



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF SPORT, ARTS AND CULTURE HEAD OFFICE

REF: S4/1/1
ENQ: HRM&D

TO: ALL HEADS OF DEPARTMENTS AND STAFF
LIMPOPO PROVINCIAL ADMINISTRATION

ADVERTISEMENT OF POSTS FOR LIMPOPO DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC) CIRCULAR NO 06 OF 2025

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. 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 to provide proof of such evaluation.

Applicants should apply using E-Recruitment system at <https://erecruitment.limpopo.gov.za>, click on browse jobs and select Department of Sport, Arts and Culture.

Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) are only required to be presented on the day of the interview. 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 (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. The Department reserves the right not to make any appointment(s) to the posts advertised.

Pre-Entry Assessments

All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

Practical Exercise

(a) All shortlisted candidates shall undertake a pre-entry practical exercise as part of the

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

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assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

(b) The assessment must comprise a formal test to determine a candidate's proficiency in core functions and the technical dimensions specified in the job advertisement.

<https://www.dpsa.gov.za/dpsa2g/documents/ep/2024>

The closing date for submission of applications is the **2nd of March 2026**. 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.

NB: Due to austerity measure the Department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

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

Applicants will be assisted to apply through the E-recruitment system at The Department of Sport, Arts and Culture, 21 Biccard Street, Polokwane, Olympic Towers

Enquiries: Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF @ 015 284 4143 / 4109 / 4032 / 4186


HOD
HEAD OF DEPARTMENT
MOKGONYANA KV

2026/01/23
DATE:

Component : Chief Directorate: District Coordination
Post : Chief Director: District Coordination
Ref Number : DSAC 2025/01
Salary Level : 14
Salary : R1 494 900.00 per annum, (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
Centre : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

An undergraduate Qualification (NQF level 07) Advanced Diploma / Degree/ B-Tech in Public Administration/ Management qualification or equivalent qualification related to the field as recognized by SAQA. A minimum of five (5) years' experience in management at Senior Management level. SMS pre-entry (Nyukela) certificate upon appointment. A valid driver's license (with the exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES:

Strategic capability and leadership, financial management, change management, client orientation and customer focus, good communication, report writing, facilitation, co-ordination, networking, strategic capability and leadership, people management and empowerment, computer literacy, service delivery innovation, public service knowledge, negotiation and policy formulation.

KNOWLEDGE AND SKILLS:

Knowledge: Knowledge and understanding of the legislative framework governing the Public Service, deep knowledge of the relevant arts and culture legislation, knowledge and understanding of the legislative framework governing the Public Service, sound understanding of the arts and culture industry and thorough understanding of policy formulation and coordination and good background in service delivery, turn around and change management strategy

Skills: Interpersonal, leadership, analytical, diplomacy, planning and organization, good communication, problem solving and analysis, time management, team player, strategic planning and policy analysis and development.

DUTIES: KEY PERFORMANCE AREAS:

Provide leadership and high-level strategic direction to the branch: Establish strategic direction of the branch to ensure alignment with business plans, monitor and evaluate the implementation of the strategic plans of districts, align individual performance to the strategic business objectives as outlined in the Component's balance scorecard, guide and ensure effective and proper strategic co-ordination of activities, monitor the attainability & sustainability of performance standards as per departmental objectives and oversee the development of Operational Plans to give strategic direction to the Branch by managing & coordinating the activities of the districts. **Develop and maintain policies, plans and processes for**

implementing departmental programmes in the districts: Provide policy advice and support on district matters, ensure effective implementation and coordination of key departmental policies, systems and programs that add value to the overall business strategy, conduct on-going research and ensure development of operational policies pertaining to district services and liaise with head office and district staff to ensure unbiased and uniform interpretation of policies. **Forge links and partnerships with formal and informal sectors:** Facilitate inter sectoral collaboration to ensure integrated service delivery, co-ordinate the activities of the groups of offices for coherent planning, synergistic development, effective and efficient functioning of the district offices, coordinate flow of information required by the department for performance of its functions under the Local Government Ordinance and develop and manage key stakeholder relationships related to service delivery. **Manage and utilise human resources in accordance with relevant directives and legislation:** 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 and manage discipline.

Component : Chief Directorate: Cultural Affairs
Post : Deputy Director: Translations, Editorial Services
Centre : Head Office
Ref Number : DSAC 2025/02
Salary Level : 12
Salary : R1 059 105.00 per annum, (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules)

MINIMUM REQUIREMENTS:

A three-year Diploma (NQF level 6) or Bachelor's Degree in Language Practice / Translation or equivalent qualification related to the field as recognized by SAQA. A minimum of 5 years' experience in Language Services environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities).

