



LIMPOPO

PROVINCIAL GOVERNMENT

REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
SPORT, ARTS & CULTURE
HEAD OFFICE

REF: S4/1/1
ENQ: MOTHUPI PP

TO: ALL HEADS OF DEPARTMENTS AND STAFF
LIMPOPO PROVINCIAL ADMINISTRATION

ADVERTISEMENT OF POSTS FOR LIMPOPO DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC) CIRCULAR NO 04 OF 2024.

Department of **Sport, Arts & Culture** is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture as per attached "Annexure A". The employment decision shall be informed by the Employment Equity Plan of the Department.

Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and only shortlisted candidates will provide proof of such evaluation.

Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.gov.za / www.dpsa.gov.za. Applicants are to specify the Centre on Z83.

The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the new Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)" then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The Department reserves the right not to make any appointment(s) to the posts advertised. Please note: Due to austerity measure the Department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

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A specific reference number for the post applied for must be quoted in the space provided on new Z83 form. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons are excluded.

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) as well as copies of all qualifications, Identity Document and valid driver's license **ONLY**. Failure to attach copies and required documents will result in the application not being considered/disqualification.

The department reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) 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. Applications which are forwarded / submitted to the wrong address will not be considered.

Pre-Entry Assessments

All shortlisted candidates, including SMS, shall undertake two pre-entry exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

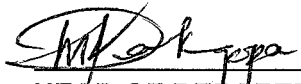
The closing date for submission of applications is the **31 July 2024 @13h00**. Shortlisted candidates will be subjected to security clearance and pre-employment verifications. Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations. The successful candidate must be willing to sign an oath of secrecy with the Department.

The advert will be posted on the following websites www.sac.limpopo.gov.za / www.limpopo.gov.za, and www.dpsa.gov.za

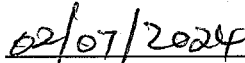
Applications should be submitted to:

Director: Human Resource Management
Department of Sport, Arts and Culture
Private Bag X 9549
POLOKWANE, 0700

Applications can also be hand delivered at 21 Biccard Street, Olympic Towers, Polokwane.
Enquiries: Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM @015 284 4143/
4032/ 4109/ 4144



HEAD OF DEPARTMENT
MS RAMOKGOPA M.D



DATE:

Post : **Director: Language services**
Reference Number: : **SAC 2024/01**
Salary Level : **13**
Salary : **R1 216 824.00 per annum**, (all-inclusive remuneration package) of which 30% may be structured according to the individual's needs
Centre : **Head Office (Polokwane)**

MINIMUM REQUIREMENTS:

An undergraduate Qualification (NQF level 07) in Linguistic field as recognized by SAQA. A minimum of five (5) years' experience at a middle/ Senior Managerial level. Extensive experience in Language services. Proof of completion of SMS Pre-Entry Programme **MUST** be submitted before appointment. A valid driver's license (except for persons with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic capability and leadership, financial management, People Management, Change management Knowledge management, People management and empowerment Client orientation and customer focus.

KNOWLEDGE AND SKILLS:

Knowledge and understanding of the legislative framework governing the Public Service. Sound understanding of Policies ,procedures and standards in line with the Provincial and National legislation. Sound understanding of the functioning of Public Service system. Thorough understanding of policy formulation and coordination. Good background in service delivery, turn around and change management strategy. Good Communication skills; Report writing, skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking; Interpersonal skills; Leadership skills; Analytical skills; Diplomacy; Planning and organization skills, Problem Solving, Planning & organizing, Time Management, Team player, Strategic Planning, Policy analysis and development.

