



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF SPORT, ARTS AND CULTURE HEAD OFFICE

Confidential

Ref : S4/1/1
Eng : Mr Musia/Ms Ramavhanda ND
Date : 24 January 2020

To : ALL HEADS OF DEPARTMENT AND STAFF
LIMPOPO PROVINCIAL ADMINISTRATION

ADVERTISEMENT OF POSTS FOR LIMPOPO DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC) CIRCULAR NO 10 OF 2019

Department of **Sport, Arts & Culture** is an equal opportunity, affirmative action employer with clear employment equity targets. Women and People with Disabilities are encouraged to apply.

Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). **For HR Post and finance Salary post, applicants are required to attach PERSAL Course Certificates**

Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty.

The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations.

Applications must be submitted on the prescribed application form Z.83 of the Public Service Act only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website.

All applications must be accompanied by comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons are excluded.

21 BICCARD ST, POLOKWANE, 0699, Private Bag X9549, POLOKWANE, 0700
Tel: 015 284 4000, Fax: 015 284 4508
Website: <http://www.limpopo.gov.za>

1

The heartland of South Africa – development is about people!

Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000.

All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools.

The closing date for submission of applications is the **21st February 2020 @13h00**.

Short-listed candidates will be subjected to a security clearance and pre-employment verifications. The Department reserves the right to appoint.

NB! Re-advert posts: all candidates who previously applied for this posts are encouraged to re-apply.

The contents of this Circular will also be posted on the following websites www.sac.limpopo.gov.za / www.limpopo.gov.za, and www.dpsa.gov.za

Applications should be submitted to:
The Head of Department,
Department of Sport, Arts and Culture
Private Bag X 9549
POLOKWANE, 0700

Hand delivered at Olympic towers Building, (21 Corner Biccard and Rabe Street, POLOKWANE. Enquiries: Mr Musia N 015 284 4143 and Ms Ramavhanda ND @ 015 284 4038



Head of Department
Mrs Tsebe NN

2020/01/24
Date

Ref No: Sac 2020/01 : Chief Director: Sport and Recreation

Salary Level : 14

Salary : R1 251,183.00 per annum

Centre : Head Office (Polokwane)

MINIMUM REQUIREMENTS: -

A Qualification (NQF level 07) in Sports or Equivalent as recognized by SAQA. A minimum of five (5) years' experience at senior Management level. Experience in management environment and sports administration will be an added advantage. A valid driver's license (with the exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation, Policy formulation and Analytic thinking.

KNOWLEDGE AND SKILLS: Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, negotiations, Understanding of Sport and Recreation Environment and Stakeholders, policy formulation and analytic thinking

DUTIES: KEY PERFORMANCE AREAS:

Provide leadership and high level strategic direction and policy to the branch. Undertake, coordinate and monitor the implementation of strategic plans of the chief directorate, oversee the development of operational plans to give strategic direction to the branch by managing and coordinating the activities of the following directorates (sport development, school sports and recreational sports). Oversee the provision of sport and recreation services, ensure the development of competitive sport in the province, develop and facilitate processes for identification and development of talented athletes as well as develop and maintain systems and programmes for promotion of school sport in the province. Manage the development of provincial policy framework for sport and recreation governance, ensure implementation of the code of ethics for sport and recreation in the province, develop resource allocation framework/norms and standards where applicable, in line with government principles of equity and redress. Manage and utilise human, physical and financial resources in accordance with relevant directives and legislation, Evaluate and monitor performance of employees. Regular interaction with professional Sport and Recreation Bodies and Stakeholders in the province. Provide support to sport and

recreation structures in communities, schools, wards and local areas, in conjunction with stakeholders

Ref No: Sac 2020/02 : **Chief Director: Corporate Services**
Salary Level : **14**
Salary : **R1 251,183.00 per annum**
Centre : **Head Office (Polokwane)**

MINIMUM REQUIREMENTS: A Qualification (NQF level 07) in Public Administration / Human Resource Management or equivalent as recognized by SAQA. A minimum of five (5) years' experience at senior Management level. Experience in corporate services environment.eg Legal, HRM, HRD, Auxiliary Services, ICT, Records and Facilities Management, General Admin and Management will be an added advantage. A valid driver's license (with the exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation, Policy formulation and Analytic thinking.

