

**PROVINCIAL ADMINISTRATION: NORTHWEST PROVINCE
DEPARTMENT OF ARTS, CULTURE, SPORTS AND RECREATION**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representativity (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representativity will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : Submitted via post to: Head of Department, Department of Arts, Culture, Sports and Recreation, Private Bag x90, Mmabatho, 2735 or hand deliver to Human Capital Management, 760 Dr James Moroka Drive, Gaabomotho Building, Mmabatho
- FOR ATTENTION** : The Director: Human Capital Management
- CLOSING DATE** : 13 July 2024
- NOTE** : Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), www.gov.za. Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). DPSA Circular 19 of 2022 on Part E, F and G: Noting that there is limited space provided on Z83, often indicate "refer to Curriculum Vitae as attached" and provides the required information but the statement that relate to prevent re-appointment Part E must be answered. Failure to provide information on CV as requested the applicant may be disqualified. Faxed, e-mailed applications will not be accepted. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if /he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointment. **NB** Candidates who previously applied for re-advertised posts are encouraged to re-apply. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

OTHER POSTS

- POST 22/177** : **ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT REF NO: 2024/ACSR10/NW**
Directorate: Supply Chain Management
- SALARY** : R444 036.per annum (Level 09)
- CENTRE** : Head Office, Mmabatho
- REQUIREMENTS** : Appropriate 3 year National Diploma / B Degree (NQF level 6/7) in Logistics/SCM/Accounting and/or any relevant other equivalent qualification. Five (05) years' experience relevant experience of which three (03) years as a supervisory level in logistics/ demand/ acquisition management. A valid driver's license. Knowledge: Knowledge of government systems (Walker and BAS systems). Computer literacy (MS Word, MS Excel and MS Power Point). Demonstrated an in-depth knowledge of the legislative environment applicable to government supply chain management in relation to logistics management; the development, implementation and monitoring of related policies and procedures; excellent financial, supervisory, and operational management skills; good interpersonal relations and written & verbal communication skills; the ability to maintain high levels of confidentiality and to prioritize work in high-pressure environments.
- DUTIES** : Manage the Departmental Lease Contracts and Agreements; Coordinate and facilitate order processing and payment of invoices; Coordinate the control and disposal on inventory/stock; Review the contributions of effective supply chain management procedures and policies; Providing monthly, quarterly, and annual reports on logistics management; Provide inputs into the interim and annual financial statements; Ensure reconciliation and update of the fixed costs register; Supervision of staff.
- ENQUIRIES** : Ms S. Pitso, Tel. (018) 388 - 4136
- POST 22/178** : **ASSISTANT DIRECTOR: FINANCIAL ASSETS AND LIABILITIES REF NO: 2024/ACSR11/NW**
Directorate: Financial Management and Accounting

