



## NORTHERN CAPE DEPARTMENT SPORT, ARTS AND CULTURE

**CLOSING DATE: 29 September 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/dpsa2q/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.**

**Forward your applications to:**

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

**POST: Deputy Director: Financial Accounting**  
**SALARY: R811 560.00 per annum (Level 11) (all-inclusive package)**  
**CENTRE: Kimberley**  
**REFERENCE NO: DSAC/2023/08**

**Requirements:** Bachelor's Degree/Advanced Diploma (NQF level 7) in Financial Management/ Management Accounting, or an equivalent qualification as recognised by SAQA. At least 3 years' experience at an Assistant Director level, coupled with extensive management experience in the field of financial management covering Accounting, Auditing and Risk Management. Registered as a Chartered Accountant in good standing with a recognised Professional body will be an added advantage. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and relevant government policies regulating financial management in Government: Generally, Recognised Accounting Practices (GRAP), Foreign Service Act, and Preferential Procurement Policy Framework (PPPPFA).

**Competencies:** Computer literate especially in Microsoft Excel. The ability to meet deadlines, good communication (verbal & written) and interpersonal skills. Good understanding and interpretation of policies, procedures and analysis of financial statements. Ability to provide input to policy development &/or review. Mathematical skills, Interpersonal skills, Ethical conduct.

**Duties:** Provide overall management in the implementation of financial management and administrative services; Maintain an integrated accounting and financial management system, including financial reporting and internal control; Prepare the preparation and submission of quarterly and annual financial statements including other financial reports and liaise with Provincial Treasury and the Auditor-General in this regard; Manage the salary administration function and daily transactions; Revenue and expenditure management, Compliance with financial prescripts, Oversee the preparation and submission of the Bi-Annual & Annual Tax Reconciliation; Manage the LOGIS/BAS payments and all journal entries; Develop and review policies on financial matters and financial consequences thereof; Supervise and ensure compliance with EPMDs, non-financial reporting, assets and leave management; Liaise with the relevant role-players in the financial environment regarding transversal financial matters.

**Enquiries: Mr. A. Coleridge – 068 394 8294**

**POST:** Deputy Director: Management Accounting  
**SALARY:** R811 560.00 per annum (Level 11) (*all-inclusive package*)  
**CENTRE:** Kimberley  
**REFERENCE NO:** DSAC/2023/09

**Requirements:** Bachelor's Degree/Advanced Diploma AT (NQF level 7) in Financial Management/ Management Accounting, or an equivalent qualification as recognised by SAQA. At least 3 years' relevant experience at an Assistant Director level, coupled with extensive management experience in the field of management accounting. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and relevant government policies regulating management accounting in Government: Generally, Recognised Accounting Practices (GRAP),

**Competencies:** Computer literate especially in Microsoft Excel. The ability to meet deadlines, good communication (verbal & written) and interpersonal skills. Good understanding and interpretation of policies & procedures. Ability to provide input to policy development &/or review. Mathematical skills, Interpersonal skills, Ethical conduct.

**Duties:** Oversee the management accounting sub-directorate; Ensure compliance with the monthly In Year Monitoring and Cash flow projections; Prepare the departmental budget over the MTEF period, prepare the appropriation statement for the Annual Financial Statements, Prepare the PMTEC presentation to Provincial Treasury and all other external budget reports; Ensure compliance with the Adjustment Estimate Process; Preparation and submission of roll-over request annually; Allocate expenditure to the correct spending items; Submission of monthly expenditure reports to managers; Manage the virements and shifting of spending items; Loading of the departmental budget on BAS; Manage the journal entries on the incorrect budget items; Develop and review policies on financial matters and financial consequences thereof; Supervise and ensure compliance with EPMDS, non-financial reporting, assets and leave management; Liaise with the relevant role-players in the management accounting environment regarding transversal budgetary matters.

**NB: The successful candidate will be required to undergo a competency assessment.**

**Enquiries: Mr. A. Coleridge – 068 394 8294**

**POST:** Assistant Director: Monitoring and Evaluation  
**SALARY:** R424 104.00 per annum (Level 9)  
**CENTRE:** Kimberley  
**REFERENCE NO:** DSAC/2023/10

**Requirements:** Bachelor's Degree or National Diploma in any of the following disciplines: Public Administration, Commerce; Statistics, Developmental Studies or Internal Auditing. A minimum of 3 years' experience obtained in Monitoring and Evaluation and data analysis environment. Knowledge and understanding of Public Service Policies and procedures.

