

NKANGALA DISTRICT MUNICIPALITY

Nkangala District Municipality is advertising the following vacancies:

- Divisional Manager: Facilities, Fleet and Security
- Divisional Manager: Special Programmes
- Expenditure Salaries: Clerk Grade II
- Accounting Clerk: Creditors
- Finance Intern x1
- Jelpatcher Driver/Operator x4

Full detail of the advert is accessible on the Council web site www.nkangaladm.gov.za. Applicants should apply online attaching: an application letter, detailed CV together with certified copies of qualifications and identity document, as well as the completed prescribed NDM General Application Form for Employment (available from Council's web site www.nkangaladm.gov.za). Applications can be sent through by clicking the link [http://www.nkangaladm.gov.za](mailto:hr@nkangaladm.gov.za) or hr@nkangaladm.gov.za. Employment equity and affirmative action will be considered in filling these vacancies. Short listed candidates will go through vetting as one of the selection criteria. Candidates, who have not been contacted within three (3) months of the closing date, should consider their applications unsuccessful. Nkangala District Municipality reserves the right not to fill any of the positions.

Enquiries: Ms. Susan Silinda: 013 249 2082 Closing date: 05 September 2024.

M.M. SKOSANA – MUNICIPAL MANAGER
NKANGALA DISTRICT MUNICIPALITY

ERRATUM – CONTRACT PERIOD AND CLOSING DATE
EXECUTIVE DIRECTOR – PRESIDENTIAL CLIMATE COMMISSION
REF: 202408001

The job advertisement for the Position of the Executive Director for the Presidential Climate Commission (PCC) as an independent multi stakeholder advisory body, housed under the National Economic Development and Labour Council (NEDLAC), was published on the PCC website, social media platforms and the Sunday Times and City Press Newspaper on Sunday 11 August 2024, with a closing date of 02 September 2024.

Please note that the correct contracting period is for three years, from 01 January 2025 to 31st December 2027, not five years as originally advertised.

The full job specifications, purpose, and key functions, preferred qualifications, skills and experience requirements remains the same and can be accessed on the PCC website and LinkedIn Page

- Website: <https://www.climatecommission.org.za>
- LinkedIn: <https://www.linkedin.com/posts/presidential-climate-commission>

Applicants who have previously applied need not re-apply and new applications may be sent via email: hr@climatecommission.org.za

The closing date is on 16 September 2024

ASHTON VAARDIGHEID AKADEMIE
hiv Industria & Abattoir Rd, Ashton, Wes Kaap, 6715

VAKATURE SKOOLHOOF

Ashton Vaardigheid Akademie (AVA) maak die geleentheid beskikbaar vir 'n uitnemende skoolhoof met 'n uitsonderlike roeping in sy/haar lewe.

AVA is 'n Vaardigheidsskool (School of Skills) wat in Januarie 2023 open as 'n Saamwerkingskool (Collaboration School), 'n vennootskap tussen die Ashton in Action Trust en die VKOD. Die AVA se personeel staan in diens van die SBL AVA 25 'n dubbelmedium (Engels & Afrikaans), multikulturele skool en open in Januarie met 120 leerders in Jaar 1 en Jaar 2. Jaar 3 en Jaar 4 sal in die volgende twee jaar intree.

AVA het 'n besondere persoon as hoof nodig met die volgende kwaliteite:

1. 'n Hart belym met die visie en Christelike etos van AVA;
2. 'n Bewese leier wat struktuur en dissipline kan handhaaf;
3. Topassie onderwys kwalifikasie en onderwys bestuurs ervaring;
4. 'n Spanbouer wat kan motiveer en konflik bestuur;
5. Bewese ervaring van die bestuur van Vaardigheidsskool-kurrikulum, assessering en moderering;
6. Goede kommunikasievaardighede en skakeling met ouers, sakeleer en gemeenskap;
7. Bewese kennis van 'n multikulturele opset, inklusiwiteit en die ontwikkeling van leerders met spesifieke onderwysbehoefte;
8. Sterk administratiewe, organisatoriese en strategiese beplanningsvaardighede; en
9. Bewese ervaring en prestasie in heeltekoelontwikkeling en personeel-ontwikkeling en -assessering.