KNOWLEDGE AND SKILLS: Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, negotiation Skills, policy formulation and analytic thinking

DUTIES: KEY PERFORMANCE AREAS:

Provide leadership and high level strategic direction and policy to the branch, Oversee the management and provisioning corporate services, overall management, monitoring and evaluation of the provisioning of corporate services, formulate and manage the components budget against its strategic objectives, manage and utilise human resources in accordance with relevant directives and legislation, establish strategic direction of the branch to ensure alignment with business plan. Oversee the development of operational plans to give strategic direction to the branch by managing and coordinating the activities of the following directorates (Human Resource Management, Strategic Planning and Policy, Legal Services, Communication and Information, Technology, Transformation and Employee Health and Wellness). Coordinate the recruitment process with focus on employee development and succession planning. Coordinate legal services and establish sound employee relations practices. Give technical and strategic support and advice to corporate activities, facilitate and support corporate planning process, ensure that

spending is maximised in line with strategic objectives, evaluate and monitor performance of employees, manage discipline.

Ref No: Sac 2020/03 : **Director: Arts and Culture**
Salary Level : **13**
Salary : **R1 057 326.00 per annum**
Centre : **Head Office (Polokwane)**

MINIMUM REQUIREMENTS

An undergraduate qualification NQF level 7 in Arts/Social Science or equivalent as recognized by SAQA. five (5) years of experience at a Middle/Senior Managerial Level. A valid driver's license (with the exception of persons with disabilities).

Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Policy formulation and Analytic thinking and Honesty and Integrity.

KNOWLEDGE AND SKILLS: Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, negotiation, policy formulation and analytic thinking. Knowledge and understanding of the Arts and Culture Environment.

DUTIES: KEY PERFORMANCE AREAS:

Provide leadership and strategic direction, Oversee performing arts services, Oversee visual arts services, manage resources in accordance with relevant directives and legislation, manage, coordinate and monitor the implementation of the strategic plans of library and information services, align individual performance to the strategic business objectives as outlined in the component's balance scorecard, Development and implementation of arts and culture policies, equitable distribution of arts and culture services, facilitate performing arts exhibitions and marketing, promote indigenous music and games, Evaluate and monitor performance of employees, initiate and encourage establishment of visual arts centre in communities, coordinate and monitor the production of film and video, monitor and evaluate the implementation of special crafts programmes. Promote Indigenous Knowledge System (IKS) Regular interaction with professional Arts and Culture Bodies and Stakeholders in the province.

Ref No: Sac 2020/04: Deputy Director: Human Resource Practice & Administration (Re-Advertisement)

Salary Level : 11

Salary : R733, 257 per annum

Centre : Head Office (Polokwane)

MINIMUM REQUIREMENTS

An appropriate NQF level 6 or equivalent qualification in HRM/D / Public Management / Administration as recognized by SAQA. At least 3-5 years' experience in HRM/D environment as an Assistant Director. **PERSAL** literacy (please attach proof). A valid driver's license (with the exception of persons with disabilities).

Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiations skills, Policy formulation and Analytic thinking and Honesty and Integrity.

KNOWLEDGE AND SKILLS: Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, negotiations, **policy** formulation and analytic thinking

DUTIES: KEY PERFORMANCE AREAS: Manage human resource policy and planning process. Manage recruitment, selection and appointments. Management of compensation and conditions of service of employees. Maintain the Departmental PERSAL establishment. Coordinate human resource information. Manage and implement the Performance Management and Development System (PMDS).

Ref No: Sac 2020/05 : **Assistant Director: Salaries and Accounts
(Re- Advertisement)**
Salary Level : **09**
Salary : **R376, 596.00 per annum**
Centre : **Head Office (Polokwane)**

MINIMUM REQUIREMENTS

An appropriate NQF level 6 or equivalent qualification in Commerce /Financial Management / Financial Accounting / Management Accounting / Auditing as recognized by SAQA. At least 2-3 years' experience at supervisory level (level 7 or 8) A valid driver's license (with the exception of persons with disabilities). **PERSAL** literacy (please attach proof)

Core and Process Competencies: People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, and Honesty and Integrity.