DUTIES: KEY PERFORMANCE AREAS:

Establish strategic direction of the unit to ensure alignment with business plans. Manage, coordinate, and monitor the implementation of the strategic plans of Language Services. Align individual performance to the strategic business objectives as outlined in the Component's balance scorecard. Formulate, implement, and report on strategic frameworks in functional responsibility. Guide and ensure effective and proper strategic co-ordination of activities. Monitor the attainability & sustainability of performance standards as per departmental objectives. Manage the translation and editing of official documents as requested by user departments. Ensure documentation of new lexical. Facilitate the revision of orthography and spelling rules of indigenous official languages. Facilitate the provision of interpretation services (Sign, Braille, and telephone interpretation). Encourage authorship in indigenous languages. Conduct research on indigenous knowledge systems. Documentation of historical information. Encourage readership of indigenous literature. Increase awareness of government language policy and citizen's language rights. Ensure promotion of marginalized official languages. Promotion of

language Code of Conduct to protect the public from unprofessional language services. Manage the implementation of provincial language units in governments departments and sustenance. Facilitate the development, revision and improvement of Indigenous terminology. Develop and manage the Provincial Terminology Register. Evaluate and monitor the performance of employees. Ensure capacity and development of staff enhance and maintain employee motivation and cultivate a culture of performance management. Develop a stimulating working environment for staff through leadership and sound management and development strategy. Manage discipline. Develop, implement, and monitor language policies and procedures in line with National and Provincial legislation. Research on policies that impact on organizational efficiency and advice on interventions if necessary. Monitor and advice on the implementation of acts, regulations and policies and procedures. Develop and ensure implementation of administrative systems and procedures to ensure coordination of activities.

Post : **Deputy Director: Strategy and Policy Development**
Reference Number : **SAC 2024/02**
Salary Level : **11**
Salary : **R849 702 .00 per annum**, (all-inclusive remuneration package)
of which 30% may be structured according to the individual's
needs
Centre : **Head Office (Polokwane)**

MINIMUM REQUIREMENTS:

An undergraduate Qualification (NQF level 07) in Strategy and Policy Development / Development Studies / Public Policy as recognized by SAQA. A minimum 5 years of experience in Strategic Planning and Policy Development environment, of which 3 years must be at an Assistant Director level Junior Management). A valid driver's license (except for persons with disabilities).

CORE AND PROCESS COMPETENCIES:

Applied strategic thinking. Applying technology Budgeting and financial management, communication and information management, continuous improvement, citizen focus and responsiveness, diversity management. Problem solving and decision making. Networking and building bonds., managing interpersonal conflict and resolving problems, project management. Planning and organising, impact and influence.

KNOWLEDGE AND SKILLS:

Sounds and knowledge of PFMA. Governance planning framework. government planning cycle (MTEF and strategic planning), knowledge and understanding of public service legislation and policy framework, the PFMA, National and Provincial Development plans, government planning, policy and research development frameworks, planning cycle (MTEF and strategic planning) strategic planning and policy development, research, understanding of Batho Pele Principles. Skills: Computer literacy (MS Office: Word, Excel, Power Point, outlook etc). Policy formulation, coordination, research, compilation of management reports, formulation and editing, facilitation and presentation, interpersonal relations. Ability to work under pressure.

DUTIES: KEY PERFORMANCE AREAS:

Manage the departmental strategic planning process. Coordinate strategic planning sessions. Develop and maintain planning policies and procedures. Produce strategic planning minutes. Manage the departmental annual planning processes. Coordinate review of Annual Performance Plans Coordinate Chief Directorate AOP sessions Facilitate production of APP and Annual Operational Plans. Communicate departmental plans. Facilitate policy formulation process. Coordinate policy development processes. Conduct policy analysis. Develop and maintain policies and standard operating procedures. Publish departmental policies. Monitor implementation of policies. Monitor the implementation of the policy plan. Facilitate policy development reports. Conduct policy awareness. Develop the standard operating procedure.

Post : **Deputy Director: HOD's Office (Re-advertisement)**
Applicants who applied before are encouraged to apply again.

Reference Number : **SAC 2024/03**

Salary Level : **11**

Salary : **R849 702 .00 per annum, (all-inclusive remuneration package)**
of which 30% may be structured according to the individual's needs

Centre : **Head Office (Polokwane)**

MINIMUM REQUIREMENTS:

An undergraduate qualification (NQF level 6) as recognized by SAQA in Public Administration/ Management. Three (3) years' experience Assistant Director level in admin environment. Five (5) years' experience in Admin environment and management of programmes and a valid driver's license (except for persons with disabilities).

