



NORTHERN CAPE DEPARTMENT SPORT ARTS AND CULTURE

POST: Deputy Director: Security & Facilities Management
SALARY: R811 560.00 per annum (Level 11) (*all-inclusive package*)
CENTRE: Kimberley
REFERENCE NO: DSAC/2023/01

Requirements: A 3-year Bachelor's Degree or National Diploma in Security Management Minimum of five (5) years' relevant experience of which three (3) years' should be at an Assistant Director level • A valid Driver's license.

Competencies: Change management skills • Good facilitation and presentation skills • Sound understanding of the PFMA, Treasury Regulations and other related prescripts • Communication (written and verbal) • Analytical thinking • Good computer literacy skills in Microsoft Office suite (Word, Excel and Power-Point) • Ability to work under pressure and deliver to tight deadlines • Ability to work flexible hours. Knowledge of MISS document. Knowledge on how to manage Government Fleet.

Duties: Ensure the enforcement of physical security and access control • Ensure proper safeguarding of departmental assets • Ensure proper management of information security in the department • Liaise regularly with law enforcement agencies and other stakeholders. Ensure compliance with relevant security measures and Monitor the implementation thereof • Provide work environment services. The provision and managing of departmental fleet. Manage both human and financial resources of the Sub-Directorates.

Enquiries: Mr. B.B. Jacobs – 0714124478

POST: Deputy Director: Provincial Archivist
SALARY: R811 560.00 per annum (Level 11) (*all-inclusive package*)
CENTRE: Kimberley
REFERENCE NO: DSAC/2023/02

Requirements: A 3-year Bachelor's Degree or National Diploma in Archival Studies, Research Methodology or Political Science • Minimum of five (5) years' relevant experience of which three (3) years' should be at an Assistant Director level • A valid Driver's license.

Competencies: Project management and research skills • Good facilitation and presentation skills • Sound understanding of the PFMA, Treasury Regulations and other related prescripts • Knowledge of the Archives Act and other relevant pieces of legislation • Knowledge of the government planning and reporting processes • Good computer literacy skills in Microsoft Office suite (Word, Excel and Power-Point) • Ability to work under pressure and deliver to tight deadlines • Knowledge of HR policies and procedures • Leadership and people management skills • Knowledge of financial and procurement processes.

Duties: Manage the human and financial resources and administration of the Archives Repository • Ensure and monitor compliance of the Northern Cape Archives Act no 7 of 2013 in terms of proper records management services. • Ensure and monitor the management of archival collections. • Monitor and evaluate the implementation of the annual performance plan • Inform and advise management on matters regarding the Archives Unit. • The incumbent of the post will have regular contact with the following people in the execution of his/her duties, namely: Provincial Government Departments, District and Local Municipalities, Ministries and NGO's.

Enquiries: Mr. P. Modise – 082 871 4686

CLOSING DATE: 25 August 2023 NOTE: The Department requests applicants to apply by submitting applications on the new Z83 form obtainable from any Public Service Department or from the DPSA web site link: <http://www.dpsa.gov.za/dpsa2g/vacancies.asp> that should be accompanied by comprehensive CVs (previous experience must be expansively detailed). As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. It is applicant's responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA). If you apply for more than one post, please submit separate applications for each post that you apply for. Correspondence will only be entered into with short-listed candidates within three (3) months after the closing date of the post. If by then you have not been contacted for an interview, you were not

successful in your application. **IMPORTANT: The Department** is an equal opportunity and affirmative action employer. **Women and persons with a disability are encouraged to apply.** It is our intention to promote representivity in Department of Sport, Arts & Culture through the filling of posts. The Department reserves the right not to fill a position. Please note, that the personal information of each applicant will be solely used for recruiting purposes and will not be used by any other purposes as required by the Protection of Personal Information Act, No. 4 of 13 Act effected on 1 July 2021. **Shortlisted candidates must be available at the date and time determined by the panel, or risk disqualification.**

APPLICATIONS TO BE FORWARDED TO:

The Head of Department
Attention: Ms. N. Sleku
Department of Sport, Arts and Culture
Mervin. J. Erlank Sports Complex
10 Recreation Road
Florianville
Kimberley
8301