

NORTHERN CAPE DEPARTMENT SPORT ARTS AND CULTURE

Department of Sport Arts and Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan, all persons and people with disabilities are encouraged to apply.

APPLICATIONS:

<p>For the posts of Frances Baard District please deliver at:</p> <p>The District Manager: Frances Baard District C/o Ms. N. Ntwasa Department of Sport, Arts and Culture Mervyn J. Erlank Sport Precinct Florianville Kimberley 8301</p>	<p>For the posts of ZF Mgcawu District please deliver at:</p> <p>The District Manager: ZF Mgcawu District C/o Mr. M. Links 33 Corner Le Roux and Rivier Street Upington 8801.</p>
<p>For the posts of Pixley Ka Seme District please deliver at:</p> <p>The District Manager: Pixley Ka Seme District C/o Ms. A. Malgas Department of Sport, Arts and Culture 17 Schreiner Street De Aar 7000</p>	<p>For the post of JTG District please deliver at:</p> <p>The District Manager: JTG District C/o Mr. K. Gaeganelwe Department of Sport, Arts and Culture MS. Kitchen Library 49 Skool Street Kuruman 8460</p>
<p>For the posts of Head Office please deliver at:</p> <p>The Head of Department C/o The Director HRM Department of Sport, Arts and Culture Mervyn. J. Erlank Sports Complex 10 Recreation Road Florianville Kimberley 8301 Or</p>	<p>For the posts of Head Office please deliver at:</p> <p>The Head of Department C/o The Director HRM Department of Sport, Arts and Culture Mervyn. J. Erlank Sports Complex Private Bag X5004 Kimberley</p>

Note: email applications will be accepted. Applications must be sent as one attachment to avoid non-delivery of the email and only quote the name of the post you applying for on the Subject Line. Applications must be emailed to the following email address: dsacrecruitment@ncpg.gov.za

CLOSING DATE : 17 September 2021 NOTE : Applications must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as copies of all qualifications, ID document and license (these copies need not be certified), only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the department. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. No applications will be accepted by staff in the offices in the buildings. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted, emailed or hand delivered timeously. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

The Department reserves the right not to fill the post. All shortlisted candidates (for all SMS and MMS posts) will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NGS) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services and can be accessed through the following link: <http://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

The successful candidate must disclose to the HOD particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Further Note: Correspondence will only be entered into with short-listed candidates. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

MANAGEMENT ECHELON

POST TITLE : Deputy Director- Infrastructure Development Management System – (IDMS)
SALARY : R 733 257.00 p.a (all inclusive package) – SR 11
CENTRE : Kimberley
REFERENCE : DSAC/2021/25

Requirements:

• A diploma or Equivalent Qualifications(NQF Level 6) especially in the field of Project Management •Tertiary qualification in the field of building and construction would be an added advantage• 3-5 years building and construction experience • Proficiency in computer applications such as Microsoft Office, MS Project and any application applicable to the field of Project Management •Research experience in the field of project management• Experience in the running of projects either at Local Government or Municipal level. A valid driver's license.

Competencies and Skills: Communication• Good Interpersonal Skills• Flexibility and willingness to work long and extended hours• Computer (MS Office) • Planning and Organizing• Good Language proficiency• Good written and verbal skills• Work under pressure• Report writing skills• Strong peer relationship skills• Self development.

Duties:

The main duties of the post: IDMS focus on administration and Project Management in infrastructure, compliance with IDMS framework, financial planning and monitoring, human resource planning and development as well as ensuring performance standards are met annually. Additionally, the Manager: IDMS will perform a lead role in the development of the departmental User Asset Management Plan and manage the departmental input in Intergovernmental Forum and other platforms related to infrastructure. **Enquiries: Mr. P. Modise on 082 871 4686**

POST TITLE : Assistant Director: Library Resource Management and Co-ordination
SALARY : R 376,596 per annum) – SR 9
CENTRE : Kimberley
REFERENCE : DSAC/2021/32

REQUIREMENTS: A recognized Bachelor's Degree/National Diploma in Library and Information Science. •A valid driver's license •Practical experience in Library and information field; •Willingness to travel extensively throughout the Northern Cape Province.