Datum van diensaanvaarding 1 Januarie 2025

Aansoek: e-pos aan info@ashtoninaction.org teen Dinsdag, 20 Augustus 2024

NOMINATION OF CANDIDATES TO SERVE ON THE COUNCIL OF NATIONAL FILM AND VIDEO FOUNDATION (NFVF)

The Minister of Sports, Arts and Culture, Mr Gayton McKenzie invites members of the Film Industry and the general public to nominate persons to serve as members of Council of the National Film and Video Foundation (NFVF) in terms of the National Film and Video Foundation Act, 1997 (Act 73 of 1997).

Nominated candidates should possess a broad understanding and experience in the field of film industry. Nominees who possess specialised skills which are not directly related to film industry but could be beneficial to the Council, for example, managerial and financial expertise, legal knowledge and knowledge of marketing and liaison, fundraising, education and cultural/social research, as well as a willingness to render community service are also encouraged to apply. The remuneration of the appointed council members is in line with the remuneration scheme of the National Treasury guidelines.

Anyone wishing to nominate person(s) to serve as members of Council of the NFVF should submit the following:

- a) A letter containing full names, address and telephone numbers of the nominee, giving reasons for nomination;
- b) Recently updated curriculum vitae of the nominee, including three contactable references, copies of certified identity documents and academic qualifications;
- c) A brief statement signed by the nominee explaining his/her suitability for appointment.

No nomination will be considered unless all of the above are included.

Correspondence will only be entered into with shortlisted candidates. Candidates will be subjected to suitability checks before appointment as Council members of the NFVF.

Nominations are to reach the Acting Director-General of the Department of Sport, Arts and Culture by 31 August 2024 via e-mail to: NFVFNominations@dsac.gov.za

Contact Person: Mr. Hanyani Shibambo on 012 441-3390 / 066 139 3640.

REQUEST FOR THE PROCUREMENT OF THE SERVICES OF A COMPANY TO PROVIDE GARDEN SERVICES AT THE THREE PREMISES OF THE NATIONAL ARCHIVES AND RECORDS SERVICE OF SOUTH AFRICA (NARSSA) FOR A PERIOD OF THREE YEARS (THIRTY-SIX MONTHS)

| DESCRIPTION | REQUIRED AT | TENDER NO | DUE AT |
|--|--|---------------|-------------------|
| ERRATUM Bidders to take note that advertised terms of reference for tender DSAC 05/24-25 have been revised and the closing date of the tender has been extended. | Department of Sport, Arts and Culture (DSAC) | DSAC 05/24-24 | 13 September 2024 |

For Technical Enquiries
Ms T Mithethwa
Tel: 012 441 3249
E-mail: thobekam@dsac.gov.za
And/or
Mr K Makana
Tel: 012 441 3214
E-mail: kopyanem@dsac.gov.za

For Bid Enquiries
DSAC Bid Office
Tel: 012 441 3173/012 441 3540
DSAC Tenders@dsac.gov.za

The revised terms of reference will be available downloading on the following social platforms from the 08 August 2024:

- Facebook@SportArtsCultureRSA
- Twitter@SportArtsCultur
- Instagram@SportArtsCultureRSA
- E-tender portal on www.etender

Or Obtainable from Departmental website and or www.etenders.gov.za
Compulsory Briefing session Date: 23 August 2024 Time: 11:00am
NB: Bidders who attended the compulsory briefing session that took place on the 05 August 2024, need not to attend.
Venue: The National Archives and Records of South Africa (NARSSA) at 24 Hamilton Street, Arcadia, Pretoria

INVITATION TO BID
REQUEST FOR PROPOSAL (RFP) GOVERNMENT EMPLOYEES PENSION FUND.

BID GEPF 08/2024:
Panel of Catering and Decorating Services

The Government Employees Pension Fund (GEPF) herewith invites bidders for proposal from competent service providers to render catering and decorating services on a panel of service provider for the Government Employees Pension Fund (GEPF) for a period of five years (three years plus one year plus one year).