SKILLS AND KNOWLEDGE:

Skills: Translation skills, people management skills and financial skills

Knowledge: Translation, management of human resource and using sub-directorate budget through proper financial management

KEY PERFORMANCE AREAS:

Manage translation of documents into official languages of Limpopo: Receive documents from clients, allocate source documents to officials for translation, ensure the availability of updated register of translations and ensure that translated documents are edited

Manage editing of official informative documents into official languages: Receive edited documents, ensure that documents have been edited and ensure that translated documents are dispatched to clients. **Manage the provision of language services offered to people with**

disabilities: Facilitate the provision of SASL during major events, manage SASL promotion campaigns, manage execution of SASL interpreting services and ensure that SASL service providers are paid in time. **Manage projects that redress previously disadvantaged languages:** Ensure that multilingualism promotion materials are available, manage the coordination of multilingualism campaigns and ensure that means of verification for the campaigns are available and report on multilingualism campaigns conducted. **Manage and utilise human, physical and financial resources in accordance with relevant directives and legislation:** 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 and manage discipline.

Component : Directorate: Library and Archives
Post : Deputy Director: Provincial Archives & Records
 (Re- advertisement) Applicants who applied before are encouraged to apply again
Ref Number : DSAC 2025/03
Salary Level : 12
Salary : R1 059 105 per annum, (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
Centre : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

A three-year National Diploma (NQF level 6) or Bachelor's Degree in Archives / Records Management / Library Studies or equivalent qualification related to the field as recognised by SAQA. A minimum of 5 years' experience in Archives & Records Archives & Records Services environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities).

SKILLS AND KNOWLEDGE:

Knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures, administration procedures including norms and standards, organizing and planning,
Skills: Basic interpersonal relations, analytical skills, written and verbal communication, computer literacy research skills, presentation skill, training and presentation skills, project management and interviewing skills.

KEY PERFORMANCE AREAS:

Manage provincial records classification, appraisal and disposal services: Preserving corporate memory and heredity, ensuring implementation of retention and disposal schedules, responding to internal and external information enquiries. **Provide management, monitoring, evaluation and training:** advising on and implementing new records management policies and classification systems, setting up maintaining, reviewing, and documenting records systems,

storing, arranging, indexing, and classifying records. **Collecting and appraisal of records:** conduct inspections on records and archives management, recommend issuing of disposal authority. **Conduct information research:** Document provincial heredity and research historic topics. **Management of human resource and physical resources in the division:** manage performance and development of employees within the division, develop and review the division's plans, ensuring adherence to the service delivery standards, compliance to applicable Acts, policies and strategies, proper management and accountability for assets of the division, motivate and inspire employees to attain organisational objectives.

Component : Chief Directorate: Financial Management Services
Post : Deputy Director: Transport
Ref Number : DSAC 2025/04
Salary Level : 11
Salary : R896 436 .00 per annum, (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
Centre : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

A three-year National Diploma (NQF level 6) or Bachelor's Degree in Transport Management or Logistics or equivalent qualification related to the field as recognized by SAQA. A minimum of 5 years' experience in transport environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities).

SKILLS AND KNOWLEDGE:

Knowledge: Knowledge of variety of work and procedures on fleet ranging from: Management functions, interpretation of reports, report writing, investigation and interpretation of policies.
Skills: People management, planning and organizing, time management, strategic planning, policy analysis and development, good communication skills, leadership skills, change and knowledge management and workshops presentation and facilitation.

KEY PERFORMANCE AREAS:

Provide fleet (Both subsidized and state vehicle): Make submission for the purchasing of new cars, arrange private registration, allocation and registration numbers for the new cars with Department of Transport, ensure that state vehicle are inspected before issued to the drivers, facilitate hiring of buses for the departmental activities, plan and coordinate usage of fleet for the drivers within the department, receive and check all applications for subsidized motor vehicle from the Directorate, present applications to Transport Advisory Committee for evaluation, submit applications to the service provider for acquisition of cars after approval and inform applicants to collect their subsidized cars and prepare submission for approval to authorize officials to participate under scheme B. **Management of vehicles in operation (both GG and subsidized vehicles):** Ensure that quarterly inspection for both GG and subsidized motor vehicles are carried out, monitor monthly inspection of subsidized motor

