



Department:

**Arts and Culture  
KWAZULU-NATAL**

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL  
DEPARTMENT OF ARTS AND CULTURE**

*This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels and occupational categories in the Department.*

**NOTE**

: Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificates (not copies of certified copies), driver's licence (where it is required) and ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants who do not receive confirmation or feedback within 2 (two) months (from the closing date) must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants that do not comply with the instructions indicated above will be disqualified. Applications received after the closing date will be disqualified. Candidates are encouraged not to send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications.

**Suitable candidates will be subjected to a personal suitability checks (criminal records, citizenship, credit check, qualifications and employment verification)**

**APPLICATIONS**

: The Manager: Human Resources Management and Development: Department of Arts and Culture, Private Bag X9140, Pietermaritzburg, 3200 or Physical address: 171 Boshoff Street, Pietermaritzburg, 3201

**CLOSING DATE**

: **02 / 07 / 2010**

**CHIEF DIRECTORATE: ADMINISTRATION SERVICES**

**POST**

: **DEPUTY MANAGER: EMPLOYEE RELATIONS AND PEOPLE MANAGEMENT**

**DIRECTORATE**

: **HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**

**REF NO**

: **ACT/310**

**SALARY**

: **R378 456.00- R445 803.00 per annum (salary level 11)**

(An all inclusive package to be structured in accordance with the rules of Middle Management Services)

**CENTRE**

: **Head Office, Pietermaritzburg**

**REQUIREMENTS**

:  
•An appropriate three (3) year tertiary qualification coupled with a minimum of five (5) years relevant experience in Labour Relations , two (2) of which must be at a managerial level •Knowledge of Public Service and Regulations, Labour Relations Act/procedures, Public Service prescripts etc •Knowledge of policy analysis,

development and implementation •Knowledge and understanding of change management •Knowledge of PFMA •Presentation and public speaking skills •Conflict management skills •Management skills •Financial and time management skills •Good communication (verbal and written) and stakeholder liaison skills •Computer literacy (MS Word, Excel, PowerPoint, etc.) •A valid B/EB driver's licence.

**DUTIES** : •Co- ordinate activities of the Labour Relations Sub- Directorate •Advise the Department on labour related matters • Manage the handling of misconduct cases involving internal staff •Manage disputes and grievances raised by employees •Advise Management on representation of the Department in conciliation, mediation and arbitration matters •Facilitate communication with statutory bodies e.g the Public Protector, the State Attorney etc •Ensure the development, co-ordination, implementation and maintenance of Labour Relations policies and prescripts •Manage Capacity building programmes in the Labour Relation field •Communicate resolutions decisions of the Collective Bargaining forums to the employees of the Department •Manage and negotiate agreements in the Departmental Bargaining Chamber •Make budgetary input regarding the activities of the sub-directorate and serve as a Sub – Directorate Responsibility Manager •Supervise, develop and Manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRIES** : Mr. JSB Jaffa (033) 341 3660

**POST** : **DEPUTY MANAGER: HUMAN RESOURCE PRACTICES AND ADMINISTRATION**

**DIRECTORATE** : **HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**

**REF** : **ACT/311**

**SALARY** : **R378 456.00- R445 803.00 per annum (salary level 11)**  
(An all inclusive package to be structured in accordance with the rules of Middle Management Services)

**CENTRE** : Head Office, Pietermaritzburg

**REQUIREMENTS** : •An appropriate three (3) year tertiary qualification coupled with a minimum of five (5) years relevant experience in the administration of the conditions of service, remuneration, recruitment, selection and appointments, two (2) of which must be at a managerial level •Proven PERSAL knowledge •Broad and in –depth knowledge of all relevant legislation, policies and practices related to Human Resources and Practices •Knowledge of PFMA •Financial and time management skills •Critical analysis, research, project management and planning skills •Good communication (verbal and written) and presentation skills •Computer literacy (MS Word, Excel, PowerPoint, etc.) •A valid B/EB driver's licence.

**DUTIES** : •Manage recruitment, selection, appointments and other life cycle events of employees •Manage the processing of employee benefits i.e Leave, PILIR, Housing, Pension and Exits, etc •Manage remuneration matters • Manage compensation in respect of Injury on Duty •Manage compensation and conditions of services •Determine and facilitate in development of relevant strategic policies and procedures within the component •Ensure compliance to legislative framework •Manage human resource personnel records •Make budgetary input regarding the activities of the sub-directorate and serve as a Sub –Directorate Responsibility Manager •Supervise, develop and manage employees' performance in accordance with the Employee's Performance Management and Development System (EPMDS).