KNOWLEDGE AND SKILLS: Knowledge and understanding of the legislative framework governing the public services. Public Finance Management, Public service knowledge, negotiations, working under tight deadlines and analytic thinking

DUTIES: KEY PERFORMANCE AREAS:

Control PERSAL salary administration, register **PERSAL** users and allocate functions. Management of Payroll of the Department.

Develop salary payment processes and procedures. Handle salaries Suspense accounts. Clear PERSAL exceptions before month- end closure of books. Management of payment for salaries and supplementary allowance. Management of distribution and return of payroll as prescribed in the Treasury Regulations. Reconcile monthly payment made to SARS and departmental accounts.

Ref No: Sac 2020/06 : **Personal Assistant to HoD (Re-Advertisement)**
Salary Notch : **R257 508.00 per annum**
Salary Level : **07**
Centre : **Head Office (Polokwane)**

MINIMUM REQUIREMENTS

NQF Level 6 or equivalent qualification in Office Assistant / Office Management / Office Administration / Office Management and Technology / Management Assistance / Secretariat as recognised by SAQA. Ms Office Packages (Ms Word, Ms Excel; Ms Power-point; Ms Outlook). At least 1 to 2 year's relevant experience in Office Management. Valid driver's license will be an added advantage

Core and Process Competencies: Good telephone etiquette; Good interpersonal relations; excellent communication and report writing skills; Time Management; Ability to work under pressure; Ability to maintain confidentiality. Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Analytic thinking and Honesty and Integrity

DUTIES: KEY PERFORMANCE AREAS:

Perform a variety of administrative tasks pertaining to giving support to the HoD, e.g. receiving and referral of correspondence to other programme's as requested by the HoD and maintain contacts database. Make follow-ups on outstanding reports from colleagues. Perform tasks of a personal and secretarial nature for the HOD such as screening correspondence, calls, bookings and appointments. Manage both electronic and paper diary. Make travel and meeting arrangements both locally and nationally. Maintain high standards of efficiency when dealing with clients and creating a general professional atmosphere at all times. Develop and maintain a system for storage and prompt retrieval of information and track incoming and outgoing mail.

Ref No: Sac 2020/07 : **Sport Promotion Officer**
Salary Notch : **R257 508.00 per annum**
Salary Level : **07**
Centre : **Vhembe District**

MINIMUM REQUIREMENTS

NQF Level 6 or equivalent qualification in Sports as recognised by SAQA. At least 1-2 years' experience in sports Environment. A valid driver's license (with the exception of persons with disabilities).

Core and Process Competencies: Basic Financial Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Analytic thinking and Honesty and Integrity

KNOWLEDGE AND SKILLS: Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, negotiations, Sport and Recreation Environment and Stakeholders, Understanding the operations of all the professional and developmental sporting codes in the province, policy formulation and analytic thinking

DUTIES: KEY PERFORMANCE AREAS:

Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with stakeholders, facilitate sustainable capacity development programmes in sport within the school ,wards, local areas and districts, implement sport and recreation programmes in the schools, wards and local areas for the development of sport and recreation, Monitor and evaluate the compliance with sport and recreation transformational policies, render administrative functions in relation to programmes that are implemented, provide support services to federations, clubs school sport structures, administer coach education in terms of different sporting codes, liaise with hubs, sport federations, sport council and academy to increase the number of participants in sports and recreation activities, promote gender mainstream in sport and recreation examine, compile the monitor transfer payments of funded projects.

Ref No: Sac 2020/08 : **Archivist**
Salary Notch : **R257 508.00 per annum**
Salary Level : **07**
Centre : **Sekhukhune District**

MINIMUM REQUIREMENTS

NQF Level 6 or equivalent qualification in Archival studies, records management, and information studies as recognised by SAQA. At least 1-2 years' experience in Archives Services. A valid driver's license (with the exception of persons with disabilities).

Core and Process Competencies: Basic Financial Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Analytic thinking and Honesty and Integrity.