vehicles that have not honored their contracts before fuel claims are paid, monitor usage of subsidized motor vehicle, issue directives on proper usage of subsidized motor vehicle, ensure that fuel claims are submitted within three months for payment, ensure that fuel claims accompanied by the log-sheets, itinerary form or monthly plan for payment, advise department on matters related to transport, formulate departmental policies, procedure manuals and circulars on transport related matters, attend all meetings relate to transport matters, train staff members within the department on new transport policies and ensure that officials interested in participate under scheme B and obtain approval. **Manage GG vehicle:** approve exemption letters for use of GG vehicle after working hours, weekends and holidays, analyse report/statement from the service provider on usage of GG vehicle before running costs are paid, facilitate disposal of GG vehicle that belong to the department, ensure that only authorized drivers are allocated with GG vehicles for use, liaise with the Provincial Department of Transport regarding competency test driving skills for our department drivers, issue directive on proper usage of GG vehicle, facilitate insurance cover for cars, ensure that accidents are reported to the police immediately after the happen, ensure that accident forms are properly completed by the driver concern and signed by his/her supervisor or responsible manager, ensure that accident form are submitted to Legal service directorate for legal opinion and ensure that GG vehicle are sent to the Merchants for repair after approval. **Ensure maintenance of GG vehicles:** Ensure that damaged GG vehicles are repaired, ensure that GG vehicles are serviced cleaned on regular basis, ensure that license discs for GG vehicles are renewed and compile quarterly maintenance reports on state vehicle.

Component : **Chief Directorate: Corporate Services**
Post : **Deputy Director: Communications, Public Relations and Marketing**
Ref Number : **DSAC 2025/05**
Salary Level : **11**
Salary : **R896 436 .00 per annum, (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).**
Centre : **Head Office (Polokwane)**

MINIMUM REQUIREMENTS:

A three-year National Diploma (NQF level 6) or bachelor's degree in Journalism, Communications, Media Studies, Marketing, Public Relations and Communications Science or equivalent qualification related to the field as recognized by SAQA. A minimum of 5 years' experience in Communication, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities).

SKILLS AND KNOWLEDGE:

Skills: Communication skills, graphic designing skills, research and management skills, financial excel management, writing skills and academic/story writing

Knowledge: Legislative prescripts or framework, Constitution, PFMA, communication policies, PAIA.

KEY PERFORMANCE AREAS:

Design the layout of publications and promotional materials: Manage the compilation of corporate publications, manage departmental social media platforms and website updates, facilitate the publishing of departmental documents and co-ordinate marketing and communication. **Co-ordinate the publishing of departmental documents:** Ensure access to departmental information for service delivery, issue out media release and invites to ensure that departmental programmes receive media coverage, manage the departmental website and promote good image of the department. **Provide advice on communication needs:** Facilitate the development of departmental communications strategy, manage and promote special projects and campaigns, strengthen good relationship with both internal and external stakeholders, development of communication legislative frameworks and ensure newsletter in order. **Management of Human and Physical Resources:** Manage the performance and development of employees within the division, develop and review operational plans for the division, evaluate end monitor performance and appraisal of employees, develop and ensure adherence to service delivery standards, conduct budget planning and monitor utilization in accordance with applicable prescripts and ensure proper management of assets within the division.

Component Post	: Chief Directorate: Corporate Services : Deputy Director: Strategy and Policy Development (Re-advertisement: Applicants who applied before are encouraged to apply again).
Ref Number	: DSAC 2025/06
Salary Level	: 11
Salary	: R896 436 .00 per annum , (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
Centre	: Head Office (Polokwane)

MINIMUM REQUIREMENTS:

A three-year National Diploma (NQF level 6) or Bachelor's Degree in Strategy and Policy Development / Development Studies / Public Policy or equivalent qualification related to the field as recognized by SAQA. A minimum 5 years' 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).

SKILLS AND KNOWLEDGE:

Knowledge: 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, national and provincial development plans, government planning, policy and research development frameworks, 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 and ability to work under pressure.