<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	Appropriate 3-year National Diploma / B Degree (NQF level 6/7) in Financial Management or any other relevant equivalent qualification majoring in finance. Five (05) years' relevant experience in logistics/demand/acquisition management of which three (03) years experience should be at a supervisory level. A valid driver's license. Knowledge, Skills and Competencies: Experience of reconciliation of suspense account and Monitoring of Assets & Liabilities. Sound understanding of government Legislation, policies including PFMA, Treasury regulations and other related prescripts. Good computer literacy in Microsoft office suite (Word, Excel and PowerPoint). Ability to work under pressure and deliver to tight deadlines.
<u>DUTIES</u>	:	To carry out Financial Accounting and Bookkeeping for the Office as well as implementation of Financial Accounting Policies, Regulations and Acts. Administration of Bank Account and Bank Reconciliation. Reconciliation and Monitoring of Assets & Liabilities. Verification of information on the Basic Accounting System monthly, quarterly and annually. Ensure that Walker/BAS is reconciled and accurate before submission to Provincial Treasury. Prepare relevant Suspense Accounts reconciliation reports for submission to Provincial Treasury
<u>ENQUIRIES</u>	:	Ms. J. Jayalath - Tel. (018) 388-2669/2661
<u>POST 22/179</u>	:	<u>ASSISTANT DIRECTOR: HIGH PERFORMANCE & SPORT EXCELLENCE REF NO: 2024/ACSR12/NW</u>
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	DR Kenneth Kaunda District
<u>REQUIREMENTS</u>	:	Appropriate 3-year National Diploma / B Degree (NQF level 6/7) as recognised by SAQA in Sport Management / Administration. A valid drivers' license. 3 years' experience at supervisory level in spheres of Sport Management / Administration. Thorough knowledge and skills of the following: Project Management; Event Management; Capacity Building; People Management and Labour Relations background. Knowledge: Thorough knowledge of the legislative and regulatory environment informing Sport. Working knowledge of systems relating to Sport and Event Management. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. Proven report writing, presentation and facilitation skills. Project Management skills.
<u>DUTIES</u>	:	Key Responsibility Areas: Coordinate the development and identification of sporting talent in the province. Provide support to athletes and sport squads. Provide support to Provincial Sport Academy and Satellites. Coordinate Sport Excellence Awards.
<u>ENQUIRIES</u>	:	Mr G Marindi, Tel. 018 388-2774
<u>POST 22/180</u>	:	<u>HEAD LIBRARIAN (2 POSTS)</u> Conditional Grants Administration NB: This is a fixed-term contract ending on 31 March 2027, which are reviewed annually based on performance and availability of funds.
<u>SALARY</u>	:	R376 413 per annum (Level 8)
<u>CENTRE</u>	:	Ngaka Modiri Molema District: Tswaing local Municipality: Tswaing Local Municipality Library Services: Ref. No: 2024/ACSR24/NW Bojanala District: Moses Kotane Local Municipality: Moses Kotane Local Municipality Library Services: Ref No: 2024/ACSR25/NW (1 Post)
<u>REQUIREMENTS</u>	:	BBibI, BTech (Library & Information Studies) or equivalent qualifications in Librarianship or (BA and postgraduate Diploma in Library and Information Science) Minimum of 3 years' experience in community libraries. A valid driver's license. Good communication skills. Supervisory skills. Computer skills.
<u>DUTIES</u>	:	Manage library operations, collections, facilities and programmes within library services. Monitor and evaluate library services in the municipality. Coordinate and manage library awareness and promotion of a reading culture in the community. Manage budget and expenditure on library operations, collections, facilities and programmes within the local municipality. Participate in and support library forums and library stakeholders. Supervise and manage staff in community libraries within the local municipality. Perform supply chain management functions.
<u>ENQUIRIES</u>	:	Mr Letsogo Mapholo Tel No: 084 411 9841 (Ngaka Modiri Molema District) Ms Ronell Van Vollenhoven Tel No: 014 538 0149 (Bojanala District)
<u>POST 22/181</u>	:	<u>STATE ACCOUNTANT – BUDGETS REF NO: 2024/ACSR1946/NW (02 POSTS)</u> Directorate: Budget And Cashflow Management
<u>SALARY</u>	:	R308 154 per annum (Level 07)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 Certificate and National Diploma in Cost and Management Accounting / Auditing / Public Finance / Financial Management / B.COM Accounting (Accounting). Minimum of 1-year experience in a financial management environment. Knowledge of accounting and Basic Accounting System. Public Finance Management Act. Treasury Regulations. Banking and cash

management. Advanced computer literacy (Spreadsheet techniques). Effective revenue management skills. Ability to communicate at all levels Thinking Demands: Data and gap analysis. Problem solving. Creativity. A valid driver's licence.

DUTIES : Ensure verification and allocation of all requisition according to the prescripts and procedures. Preparing and capturing of cash flow in BAS, compilation of journals. Ensure safekeeping of all financial records for audit purposes. Participate in the capturing of the EPRE budget, adjustment and rollover. Participate in the preparation of expenditure reports and budget maintenance etc. Supervision of staff in line with the Human Resources Management guidelines.

ENQUIRIES : Mr T Pitso, Tel No: 018 388 5565

POST 22/182 : **CULTURAL OFFICER REF NO: 2024/ACSR211/NW**

SALARY : R308 154 per annum (Level 07)

CENTRE : Moses Kotane Service Point

REQUIREMENTS : Appropriate 3-year National Diploma / B Degree (NQF level 6/7) in Arts Administration. One (1) year relevant experience in the field of Arts and Culture. Computer literacy. A valid driver's license. Knowledge of applicable policies and procedures at provincial and national level. Knowledge of arts and culture and Public Service delivery strategies. Indigenous knowledge.