Competencies: Knowledge of Selection and Acquisition, Cataloguing techniques and Processes and Slims. Knowledge of MS Office. Ability to communicate effectively to achieve goals. Problem solving skills. Computer skills. Numeracy skills. Financial Management, Literacy skills. Organizing skills, Report writing skills. Client orientated.

Duties: Manage Technical Services Unit which involves managing the selection and acquisition of library material for community libraries in the province and the Central Reference Library • Manage cataloguing and classification of library materials procured for community libraries • Manage physical processing and dispatch of library materials to District Libraries• Managing of inventory (library material) procured for community libraries and stored in the warehouse. **Enquiries: Mr. P. Modise on 082 871 4686**

POST TITLE : Librarian 2 posts
SALARY : R257 508 per annum – SR7
CENTRE : Greenpoint Community Library x 1 post (Kimberley)
Sandile Present (ZF Mgcawu District) x 1 post (Upington)
REFERENCE : Greenpoint Community Library : DSAC/2021/22
Sandile Present (ZF Mgcawu District) : DSAC/2021/23

Requirements: B.Bibl Degree or equivalent qualification • Computer literacy (MS Office programmes) • A valid Code 08 driver's license • Relevant three years' experience • Must be willing to work long hours or late in the evenings

Competencies: Verbal and written communication skills • Three years' supervisory experience • Organizational planning and report writing skills • Knowledge of financial management, supply chain management procedures • Collection development • Legal and policy framework of community library services

Duties: Manage the planning, administrative and budgetary functions of the library • Manage effective access to the library • Maintain the organization of library materials • Collection and development • Provide library services in response to the needs of library users • Management and supervision of personnel • Identification of formal and informal training programmes • Liaison with stakeholders regarding the development and promotion of library services • Complete program-related reports, maintains statistics, and analyses program performance • Participate in professional development to remain informed of current trends, emerging issues, and best practices in public libraries. **Enquiries: Greenpoint Community Library: Mr. D.Lesetedi on 082 653 2076**

Sandile Present: ZF Mgcawu: Mr. M. Smith on 082 610 0363

POST TITLE : Artisan Production A (Electrician)
SALARY : R190 653 per annum - OSD
CENTRE : Kimberley
REFERENCE : DSAC/2021/27

Requirements: A Grade 10 Certificate or Abet; A Trade Test Certificate or a recognized Electrical Certificate • A Valid Driver's License.

Competencies: A very good understanding and knowledge of tools and machinery • Speedy response to requests for work to ascertain that the work performed is of a high standard and quality • To communicate regularly with supervisor on progress of work • Work independently as well as in a team

Duties: • Handling and use of tools, equipment and material to ensure effective repairs and maintenance to departmental buildings including construction and installations. • Perform operational and maintenance functions of an advanced nature in the electrical field • Supervise subordinates and maintain a quality control system by planning in advance • Attend to administrative duties such as, obtaining quotes, placing of requisitions and record keeping • Conduct inspections on new and existing electrical work • Report writing with regards to progress of work. **Enquiries: Mr. R. Moabelo on 063 688 7798**

POST TITLE : Artisan Production A (Plumber)
SALARY : R190 653 per annum - OSD
CENTRE : Kimberley
REFERENCE : DSAC/2021/28

Requirements: A Grade 10 Certificate or Abet; A Trade Test Certificate or a recognized Plumbing Certificate. •A Valid Driver's License

Competencies: A very good understanding and knowledge of tools and machinery • Speedy response to requests for work • To ascertain that the work performed is of a high standard and quality • To communicate regularly with supervisor on progress of work • Work independently as well as in a team