KEY PERFORMANCE AREAS:

Facilitate the Batho Pele programmes within the department: Facilitate the implementation of Batho Pele principle by following up on issues raised during consultative meetings on a regular basis, attend and record issues raised during the stakeholder's forum and submit to relevant offices for follow up, coordinate the process of conducting customers survey, record issues and ensure they are attended by relevant departments, facilitate the monitoring process of suggestion boxes. **Facilitate the development and implementation of service standards and service delivery plan:** Coordinate development, monitoring and evaluation of service standards, management of reports for monitoring and evaluation of SDIP and facilitate feedback, coordinate development and review of SDIPs as per DPSA template, provide administrative and institutional support for all directorates to improve services to the people as per the SDIP cycle, communicate service standards to the public, conduct all awareness or advocacy projects and service complaints programme e.g. Presidential and Premier hotline. **Co-ordinate change management and service delivery improvement mechanisms:** Facilitate implementation of changes management interventions, manage customer relations and frontline services improvement including complaint mechanisms, queue and reception management, facilitate development of service standards charter, facilitate implementation of Batho Pele programmes, facilitate service delivery improvement planning. **Coordinate mainstreaming of gender and women, people with disability, youth and older persons, as well as human rights programmes:** Facilitate the presentations, awareness sessions and capacity development with regard to special groups, coordinate the impact of services within the department with regard to youth, children, older persons and people with disabilities, facilitate the integration of HDI's and special groups within the department programmes, collaboration and partnership with institutions that are responsive to department programmes for special group. **Management of Human and Physical Resources:** Manage the performance and development of employees within the division, develop and review operational plans for the division, evaluate and monitor performance and appraisal of employees, develop and ensure adherence to service delivery standards, conduct budget planning and monitor utilization in accordance with applicable prescripts, ensure proper management of assets within the division.

Component : Chief Directorate: Corporate Services
Post : Deputy Director: Labour Relations
Ref no : DSAC 2024/07
SALARY LEVEL : 11
Salary : R896 436.00 per annum, (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
Centre : Head Office (Polokwane)

MINIMUM REQUIREMENTS

A three-year National Diploma (NQF level 6) or Bachelor's Degree in Labour Relations / Labour Law or equivalent qualification related to the field. A minimum of 5 years' experience in Labour Relations environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's License (except for persons with disabilities).

KNOWLEDGE AND SKILLS:

Knowledge: Sound and knowledge of relevant prescripts such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and various Bargaining Council Resolutions.

Skills: Negotiation skills, people management, financial management, planning & organizing, time management, strategic planning, policy analysis and development, good communication skills, group dynamics and diversity management, facilitation skills, leadership skills, change and knowledge management and disciplinary management

KEY PERFORMANCE AREAS:

disciplinary code and procedure, dispute resolution procedure councils and chambers resolutions in the department: Conduct a survey on the status of grievance rules ,disciplinary code and procedure, dispute procedure councils and chambers resolutions in the department, advise the hod on grievance rules ,misconduct, disputes and resolutions, collect statistics on grievances, misconduct and disputes and analyse the trend, compile a consolidated report on grievances, misconduct and disputes for submission to management and other relevant stakeholders, make recommendations to the hod on intervention strategies, develop intervention strategies to address the challenges and coordinate the flow of information on grievances, misconduct, disputes and resolutions to the key stakeholders. **Handle and facilitate grievances, misconduct cases, dispute resolution and capacity building in the department:** Receive allegations of misconduct from supervisors and or managers, secure attendance of witnesses to be present at the hearings, advise the Head of Department on all matters related to labour remedial service/misconduct cases, recommend the appointments of employer representative and chairperson of the disciplinary hearing, represent the employer during disciplinary hearings, draft allegations in terms of clauses 6 and 7 of the disciplinary code and procedure, PSCBS Resolution 1 of 2003, and inform the alleged offender about his/her rights, communicate the outcome of the disciplinary hearing with the alleged offender, preside over disciplinary hearings

in terms of clause 7.3 of code, raise with the offending employee to submit an appeal, refer the appeal to the Executive Authority, receive complaints and grievances lodged including referrals of disputes declared, analyse issues in disputes surrounding grievances and disputes, advise and seek mandate from Head of Department for resolution of disputes, advise management on the validity of the complaints and or grievances, investigate the grievance and seek a fair resolution thereof, advise the aggrieved and management on the status of the grievance, advise the aggrieved employee on the outcome thereof if finalized and conduct research on the subject for capacity development, conduct capacity development and compile a report to the HOD thereof.