**Competencies:** The following key competencies and skills are required for the position: Knowledge of Monitoring and Evaluation systems; Knowledge on the relevant legislation/policies/ prescripts and procedures; Managing interpersonal conflict and resolving problems; Planning and organizing; Computer literate (MS Word, Ms Excel and Powerpoint); Data analysis, Good written and verbal communication skills; Ability to develop written reports and action plans; sound organizational skills; Be able to function under pressure and work within a team or independently.

**Duties:** Key Performance Areas: Provide support with the facilitation of information sessions within the Department and give advice to management in matters relating to verification of performance information as required by the Auditor-General; Design data collection instruments for Directorates; Collect and collate inputs from all Directorates towards the development of Monthly, Quarterly and Annual Reports of the Department, and ensure finalisation and routing thereof; Assist with the implementation of performance measurement frameworks and policies; Develop, manage and maintain departmental monitoring and evaluation frameworks and systems; and evaluate the implementation of departmental policies and assessment of impact and sustainability of programmes; Represent the Department in national and provincial meetings on matters related to monitoring and evaluation, attend and participate in scheduled national and provincial meetings/fora; Participate in the development and implementation of an organisational performance and monitoring and evaluation system aligned to policies, strategies, guidelines and directives; Participate in coordination of management responses to audit findings on performance information (Internal Audit and/or Auditor-General of South Africa).

**Enquiries: Ms. K. Mokgofa – 076 333 7556**

**POST:** State Accountant – Demand Management  
**SALARY:** R294 321.00 per annum (Level 7)  
**CENTRE:** Kimberley  
**REFERENCE NO:** DSAC/2023/11

**Requirements:** Grade 12 certificate (*NQF Level 4*) plus at least 3-5 years' relevant work experience in Supply Chain Management, with working experience on the LOGIS System. An appropriate degree/diploma in SCM/Financial Management will serve as an added advantage. A valid driver's licence will be added advantage and willingness to travel.

**Competencies:** Knowledge of Demand Management, Supply Chain Management Framework and Regulations. Knowledge of Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA) and Regulations, 2022, Treasury Regulations, Supply Chain Management Policy and relevant legislations, PAIA and POPI Act, Knowledge of acquisition management, Knowledge of Basic Accounting System (BAS). National Treasury and Office of the Chief Procurement Officer notices issued on Supply Chain Management Guidelines, Practice Notes, Instruction Notes and Circulars, BBBEE Act, Report writing, Problem solving skills, Analytical thinking, Computer literacy (Word, Excel & PowerPoint), Demonstrate leadership/interpersonal relationship skills. Ability to monitor and check information for compilation of management reports. Monitoring and maintaining of information systems for effective and efficient management reporting. Willing to work cooperatively as part of a team and also independently with minimal supervision. Ability to compile and do presentation to both management and staff on Supply Chain Management: Acquisitions & Demand Management.

**Duties:** Responsible for monitoring and ensuring compliance to applicable regulatory framework (PFMA; PPPFA and Regulations, Treasury Regulations). Administer a Demand Management System to must ensure timely planning to ensure that all goods and services required by the department are quantified, budgeted for and timely and effectively delivered at the right locations and at the critical delivery dates, and are of appropriate quality and quantity at a fair cost taking into account any benefits of economies of scale that may be derived in the case of acquisitions of a repetitive nature. Implement measure to provide for the compilation of the required specifications and/or terms of reference to ensure that line functionaries needs are met; and also provide appropriate industry analysis and research to ensure that innovations and technological benefits are maximised. Perform cost analysis and goods and services to develop a database on market related costing for all procurement items.

Ensure compliance with the Framework in relation to Supply Chain Management in particular Demand Management. Supervise and administer the processes to review, collect and collate information for the annual procurement plan. (a) Collect information from the relevant role-players/line functionaries according to the prescribed template. (b) Check (engage) and analyse the information. (c) Confirm availability of budget (d) Check alignment against strategic and other objectives (APP). (e) Consolidate into annual procurement plan and table for approval by the Accounting Officer. Assist in strategic sourcing for the Department and research proposals.