Bid documents will be available from 12 August 2024 on the following website: www.gepf.co.za

A virtual compulsory briefing session will take place on 22 August 2024 at 10:00. Service providers who are interested in submitting a bid must register their intention to attend the session with Ms N Shoba, Tenders@gepf.co.za, by 21 August 2024 at 14:00.

Closing date: 12:00pm (midday) on 6 September 2024.
Late bids will not be permitted.

All bids must be deposited in the bid box at the GPA's offices at 34 Hamilton Street, Arcadia, Pretoria.

For more information contact us at:
Government Employees Pension Fund
012 441 3173
012 441 3540
Tenders@gepf.co.za
GEPF-SA

Address of Registered office: Old Government Printers No. 5 Textile Road Vulindela Heights Mthatha 5099

Tel : +27(0) 47 531 0348
Fax : +27(0) 47 531 4121

Email : info@ntinga.org.za
Website : www.ninga.org.za

Postal Address P.O. Box 1134 Mthatha, 5099

External Advertisement Ref No: HRM/08/2024

Ntinga O.R. Tambo Development Agency Soc (Ltd) an Entity of O.R Tambo District Municipality, is looking for a suitably qualified and experienced candidate to fill the following position:

HEAD: TRADING ENTERPRISES
PERMANENT - PERFORMANCE BASED CONTRACT POSITION
LOCATION: MTHATHA

SALARY: (Offer of remuneration will be in line with Upper limits as set out in Notice 707 published in Local Government Gazette No. 50737, 30 May 2024)

For further details on the advert visit our website at www.ninga.org.za

Enquiries can be directed to: Ms T. Mkolwana at 047 4950549 / 0722416862

Closing date: 02 September 2024 at 16:00

Yours faithfully
MR L. MBIKO
CHIEF EXECUTIVE OFFICER

REQUEST FOR PROPOSALS

SAIPA
YOUR HEALTH

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE HOSTING AND MAINTENANCE SERVICES OF CRM FOR THE SOUTH AFRICAN INSTITUTE OF PROFESSIONAL ACCOUNTANTS ("SAIPA") ON A 12 (TWELVE) MONTHS AGREEMENT.

Reference number – SP/006/2024

The South African Institute of Professional Accountants (SAIPA™) is one of the leading accountancy institutes in South Africa representing suitably qualified Professional Accountants (SA)'s, in practice, commerce and industry, academia and the public sector.

SAIPA™ is looking to appoint a suitable service provider to provide hosting and maintenance services of CRM for the South African Institute of Professional accountants ("SAIPA") on a 12 (twelve) months agreement.

The full Request for Proposal, requirements and related documents are available on our website at <https://www.saipa.co.za/classifieds/>. Reference Number **SP/006/2024**.

Closing Date: 30th of August 2024 at 12:00pm

For further inquiries and obtaining the invitation link, contact our SCM Department to Michelle Mokwena at 011 207 7840 or MMokwena@saipa.co.za / msithole@saipa.co.za

Address: SAIPA™ House, Howick Close, Midrand 1685.

SAIPA™ reserves the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party.

MPUMALANGA ECONOMIC REGULATOR
An Entity of the Department of Economic Development and Tourism

The Mpumalanga Economic Regulator (MER) is a Schedule 3C Public Entity, established in terms of the Mpumalanga Economic Regulator Act, 2017 (Act No 2 of 2017), responsible for Gambling and Liquor regulation in the Province.

HUMAN RESOURCES MANAGER

Reporting to the Chief Financial Officer, the MER seeks to employ a Human Resources Manager who will be responsible for the management of human resources services, *inter alia*, providing guidance and support to management and employees on labour and HR related matters. Interested applicants are directed to the MER's website www.mer.org.za for further information on the job specifications.

CLOSING DATE: 13 SEPTEMBER 2024

The Mpumalanga Economic Regulator is an equal opportunity employer

higher education & training
Department: Higher Education and Training
REPUBLIC OF SOUTH AFRICA

ERRATUM

This serves to place an erratum in respect of the bid that was conducted by uMgungundlovu TVET College on the 01st of August 2024.