Coordinate, monitor and evaluate the implementation of collective agreements in the

Department: Facilitate and monitor implementation of collective agreements concluded in bargaining councils, coordinate, monitor and participate in the activities of task teams established in bargaining councils, conduct capacity building on collective agreements, report to the HOD and Management on the implementation of collective agreements. Coordinate, manage and monitor public service industrial action in the department, manage and monitor strike action in the department, develop a strike management plan, establish a departmental task team to manage the strike action, develop a contingency plan to minimize the harmful effects of strike action on service delivery, collect statistics on employees affected by the strike action, compile a report to Office of the Premier and other relevant stakeholders on the management of strikes, **Coordinate, monitor, facilitate and evaluate capacity building on grievance rules and disciplinary code and procedure in the department:** Coordinate capacity building sessions for the department, organise capacity building documents or manuals on grievance rules, disciplinary code and procedure and other relevant resolutions/collective agreements, develop capacity building programmes and advise and recommend to the HOD on Labour Relations capacity building needs.

Component	: Chief Directorate: MEC's Office
Post	: Deputy Director: Administrative Support and Co-ordination
Ref no	: DSAC 2024/08
SALARY LEVEL	: 11
Salary	: R896 436.00 per annum, (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
Centre	: Head Office (Polokwane)

MINIMUM REQUIREMENTS

A three-year National Diploma (NQF level 6) or Bachelor's Degree in Administration or equivalent qualification related to the field. A minimum of 5 years' experience in Administrative Support and Co-ordination environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's License (except for persons with disabilities).

KNOWLEDGE AND SKILLS:

Knowledge: Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio, working knowledge of the political and parliamentary processes in South Africa.

Skills: Proven management competencies, planning & organizing, report writing skills; facilitation skills, co-ordination skills, liaison skills, networking, interpersonal skills, leadership skills, analytical skills, change and knowledge management.

KEY PERFORMANCE AREAS:

Manage the administrative and coordination activities within the office of the executive authority. This would, *inter alia*, entail the following: Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority, compile correspondence, submissions and cabinet memoranda as required, study, edit and comment on submissions to be submitted to the executive authority for consideration, manage the procurement and maintenance of equipment and administer the budget in the office of the Executive Authority's, manage logistical support in the office of the Executive Authority's, develop, implement and maintain a filing system for the office of the executive authority, manage the registry of the office of the Executive Authority's and ensure that documents are classified in accordance with the MISS prescripts and are handled in accordance with their classification. **Liaise with internal and external role players with regard to matters relating to the portfolio of the Executive Authority. This would, *inter alia*, entail the following:** Brief the Head of Office on matters with regard to the executive authority's portfolio on the agenda of Executive Council, liaise with Senior managers in the institutions within the Executive Authority's portfolio and co-ordinate the activities of the Executive Authority's office. **Render support service to the Executive Authority. This would, *inter alia*, entail the following:** Manage the distribution of memorandum to Executive Authority, manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees and keep record of decisions of Executive Council and alert the Head of Office and executive authority of actions to be taken and due dates. Supervise employees. This would, *inter alia*, entail the following: General supervision of the employees in the office of the executive authority, quality control of the work delivered by supervisees, advise supervisees with regard to all aspects of the work, serve as the formal disciplinary authority with regard to supervisees and ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

Component : Chief Directorate: Sport and Recreation
Post : Deputy Director: Academy of Sport (for a period of one (1) year contract)
Ref Number : DSAC 2025/09
Salary Level : 12
Salary : R1 059 105 per annum, (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
Centre : Head Office

MINIMUM REQUIREMENTS:

A three-year National Diploma (NQF level 6) or bachelor's degree in Sport Management or equivalent qualification related to the field as recognized by SAQA. A minimum of 5 years' experience in Sport environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities).

SKILLS AND KNOWLEDGE:

Knowledge: Knowledge of Public Service administration Procedures and Policies, knowledge of Batho Pele Principles, analytical thinking, conflict resolution, interpersonal relations, problem solving, planning & organising, change / Diversity management.

Skills: Research skills, computer literacy, good Communication skills, client orientated skills, report writing skills; Facilitation skills, co-ordination skills, liaison skills, typing skills and networking

KEY PERFORMANCE AREAS:

Sport Science and medicine support: Coordinate sport specific testing using scientific protocols, facilitate physiotherapy services for athletes, facilitate medical services for athletes and facilitate rehabilitation programmes for athletes. **Coaching:** Train elite coaches, provide qualified elite coaches to selected talented athletes, deploy head coaches during training camps and championships, provide access to information and the latest trends on coaching **performance squad and events:** Facilitate life skills workshops, liaise with clubs, federations and confederations, develop sport specific tactics and techniques programmes and coordinate exchange programmes. **Talent identification:** Deploy scouts, facilitate access to conducive facilities, monitor usage of correct selection criteria and capture data of the selected athletes into the academy database. **Management of human and financial capital in the division:** Manage performance and development of employees within the division, develop, implement and monitor service standards and operational plans, develop, review and ensure compliance to applicable policies and strategies, conduct budget planning and monitor utilisation in accordance with applicable prescripts.