Ensure that the procurement of goods and services is in line with the approved Annual Procurement and Demand Management Plans. Ensure that procurement processes are fully compliant with the SCM prescribed policies and prescripts. Assist in collating information for both internal and external auditing. Approve transactions on the LOGIS system. Implement internal control measures and mechanism in relation to work processes and procedures. Undertake proper bid administration within the Department. Ensure that bids are advertised and closed timeously and perform various compliance in preparation for BID Evaluation and Adjudication Committee Meetings. Serve as secretariat to BID Specifications Committee meetings and provide advisory services. Supervise activities of staff within the Demand Management – Unit in line with the Human Resource Management and Administration guidelines and practices

**Enquiries:** Mr. F.R. Clark – 066 288 7395

**POST:** State Accountant – Contract Management  
**SALARY:** R294 321.00 per annum (Level 7)  
**CENTRE:** Kimberley  
**REFERENCE NO:** DSAC/2023/12

**Requirements:** Grade 12 certificate (*NQF Level 4*) plus 3-5 years' relevant working experience in Supply Chain Management specifically in contract management and administration and also working experience on the LOGIS System. An appropriate degree/diploma in SCM/Financial Management will serve as an added advantage. Valid driver's licence and willingness to travel.

**Competencies:** Computer literate. Good written and verbal communication skills. Interpersonal skills. Good excel skills. Resource planning skills. Problem solving, decision-making skills and ability to meet deadlines. Excellent planning, Organising and people management skills. Analytical skills and good interpretation of policies & procedures. Ability to provide inputs to policy development and review. Knowledge of policies relating to Supply Chain Management and Systems, PFMA, National Treasury regulations, Preferential Procurement Policy Framework Act (PPPFA).

**Duties:** Manage the life cycle of Contracts and Service Level Agreements. Ensure consistent application of SCM processes across all contracts including compliance with legislative and regulatory frameworks. Liaise with relevant line managers in administering service level agreements and business contracts between service providers and the Department. Authorise transactions on the LOGIS system. Supervise administration of contracts. Administer the reconciliation and verification of key contractual obligation accounts. Implement and maintain an administrative system to track invoicing for the timeous payment of contract obligations. Implement and maintain expenditure database on contractual obligations for the Department to ensure credible and accurate management information for projections to Management Accounting for compilation of ring-fenced budgets on contractual obligations. Implement controls measures in area of responsibility. Ensure verification of SCOA combinations on allocations of payments before authorisation of an LOGIS order. Compile monthly reports. Ensure safeguarding of contracts related documentation and contract files. Maintain an up-to-date departmental contract register for management and auditors. Maintain contract guarantees and related matters. Deal with underperforming and non-performing vendors and contractors/ service providers. Administer the effective response and implement of SCM audit action plan relating to Contract Management. Report and advise management on all Contract management risks. Prepare appointment and termination letters on contracts awarded. Render support to the monitoring and implementation of internal controls systems in order to meet delivery expectations.

**Enquiries:** Ms S.Lidzebe - 076 301 6705 / 063 695 6562

**POST:** Administrative Officer: Office of the HOD  
**SALARY:** R294 321.00 per annum (Level 7)  
**CENTRE:** Kimberley  
**REFERENCE NO:** DSAC/2023/13

**Requirements:** Grade 12 certificate (*NQF Level 4*) plus at least 3 - 5 years' experience in office Administration.

**Competencies:** Knowledge of prescripts and legislation that informs general office procedures, SCM processes and Governance. Knowledge of functioning of Government. Good communication skills (verbal and written.) Basic planning skills; problem solving skills, computer skills, literacy skills, organizing skills, report writing skills, assertiveness and attention to detail. High level of reliability and the ability to act with tact and discretion.

**Duties:** Independent drafting of letters and internal memos. Keeping of accurate record on all incoming and outgoing correspondence. Assist with the administration processes of all meetings. Tracking of all submissions, memos and correspondence in general. Assist with Booking of venues, catering and logistical arrangements for meetings. Assist with the distribution of the necessary documentation to Senior and Executive Staff members. Liaising with Departments, and relevant stakeholders on program implementation; Assist with general queries by relevant stakeholders involved in Departmental programmes. Accurately updating the office database with all information required for it to be efficiently operational.

**Enquiries:** Ms. A. Davis - 076 332 8456

**POST:** Administrative Officer: Mayibuye Multipurpose Centre  
**SALARY:** R294 321.00 per annum (Level 7)  
**CENTRE:** Kimberley: Mayibuye Multipurpose Centre  
**REFERENCE NO:** DSAC/2023/14

**Requirements:** Grade 12 certificate (*NQF Level 4*) coupled with 3 – 5 years' experience required. The successful candidate must possess good computer literacy skills. A valid driver's license.