CORE COMPETENCIES

Project management, People Management. Financial Management. Change and Knowledge Management. Problem solving and analysis. Client Orientation. Communication skills

SKILLS & KNOWLEDGE

Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the public service. Knowledge in strategic planning and frameworks. Multilateral economic agreements. Research, growth, and development strategies. General knowledge Project Management. Advanced computer skills. Planning and Organising Financial Management, Communication skills, Report writing skills, Advance Human Resource management, Facilitation, Budgeting, Research and Planning.

DUTIES: KEY PERFORMANCE AREAS

To provide operational management support services to the Head of the Department. To Manage the administrative and coordination activities within the office of the HOD for decision. Processing of documents dealing with ongoing internal operations of the department. Ensure implementation

of HOD Forum resolutions and report on progress. Management and allocation of strategic correspondence received by the department and tasking relevant officials to deal with them. Coordination of strategic decisions from various internal and external forums including meetings chaired by the HOD. Ensure effective coordination on the implementation of decisions from all decisions making forum. Lalase with Office of the MEC, Clusters, Portfolio Committee and other oversight bodies. Arrange and organize the HOD's yearly program and coordinate the following meetings: Cluster committee meeting, Attendance of HOD meetings; departmental Executive Management meetings; General Management Meetings; and meetings with external stakeholders. Provide secretarial services during meetings with executive management, senior management, and cluster champions. Manage and utilize the components' resources in accordance with relevant directives and legislations. Manage performance of employees within the division. Motivate and inspire employees to attain organizational objectives. Ensure capacity and development of staff. Develop and review the division's plans. Develop, implement, and monitor service standards and operational plans. Evaluate and monitor performance and appraisal of employees. Develop, review, and ensure compliance to applicable policies and prescripts. Conduct budget planning and ensure proper utilization of resources in accordance with applicable prescripts. Ensure proper management and accountability for assets of the division.

Post : **Assistant Director: Culture and Creative Industries**
(Re-advertisement)
Applicants who applied before are encouraged to apply again.

Reference Number : **SAC 2024/04**

Salary Level : **10**

Salary : **R 552 081 per annum**

Centre : **Head Office (Polokwane)**

MINIMUM REQUIREMENTS:

An undergraduate qualification (NQF level 06) in Arts and Cultural Studies as recognised by SAQA. A minimum of 3 years' experience in Arts and Culture at salary level 7/8. A valid driver's license (except for persons with disabilities).

SKILLS AND KNOWLEDGE:

Sound and in-depth knowledge of All relevant Cultural and Creative prescripts and all relevant legislative frameworks that govern the Public Service. Project Management. Advanced computer skills. Planning and organising. Financial Management. Communication skills. Report writing skills. Advanced Human Resource management. Facilitation skills. Budgeting Research.

KEY PERFORMANCE AREAS:

Implement and maintain policies related to visual and performing arts. Render professional advice to all relevant stakeholders on visual and performing arts activities. Establish and maintain visual arts committees in the province. Organize regular trainings and create marketing platforms to

ensure sustainability of the industry. Manage the development of database for visual artists and crafters. Identify and select potential artists through competitions and auditions. Identify and monitor visual and performing arts projects. Nurture emerging artists. Promote artists through festivals, exhibitions, and cultural exchange programmes. Coordinate skills development and workshops for artists. Provide opportunities to previously disadvantaged communities. Establish and maintain arts and culture centres in various communities. Identify and nurture talent in Theatre, Film and Video industries. Promote the use of local content on television, provincial and national theatres and media platforms. Provide support to any person or organisation participating in Theatre, Film and Video industries. Implement and maintain Theatre, Film and Video policies and procedures. Develop and implement a marketing plan for Theatre, Film and Video industries. Develop and maintain the Theatre, Film and Video Databases based on a District base. This would, inter alia, entail the following: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees regarding all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

Post : **Assistant Director: Arts and Culture (Re-advertisement)**
Applicants who applied before are encouraged to apply again.