1. **BID NUMBER : UMGU/06/2024 (INVITATION FOR SMART CAMPUS SOLUTION).**
2. **BID NUMBER : UMGU/07/2024 (UMGUNGUNDLOVU TVET CENTRAL SMART CAMPUS).**

Bidders should note that the purpose of the erratum is to notify the bidders on the cancellation of the bid.

uMgungundlovu TVET College extends its sincerest regrets for any inconvenience caused

Ms PN Ntshangase:
Umgungundlovu TVET College Principal

GAUTENG LEGISLATURE
Your View — Our Vision

REQUEST FOR BIDS

| Bid Number | Bid Description | Non-Compulsory Virtual Briefing Session | Evaluation Criteria | Closing Date and Time |
|-------------|---|--|---------------------|--|
| GPL006/2025 | APPOINTMENT OF THE SERVICE PROVIDER FOR PROVISION OF OUTSOURCED INTERNAL AUDIT SERVICES ON BEHALF OF GAUTENG PROVINCIAL LEGISLATURE FOR THE PERIOD OF THREE YEARS | Date: 09 September 2024 Time: 11h00am Venue: Microsoft Teams | 80/20 | Date: 18 September 2024 Time: 11h00am |

Bid documents with the terms of reference are available on GPL's website at www.gpl.gov.za

For GPL006/2025 technical enquiries please contact Mr. Gert Hanekom: GHanekom@gpl.gov.za

For SCM related enquiries, please contact Mr. V Letshokota: VLetshokota@gpl.gov.za
Virtual meeting link: [RSVP: VLetshokota@gpl.gov.za](https://www.gpl.gov.za) (Reference Bid Number).

Follow us on: www.gpl.gov.za

culture, sport & recreation
MPUMALANGA PROVINCE
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTOR: CULTURAL AFFAIRS

REF: DCSR/01/2024
SALARY: R1 436 022.00 p.a (All-inclusive salary package)
CENTRE: HEAD OFFICE

REQUIREMENTS: An appropriate Bachelor Degree or equivalent in Arts qualification (NQF level 7) plus relevant 5 years experience at senior management level. The following are essential requirements: Extensive experience in management and administration procedures. Knowledge of strategic coordination and planning. Knowledge of the legal prescriptions pertaining the creative industry sector. Knowledge and understanding of public service administration and departmental procedures. A valid driver's license is strongly recommended.

COMPETENCIES: Strategic Capability and Leadership • Project and Programme management • Financial management • Change management • People management and empowerment.

KEY PERFORMANCE AREAS: Manage the Chief Directorate Cultural Affairs, ensure effective planning and evaluation within the programme, Staff Performance Management, Leave Management, Monthly and Quarterly reports, ensure effective and efficient budgeting and management of expenditure, implement PFMA, oversee the management and administration of Arts, Culture, facilitate the implementation of National and Provincial legislation and policies for the promotion, protection and management of heritage resources of the province including transformation of the heritage landscape. Oversee the implementation of the development and promotion of designated languages in the province. Oversee the implementation EPWP. Ensure that cultural events and commemorative days are implemented and managed effectively to promote social cohesion. Render effective and efficient financial management.

CHIEF DIRECTOR: LIBRARIES, ARCHIVES AND RECORDS MANAGEMENT

REF: DCSR/02/2024
SALARY: R1 436 022 p.a (All-inclusive salary package)
CENTRE: HEAD OFFICE

REQUIREMENTS: An appropriate Bachelor Arts Degree or equivalent qualification in Library and Information Studies (NQF level 7) plus relevant 5 years experience at senior management level. The following are essential requirements: Comprehensive and detailed knowledge of the library field, as well as management theory and practices (inclusive of HR and Financial Management, Extensive knowledge of Library Management Systems as applied in the library environment, Knowledge and implementation of Conditional Grant Framework. Knowledge of records management processes and procedures, Knowledge and understanding of developing policies and procedures relevant to the archives and libraries, Knowledge of relevant legislation and prescriptions that govern Archives and Libraries, Generic management competencies including strategic capability and leadership, programme and project management, people management and empowerment and financial management and a valid driver's license.