Duties: Handling and use of tools, equipment and material to ensure effective repairs and maintenance to departmental buildings including construction and installations. • Perform operational and maintenance functions of an advanced nature in the plumbing field • Supervise subordinates and maintain a quality control system by planning in advance • Attend to administrative duties such as, obtaining quotes, placing of requisitions and record keeping • Conduct inspections on new and existing plumbing work • Report writing with regards to progress of work **Enquiries: Mr. R. Moabelo on 063 688 7798**

POST TITLE : Library Assistant X 19 posts (Community Libraries)
SALARY : R145 281.00 per annum – SR4
CENTRE : Frances Baard District x11
Greenpoint Community Library x 2; Tshwarelela Primary School x 1; Tlapeng x 1; Magogong x 1; Pescod Library x 1; Proefplaas x 1; Robert Sobukwe x 1;

JTG District x1 posts
Bendell Community Library x1

ZF Mgcawu District x 4 posts
Augrabies x 1; Aunt Dolletjies Library x 1; Sandile Present x 2

Pixley Ka Seme District x 6 posts
PKS District Office x 2; Breipal x1; Olierivier x1; Schmidtsdrift X1 Ikageng x1

REFERENCE:

<u>FRANCES BAARD DISTRICT</u>	
Greenpoint Community Lib. (Kimberley)	: DSAC/2021/01
Tshwarelela Primary School (Galeshewe)	: DSAC/2021/02
Tlapeng (Pampierstad)	: DSAC/2021/03
Magogong (Hartswater)	: DSAC/2021/04
Pescod Library (Kimberley)	: DSAC/2021/05
Proefplaas (Jan Kempdorp)	: DSAC/2021/06
Robert Sobukwe (Galeshewe)	: DSAC/2021/07
<u>ZF MGCWU DISTRICT</u>	
Augrabies	: DSAC/2021/10
Aunt Dolletjies Library	: DSAC/2021/11
Sandile Present	: DSAC/2021/11
<u>PIXLEY KA SEME DISTRICT</u>	
PKS District Office	: DSAC/2021/13
Breipal	: DSAC/2021/14
Olierivier	: DSAC/2021/15
Schmidtsdrift	: DSAC/2021/16
Ikageng	: DSAC/2021/17
<u>JTG DISTRICT</u>	
Bendell Community Library	: DSAC/2021/18

Requirements: Grade 12 or equivalent qualification or related library qualification •Computer literacy (MS Office programmes) •Must be willing to work long hours or late in the evenings

Competencies: Verbal and written communication skills • Working knowledge of library methods and procedures • Ability to operate library machines and systems • Organizational planning and report writing skills

Duties: Perform circulation desk procedures • Receipt of delivered consignments • Shelves library materials and reads shelves • Sorts and routes mail • Assist with library programs and displays • Assist with information searches to the patrons • Opening and closing of the library • Lend, collect books and issue fines for late returns • Performs other related work as required • Do organizing and filing

Enquiries: Frances Baard: Mr. D. Lesetedi on 082 653 2076
Pixley Ka Seme: Ms. P. Dyantyi on 063 693 6562
ZF Mgcawu: Mr. M. Smith on 082 610 0363

POST TITLE : Library Assistant X 3 posts
SALARY : R145 281.00 per annum – SR4
CENTRE : FB District Office x 2; Head Office x 1
REFERENCE: : FB District Office (Kimberley) : DSAC/2021/08
: Head Office (Kimberley) : DSAC/2021/09

Requirements: Grade 12 or equivalent qualification or related library qualification • Computer literacy (MS Office programmes) • Must be willing to work long hours or late in the evenings

Competencies: Verbal and written communication skills • Working knowledge of library methods and procedures • Ability to operate library machines and systems • Organizational planning and report writing skills

Duties: Processing of library materials, withdrawals (weeding), repair of books, and/or reconditions library materials • Organizing and filing • Completion of statistical reports for the District • Performs other related work as required

Enquiries: Frances Baard/Head Office: Mr. D. Lesetedi on 082 653 2076

POST TITLE : Driver/ Messenger
SALARY : R145 281.00 per annum – SR4
CENTRE : Pixley Ka Seme District Office – De Aar
REFERENCE : DSAC/2021/24

Requirements: Grade 10 certificate and a valid code 08 driver's license. Knowledge of the city in which the functions will be performed. Knowledge of the procedures to operate the motor vehicle (i.e trips authorisations; complete the log book of the vehicle), to obtain consumables (i.e petrol and oil) and to obtain basic services (i.e fixing a flat tyre)

Competencies: • Good interpersonal and communication skills and must be multilingual.