Component : Chief Directorate: Corporate Services
Post : Assistant Director: Organisational Development and Human Resource Planning
Ref Number : DSAC 2025/10
Salary Level : 09
Salary : R468 459.00 per annum
Centre : Head Office

MINIMUM REQUIREMENTS:

A three-year National Diploma (NQF level 6) or Bachelor's Degree in Management Services, Production / Operations Management or HRM or equivalent qualification related to the field as recognised by SAQA. A minimum of 3 years' experience in the Organisational Planning and HR Practice environment at salary level 7/8. A valid driver's license (except for persons with disabilities)

SKILLS AND KNOWLEDGE:

Knowledge: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the public service, good application of work study techniques as well as the Job evaluation equate system, knowledge of organisation development practices, process and change management, project management and research.

Skills: General consultation skills, people management, financial management, negotiation skills, problem solving, planning and organising, strategic planning, policy analysis and development, good communication skills, coordination skills, leadership skill and diversity management and facilitation skills.

KEY PERFORMANCE AREAS:

Administer the development and compilation of job descriptions and job profiling: Facilitate the establishment and maintenance of job descriptions and job profiling for all posts/jobs, review job descriptions and job profile for all posts/jobs as well as newly-defined posts, advise the department on the proper development of job descriptions, ensure the alignment of job profiles and job descriptions to the strategic plans and structural functions and ensure the agreement of job description between the supervisor and the supervisee. **Facilitate the implementation of the operations management framework:** ensure compilation of the service delivery model, conduct investigations related to business process management, ensure all services are fully documented and mapped, provide advice/recommendations for service delivery improvement, advise on office accommodation, build capacity and organize awareness on work-study processes, maintain workflow delivery loops and advise on improved value chains and ensure an organizational culture that is conducive to good business process. **Facilitate HR Planning and Employment Equity processes:** Compile the Employment Equity Plan, HR Plan and reports, liaising and partnering with relevant stakeholders on development EE and HE plans, conduct consultations and implement initiatives to support attainment of HR Strategy and EE Targets, administer forum meetings and organise EE annual submissions with the relevant stakeholders. **Provide job evaluation services:** Conduct job evaluation and facilitate workshops, render secretariat services to the job evaluation panel, develop a data base for job evaluation,

facilitate the development of an annual job evaluation action plan and policies, advise the department on job evaluation matters. **Facilitate the development and review of organisational structures:** Conduct investigations related to the organizational structures, establishment requirements, service delivery, efficiency improvement programs, change intervention and facilitate the implementation thereof, conduct BPM investigations with a view to redesign the structure, advise management on the identified process inefficiencies, improvements and standardization of processes, review and redesign the organizational structures, render advisory service to management and conduct organisational structure implementation audits. **Administer personnel costing and post establishment:** Capture and maintain organizational structure on the PERSAL system, manage and follow-up HR review report, ensure accurate personnel costing and supervise employees to ensure an effective organisational development & HR Planning Service.

Component : Chief Directorate: Financial Management Services
Post : Assistant Director: System Controller
Ref Number : DSAC 2025/11
Salary Level : 09
Salary : R468 459.00 per annum
Centre : Head Office

MINIMUM REQUIREMENTS:

A three-year National Diploma (NQF level 6) or Bachelor's Degree in Financial Management or equivalent qualification related to the field as recognised by SAQA. A minimum of 3 years' experience in Finance Management environment at salary level 7/8. A valid driver's license (except for persons with disabilities)

SKILLS AND KNOWLEDGE:

Knowledge: Managerial functions, finance, Human Resource matters, planning and organizing and compilation of reports

Skills: BAS and LOGIS, ability to interpret policy, Financial Management, analytical and innovative thinking, report writing, ability to operate computer, leadership, organizing and conflict management

KEY PERFORMANCE AREAS:

