

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

The Department of Sport, Arts and Culture is an equal opportunity affirmative action employer. It is our intention to promote representivity in the Public Service through the filling of posts and we reserve the right not to fill a position. Persons whose transfer/promotion/appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications.

- APPLICATIONS** : Applications can be submitted using one of the following methods: Email quoting the reference number and post title in the subject line job@onlinecareerguidance.co.za. There will be no follow-up emails to this address. Hand delivery: The Chief Director: Human Resource Management and Development, Sechaba House, 202 Madiba Street, Pretoria Central. Send by mail: The Chief Director: Human Resource Management and Development, Private Bag X897, Pretoria, 0001. Correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be considered or accepted.
- CLOSING DATE** : 01 November 2024 at 16:00
- NOTE** : Each application must be submitted separately. Applications must consist of: A recently updated, comprehensive CV, a fully completed, initialled and signed new Z83 form (Sections A, B, C & D are compulsory and must be completed in full, and sections E, F and G are not compulsory if the information is contained in the CV). However, the question related to conditions that prevent re-appointment under Part F must be answered. Use of the old Z83 Form will result in a disqualification. Only shortlisted candidates will be required to bring certified copies of ID, Drivers licence (where required) and qualifications on or before the interview; should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA); Applicants must be South African citizens or Permanent Residents. All non-SA citizens will be required to submit proof of permanent residence in South Africa should they be shortlisted. Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should have the necessary data and equipment for this purpose. Applicants must note pre-employment checks and references will be conducted once they are shortlisted. The appointment is also subject to a positive outcome on these checks, including security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. If an applicant wishes to withdraw an application, it must be done in writing. We encourage all applicants to declare any criminal and or negative credit records. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. The logistics of which will be communicated by the Department. Following the interview and technical exercise for SMS posts, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of the competency-based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency tools. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. The Department of Sport, Arts and Culture is an equal opportunity, affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts. Should the Department not be able to recruit candidates from disadvantaged groups, other groups will be considered for appointment. The Department reserves the right not to make an appointment and to use other recruitment processes. Note: Prior to appointment for SMS post, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced from the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

MANAGEMENT ECHELON

- POST 38/21** : **DIRECTOR-GENERAL REF NO: DSAC-01/10/2024**
(5 Year Contract)
- SALARY** : R2 259 984 per annum, (an all-inclusive remuneration package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension

Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.

**CENTRE
REQUIREMENTS**

: Pretoria
: Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; A qualification at NQF level 8 as recognised by SAQA in Public Administration/ Public Management or any other related qualification; Qualifications in the field of sport, arts, culture and heritage, would be an added advantage; Successful completion of Pre-entry Certificate for Public Sector Senior Management Leadership as endorsed by the National School of Government (NSG); 10 years proven experience at a senior managerial level; A valid driver's license and willingness to travel. Competencies: Knowledge of the Constitution, Public Service Act, Public Administration Management Act, 2014 (PAMA) and the Public Finance Management Act, 1999 (PFMA); Proven strong belief and commitment to good governance, development and excellence in Sport, Arts and Culture sector; The ability to drive transformation in Sport, Arts, culture and heritage sector; The candidate should demonstrate sound knowledge and understanding of government legislations/Act and Regulations pertaining to an administration of a government department; Knowledge, understanding and implementation of the Acts and Regulations pertaining to the Sport, Arts, Culture and Heritage sector; Sound understanding of the National Programme of Action and the role of SACH sector; Proven capabilities in general core competencies for SMS in the Public Service including Strategic and leadership abilities, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment; Excellent written and verbal communication skills, as well as broad understanding of policies in the national and international context.

DUTIES

: The incumbent will serve as the Accounting Officer/Head of Department in line with the requisite legislative and regulatory prescripts: Oversee the development of, and adherence to, the appropriate financial systems and internal controls for proper financial and supply chain management and expenditure control, Ensure that the DSAC has the required systems to track, monitor and report on its performance to the Minister and other oversight structures and control points including the Audit and Risk Committee, Parliament, National Treasury and the Department for Performance Monitoring and Evaluation (DPME), Implement the resolutions of the committee, Manage the timely resolution of audit findings and attainment of clean audit outcomes and Fulfil all other responsibilities as delegated by legislative prescripts and the Executive Authority. Lead and manage the planning processes, development and implementation of the departments Plans, Programmes and Services: Oversee the development, implementation and monitoring of Strategic, Annual Performance and Operational Plans in line with the department's mandate and Government Priorities. Assess the risks to the department and ensure that the risks are managed and mitigated. Provide leadership for the effective and efficient management and administration of the department: Develop and review the departmental organisational structure, Manage the overall operations and resources of the department, Oversee the monitoring of and reporting on Strategic, Annual Performance and Operational Plans, Oversee the implementation of the Departmental Performance Management and Development System and the maintenance of harmonious labour relations. to ensure top-class service delivery that will impact on all levels of society especially at grassroots level. Provide and oversee the modernization of services to accelerate business processes through digital platforms and to provide translation and or editing services to DSAC and all other department and their entities. Provide strategic leadership and direction to increase the access of South African citizens to sport and recreation facilities and mass participation opportunities. Provide strategic leadership and vision to ensure transformation in the sport, culture and heritage sectors. Provide strategic guidance to support high-performance athletes and professional artists to achieve success internationally. Provide strategic leadership and direction to ensure an integrated and inclusive society/ Social Cohesion. Provide strategic support to strengthen the oversight, monitoring and evaluation role of the Department toward all relevant sport, arts, culture and heritage entities. Provide strategic direction and guidance to improve the effectiveness and efficient delivery of the Infrastructure Project. Provide strategic leadership and vision to ensure that the Department support national arts organizations, professional artists and new flagship projects and initiatives. Drive the Organisational Development, equity and transformation programmes; Provide technical and administrative support to the Ministry; Manage the performance of staff reporting directly to the Director-General.

