



arts & culture

Department
Arts & Culture
PROVINCE OF KWAZULU-NATAL

**TO ALL: CHIEF DIRECTORS
DIRECTORS
DEPARTMENTAL OFFICIALS**

DEPARTMENTAL HRM VACANCY CIRCULAR NUMBER 22 OF 2018

1. The Department of Arts and Culture issues this circular as per the provisions of the Part 4, Regulations 65 of Public Service Regulations of 2016. Please note that the Public Service is an equal opportunity, affirmative action employer.
2. This Circular and its contents must be brought to the attention of all eligible officials on your establishment, including those in Head Office, Region Offices, District Offices, etc. All efforts must also be made to inform those officials who may qualify for the posts in terms of this Circular even if they are absent from their normal places of work.
3. Applicants are also advised to carefully read the instructions at the beginning of the advert before applying for any of the posts advertised.

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**MR NP CHONCO
HEAD: ARTS AND CULTURE**

2018/04/21
DATE

DEPARTMENT OF ARTS AND CULTURE

APPLICATIONS: Application quoting the relevant reference should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or Physical address: 171 Boshoff Street, Pietermaritzburg, 3200.

FOR ATTENTION: Mrs NIS Mbhele

CLOSING DATE: 13 JULY 2018.

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 comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver's license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in application being disqualified. Applicants applying for more than one post must submit a separate Z83 form (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 two (2) 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, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representativity in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo competency assessment as per DPSA directives.

POST: DIRECTOR – SPECIAL PROJECT AND EVENTS MANAGEMENT REF NO: DAC 67/18

SALARY PACKAGE: All-inclusive package of R948 174.00 per annum (Salary level 13)

CENTRE: Pietermaritzburg, Head Office

REQUIREMENTS: An undergraduate relevant qualification [NQF7], coupled with a minimum of eight [8] years relevant experience, five [5] of which should be at a MMS/SMS level. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Analytical, research and project management skills. Excellent communication (written and verbal) skill. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.

DUTIES: Manage the coordination of all departmental events. Manage departmental special projects and programmes. Manage the development and implementation of policies. Manage the development of sustainable programmes for vulnerable groups. Develop and implement performance management and monitoring and evaluation systems including keeping a portfolio of evidence of programmes/activities performed within the component. Manage all resources allocated to the Directorate. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES: Mr J.M Mtshali: Tel. [033] 264 3400

POST: DEPUTY DIRECTOR – BUDGETARY CONTROL REF NO: DAC 68/18

SALARY PACKAGE: All-inclusive package of R697 011. 00per annum (Salary level 11)

CENTRE: Pietermaritzburg, Head Office

REQUIREMENTS: An appropriate Bachelor's Degree/3 year tertiary National Diploma in Financial Management or equivalent qualification, coupled with a minimum of five [5] years relevant experience, three [3] of which should be at a managerial level/Assistant Director within the finance field. Knowledge of Public Service legislation and prescripts applicable to government, including systems and procedures. Knowledge of PFMA, Treasury Regulations, Supply Chain Management, Internal controls procedures and Basic Accounting Systems [BAS]. Good work ethics, honesty, reliability and team work. Knowledge of Project management, Research and Policy development. Good office administration, planning and organizational skills. Financial management skills. Good communication skills [written and verbal]. Good interpersonal relation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc.). Valid code 8/EB driver's license.

DUTIES: Manage the preparation and coordination of the MTEF budget. Ensure the compilation of management reports in terms of the PFMA and Treasury Regulations. Provide advice and guidance on budget planning, management and reporting to Management. Assist with the compilation of the annual and interim financials. Monitor and analyze the departmental budget and expenditure. Manage the provision of budgetary information to all relevant stakeholders. Manage all resources allocated to the unit. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES: Ms K Pillay: Tel. [033] 264 3400

POST: PERSONAL ASSISTANT TO THE HEAD: ARTS AND CULTURE: REF NO: DAC 69/18

SALARY: R356 289.00 per annum (salary level 09)

SALARY RANGE: R356 289.00 – R419 679.00 per annum

CENTRE: Pietermaritzburg, Head Office

REQUIREMENTS: An appropriate three (3) year relevant tertiary qualification/ Secretarial National Diploma or equivalent qualification, coupled with a minimum of three – five (3-5) years relevant experience. Knowledge of the Public Sector. Basic knowledge of financial administration. Knowledge of the Constitution, Public Service Regulations and the Public Service Code of Conduct. Knowledge of Service Delivery (Batho Pele). Knowledge of Financial management system. Good telephonic etiquette. Analytical, research and report writing. Good communication [written and verbal] skill. Ability to act with tact and discretion. Good grooming and presentation. Computer Literacy [MS Word, Excel, PowerPoint, etc]. Valid code 8/EB driver's license.