DUTIES : Identify, develop and promote artist and crafters as well as implement projects related to performing and visual arts and craft. Create awareness programmes for crafts, performing and visual arts and crafts. Render administrative functions in relation to programmes that are implemented. Implement and promote arts, culture and heritage programmes. Administer language programmes in the service point area. Develop and update database.

ENQUIRIES : Mr T Mpuisang, Tel 018 388 2719

POST 22/183 : **STATE ACCOUNTANT – FINANCIAL ACCOUNTING REF NO: 2024/ACSR22/NW**

Directorate: Financial Management and Accounting

SALARY : R308 154.per annum (Level 07)

CENTRE : Head Office, Mmabatho

REQUIREMENTS : Appropriate 3-year National Diploma / B Degree (NQF level 6/7) in Cost and Management Accounting / Auditing / Public Finance / Financial Management /Accounting. One (1) year experience in a Financial Management environment. Knowledge of accounting and Basic Accounting System (BAS), Public Finance Management Act, Treasury Regulations. Basic Accounting System (BAS) and Walker Skills. Advanced computer literacy. A valid driver's licence.

DUTIES : Ensure compliance to Pre-audit and post audit of payment vouchers. Ensure proper document control. Follow up on payment queries. Ensure reconciliation of payments. Ensure that payments are made timeously. Ensure authentication of processed payments. Supervise staff in line with the Human Resources Management guidelines.

ENQUIRIES : Ms. K. Marumo, Tel. 018 388-2684

POST 22/184 : **LIBRARIAN COMMUNITY LIBRARIES (X10 POSTS)**

SALARY : R307 154 per annum (Level 07)

CENTRE : Ngaka Modiri Molema District:

Ramotshere Moiloa: Dinokana Library: Ref. No: 2024/ACSR26/NW (1 Post)

Moshana Library: Ref. No: 2024/ACSR27/NW (1 Post)

Mahikeng Local Municipality: Madibe Makgabane Library: Ref. No: 2024/ACSR28/NW (1 Post)

Tswaing Local Municipality:

Khunwana Community Library: Ref. No: 2024/ACSR29/NW (1 Post)

Dr Kenneth Kaunda District:

City of Matlosana: Rebecca Nkae Thulo Library Ref. No: 2024/ACSR30/NW (1 Post)

Maquassi Hills: Wolmaranstad Ext 15 Library: Ref. No: 2024/ACSR31/NW (1 Post)

Dr Ruth Segomotsi Mompoti District (Mmusa Municipality: Migdol Library: Ref. No: 2024/ACSR32/NW (1 Post)

Bojanala District:

Moses Kotane Local Municipality: Mmatau Library: Ref. No: 2024/ACSR33/NW (1 Post)

Uitkyk Library: Ref. No: 2024/ACSR34/NW (1 Post)

Moretele Municipality: Mphebatho Library: Ref. No: 2024/ACSR35/NW (1 Post)

REQUIREMENTS : Degree in Library and Information Studies or equivalent qualification in Librarianship or Post Graduate Diploma in Library and Information Science. Good interpersonal relations skills. Computer literacy.

DUTIES : Manage day to day operation of the library. Render library user services. Manage library collection. Circulation of library material. Plan and implement reading awareness programmes. Supervision of subordinates.

ENQUIRIES : Mr Letsogo Mapholo, tel. 084 411 9841 (Ngaka Modiri Molema District)

Ms Tshepiso Ratsoana, tel. 018 294 6811 (Dr Kenneth Kaunda District)

Mr J. Govender, tel. 072 291 6306 (Dr Ruth Segomotsi Mompoti District)

Ms Ronell Van Vollenhoven, tel. 014 538 0149 (Bojanala District)