**ENQUIRIES
NOTE**

: Ms Z Lamati Tel No: (012) 441 3831
: It is our intention to increase the level of Female representativity at the Senior Management level; therefore, preference will be given to Female applicants and Persons with Disabilities.

POST 38/22 : **DEPUTY DIRECTOR-GENERAL: RECREATION DEVELOPMENT AND SPORT PROMOTION**
REF NO: DSAC-02/10/2024
Re-advert, previous applicants are required to re-apply

SALARY : R1 741 770 per annum, (an all-inclusive remuneration package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.

CENTRE : Pretoria

REQUIREMENTS : Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; A qualification at NQF level 8 as recognised by SAQA in Sport Management/Sport Sciences/ Business Management or any other related qualification; Successful completion of Pre-entry Certificate for Public Sector Senior Management Leadership as endorsed by the National School of Government (NSG); 8 years relevant experience at a Senior Management level in the sport and recreation sector; A valid driver's license and willingness to travel. Competencies: Industry knowledge - Thorough knowledge of principles and procedures organisations and stakeholders within the sporting fraternity, both locally and internationally; Knowledge and understanding of relevant policies, legislation and regulations that govern the sport sector; Thorough understanding of anti – doping agencies and compliance with the anti- doping regulatory framework; Knowledge and understanding of infrastructure development and relevant policies and prescripts; Knowledge of PFMA and relevant legislation; Effective communication and interpersonal relations; Presentation skills; Programme and Project Management skills; Demonstrates knowledge of general concepts of financial planning, budgeting, and forecasting and how they interrelate; Strategic capability and leadership; Client orientation and customer focus; Problem Solving and Analysis skills; People Management and Empowerment; Service Delivery Innovation; Change Management; Proven leadership and management abilities; Multi-skilled, dynamic; Self-motivated professional; Computer literacy; Ability to mobilize resources for the development and promotion of sport.

DUTIES : The purpose of this post is to oversee promotion, coordination, development and monitoring of Sport and Recreation and infrastructure and to direct and provide strategic leadership, advisory and support service to the Sport and Recreation sector; Oversee and support the provision of mass participation opportunities in sport and recreation; Facilitate opportunities in communities to ensure active participation in organised sport and recreation events; Implement sport and recreation promotion campaigns and events; Ensure provision of equipment and attire as per established norms and standards; Facilitate the establishment of community hubs and clubs that integrate into Federation structures; Identify and support a network of NGOs', CBO'S and NPO'S that contribute to Sport for Development and behavioural Change; Support the delivery of Community Outreach Programmes; Identify and support Priority Codes of Sport played at Schools in line with National Priorities; Establish /Support School Sport code committees and a school sport Co-ordinating Committee; Ensure participation in the National School Sport Champions; Ensure learners participation at district school sport tournament; Oversee the deliverables relating to the DORA grant; Manage and support the development of high-performance athletes to achieve success at an international level; Maintain a calendar of domestic Competitions; Ensure athletes are supported through the scientific support programmes; Ensure athletes are supported by sport academies; Organize various recognition events, like the SA sports Awards to encourage and recognise elite performance/ achievements; Manage an integrated support system to enhance the delivery of sport and recreation; Facilitate the implementation of the compliance of federations with the transformation Scorecard; Ensure the dimensions of the scorecard are completed by National Federations; Provide support to the Eminent Persons Group and ensure the finalisation of the Annual Transformation Report; Oversee support to sport and recreation bodies; Support to drug free sport agencies and other sport public entities; Develop, upgrade, and maintain an electronic Sport information and management system that will serve as a portal for information to service the whole sports sector; Co-ordinate research for Sport; Ensure South Africa plays international multi- lateral organisations like UN, UNESCO, AU; Oversee sport and recreation infrastructure support services; Oversee support of funding, technical and project management to municipalities for the development of sport infrastructure through Municipal Infrastructure Grant; Ensure provision of outdoor gyms/children play parks; Facilitate the provision of infrastructure projects in schools as an intervention; Communicate and regularly review the norms and standards for the provision of Sport and Recreation facilities; Manage the construction of legacy projects for heritage project; Manage deliverables relating to major sport events including bidding and hosting; Provide guidance and monitor the execution of tasks relating to the major international events receiving intra-governmental support; Provide guidance and monitor the execution of tasks relating to the preparation of status reports detailing national and international sporting events, exhibitions, or conferences used to showcase SA as a sport tourist destination; Compile report to indicate the

ENQUIRIES
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- socio – economic impact of Hosting major sporting events on the economy of the country and the contribution of sport to Tourism; Oversee the management of all the resources in the programme; Oversee compliance of legislative prescripts, monitoring, and evaluation, organisational performance, and corporate governance.
- : Dr C Khumalo Tel No: (012) 441 3439
- : It is our intention to increase the level of Female representativity at the Senior Management level; therefore, preference will be given to Female applicants and Persons with Disabilities.