KNOWLEDGE AND SKILLS: Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, negotiations, Records and Information Management (Both Electronic and Paper based), policy formulation and analytic thinking, Understanding of National and Provincial Archive Legislation, Understanding of Basic Research and Development.

DUTIES: KEY PERFORMANCE AREAS:

Design, evaluate, implement and maintain records classification systems, provide records management training, conduct appraisal of records for disposal purposes, conduct inspections to ensure compliance with proper records management practices, provide professional support and advice to stakeholders, collect, arrange, describe and preserve non-public and public records, promote and market archival functions and services, collect, research and transcribe oral history records, transfer records from the office of origin, public or private bodies to archives. Provide fulltime supervision of the use of archives records, draw up an annual inspection programme for approval and dissemination to the concerned offices, compile appraisal reports and submit for disposal authority, update the training manual and compile in line with policies and procedures.

Ref No: Sac 2020/09 : **Library Assistant**
Salary Notch : **R145 281.00 per annum**
Salary Level : **04**
Centre : **Vhembe District**

MINIMUM REQUIREMENTS

NQF level 4 qualification as recognised by SAQA. An experience in Library environment and Qualification in Library & Information Studies/Science will an added advantage. A valid driver's license (with the exception of persons with disabilities).

Core and Process Competencies

Basic Financial Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Analytic thinking and Honesty and Integrity

KNOWLEDGE AND SKILLS: Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, Understanding of Knowledge and Information management system. Basic understanding of Library and archives, Library Material and Asset Management

DUTIES: KEY PERFORMANCE AREAS:

Provisioning of clerical support services within the library, Retrieval and Shelving of library stock, systematic checking of shelves, maintain records and files related to library service activities, provide support services for library Administration, Computerization of Library materials, provide support services for awareness, and provide support services for collection development. Repairing Damaged books, filling of catalogue cards, provide data capturing services, verify if library books are catalogued for processing, advise clients on library matters during exhibitions, market library materials to clients, Stock tacking and weeding, issuing and receiving of library materials and compile list of identified library materials.

Ref No.: Sac 2020/10: School Sport Coordinator X 1 (Plus 37% Of Lieu Benefit (1 Year Contract Renewable Based on Performance for a Period of three Years'

Level : 4
Salary Notch : R 145 281.00 Plus 37 % of Lieu of Benefit
Centre : Vhembe District X1

MINIMUM REQUIREMENTS: NQF level 4 qualification as recognised by SAQA. A Qualification in Sport Management / Administration or / Sport Science will an added advantage. At least 1 to 2 years of experience in sports environment and administration. Valid Driver's licence (with the exception of persons with disabilities)

KNOWLEDGE AND SKILLS: Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, negotiations, Sport and Recreation Environment and Stakeholders, Understanding the operations of all the professional and developmental sporting codes in the province.

COMPETENCIES

Facilitation and presentation skills, Excellent verbal communication, reading and writing skills; Project planning and report writing. Problem solving skills, Good interpersonal relationships and Ability to work under pressure, Computer skills: PowerPoint, Excel, Microsoft Word etc.

DUTIES: KEY PERFORMANCE AREAS:

Implement the departmental policy on sport in schools; facilitate the coordination of sport on schools programmes and activities; Coordinate school sport meetings; Facilitate the development of sport in school mass participation business plan; Coordinate mass participation programme; Facilitate stakeholder meetings; Ensure equitable participation in sport; Coordinate and integrate stakeholders activities ;Organise and plan meetings; Review activities by providing strategic direction; Provide support establishment of School Sport management committees ; Coordinate School Sport Leagues in School Circuits and Districts ; Compilation of reports and data capturing.

Ref No.: Sac 2020/11: Sport Administrator X 4(1 Year Contract Renewable Based On Performance for a period of three years'

Stipend : R5000.Per Month
Centre : Head Office X4

MINIMUM REQUIREMENTS: NQF level 4 qualification as recognised by SAQA. A Qualification in sports Management and administration or / Sport Science will an added advantage. At least 1 to 2 years of experience in sports environment and

administration Valid Driver's licence (with the exception of persons with disabilities)

KNOWLEDGE AND SKILLS: Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, negotiations, Sport and Recreation Environment and Stakeholders, Understanding the operations of all the professional and developmental sporting codes in the province.