<u>POST 22/185</u>	:	<u>SUPPLY CHAIN CLERK REF NO: 2024/ACSR13/NW</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R216 417 er annum (Level 05)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	Applicants must be in a possession of a Grade 12 Certificate. Job related knowledge. Knowledge of Supply Chain Management. Knowledge of Treasury Regulations. Knowledge of Government stores policies. Job related skills: Computer literacy. Communication skills (verbal and written). Organising skills. Good interpersonal skills.
<u>DUTIES</u>	:	Render asset management clerical support. Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipments and accessories to components and individuals. Render demand and acquisition clerical support. Request inputs for demand and procurement plans. Prepare specifications. Assist with secretarial services for BID specification and evaluation committees. Prepare requests for quotations. Evaluation of received quotations. Provide weekly, monthly and quarterly reports to management. Report on fruitless and wasteful expenditure. Provide deviation reports. Maintain demand and acquisition registers. Draft memorandums. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in register database. Receive requests for goods from end users. Issue goods to the end user. Maintain goods register. Update and maintain register of suppliers. Promote the application of relevant legislation, policies and procedures. Ensure that the current policies are adhered to. Ensure that the standard operating procedures are followed. Ensure that the applicable processes are followed. Ensure that the delegations of authority are adhered to.
<u>ENQUIRIES</u>	:	Ms. S. Pitso, Tel. 018 388-4136
<u>POST 22/186</u>	:	<u>SECRETARY TO THE DIRECTOR (3 POSTS)</u>
<u>SALARY</u>	:	R216 417.per annum, (Level 05)
<u>CENTRE</u>	:	Head Office, Mmabatho and Bojanala District Human Capital Management: Ref. No: 2024/ACSR14/NW Bojanala District: Ref. No: 2024/ACSR15/NW Arts And Culture: Ref. No 2024/ACSR16/NW
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualifications Secretarial qualification or equivalent Language skills and the ability to communicate well with people at different levels and from different backgrounds good telephone etiquette Computer literacy. Skills: Sound organisational skills good people skills High level of reliability Basic written communication skills Ability to act with tact and discretion Good grooming and presentation skills.
<u>DUTIES</u>	:	Provide and maintain access and security of information and document Manage incoming and outgoing information of the office Render administrative and secretarial support to the managers when required Administer an on-line and physical diary of the manager, manage information and data on behalf of the manager Plan and schedule day to day tasks of the manager Manage telephone calls and convey messages Organize meetings/ workshops/ conferences and functions Draft coherent submissions, executive reports, memoranda and letters Type and edit correspondence Prepare reports and minutes of meetings Manage appointments and other logistical arrangements related to the activities of the manager including travel arrangements e.g. passports and visas, accommodation, flight tickets, subsistence and travel claims, money exchange and other tasks Accompany/ attend meetings with the manager and compile minutes and reports Perform administrative duties pertaining to office affairs Support the manager's budget Provide a professional reception service to internal and external guests and clients Perform any other duties as will be required by the office.
<u>ENQUIRIES</u>	:	Mr T. Mpuisang, Tel. (018) 388-2738 (Human Capital Management & Bojanala District) Ms N. Zahela, Tel. 018 388- 4869
<u>POST 22/187</u>	:	<u>FOREMAN REF. NO: 2024/ACSR18/NW</u>
<u>SALARY</u>	:	R216 417 per annum (Level 05)
<u>CENTRE</u>	:	Bojanala – Rustenburg Recreation Centre
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent. Certificate in Horticulture will serve as an added advantage. One (1) year gardening experience. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Basic literacy and numeracy skills. Communication skills. Good interpersonal relations. Knowledge of Health and Safety. Competencies: Good communication and interpersonal skills. Listening and trustworthiness. Ability to operate cleaning equipment and garden tools.
<u>DUTIES</u>	:	Supervise sweeping and cleaning of the pavement and the surroundings. Ensure maintenance of lawn, trees and flowers. Ensure preparation grounds for functions. Load and offload deliveries. Ensure refuse removal for loading to the trucks. Ensure that surroundings are clean and tidy. Report defects and faulty equipment. Ensure proper utilization and monitoring of cleaning material and equipment. Comply with Occupational Health and Safety standards.
<u>ENQUIRIES</u>	:	Mr T Mpuisang. Tel 018 388 2719