COMPETENCIES: Strategic Capability and Leadership • Project and Programme management • Financial management • Change management • People management and empowerment.

KEY PERFORMANCE AREAS: Manage the Chief Directorate Library and Archive Services, ensure effective planning and evaluation within the programme including Budgeting, Staff Performance Management, Leave Management, Monthly and Quarterly reports, ensure effective and efficient provision of ICT services for all including proper Budgeting and management of expenditure, implement PFMA, Ensure implementation of Social Cohesion and Safe Communities through the following activities: Build new libraries, Upgrade and maintain Libraries, procurement of library material, staff development through training and outreach programmes. Ensure community Libraries are provided with Internet and Wi-Fi, develop and account for the records management policies and inspection of Government Bodies and oral history projects. Ensure record management practitioners benefit from capacity building opportunities. Develop and contribute in the strategic plans of the Library and Archives Chief Directorate.

CHIEF FINANCIAL OFFICER (LEVEL OF A DIRECTOR)

REF: DCSR/03/2024
SALARY: R1 216 824 p.a (All-inclusive salary package)
CENTRE: HEAD OFFICE

REQUIREMENTS: An appropriate Bachelor's Degree or equivalent qualification in Commerce or Finance & Auditing with a minimum of 5 years managerial experience in a Middle Management level. Extensive experience in the field of Finance, Knowledge of the Public Finance Management Act and Public Service Act, as well as other prescripts applicable in the Public Service. The incumbent must possess the following skills: Strategic capability and leadership • Financial management • Accounting management • Change management • Knowledge management • People management and empowerment • Programme and project management • Service delivery innovations • Client orientation and customer focus • Problem solving and analysis • Good Communication skills.

KEY PERFORMANCE AREAS: Managing compliance with requirements of the PFMA, Financial manuals and Treasury Regulations • Managing the efficient, effective, economical and transparent use of resources • Designing and implementation of internal controls, including proper risk management • Provision of timely, accurate and adequate financial and other operational information for strategic decision making purposes and preparation of strategic plans • Ensuring that sound accounting systems and procedures for expenditure management and control are in place • Ensuring that proper planning for the acquisition of assets, design and implementation of measures to protect and maintain assets • Designing, implementation and maintenance of accounting systems to ensure complete, valid, accurate and timeous financial/non-financial information • Rendering of efficient and effective supply chain management services • Overseeing the management and monitoring of the developmental budget in support of service delivery.

APPLICANTS NOTES: Applications must be submitted on the NEW prescribed Z83 application form obtainable from any public service departments or www.dpsa.gov.za. All sections of the form must be fully completed and duly signed, be accompanied by a CV, copies of qualifications, including RSA ID Document, Senior Certificate and a valid driver's license (where applicable). State full name of post and reference number on application form be posted to the following postal Address: Department of Culture, Sport and Recreation Human Resource Management and Development P.O. Box 1243 Mbombela 1200.

PLEASE NOTE THE FOLLOWING:

- The Department of Culture, Sport and Recreation is an equal opportunity, Sport and Recreation to promote representivity (race, gender and disability) accordance with the Employment Equity targets of the Department. Suitably qualified women and persons with disabilities remain the targeted group and are encouraged to apply.
- All appointments will be subjected to a personnel suitability check processes (criminal record, qualification verification, citizenship and employment reference).
- All Senior Management Service (SMS) positions will be subjected to a compulsory competency-based assessment. Following the interview, the selection panel will recommend candidates to attend a generic managerial competency assessment.
- Applicants applying for SMS post are required to obtain a compulsory pre-entry certificate for Senior Management Services (SMS) post. The full details can be sourced from the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>
- Applications received after the closing date or those that do not comply with the requirements indicated above will not be considered.
- If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful.
- No facsimile, post or hand deliver at the Riverside Government Complex Visitors Centre Bld 9.
- For full details of the advertised posts, applicants are advised to visit the Mpumalanga Department of Culture, Sport and Recreation, website: <https://dcsr.mpg.gov.za>
- The Department of Culture, Sport and Recreation reserves the right not to make any appointment(s) to the advertised posts.