COMPETENCIES

Facilitation and presentation skills, Excellent verbal communication, reading and writing skills; Project planning and report writing. Problem solving skills, Good interpersonal relationships and Ability to work under pressure, Computer skills: PowerPoint, Excel, Microsoft Word etc.

DUTIES: KEY PERFORMANCE AREAS:

Implement the departmental policy on sport in schools; facilitate the coordination of sport on schools programmes and activities; Coordinate school sport meetings; Facilitate the development of sport in school mass participation business plan; Coordinate mass participation programme; Facilitate stakeholder meetings; Ensure equitable participation in sport; Coordinate and integrate stakeholders activities ;Organise and plan meetings; Review activities by providing strategic direction; Provide support establishment of School Sport management committees ; Coordinate School Sport Leagues in School Circuits and Districts ; Compilation of reports and data capturing.

Ref No. : Sac 2020/12: District Academy X2 (Sekhukhune Academy and Capricorn Academy) Plus 37% of Lieu Benefit (1 Year Contract Renewable Based On Performance For A Period of three Years')

Salary Level : 03

Salary Notch : R 122 595.00.00 Plus 37 % Of Lieu Of Benefit

Centre : Sekhukhune District X1 And Capricorn District X1

MINIMUM REQUIREMENTS: NQF level 4 qualification as recognised by SAQA.A qualification in Sports Management / Administration or / Sport Science will an added advantage. At least 1 to 2 years of experience in sports environment and administration will be an added advantage, Valid Driver's licence (with the exception of persons with disabilities).

COMPETENCIES: Facilitation and presentation skills, Excellent verbal communication, reading and writing skills; Project planning and report writing. Problem solving skills, Good interpersonal relationships and Ability to work under pressure, Computer skills: PowerPoint, Excel, Microsoft Word etc.

DUTIES: KEY PERFORMANCE AREAS:

: Administer the Sport and Recreation programmes in the District, Compile and file the district's documents; Responsible for sport inventory management of the district; Responsible for filling and recording of portfolio of evidence for the District; Ensure the gathering of information/ collect data, including community audits, ensure that records of the District are maintained.

Ref No: Sac 2020/13 : **General Worker X 2**
Salary Notch : **R102 534.00 Per Annum**
Level : **02**
Centre : **Muti Wa va-Tsonga (Mopani District)**
: **Mopani District**

MINIMUM REQUIREMENTS: Grade 10 certificate or AET level 2. Qualification as recognized by SAQA.

COMPETENCIES: Communication **skills** will be an added advantage, Able to read and write

DUTIES: KEY PERFORMANCE AREAS:

: Perform routine activities in museum maintenance; ensure availability of maintenance materials, cutting, collection and transportation of raw materials. Restoration and renovations of all museum traditional structures, etc. cleaning of museum facilities and structures, care for museum collections and objects, assist with demonstrations during museum activities such as daily guided tours, exhibitions, outreach programmes, shows and educational programmes ,etc perform routine activities in respect of livestock such as care for museum livestock, inspection and treatment against ticks and other illnesses, render any manual labour necessary for the effective operation of the museum from the supervisor. Load and offload furniture, equipment and any other goods to relevant destination, clean government vehicles, clean relevant work station

Ref No: Sac 2020/14 : Cleaner X 2
Salary Notch : R102 534.00
Level : 02
Centres : Head Office (PLK)
: Tzaneen Library (Mopani District)

MINIMUM REQUIREMENTS: Grade 10 certificate or AET level 2. Qualification as recognized by SAQA.