**ENQUIRIES** : Mr. JSB Jaffa (033) 341 3660

**CHIEF DIRECTORATE CULTURAL AFFAIRS**

**POST** : **DEPUTY MANAGER: NON-PERFORMING ARTS/VISUAL ARTS AND CRAFTS**

**DIRECTORATE** : **ARTS DEVELOPMENT**

**REF NO** : **ACT/312**

**SALARY** : **R378 456.00- R445 803.00 per annum (salary level 11)**  
(An all inclusive package to be structured in accordance with the rules of Middle Management Services)

**CENTRE** : Head office, Pietermaritzburg

**REQUIREMENTS** :  
•An appropriate three (3) year tertiary qualification coupled with a minimum of five (5) years relevant experience, two (2) of which must be at a managerial level •Proven experience in Arts and Crafts and designing strategic business plans •Knowledge of legislation related to the Department •Good communication (verbal and written) skills • Critical analysis, research, project management and planning skills •Knowledge of research methods and presentation skills •Computer Literacy (MS Word, Excel, PowerPoint, etc) •A valid B/EB driver's licence.

**DUTIES** :  
•Develop and implement Arts and Culture policies • Ensure the provision and maintenance of Arts and Craft facilities in the Community Arts Centers (CAC's)  
•Facilitate access to facilities and programmes • Guide and assist regional staff •Deal with applications for Grants in- Aid •Make budgetary input regarding the activities of the sub-directorate and serve as a Sub –Directorate Responsibility Manager •Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System [EPMDS].

**ENQUIRIES** : Mr. T.S. Luthuli (033) 341 3600

**POST** : **DEPUTY MANAGER: TRANSLATION, INTERPRETING AND EDITING**

**DIRECTORATE** : **LANGUAGE SERVICES**

**REF** : **ACT/313**

**SALARY** : **R378 456.00 – R445 803.00 per annum (salary level 11)**  
(An all inclusive package to be structured in accordance with the rules of Middle Management Services)

**CENTRE** : Head office, Pietermaritzburg

**REQUIREMENTS** :  
• An appropriate three (3) year tertiary qualification coupled with a minimum of five (5) years relevant experience, two (2) of which must be at a managerial level • Extensive language proficiency in isiZulu, English and /or Afrikaans • Skills in planning, decision making, leading and controlling, human, financial and material resources •Extensive experience in translation, interpreting and editing •Report writing and presentation skills •Critical analysis, research, project management and planning skills •Knowledge of legislation related to the Department •Excellent communication (verbal and written) and creativity skills. •Computer literacy (MS Word, Excel, PowerPoint, etc.) •A valid B/EB driver's licence.

**DUTIES** :  
•Co- ordinate the provision of translation, interpreting and editing services of the Province of KwaZulu – Natal •Engage in language development projects and promotion of the multilingualism in the Province •Manage translation, interpretation and editing services •Development and implementation of the relevant policies •Make budgetary input regarding the activities of the sub-directorate and serve as a Sub –Directorate Responsibility Manager •Supervise, develop and manage employees' performance in accordance with the Employee Performance Management Development System (EPMDS).