Reference Number : **SAC 2024/05**

Salary Level : **10**

Salary : **R 552 081 per annum**

Centre : **Sekhukhune District**

MINIMUM REQUIREMENTS:

An undergraduate qualification NQF level 6 in Arts and Culture studies as recognised by SAQA. A minimum of 3 years' experience in Arts and Culture at salary level 7/8. Valid driver's licence (except for persons with disabilities).

KNOWLEDGE AND SKILLS:

Sound and in-depth knowledge of All relevant Heritage, Language, Cultural, Creative prescripts and all relevant legislative frameworks that govern the Public Service. Project Management. Advanced computer skills. Planning and organising. Financial Management. Communication skills. Report writing skills. Advanced Human Resource management. Facilitation skills. Budgeting Research.

KEY PERFORMANCE AREAS: Facilitate the development of visual performing arts in the districts, implement and maintain policies related to visual and performing arts. Render professional advice to all relevant stakeholders on virtual and performing arts activities. Provide administrative service language and heritage services. Establish and maintain arts and culture committees in the district, provide support, including but not limited to financial support, to any person or institutions needing assistance. Organize regular trainings and create marketing

platforms in languages, heritage and arts and culture to ensure sustainability of industry. Facilitate the development and promoting of emerging artists, crafters and authors as well as monitor projects related to visual, performing arts, heritage and literature. Facilitate the development and distribution of local theatre productions, film and video content. Supervise employees to ensure an effective visual and performing arts service. Manage the development of database for visual arts, crafters, authors, and living heritage treasures. Identify and select potential artists through competitions and auditions. Identify and support visual, performing arts, heritage, theatre, languages, film and video projects. Provide opportunities to previously disadvantaged communities. Identify and nurture talent in theatre, film and video. Identify and nurture talent in Theatre, Film and Video industries. Promote the use of local content on television, provincial, national theatres and media platforms. Provide support to any person or organisation participating in Theatre, Film and Video industries. Develop and implement a marketing plan for Theatre, Film and Video industries. Develop and maintain the District Performing Artists, Craft, Theatre, Film and Video Databases.

Provide leadership and guidance to subordinates, evaluate and monitor performance and appraisal of employees, lead and adopt best practices, conduct performance assessment of subordinates. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

Post : **Assistant Director: Demand Management**
Reference Number : **SAC 2024/06**
Salary Level : **09**
Salary : **R444 036 per annum**
Centre : **Head Office (Polokwane)**

MINIMUM REQUIREMENTS:

An undergraduate qualification (NQF level 06) in procurement / Supply Chain Management /Purchasing Management as recognised by SAQA. A minimum of 3 years' experience in demand Management at salary level 7/8. A valid driver's license (except for persons with disabilities).

SKILLS AND KNOWLEDGE:

Sound and in-depth knowledge of All relevant prescripts and all relevant legislative frameworks that govern the Public Service. Planning and organising. Computer literate. Batho-Pele Principles, National Treasury Regulations, Public Service Act, 1994, Supply Chain Management Policies, B-BBEEA, PFMA [Act 1 of 1999], PPPFA [Act 5 of 2000].

KEY PERFORMANCE AREAS: Coordinate (synergise), review, research, analyse and plan the procurement needs of the department. Research the relevant identified needs. (in line with the SC strategy). Analyse requirements, undertake research, determine, and develop proposals for implementation. Asses the results of the research on the market, interprets and develops proposals for procurement methodology. Ensure compliance with quality requirements. Determine whether specifications should contain any special conditions. Coordinate review,

collect information for the annual procurement plan. Collect information from the relevant role players according to the prescribed template. Check (engage) and analyse the information. Confirm availability of budget. Check alignment against strategic and other objectives. Consolidate into procurement plan and table for approval by the accounting officer. Supervise and compile tender/quotation specifications as required. Determine whether a specification for the relevant commodity exists. oversee the collection and collation of information and the compilation of specifications/terms of reference. Compile and publish request for proposals as required. Develop, implement, and maintain the supplier database. Perform general quality assurance of information in the supplier database (e.g. check and verify supporting documents). Supervise employees to ensure an effective demand management service and undertake all administrative functions required about financial and HR administration. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