COMPETENCIES: Communication **skills** will be an added advantage, Able to read and write

DUTIES: KEY PERFORMANCE AREAS:

Provisioning of cleaning services, cleaning offices corridors, elevators and boardrooms, dusting and waxing office furniture, sweeping, scrubbing and waxing floors, vacuuming and shampooing floors, cleaning walls, window and doors, emptying and clean dirty beans, collect and removing of waste papers, freshen the office areas, clean general kitchen, cleaning basins, wash and keep stock of kitchen utensils, and replace toilet papers, hand towels and refreshers, keep and maintain cleaning materials and equipment, report broken cleaning machines and equipment and requests cleaning materials

Ref No.: Sac 2020/15: Club Coordinator X 5 (1 Year Contract Renewable Based on Performance For A Period Of Three Years')

Stipend : R5000,00 Per Month
Centre : Sekhukhune District, Mopani District, Vhembe District, Capricorn District and Waterberg District X5

REQUIREMENTS:

NQF level 4 qualification or equivalent as recognised by SAQA. Qualification in Sport Management / Administration or / Sport Science will an added advantage. At least 1 to 2 years of experience in Sport environment and administration, Valid Driver's licence (with the exception of persons with disabilities)

DUTIES:

Implement the departmental policy on sport in schools; facilitate the coordination of sport on schools programmes and activities; Coordinate school sport meetings; Facilitate the development of sport in school mass participation business plan; Coordinate mass participation programme; Facilitate stakeholder meetings; Ensure equitable

participation in sport; Coordinate and integrate stakeholders activities ;Organise and plan meetings; Review activities by providing strategic direction; Provide support establishment of School Sport management committees ; Coordinate School Sport Leagues in School Circuits and Districts ; Compilation of reports and data capturing.

Ref No.: Sac 2020/16: Hub and Club Coordinator X 9 (1 Year Contract Renewable Based on Performance for a period of three Years'

Stipend : R 3 500.00 Per Month

THE HUBS ARE AS FOLLOWS:

CAPRICORN DISTRICT	
Name of Hubs	Village
1. Senwabarwana	Senwabarwana X1
2. Buffelshoek	Buffelshoek X1
3. Maja	Maja X1
MOPANI DISTRICT	
Name of Hubs	Village
1. Relela	Relela X1
SEKHUKHUNE DISTRICT	
NAME OF HUB	VILLAGE
1. Molepane	Molepanee X1
2. Schoonord	Schoonord X1
3. Or Thambo	Or Thambo X1
WATERBERG DISTRICT	
NAME OF HUB	VILLAGE
1. Regorogile	Regorogile X1
2. Shongwane	Shongwane X1

MINIMUM REQUIREMENTS: Must have a Grade 12 /Matric National Certificate or NQF level 4 Qualification, Mathematics or Maths Literacy or Accountancy at level 3 (Grade11) is an added advantage, must have English and local language fluency (communication at level 3), At least 1 year of experience in sports environment and administration will be an added advantage.

COMPETENCIES

Candidate must have Facilitation and presentation skills, Excellent verbal communication, reading and writing skills, An active sport and Facilitation and presentation skills.

DUTIES: KEY PERFORMANCE AREAS:

Mobilise the community to be part of sport and recreation activities at in their community; Manage and coordinate activities of sport and recreation through clubs in hubs; safeguard and maintain sport equipment delivered in hubs and clubs; Coordinate and support sport and recreation activities in the community for schools and non-schools sport teams and clubs; Maintain relationships with local Sports community organisations and other community youth groups in the community; Set up and coordinate all administration related to the Sport Clubs and hubs programmes ; Be responsible for the coordination and implementation of the sport and recreation programmes and events in hubs, clubs and schools; Be committed to personal development and growth; Be prepared to work in the remote rural areas. Compile and present monthly and quarterly reports to the relevant District Manager.

Interns will receive a stipend of **R6 510 per month** for a period of 24 months (2 years), commencing on **1 April 2020 and ending on 31 March 2022**. : **General enquiries should be directed to Ms Londi Langa @ 015 284 4109 and Ms Rakumako Angie @ 015 284 4169**

QUALIFICATIONS REQUIRED	REF NO.	AREA OF PLACEMENT	NUMBER OF INTERNS
Degree/National Diploma in Supply Chain Management, Asset Management, Logistics and Finance related	Sac 2019/17	Supply Chain Management	4
Degree/National Diploma in Financial Management and related fields	Sac 2019/18	Finance	2
Degree/National Diploma Management of Training, Human Resource Development/Management	Sac 2019/19	Human Resource Development	1
Degree/National Diploma in Translation and Linguistics: Xitsonga	Sac 2019/20	Language Services	1