**ENQUIRIES** : Ms TL Cebekhulu (033- 897 9000)

**CHIEF DIRECTORATE: REGIONAL OFFICE MANAGEMENT**

- POST** : **MANAGER: EASTERN REGION**
- DIRECTORATE REF** : **EASTERN REGION**  
: **ACT/314**
- SALARY** : **R652 572.00- R780 228.00 per annum (salary level 13)**  
(An all inclusive package to be structured in accordance with the rules of Senior Management Services)
- CENTRE REQUIREMENTS** : **REGIONAL OFFICE, DURBAN**  
: • An appropriate three (3) year tertiary qualification coupled with a minimum of five (5) years relevant experience, three (3) of which should be at a managerial level •Ability to work in a multi-disciplinary team •Good understanding of Public Service legislation and prescripts applicable to government, including systems and procedures •Excellent communication and writing skills •Planning and organizational abilities •Ability to work independently , yet function optimally as part of a dynamic team •Good office administration planning and organizational skills •Good negotiation and conflict resolution skills •Critical analysis and research, analytical, project management and planning skills •Computer literacy (MS Word, Excel, PowerPoint, etc) •A valid B/EB driver's licence.
- DUTIES** : •Manage the provision of access and integration of arts, culture , language , library ,archives and museum services to communities in the Eastern Region • Facilitate synergy and monitor progress of the districts in delivering on strategy and continuously improving quality of operations •Develop and implement activities performed within the Eastern Region •Contribute to communications forum with communities and other forums including various chairing roles •Analyse, evaluate, develop and monitor the implementation of the relevant policies •Provide administrative support services in the region •Serve as a Responsibility Manager •Supervise, develop and manage employees' performance in accordance with the Employee Performance Management Development System (EPMDS).
- ENQUIRIES** : Mr. BE Mpungose (033- 264 3400)
- NB** : **PLEASE NOTE THAT ALL RECOMMENDED CANDIDATES WILL BE SUBJECTED TO A COMPETENCY ASSESSMENT TEST**
- POST** : **DEPUTY MANAGERS (2 POSTS)**
- SALARY** : **R378 456.00 – R445 803.00 per annum (salary level 11)**  
(An all inclusive package to be structured in accordance with the rules of Middle Management Services)
- CENTRE** : **Northern Regional Office - Ulundi (1 post) Ref ACT/ 315**  
**Southern Regional Office - Pietermaritzburg (1 post) Ref ACT/316**
- REQUIREMENTS** : • An appropriate three (3) year tertiary qualification coupled with a minimum of five (5) years relevant experience, two (2) of which must be at a managerial level •Knowledge of legislation related to the Department •Good communication (verbal and written) and creativity skills •Knowledge of research as well as presentation and public speaking skills • Critical analysis, research, project management and planning skills •Computer literacy (MS Word, Excel, PowerPoint, etc.) •A valid B/EB driver's licence.
- DUTIES** : •Manage the integration implementation of arts, culture and language services to all communities within the District •Manage the provision of cultural community clubs and performing arts and culture in the District •Conceptualize, develop and implement programmes that are aimed at promoting arts and culture •Prepare District reports •Coordinate all district events and projects by liaising with the relevant stakeholders such as traditional leaders, municipalities, artists and other Departments, etc •Monitor Grant in-

Aid recipients and arts centers •Development of policies and procedures related to arts and culture •Identify, nurture, promote and support emerging artist •Manage the activities of the component •Make budgetary input regarding the activities of the sub-directorate and serve as a Sub –Directorate Responsibility Manager •Supervise, develop and manage employees' performance in accordance with the Employee Performance Management Development System (EPMDS).

**ENQUIRIES** : Mr. BE Mpungose (033- 264 3400) - Northern Region  
Dr RT Govender (033- 345 3168) – Southern Region

**CHIEF DIRECTORATE: FINANCIAL MANAGEMENT**

**POST** : **DEPUTY MANAGER: INTERNAL CONTROL AND RISK MANAGEMENT**

**DIRECTORATE** : **INTERNAL CONTROL AND RISK MANAGEMENT**

**REF** : **ACT/317**

**SALARY** : **R378 456.00-R445 803.00 per annum (salary level 11)**  
(An all inclusive package to be structured in accordance with the rules of Senior Management Services)

**CENTRE** : Head Office, Pietermaritzburg

**REQUIREMENTS** : •An appropriate three (3) year tertiary qualification coupled with a minimum of five (5) years relevant experience within the Internal Audit environment, two (2) of which must be at a managerial level •Knowledge of PFMA and Treasury Regulations •Good understanding of Public Service legislation and prescribed applicable to government, including systems and procedures •Honesty, integrity, innovation, loyalty, responsibility, reliability, committed punctuality and accuracy •Excellent communication and report writing skills •Ability to work independently yet function optimally as part of a dynamic team •Good leadership, motivational, listening and conflict management skills •Critical analysis, research, project management and planning skills •Good communication (verbal and written) and creativity skills •Computer literacy (MS Word, Excel, PowerPoint, etc.) •A valid B/EB driver's licence.

**DUTIES** : •Monitor the implementation of effective systems of internal control and risk management strategies •Manage audit reviews to ensure effective systems of internal control •Manage the fraud investigation process •Provide professional advice on internal control and risk management matters •Assist in the management of resources allocated to the Directorate •Make budgetary input regarding the activities of the sub-directorate and serve as a Sub –Directorate Responsibility Manager •Supervise, develop and manage employees' performance in accordance with the Employee Performance Management Development System (EPMDS).

**ENQUIRIES** : Mr MA Nxumalo (033) 2643400