Duties: • Drive light and medium motor vehicles to transport passengers and other items (e.g mail and documents) • Do routine maintenance on the allocated vehicle and report defects timely • Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled • Render clerical support/messenger service in the relevant office. This would, inter alia, entail the following: • Collect and deliver documentation and related items in the department; • Copy and fax documents; • Assist in the registry.

Enquiries: Pixley Ka Seme: Ms. P. Dyantyi on 063 693 6562

POST TITLE : Handymen x5 post

SALARY : R122 595.00 per annum – SR3

CENTRE : Kimberley

REFERENCE : DSAC/2021/26

Requirements: A Grade 10 Certificate or Abet; A narrow range of work procedures and processes such as tools, machinery as well as safety precautions.

Competencies: A fair knowledge of tools and machinery •Speedy response to requests for work •To ascertain that the work performed is of a high standard and quality •To communicate regularly with supervisor on progress of work •Work independently as well as in a team •

Duties: Perform all operational and maintenance functions and repairing of machinery and equipment, including metals, wood and paint. •Inspect and test equipment •Perform routine inspections of working areas •Maintain safety, plan and organize jobs •Have a fair knowledge of installing and assembling equipment •Report writing with regards to progress of work •Render assistance to artisans

Enquiries: Mr. R.Moabelo on 063 688 7798

POST TITLE : Clerical Assistants: Library Services X3 posts

SALARY : R122 595.00 per annum – SR3

CENTRE : Kimberley/

**JTG District x 2 posts : Churchill x 1 post (Kuruman)
: MS Kitchin x 1 post (Kuruman)**

REFERENCE : Kimberley :DSAC/2021/19

:Churchill : DSAC/2021/20

:MS Kitchin : DSAC/2021/21

Requirements: A grade 10 certificate. Knowledge of clerical duties, practices as well as the ability to operate a computer, ability to collect and capture data in the required formats. Knowledge of working procedures in terms of the working environment.

Competencies and Skills: Communication. Good Interpersonal Skills. Flexibility and willingness to work long and extended hours. Ability to work as part of a team. Computer (MS Office). Planning and Organizing. Good Language proficiency. Good written and verbal skills. Work under pressure.

Duties: •Select and sort returned items for repair, binding, shelving and discard categories •Check and replace book identification cards, barcodes and other labels as necessary •Shelf library material and perform shelf-reading •Process books with magnetic tattle-tape strips •Assist the Library Assistant to provide library administrative support and information services.

Enquiries: Frances Baard District: Mr. D. Lesetedi on 082 653 2076

John Taolo Gaetsewe District: Mr. I. Monaheng on 066729354

POST TITLE : General Worker x 8

SALARY : R102 534 per annum – SR 2

CENTRE : Head Office (Kimberley) X 7 posts

Greenpoint Community Library X 1 post

REFERENCE : Head Office (Kimberley) DSAC/2021/30

Greenpoint Community Library DSAC/2021/31

Requirements: A Grade 10 Certificate or Abet

Competencies: Speedy response to requests for work •To ascertain that the work performed is of a high standard and quality •To communicate regularly with supervisor on progress of work •Work independently as well as in a team•

Duties: Perform general assistant work; •Load and off-load furniture, equipment and any other goods to relevant destinations; •Clean government vehicles; •Clean relevant workstation. **Enquiries: Mr. R.Moabelo on 063 688 7798**