<u>POST 22/188</u>	:	<u>ACCOUNTING CLERK – BANKING SERVICES REF. NO: 2024/ACSR23/NW</u> Directorate: Financial Management and Accounting
<u>SALARY</u>	:	R216 417.per annum (Level 05)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENT</u>	:	Applicants must be in a possession of a Grade 12 Certificate. A Basic Accounting System (BAS) certificate will be an advantage to the post. Knowledge, Skills and Competencies: Good computer literacy in Microsoft Office Suite (Word, Excel). Ability to work under pressure and deliver under tight deadlines.
<u>DUTIES</u>	:	Assist in the clearing of relevant Ledger Account before month & year end closure. Ensure capturing of Debts and Journals on the system as well as capturing of Entity details. Collect and compile all supporting documents relating to the journals. Records Management (filing) of documentation – keep files updated.
<u>ENQUIRIES</u>	:	Ms. J. Jayalath, Tel. (018) 388-2669/2661
<u>POST 22/189</u>	:	<u>LIBRARY ASSISTANTS (X12 POSTS)</u>
<u>SALARY</u>	:	R216 417.per annum (Level 5)
<u>CENTRE</u>	:	Ngaka Modiri Molema District: Ramotshere Moiloa: Dinokana Library: Ref. No: 2024/ACSR36/NW (2 Posts) Moshana Library: Ref. No: 2024/ ACSR37/NW (1 Post) Tswaing local Municipality: Khunwana Library: Ref. No: 2024/ACSR38/NW (1 Post) Mahikeng Local Municipality: Madibe Makgabana Library: Ref. No: 2024/ACSR39/NW (1 Post) Dr Kenneth Kaunda District: City of Matlosana: Rebecca Nkae Thulo Library: Ref. No: 2024/ACSR40/NW (1 Post) Maquassie Hills Wolmaranstad Ext 15 Library: Ref. No: 2024/ACSR41/NW (1 Post) Dr Ruth Segomotsi Mompati District (Mamusa Municipality): Migdol Library: Ref. No: 2024/ACSR42/NW (1 Post) Bojanala District: Moses Kotane Local Municipality: Mmatau Library: Ref. No: 2024/ACSR43/NW (1 Post) Uitkyk Library: Ref. No: 2024/ACSR44/NW. (1 Post) Madibeng Local Municipality: Mmakau Community Library: Ref. No: 2024/ACSR2045/NW (2 Posts)
<u>REQUIREMENTS</u>	:	Grade 12 qualification. Computer literacy.
<u>DUTIES</u>	:	Register new members and renew membership. Circulation of library books i.e. issuing and receiving books. Receive and assist library users. Shelving and shelf reading. Care and maintenance of library material. Participate implementing of reading awareness programmes. Perform general administration work, keeping daily statistics of library usage, filling correspondence. Receiving new consignment.
<u>ENQUIRIES</u>	:	Mr Letsogo Mapholo, Tel. 084 411 9841 (Ngaka Modiri Molema District) Ms Tshepiso Ratsoana, Tel. 018 294 6811 (Dr Kenneth Kaunda District) Mr J. Govender, Tel. 072 291 6306 (Dr Ruth Segomotsi Mompati District) Ms Ronell Van Vollenhoven, Tel. 014 538 0149 (Bojanala District)
<u>POST 22/190</u>	:	<u>CLEANER REF. NO: 2024/ACSR17/NW</u> Directorate: Strategic Management
<u>SALARY</u>	:	R131 265.per annum (Level 02)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Abet qualification with two (2) year experience in a cleaning services environment Ability to operate cleaning equipment's as well as cleaning methods and procedures good organising and interpersonal relationship Basic literacy (ability to read and write and basic numeracy (ability to count) Reliable, hardworking, trustworthy and able to work as team.
<u>DUTIES</u>	:	Render office cleaning services, clean surfaces and floors, vacuum carpets and upholstery, cleaning windows, empty dirt baskets, dust offices, replenish accessories, washing the towels, preparing boardrooms for meetings Monitor cleaning materials and report stock levels Utilise cleaning equipment and ensure their safe guarding Keep the surroundings clean and tidy Ensure that toilets are always clean Prepare tea for the managers' guests Comply with Occupational Health and Safety standards.
<u>ENQUIRIES</u>	:	Mr. M Mosimane, Tel. (018) 388-2851