Post : **Assistant Director: Financial Reporting**
Reference Number : **SAC 2024/07**
Salary Level : **09**
Salary : **R444 036 per annum**
Centre : **Head Office (Polokwane)**

MINIMUM REQUIREMENTS:

An undergraduate qualification (NQF level 06) in B com / Accounting / Financial Management as recognised by SAQA. A minimum of 3 years' experience at supervisory level (salary level 7/8) and functional experience in Financial Reporting. A valid driver's license (except for persons with disabilities).

SKILLS AND KNOWLEDGE:

Sound and in-depth knowledge of All relevant prescripts and all relevant legislative frameworks that govern the Public Service. Advanced computer skills. Understanding of accounting process, knowledge of the financial system (BAS and PERSAL) knowledge of strategies planning, business planning computer literacy in MS Word, power point and Excel. A valid driver's licence.

KEY PERFORMANCE AREAS:

Collect all relevant reports as inputs in drafting statements from various Directorates and sub doctorates, collect reverent information for departmental disclosure notes. Compile financial statements in line with the PFMA and respond to management and queries, ensure submission departmental financial statements to treasury, reconcile the funds request from treasury on weekly basis against the total budget of the Department, manage the movement of cash in the department, manage the movement of the cash in the departmental bank account, compile and pass journals to exchequer grand account , draft a monthly report on conditional grant, guard against incorrect tractions in interfaced in to the departments database, monitor the interface from

other system (**PERSAL and FINEST**). Develop project plan on the cash flow management. Ensure clearing of suspense accounts, investigate all rejected payment and compile a report, ensure reconciliation of the departmental bank account. Provide leadership and guidance to subordinates, evaluate and monitor performance and appraisal of employees, lead and adopt best practices, conduct performance assessment of subordinates. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

Post : **Administration Officer District (Re-advertisement)**
Applicants who applied before are encouraged to apply again.

Ref Number : **SAC 2024/08**

Salary Level : **07**

Salary : **R308 154.00 per annum**

Centre : **Vhembe District**

MINIMUM REQUIREMENTS:

An undergraduate qualification NQF level 6 in Public Administration / Management recognised by SAQA. A minimum of 2 years' experience in Admin. A valid driver's license (except for persons with disabilities).

SKILLS AND KNOWLEDGE:

Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the public services. Computer literacy. People management. Policy analysis. Communication skills and Change management.

KEY PERFORMANCE AREAS:

Render transport administration services in the district. Issuing of vehicle as per need on the basis of approved itinerary. Manage vehicle control register. Conduct inspection of government vehicle. Ensure closed and log sheets are submitted to head office monthly. Facilitate government vehicles services and repairs. Ensure vehicles are taken to government garage for inspection. Ensure accidents are reported to the police station and submit accident report to head office. Render office services and administration support. Provide secretariat services for the district. Render telecommunication services. Render Human Resource Management Services in the district. Monitor cleaning and maintenance services. Render OHS services in the district. Conduct OHS inspections submit SLD to head office, issue stock to officials in the district and maintain stock registers. Render records management services. Maintain records management filing system, ensure safe keeping records, and maintain records registers.

Post : **Librarian**

Ref Number : **SAC 2024/09**

Salary Level : **07**

Salary : **R308 154.00 per annum**

Centre : **Ha-Masia: Vhembe District**

MINIMUM REQUIREMENTS:

An undergraduate qualification NQF level 6 in Library & information Studies/Science as recognised by SAQA. A minimum of 2 years' 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.