**Competencies:** One-year experience in office administration preferably in the public sector • Computer literate • Knowledge on reporting and protocol procedure • Have good numerical skills • Ability to function independently and ability to work under pressure and meet deadlines • The incumbent should be client-orientated and paying attention to detail. • Good communication skills. • Planning, organization and interpersonal skills.

**Duties:** Record, organise, store, capture and retrieve correspondence and data (line function) • Update registers and statistics • Handle routine enquiries • Make photocopies and receive or send facsimiles • Distribute documents/packages to various stakeholders as required • Keep and maintain the filing system for the component • Type basic letters and/or other correspondence when required • Keep and maintain the incoming and outgoing register of the Component • Liaise with internal and external stakeholders in relation to procurement of goods and services. • Obtain quotations, complete procurement forms for the purchasing of standard office items. • Stock control of office stationery. • Keep and maintain the asset register of the component (district offices) • Maintain a leave register for the component • Keep and maintain personnel records in the component • Keep and maintain the attendance register of the component • Arrange travelling and accommodation • Capture and update expenditure in component • Check correctness of subsistence and travel claims of officials and submit to manager for approval • Handle telephone accounts and petty cash for the component • Allocate and ensure quality of work • Personnel development • Assess staff performance • Apply discipline.

**Enquiries:** Ms. S. Dyasi – 084 758 7847

**POST:** Administrative Officer: Monitoring and Evaluation  
**SALARY:** R294 321.00 per annum (Level 7)  
**CENTRE:** Kimberley  
**REFERENCE NO:** DSAC/2023/15

**Requirements:** Grade 12 certificate (*NQF Level 4*) or equivalent, coupled with 3-5 years' experience in the field of Planning, Monitoring and Evaluation. Knowledge and understanding of Public Service Policies and procedures.

**Competencies:** The following key competencies and skills are required for the position: Knowledge of Monitoring and Evaluation systems; Basic knowledge of Monitoring and Evaluation functions, practices as well as the ability to capture data and collate performance information. Planning and organizing skills; Computer literate (MS Word, Ms Excel and Powerpoint); Basic numerical skills, Good written and verbal communication skills; Ability to perform routine tasks, be able to function under pressure and work within a team or independently.

**Duties:** The successful candidate will be responsible for the following duties: Provide administrative support within Monitoring and Evaluation in ensuring completion of processes in terms of financial and other policies/procedures; Collect and collate inputs from all Directorates towards the development of Monthly, Quarterly and Annual Reports of the Department; Verification of performance information to ensure accuracy and reliability; Capturing of performance information on the Performance Information Management System and on Electronic Quarterly Performance Reporting System; Filing of performance information to support evidence-based decision making and for audit-readiness; Serve as a secretariat for the departmental strategic planning and performance review sessions; Provide feedback to the relevant directorates on the quality of their performance information.

**Enquiries:** Ms. K. Mokgofa – 076 333 7556

**RE-ADVERTISEMENT**

**POST:** Cultural Officer: Pixley Ka Seme District  
**SALARY:** R294 321.00 per annum (Level 7)  
**CENTRE:** De Aar  
**REFERENCE NO:** DSAC/2023/16

**Requirements:** Grade 12 certificate (*NQF Level 4*) with five or more years of relevant experience or A relevant recognized Bachelor's degree/diploma in the Arts or Arts Administration. Computer literacy (MS Office programmes). A valid Driver's license and Willingness to travel.

**Competencies:** A creative and innovative thinker. Client orientation and customer focus skills. Experience in monitoring, evaluation and reporting skills. Ability to lead and manage artists. Good interpersonal and conflict management skills. Strong planning, analytical and supervisory Skills. Knowledge and understanding of relevant Public Service Acts, policies and regulations.

**Duties:** To encourage societies to massively participate in Arts & Culture activities. Promote and implement policies and strategies for the arts and culture sector. Provide support towards the development of constructive community arts centers. Assist the Arts and Culture unit with talent identification, development and implementation of projects related to performing and visual arts and craft. Set up a database for Arts and Culture unit of all practitioners related to performing and visual arts and craft.

Monitoring and Evaluation of the implementation of approved funded projects and programmes. Monitor and coordinate special projects such as The Young Creatives programmes and Commemorative days. Assisting in the arrangements of arts administration and training courses. Unifying arts disciplines in various towns by forming local arts consultative forums/ arts societies.

**Enquiries:** Ms. S. Steyn – 073 108 4228