Manage user registration on BAS and LOGIS: Facilitate and ensure that users are trained before registration, ensure that there is documented request for the system, ensure that indemnity form is completed before granting access to the system, ensure that only access to the relevant user area is granted, manage LOGIS user profiles, IDIC, SADC, SACP, SASP, ENUP and advice on the LOGIS and BAS challenges. **Creation of new user profile:** The system controller should ensure that there is correct allocation of functions, issue a statement to users explaining their access rights, safeguarding of all users documentations for audit purposes, prepare monthly, quarterly and annual management reports, RR101, RR102&RR103 and analyses LOGIS reports. **Review of user access rights:** To ensure that there is effective control over access to data and information services, ensure that system users commit themselves for every financial year by

completing indemnity form, ensure that access to the system is terminated upon termination of employment or resignation, ensure that new form for change of functions is completed upon appointment to a new post, download report to LOGIS users daily and ensure that all reports, commitment, accruals and payments are analysed and sent to managers for verification and ensure monitoring of annual closure batch printing. **Monitor actions of system users:** Perform random checks to ensure that no compromise of segregation of duties by users, follow up with users on repeated failed log in attempts, all inactive users should be removed from the systems, make follow up on any blocked or suspended user ID to ensure that the user is the authorized owner, adding and authorizing the ICN on LOGIS,LSCT,LSLG,LSRM,MGAT,MGCP, ensuring the issuing and receiving process is effective and efficient, handling of budget and interfaces between LOGIS and BAS, ensure that Logistics processes and procedures are effective and efficient and prepare inputs for the preparation of the financial statement.

Component : Chief Directorate: Corporate Services
Post : Organizational Development Practitioner
Ref Number : DSAC 2025/12
Salary Level : 07
Salary : R325 101 per annum
Centre : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

A three-year National Diploma (NQF level 6) or Bachelor's Degree in Management Services, Production / Operations Management / HRM or equivalent qualification related to the field as recognized by SAQA. A minimum of 2 years' experience in the Organisational Planning and HR Practice 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

Skills: computer literacy, basic interpersonal relations, problem solving and maintaining discipline

KEY PERFORMANCE AREAS:

Assistance with the development and maintenance of the organisational structure: Conduct research on organisational structures; identify the needs for changes on the organisational structure; request, gather and analyse organisational structure, establishment investigation and design organisational staff establishment structure. **Conduct job evaluation:** Conduct job analysis and interviews, analyse jobs on the evaluating system and present analysed posts to the job evaluation panel. **Provide advice and assistance in the development of job descriptions:** Conduct research and continuous consultations on job descriptions related matters and finalize job descriptions. **Assistance with the provision of work efficiency services:** Analyse procedure manuals and propose process / procedure improvements, design and document work processes and procedures, design Departmental forms and assist in facilitation of business process re-engineering projects. **Provide secretariat and administrative 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.

Component : Directorate: Library and Archives
Post : Librarian CPU: plus 37% of lieu benefit (for a period of one (1) year contract)
Ref Number : DSAC 2025/13
Salary Level : 07
Salary : R325 101 per annum
Centre : Head Office

MINIMUM 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

KEY PERFORMANCE AREAS:

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.

Component : Chief Directorate: Sport and Recreation
Post : Active Recreation Coordinator X06: plus 37% of lieu benefit (for a period of one (1) year contract)
Ref Number : DSAC 2025/14 (Head Office)
: DSAC 2025/15 (Vhembe District)
: DSAC 2025/16 (Capricorn District)
: DSAC 2025/17 (Mopani District)
: DSAC 2025/18 (Sekhukhune District)
: DSAC 2025/19 (Waterberg District)
Salary Level : 06
Salary : R269 499.00 per annum
Centre : Head Office (Polokwane), Vhembe District, Capricorn District, Mopani District, Waterberg District and Waterberg District

MINIMUM 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.

KEY PERFORMANCE AREAS:

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 ensure that distribution registers are correctly recorded and reported after distribution. Rendering administrative functions: To ensure that project plan and specifications are submitted on time. Compilation of reports, data collection and capturing: To ensure that participants and stakeholders complete the attendance register, so that monitoring and evaluation can verify.

Component : Chief Directorate: Sports & Recreation
Post : Sport and Recreation Grant Administrator x02 (plus 37% of lieu benefit (for a period of one (1) year contract)
Ref Number : DSAC 2025/20
Salary Level : 05
Salary : R228 321.00 per annum
Centre : Head Office

MINIMUM 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 Sport Management / Sport Science/ Administration or equivalent qualification related to the field as recognised by SAQA Two (02) years' experience in Sport environment and Administration. A valid driver's license (except for persons with disabilities).

