

functions to the unit: Make logistical arrangements for all consultation meetings of the component, arrange and maintain filing systems of the component, update and maintain components database, draft and maintain components database, draft acknowledgement letters to correspondences addressed to the component and assist the Assistant Director with drafting submissions for approval of job evaluation results, organizational structure and procedure manuals.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

POST 03/121 : **LIBRARIAN CPU REF NO: DSAC 2025/13**
(For a period of One (1) Year Contract)

SALARY : R325 101 per annum (Level 07), plus 37% of lieu benefit
CENTRE : Head Office
REQUIREMENTS : A three-year National Diploma (NQF level 6) or Bachelor's Degree in Library & information Studies / Science or equivalent qualification related to the field as recognized by SAQA. A minimum of 2 years' experience of Experience in the library environment. A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy. Organizing and planning. Computer literacy. Basic interpersonal relations. Problem solving. Maintaining discipline.

DUTIES : Online cataloguing of library materials: Analyse the library material, formulate the bibliographic data, consult the Dewey Decimal classification schedules (DDC23) to determine the call number, consult the Resource Description and Access (RDA) standards to determine the applicable cataloguing rules. Online classification of library materials on Library Management System (SLIMS): Check the existence of a library material on the SLIMS database, analyse the library material, determine the type, audience and language, analyse and determine the subject content and use Sears List of Subject Headings to determine the subject headings. Printing catalogue cards using REMORA system: Scan ISBN or type in the CLOI number of an item to retrieve its bibliographic record on REMORA, verify information, edit the necessary fields, i.e. Price, quantity, etc and print the catalogue cards. Search existing library materials from the SLIMS database: Search the library material by ISBN, author and title, check the existence of a record on the database, catalogue if unavailable, print catalogue cards if already catalogues and confirm information on the cards. Confirm the information on the cards.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

POST 03/122 : **ACTIVE RECREATION COORDINATOR (X6 POSTS)**
(for a period of One (1) Year contract)

SALARY : R269 499 per annum (Level 06), plus 37% of lieu benefit
Head Office Ref No: DSAC 2025/14
Vhembe District Ref No: DSAC 2025/15
Capricorn District Ref No: DSAC 2025/16
Mopani District Ref No: DSAC 2025/17
Sekhukhune District Ref No: DSAC 2025/18
Waterberg District Ref No: DSAC 2025/19

REQUIREMENTS : NQF level 4/ Grade 12 certificate from a recognized institution of Basic Education. A three-year National Diploma (NQF level 6) or Bachelor's Degree in Recreation and Leisure studies / Sport Management / Sports Science or equivalent qualification related to the field as recognised by SAQA will be an added advantage.1 -2 years of experience in Sport environment and administration. A valid driver's license (except for persons with disabilities). Skills and Knowledge: Knowledge: Relevant legislations governing Sport and Recreation services, Public Service Act and legislative frameworks. Skills: Problem solving, leadership, conflict resolution, project management, planning and organising, computer literacy, report writing and good communication.

DUTIES : Co-ordinate mass participation in Sport: Number of people actively participating in active Recreation activities. Coordinate and integrate stakeholders' activities. To ensure that the stakeholders are involved in all the districts events and activities. Distributing equipment and attires to Hubs: To