Enquiries: Ms. ST Lushaba (013) 766 5245, SD Shabangu (017) 811 6196, Ms. DM Ntuli (013) 766 8354 or Ms. NP Mkhabela (013) 766 5656.

CLOSING DATE: 30 August 2024.

MAKHUDUTHAMAGA LOCAL MUNICIPALITY

BID NOTICE

Bid Notice and Invitation to Bid

Bidders are invited to bid for the following projects:

| Project Number | Project Description | Compulsory Briefing Date & Venue | Closing Date | CIDB Grade |
|------------------------------------|--|---------------------------------------|-------------------|----------------|
| Lim473/Re-RepMain-tswain/23/24/039 | Repair and maintenance of the water reticulation network at Tswain Ga-Masemola (Turnkey) | 27/08/2024, Municipal Chamber@10:00am | 25/09/2024 @12:00 | 5 CE or Higher |

The employer is Makhuduthamaga Local Municipality represented by the Municipal Manager.

Bid documents will be obtainable from Makhuduthamaga Local Municipal offices from 27 August 2024 (Mon-Fri from 08:00-16:30) from the cashiers; at a non-refundable deposit R560.00 for each payable in cash or bank guaranteed cheque. Bid documents can also be downloaded from online service (www.etender.gov.za) at no cost.

Completed and signed tender documents must be sealed in an envelope and marked with the relevant project number and project description and be deposited in the tender box at Makhuduthamaga Local Municipality Offices in Jane Furse before the closing date and time.

The municipality shall adjudicate and award tenders in accordance with the Preferential Procurement Policy Framework Act, 5/2000 and revised procurement regulation with effect 16 January 2023 read with amended regulation on 14 December 2023 at 100 points for functionality and 80/20 points system where 80 points are for the price and 20 points for municipal specific goals (according to the said legislation). Details of specific goals and functionality are in the bid document. Bid will remain valid for 90 (Ninety) days.

The lowest and any tender will not necessarily be accepted and the Municipality reserves the right not to consider any tender not fully completed. Bidders are required to initial each page of the tender document and sign where necessary.

For enquiries contact:
Supply Chain Unit: Mr Mthapo KJ - 013 265 8607
Infrastructure services: Ms. Lubisi NB - 013 265 8638

Mr MOGANEDI RM
MUNICIPAL MANAGER

PRIVATE BAG X 434, JANE FURSE, 1085

culture, sport & recreation
MPUMALANGA PROVINCE
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTOR: CULTURAL AFFAIRS

REF: DCSR/01/2024
SALARY: R1 436 022.00 p.a (All-inclusive salary package)
CENTRE: HEAD OFFICE

REQUIREMENTS: An appropriate Bachelor Degree or equivalent in Arts qualification (NQF level 7) plus relevant 5 years experience at senior management level. The following are essential requirements: Extensive experience in management and administration procedures. Knowledge of strategic coordination and planning. Knowledge of the legal prescriptions pertaining the creative industry sector. Knowledge and understanding of public service administration and departmental procedures. A valid driver's license is strongly recommended.

COMPETENCIES: Strategic Capability and Leadership • Project and Programme management • Financial management • Change management • People management and empowerment.

KEY PERFORMANCE AREAS: Manage the Chief Directorate Cultural Affairs, ensure effective planning and evaluation within the programme, Staff Performance Management, Leave Management, Monthly and Quarterly reports, ensure effective and efficient budgeting and management of expenditure, implement PFMA, oversee the management and administration of Arts, Culture, facilitate the implementation of National and Provincial legislation and policies for the promotion, protection and management of heritage resources of the province including transformation of the heritage landscape. Oversee the implementation of the development and promotion of designated languages in the province. Oversee the implementation EPWP. Ensure that cultural events and commemorative days are implemented and managed effectively to promote social cohesion. Render effective and efficient financial management.