SKILLS AND KNOWLEDGE:

Public Service Acts, Regulations, policies, and other legislative frameworks. Knowledge of Sport Administration Planning and organising, knowledge of grant framework, Computer literacy, Project planning, Problem solving Communication and Report writing

KEY PERFORMANCE AREAS:

Coordinate Sport and Recreation grant reports: Receive monthly and quarterly reports, liaise with internal Monitoring and Evaluation Sub-Directorate on grant reports, receive submission of reports by districts and facilitate submission of reports to various stakeholders. Administer sport and recreation business plan system: Update Sport and recreation business plan system, capture Sport and Recreation grant expenditure, consolidate sport and recreation grant business plan, capture portfolio of evidence and attend sport and recreation grant meetings. Provide support for women and disabled sport programmes: Provide administrative support, render logistical arrangements for special sport meetings and events and update the database for women and people with disabilities participating in sport in the province. Monitor utilisation of sport and recreation facilities: Update the database for Sport and Recreation facilities, compile monthly records of utilised sport and recreation facilities, render logistical arrangements of sport and recreation facilities meetings and render administrative support for MIG projects.

Component : Chief Directorate: Sports & Recreation
Position : Sport Academy Coordinator X03 (for a period of one (1) year contract)
Ref Number : DSAC 2025/21 (Vhembe District)
: DSAC 2025/22 (Capricorn District)
: DSAC 2025/23 (Mopani District)
Salary Level : 05
Notch : R228 321.00 Plus 37 % of Lieu of Benefit
Centre : Vhembe District, Mopani District and Capricorn District

MINIMUM REQUIREMENTS

Grade 12 and Certificate from a recognized institution of Basic Education. A three-year National Diploma (NQF level 6) or Bachelor's Degree in Sport Management/Administration or/ sport science or equivalent qualification related to the field as recognised by SAQA will be an added advantage. Valid driver's license (except for persons with disabilities).

KNOWLEDGE AND SKILLS

Must have 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 and Excellent Computer skills.

DUTIES

Coordinate sport activities in District Academies ; Ensure the functionality of District Academy; liaise with District Confederations and federations in ensuring that Talent Identification programmes are implemented; Support athletes from districts through the academy system; Ensure that team preparation in terms of academy requirements is implemented in Districts; Establish relations with Municipalities , District Municipalities , District Confederations and Federations, Roll – out Academy capacity building programmes ; ensure that District sport and recreation activities are supported through the Academy system; Support identified sport focus schools and maintain database of coaches and elite athletes.

Component	: Chief Directorate: District Coordination
Post	: Library Assistant
Ref Number	: DSAC 2025/24
Salary Level	: 04
Salary	: R193 359.00 per annum
Centre	: Hoedspruit Library

MINIMUM REQUIREMENTS:

NQF level 4/ Grade 12 Certificate from a recognized institution of Basic Education or equivalent qualification from a recognized institution of Basic Education. A three-year National Diploma (NQF level 6) or Bachelor's Degree in Library and Information Studies / Library and Information Science or equivalent qualification related to the field as recognised by SAQA will be an added advantage. A valid driver's license (except for persons with disabilities).

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.

Component : Chief Directorate: Corporate Services
Post : Cleaner
Ref Number : DSAC 2025/25
Salary Level : 02
Salary : R138 486.00 per annum
Centre : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

NQF level 1 or 2 (Grade 8 or 9) (AET/ABET level 2 certificate) from a recognized institution of basic Education. Certificates of training services in cleaning will be an added advantage.

KNOWLEDGE AND SKILLS:

Work procedures such as Cleaning, Operating equipment and Health and safety. Interpersonal relationship, communication skills and Organising skills.

KEY PERFORMANCE AREAS:

Cleaning of offices corridors, elevators and Boardrooms. Clean general kitchens. Cleaning of restrooms. Safe keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment's. Request cleaning materials. Cleaning walls, windows and doors. Emptying and cleaning of dustbin. Replace toilet papers, hand towels and refreshers.

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 860.50** per month for a period of 24 months.

QUALIFICATIONS REQUIRED	REF NO	AREA OF PLACEMENT
Diploma/Degree in Information Technology / Computer Application Technology/ Computer Networking/ Computer Studies or equivalent qualification related to the field as recognised by SAQA	DSAC 2025/26	Communications, IT and Events Management (01)
Degree or National Diploma in Management of Training, Human Resource Development/Management or equivalent qualification related to the field as recognised by SAQA	DSAC 2025/27	Human Resource Development (01)
Degree/National Diploma in Supply Chain Management, Logistics or Finance related or equivalent qualification related to the field as recognised by SAQA	DSAC 2025/28	Supply Chain Management (02)
Degree/National Diploma in Arts and Cultural Studies or equivalent qualification related to the field	DSAC 2025/29	Arts and Culture (01)