



KWAZULU-NATAL PROVINCE

ARTS AND CULTURE
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE:

Heritage House

222 Jabu Ndlovu Street, Pietermaritzburg 3201

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Administration Services

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

DEPARTMENTAL HRM VACANCY CIRCULAR NUMBER 02 OF 2021

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, Regions, Districts, 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

2021 | 02 | 21
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DATE

KWAZULU- NATAL [KZN] DEPARTMENT OF ARTS AND CULTURE

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

FOR ATTENTION: Mrs NIS Mbhele

CLOSING DATE: 19 March 2021

NOTE: Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be properly completed in full and 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 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 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. 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 a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed.

POST: DEPUTY DIRECTOR- AMAJUBA DISTRICT, REF NO: DAC01/21

SALARY PACKAGE: R869 007.00 per annum [An all-inclusive package to be structured in accordance with the rules of Middle Management Service] [Salary level 12

SALARY RANGE: R869 007.00 – R1 02 3645.00 per annum

CENTRE: Amajuba District - Western Regional Office, Ladysmith

REQUIREMENTS: An appropriate three [3] year tertiary qualification/ Bachelor's degree 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. 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 independent yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Knowledge of PFMA. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication skills (written and verbal). Valid code 8/EB driver's license.

DUTIES: Manage the implementation of developmental programmes for the creative industry (visual and performing) as well as business developmental programmes for artists. Manage and implement social cohesion programmes, moral regeneration, indigenous knowledge system and culture advancement programmes. Manage translation services and literature development programmes. Provide support to arts and culture structures. Manage the functioning and implementation of programmes in arts and culture, cultural organizations and cultural institutions. Manage all resources allocated within the District. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS)

ENQUIRIES: Dr NF Biyela: Tel. [036] 637 7978

POST: ASSISTANT DIRECTOR: RECORDS MANAGEMENT- ARCHIVES SERVICES, REF NO: DAC02/21 [re- advertisement]

SALARY: R376 596.00 per annum [salary level 09

SALARY RANGE: R376 596.00 - R454 920.00 per annum

CENTRE: Western Regional Office, Ladysmith

REQUIREMENTS: An appropriate three (3) year relevant tertiary qualification or equivalent qualification, coupled with a minimum of three – five (3-5) years relevant experience. Knowledge of all relevant Archival prescripts. Good communication skills (written and verbal). Good interpersonal relations skills. Knowledge of legislation related to the Department and to the post. Knowledge of project management, planning and organizational skills. Willingness to travel and work outside normal work hours. Critical analysis and research skills. Presentation and facilitation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.

DUTIES: Monitor the development and implementation of records classification system and records management appraisal for approval. Monitor compliance to proper records management practices in governmental bodies and manage training. Provide professional support/advice to stakeholders and ensure promotion of archival services. Facilitate the development of records management procedure manuals and provide inputs to policies. Ensure preservation of non- public and public records. Manage all resources allocated within the Component. Supervise, develop and manage employees' performance in accordance with the

Employee Performance Management and Development System (EPMDS).
ENQUIRIES: Dr NF Biyela: Tel. [036] 637 7978

POST: ARCHIVIST: RECORDS MANAGEMENT, REF NO: DAC03/21 [re-advertisement]
SALARY: R257 508.00 per annum [Salary level 7]
SALARY RANGE: R257 508.00 –R303 339.00 Per annum
CENTRE: Eastern Region

REQUIREMENTS: An appropriate three (3) year relevant tertiary qualification with majors in History, Political Science, Public Administration, Records Management, Anthropology or Heritage Studies or equivalent qualification. Knowledge of the Archives Act and relevant legislation. Knowledge of oral history principles. Research and presentation skills. Good office administration, planning and organizational skills. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.

DUTIES: Provide training on registry management procedures. Ensure compliance with proper records management practices through inspections. Ensure efficient records management through the design and implementation of records classification systems. Conduct appraisal of records and records systems for the recommendation and ensure the issuing of disposal authorities for governmental bodies. Provide professional support and guidance to client offices. Promote and market archival functions and services.

ENQUIRIES: Dr V Khumalo: Tel. [033] 342 4712/3

POST: PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: REGIONAL OFFICE MANAGEMENT: PIETERMARITZBURG, REF NO: DAC04/21
PERSONAL ASSISTANT TO THE DIRECTOR: SUPPLY CHAIN MANAGEMENT: HEAD OFFICE, PIETERMARITZBURG, REF NO: DAC05/21

SALARY: R257 508.00
SALARY RANGE: 257 508.00- R303 339.00 per annum [Salary level 07]
CENTRE: Head Office, Pietermaritzburg

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

ENQUIRIES: Mr L Mtshali for REF DAC04/21, Tel. [033] 264 3400
ENQUIRIES: Ms L Dladla for REF DAC05/21, Tel. [033] 264 3400