CHIEF DIRECTOR: LIBRARIES, ARCHIVES AND RECORDS MANAGEMENT

REF: DCSR/02/2024
SALARY: R1 436 022 p.a (All-inclusive salary package)
CENTRE: HEAD OFFICE

REQUIREMENTS: An appropriate Bachelor Arts Degree or equivalent qualification in Library and Information Studies (NQF level 7) plus relevant 5 years experience at senior management level. The following are essential requirements: Comprehensive and detailed knowledge of the library field, as well as management theory and practices (inclusive of HR and Financial Management, Extensive knowledge of Library Management Systems as applied in the library environment, Knowledge and implementation of Conditional Grant Framework. Knowledge of records management processes and procedures, Knowledge and understanding of developing policies and procedures relevant to the archives and libraries, Knowledge of relevant legislation and prescriptions that govern Archives and Libraries, Generic management competencies including strategic capability and leadership, programme and project management, people management and empowerment and financial management and a valid driver's license.

COMPETENCIES: Strategic Capability and Leadership • Project and Programme management • Financial management • Change management • People management and empowerment.

KEY PERFORMANCE AREAS: Manage the Chief Directorate Library and Archive Services, ensure effective planning and evaluation within the programme including Budgeting, Staff Performance Management, Leave Management, Monthly and Quarterly reports, ensure effective and efficient provision of ICT services for all including proper Budgeting and management of expenditure, implement PFMA, Ensure implementation of Social Cohesion and Safe Communities through the following activities: Build new libraries, Upgrade and maintain Libraries, procurement of library material, staff development through training and outreach programmes. Ensure community Libraries are provided with Internet and Wi-Fi, develop and account for the records management policies and inspection of Government Bodies and oral history projects. Ensure record management practitioners benefit from capacity building opportunities. Develop and contribute in the strategic plans of the Library and Archives Chief Directorate.

CHIEF FINANCIAL OFFICER (LEVEL OF A DIRECTOR)

REF: DCSR/03/2024
SALARY: R1 216 824 p.a (All-inclusive salary package)
CENTRE: HEAD OFFICE

REQUIREMENTS: An appropriate Bachelor's Degree or equivalent qualification in Commerce or Finance & Auditing with a minimum of 5 years managerial experience in a Middle Management level. Extensive experience in the field of Finance, Knowledge of the Public Finance Management Act and Public Service Act, as well as other prescripts applicable in the Public Service. The incumbent must possess the following skills: Strategic capability and leadership • Financial management • Accounting management • Change management • Knowledge management • People management and empowerment • Programme and project management • Service delivery innovations • Client orientation and customer focus • Problem solving and analysis • Good Communication skills.

KEY PERFORMANCE AREAS: Managing compliance with requirements of the PFMA, Financial manuals and Treasury Regulations • Managing the efficient, effective, economical and transparent use of resources • Designing and implementation of internal controls, including proper risk management • Provision of timely, accurate and adequate financial and other operational information for strategic decision making purposes and preparation of strategic plans • Ensuring that sound accounting systems and procedures for expenditure management and control are in place • Ensuring that proper planning for the acquisition of assets, design and implementation of measures to protect and maintain assets • Designing, implementation and maintenance of accounting systems to ensure complete, valid, accurate and timeous financial/non-financial information • Rendering of efficient and effective supply chain management services • Overseeing the management and monitoring of the developmental budget in support of service delivery.

APPLICANTS NOTES: Applications must be submitted on the NEW prescribed Z83 application form obtainable from any public service departments or www.dpsa.gov.za. All sections of the form must be fully completed and duly signed, be accompanied by a CV, copies of qualifications, including RSA ID Document, Senior Certificate and a valid driver's license (where applicable). State full name of post and reference number on application form be posted to the following postal Address: Department of Culture, Sport and Recreation Human Resource Management and Development P.O. Box 1243 Mbombela 1200.

