system requirements and specifications; Assist with all required documentation and make recommendations on appointment of service providers; Develop a training plan for provinces; Capture gazette geographical names data; Ensure compliance with relevant legal frameworks, including heritage and language considerations; Provide administrative support and reporting for the Department and the South African Geographic Names Council; Check correctness of geographical name coordinates as applications are received; Work with subcommittees to assess and quality check applications received; Compile reports for the Department and South African Geographical Names Council; Develop system workflow processes; Develop audit trail process to build into the system; Conduct regular audits to verify data integrity, completeness, and compliance with approved standards; Prepare submissions, reports, and recommendations for consideration by the SAGNC and the Minister; Generate Geographic Names system reports and present to the SAGNC and Senior Managers; Manage the lists, schedules, spreadsheets, and data for all approved and gazette geographical names and readily provide them on request; Assist the unit with drafting submissions, memos, minutes to do with geographical names; Assist with PAIA requests to geographical names; Ensure that Geographic names information is on the departmental website package for electronic publication; Ensure alignment of physical records and those on the database, work with Records Management Section (Archives);

Coordinate the development of web portal to be linked with the departmental website; Coordinate integration of the geographical names database with GIS and other heritage-related systems; Manage secure access, backup, and retrieval processes; Upload geographic names data on the GIS system onto the web portal for publication; Coordinate and Conduct capacity building training with National, Provincial and Local government departments; Schedule training for capacity building exercise with provinces on Geographic Information Systems; Plan and coordinate public consultations and awareness campaigns regarding name changes and standardisation; Liaison with National, Provincial and Local government departments on Geographical Names matters; Plan and conduct capacity building training.

ENQUIRIES

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Ms T Mthembu Tel No: (012) 441 3679