KEY PERFORMANCE AREAS:

Market and promote library services. Classify and catalogue library material. Render reference and information services. Develop a new established library. Inform users of special library collection, display library material during/departmental events, compile bibliographies, conduct orientation on library utilization. Render professional library and information service to the community. Assist with identifying maintenance needs for the building, equipment, library assets and material. Manage day today library operations. Responsible for the marketing and advocacy of library services and within the library. Facilitate establishment and full participation of book clubs. Capture newly acquired library material on the system. Analyse and sort library material according to the applicable library system, Maintain online authority file. Perform necessary library administrative tasks. Handle interlibrary loans, attend reference queries, trace bibliographic records, collect and records publications and corrigenda, monitor the circulation of library resources, Conduct library orientation to users regarding library usage and retrieval of information. Provide information service to library users. Monitor library user's statistics and compile reports as required. Assist the District Librarian to conduct asset verification. Liaise with stakeholders and district library on library matters. Compile monthly, quarterly, and annual reports. Supervise library staff.

Post : **Administrative Officer: Security Services**
Ref Number : **SAC 2024/10**
Salary Level : **07**
Salary : **R308 154.00 per annum**
Centre : **Head Office (Polokwane)**

MINIMUM REQUIREMENTS:

An undergraduate qualification NQF level 6 in Risk Management / Safety Services / Criminology / Safety Management as recognised by SAQA. A minimum of 2 years' experience in Security

Management / Risk management / Policing environment. Control room experience. 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. Communication. Report writing.

KEY PERFORMANCE AREAS:

Coordinate total physical security inspections and evaluations to departmental institutions. Facilitate meetings with security service providers and security committee. Reporting, recording and compilation of reports on security breaches. Implement the security policies and procedures. Facilitate training and security awareness programs. Compile relevant paperwork for processing of invoices for service rendered by security service providers. Coordinate security during departmental events. Control over departmental keys: Safekeeping of office key and allocation of keys to officials. Assist to monitor the control room and compile report.

Post : Registry Clerk MEC'S office
Ref Number : SAC 2024/11
Salary Level : 05
Salary : R216 417.00 per annum
Centre : Head Office

MINIMUM REQUIREMENTS:

NQF level 4/ grade 12 certificate qualification from a recognized institution of basic Education. An undergraduate qualification NQF 6 in Records Management / Archives as recognised by SAQA will be an added advantage.

SKILLS AND KNOWLEDGE:

Knowledge of registry duties, practices as well as the ability to capture data, operate computer. Working knowledge and understanding of legislative framework governing the Public Service. Knowledge of storage and retrieval procedures. Computer operating skills. Planning and organization. Good verbal and written communication skills.

KEY PERFORMANCE AREAS:

Render asset management clerical support. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Render demand and acquisition clerical support. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render logical support services. Opening and files according to record classification system. Filing/storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Process documents for archiving and/or disposal. Conduct electronic scanning of files. Sort and package

files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records of archived documents.

Post : **Human Resource Clerk**
Ref Number : **SAC 2024/12**
Salary Level : **05**
Salary : **R216 417.00 per annum**
Centre : **Head Office**

MINIMUM REQUIREMENTS:

NQF level 4/ grade 12 certificate or equivalent qualification from a recognized institution of basic Education. Qualification in Human Resource Management or Public Administration/ Management as recognised by SAQA will be an added advantage.

SKILLS AND KNOWLEDGE:

Knowledge of HR duties, practices as well as ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the public service. Competencies: computer skills, planning and organising skills, good verbal and written communication skills, teamwork, interpersonal relations flexibility, and problem-solving skills.

KEY PERFORMANCE AREAS:

Leave Management: Receive and recording of incoming leave application immediately. Leave forms to be captured in PERSAL. Updating leave register and auditing leave days. Administration of Service Benefits: Housing allowance as well as medical aid. Capture allowances on PERSAL system. Service Termination: Process pension withdrawals and payment and awarding of certificate. Recognition of long Service: Administer long services two per quarter and awarding of certificate. Coordinate the implementation of COIDA: administer injury on duty.