PLEASE NOTE THE FOLLOWING:

- The Department of Culture, Sport and Recreation is an equal opportunity, Sport and Recreation to promote representivity (race, gender and disability) accordance with the Employment Equity targets of the Department. Suitably qualified women and persons with disabilities remain the targeted group and are encouraged to apply.
- All appointments will be subjected to a personnel suitability check processes (criminal record, qualification verification, citizenship and employment reference).
- All Senior Management Service (SMS) positions will be subjected to a compulsory competency-based assessment. Following the interview, the selection panel will recommend candidates to attend a generic managerial competency assessment.
- Applicants applying for SMS post are required to obtain a compulsory pre-entry certificate for Senior Management Services (SMS) post. The full details can be sourced from the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>
- Applications received after the closing date or those that do not comply with the requirements indicated above will not be considered.
- If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful.
- No facsimile, post or hand deliver at the Riverside Government Complex Visitors Centre Bld 9.
- For full details of the advertised posts, applicants are advised to visit the Mpumalanga Department of Culture, Sport and Recreation, website: <https://dcsr.mpg.gov.za>
- The Department of Culture, Sport and Recreation reserves the right not to make any appointment(s) to the advertised posts.

Enquiries: Ms. ST Lushaba (013) 766 5245, SD Shabangu (017) 811 6196, Ms. DM Ntuli (013) 766 8354 or Ms. NP Mkhabela (013) 766 5656.

CLOSING DATE: 30 August 2024.

NOMINATION OF CANDIDATES TO SERVE ON THE COUNCILS OF PERFORMING ARTS INSTITUTIONS (CULTURAL INSTITUTIONS)

In terms of the Cultural Institutions Act, 1998 (Act 119 of 1998), the Minister of Sport, Arts and Culture, Mr Gayton McKenzie invites members of the performing arts (Playhouse/Theatres) fraternity and the general public to nominate persons to serve as members of Council of the following Performing Arts Institutions (Cultural Institutions).

- The South African State Theatre (SAST) (Pretoria, Gauteng)
- Artscape (Cape Town, Western Cape)
- Performing Arts Centre of the Free State (PACOFs) (Bloemfontein, Free State)
- The Playhouse Company (Durban, Kwa-Zulu Natal)

Nominated candidates should possess a broad understanding and experience in the field of performing arts; managerial; financial expertise; legal; marketing and liaison; fundraising; education and cultural/social research; corporate governance, as well as a willingness to render community service. The remuneration of the appointed nominees is in line with the remuneration scheme of the National Treasury guidelines as prescribed in the Cultural Institutions Act as amended.

Anyone wishing to nominate persons to serve as members of Council of the aforementioned Performing Arts Institutions (Cultural Institutions) should submit the following:

- a) A letter containing full names, address, and telephone numbers of the nominee, giving reasons for nomination.
- b) Recently updated Curriculum Vitae of the nominee, including three contactable references.
- c) A brief statement signed by the nominee accepting the nomination and explaining his/her suitability for appointment.
- d) Certified copies of qualifications and ID document.

No nomination will be considered unless all of the above are included. Correspondence will only be entered into with shortlisted candidates. Should you not be contacted within three (3) months from the closing date, consider your nomination unsuccessful. Suitability and background checks will be conducted prior to the appointment of recommended candidates.

A Separate nomination must be submitted for each of the institutions.

Nominations are to reach the office of the Acting Director-General of the Department of Sport, Arts and Culture by **31 August 2024**.

Nominations are to be submitted by e-mail as follows:

- The South African State Theatre: Council.SAST@dsac.gov.za
Enquiries: Ms Sonja Fourie (M) 066 139 3653 / (T) 012 441 3478
- Artscape: Council.Artscape@dsac.gov.za
Enquiries: Ms Sonja Fourie (M) 066 139 3653 / (T) 012 441 3478
- Performing Arts Centre for the Free State: Council.PACOFs@dsac.gov.za
Enquiries: Mr. Hanyani Shibambo (M) 066 139 3540 / (T) 012 441 3390
- The Playhouse Company: Council.Playhouse@dsac.gov.za
Enquiries: Ms Sonja Fourie (M) 066 139 3653 / (T) 012 441 3478