DUTIES: Provide secretarial/receptionist support service. Render administration support services. Provide support to the HOD regarding meeting. Support the HOD with the administration of the HOD's budget. Studies the relevant Public Services and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES: Mr N.P Chonco: Tel. [033] 264 3400

POST: ADMINISTRATION CLERK SUPERVISOR – EXECUTIVE SUPPORT SERVICES REF NO: DAC 70/18

SALARY: R242 475.00 per annum

SALARY RANGE: R242 475.00- R285 630.00 per annum (salary level 07)

CENTRE: Pietermaritzburg, Head Office

REQUIREMENT: Standard 10/Grade 12 certificate or equivalent certificate, coupled with a minimum of three- five [3- 5] years relevant experience. Good interpersonal relations. Ability to work under pressure. Knowledge of the relevant prescript governing the Government. Good communication [written & verbal] skills. Good office administration, planning and organizational skills. Computer literacy [Ms Word, Excel, PowerPoint, etc]. Valid code 8 /EB driver's license.

DUTIES: Provide effective and efficient office management within the Directorate, which includes systems in receiving and distributing correspondence. Render effective administration support within the Directorate which includes HR, Finance and Transport etc. Render effective and efficient records management within the Directorate. Provide support with regard to all logistics requirements within the Directorate. Supervise staff.

ENQUIRIES: Ms S. Hassim: Tel. [033] 264 3400

POST: PERSONAL ASSISTANT TO THE DIRECTOR EXECUTIVE SUPPORT SERVICES: REF NO DAC 71/18

SALARY: R242 475.00 per annum

SALARY RANGE: R242 475.00- R285 630.00 per annum (salary level 07)

CENTRE: Pietermaritzburg, Head Office

REQUIREMENTS: Standard 10 /Grade 12 Certificate plus secretariat diploma/ certificate or equivalent qualification, coupled with a minimum of three - five [3 -5] years relevant experience. Good telephone etiquette. Sound organizational skills. Good interpersonal skills. High level of reliability and confidentiality. Basic knowledge of PFMA. Knowledge of the relevant legislation, policies, prescripts and procedures. Ability to do research and analyze documents and situations. Good communication (written and verbal) skills. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.

DUTIES: Provide secretarial/receptionist support services to the Director. Provide support services to the Director regarding meetings. Support the Director with the administration of the budget, including the compilation of commitment registers. Organize the Director's diary. Render general office management. Render registry services in office of the Director. Acknowledge correspondence and type documents for the Director. Study the relevant Public Service and Departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly.

ENQUIRIES: Ms S. Hassim: Tel. [033] 264 3400

POST: SWITCHBOARD OPERATOR/RECEPTIONIST – FACILITIES MANAGEMENT REFF NO. DAC72/18

SALARY: R136 800.00 per annum

SALARY RANGE: R136 800.00 –R161 148.00 per annum (salary level 04)

CENTRE: Head Office, Pietermaritzburg

REQUIREMENT: Standard 10/Grade 12 certificate or equivalent certificate, coupled with a minimum of one [1] year relevant experience. Good interpersonal relations. Ability to work under pressure. Knowledge of switchboard operation and telephone etiquette. Knowledge of basic administration procedures and principles. Good communication [written & verbal] skills. Good office administration, planning and organizational skills. Computer applications.

DUTIES: Attend to the telephone calls and operate the switchboard. Attend to members of the public at reception. Distribute Telephone bills to Components. Log faults to telephone service provider. Provide telephone utilization monthly report. Update and distribute internal directory on monthly basis. Monitor the usage and facilitate the change of pin codes for staff.

ENQUIRIES: Mr LS Langa: Tel. [033] 341 3600