Post : **Library Assistant x 06**
Ref Number : **SAC 2024/13**
Salary Level : **04**
Salary : **R183 279.00 per annum**
Centre : **Musina-Nance field, Waterberg District, Gravelotte, Rixile,
Modjadjieskloof and Alldays**

MINIMUM REQUIREMENTS:

NQF level 4/ grade 12 certificate or equivalent qualification from a recognized institution of basic Education. An undergraduate qualification NQF level 6 in Library & information Studies/Science as recognised by SAQA will be an added advantage.

SKILLS AND KNOWLEDGE:

Knowledge and understanding of administration procedures relating to library environment including norms and standards. Must be computer and internet literate. Planning and organising skills, Basic interpersonal relationship, and problem-solving skills. Ability to work under pressure.

KEY PERFORMANCE AREAS:

Provision of clerical support services within the library. Provide support services for library administration. Computerisation of library material. Provide support services for awareness and collection development. Assist with processing of library materials to be shelve ready. Assist the librarian in day-to-day management and operation of the library. Sorting, shelving and shelve reading of library materials according to their categorisation. Assist with executing library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related purposes. Assist library users when looking for reding, research materials and computer related information. Assist with counter, phone, and email enquiries from library users. Checking books in and out at the from desk. Register new customers and maintaining and updating customer profiles.

INTERNSHIP PROGRAMME: 05 GRADUATE INTERNSHIP OPPORTUNITIES FUNDED BY THE DEPARTMENT OF SPORT, ARTS AND CULTURE

Applications are invited from unemployed graduates between 18 and 35 years of age. Applicants should be residing in Limpopo Province and should have never participated in an internship programme before, in any government department. Women and people with disabilities are encouraged to apply.

Graduate interns will receive a stipend of **R7 450.75** per month for a period of 24 months.

QUALIFICATIONS REQUIRED	REF NO	AREA OF PLACEMENT
Degree/ National Diploma of Heritage and Culture Science, Bachelor of Social Science in Heritage, Indigenous Knowledge System & Cultural Sciences or Arts and Culture related fields	DSAC 2024/14	Museum and Heritage (2) <u>Mopani District</u> ;Muti wa va tsonga x1 and <u>Vhembe District</u> : Dzata Museum x1
Degree or National Diploma in Management of Training, Human Resource Development/Management	DSAC 2024/15	Human Resource Development (1) Head Office
Degree/National Diploma in Supply Chain Management, Logistics or Finance related.	DSAC 2024/16	Supply Chain Management (1) Head Office
Degree/ National Diploma in Archives/ records management / Information Science or Studies	DSAC 2024/17	Archives (1) Provincial Archives

INTERNSHIP PROGRAMME: 12 GRADUATE INTERNSHIP OPPORTUNITIES FUNDED BY CULTURE, ARTS, TOURISM, HOSPITALITY AND SPORTS SECTOR EDUCATION AND TRAINING AUTHORITY (CATHSSETA)

Applications are invited from unemployed graduates between 18 and 35 years of age. Applicants should be residing in Limpopo Province and should have never participated in an internship programme before, in any government department and CATHSSETA internship programmes. Interns will receive a stipend of **R5 000.00 per month** for a period of 12 months, commencing on **1 October 2024 and ending on 31 September 2025**.

QUALIFICATIONS REQUIRED	REF NO	AREA OF PLACEMENT
Diploma/Degree in Information Technology / Computer Application Technology/ Computer Networking/ Computer Studies	DSAC 2024/18	Head Office : Communications, IT and Events Management x2
Diploma/Degree in Sport Science/ Sport Development/ Sport Management/ Sport & Recreation Management/Exercise Science/ Recreation & Leisure studies	DSAC 2024/19	<p><u>Sport and Recreation (10)</u></p> <p>School Sport and Recreation x3 Centre: Head Office</p> <p>Sport Development x2 Centre: Head Office</p> <p>Sport and Recreation x1 Centre: Capricorn District</p> <p>Sport and Recreation x1 Centre :Mopani District</p> <p>Sport and Recreation x1 Centre :Sekhukhune District</p> <p>Sport and Recreation x1 Centre :Waterberg District</p> <p>Sport and Recreation x1 Centre :Vhembe District</p>