

DEPARTMENT OF ARTS AND CULTURE

The Department of Arts and Culture is an equal opportunity affirmative action employer and it is its intention to promote representatively in the Public Sector through the filling to this post. Persons whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications.



- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the number and the name of this publication to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, Sechaba House (previously known as VWL Building), 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria.
- CLOSING DATE** : 14 February 2020
- NOTE** : Applications are hereby invited from suitably and qualified person to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at www.gov.za. All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and Original Certified Copies of the applicant's ID and educational qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned post(s). The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to disclose memberships of boards and directorships that they may be associated with. The successful candidate will have to annually disclose his/her financial interests. Identified candidate(s) will be subjected to a Government specific competency assessment.

MANAGEMENT ECHELON

- POST 04/01** : **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: 22/2/DAC/2020**
Branch: Corporate Services
- SALARY** : R1 521 591 per annum (all-inclusive remuneration package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) and a post graduate qualification (NQF Level 8) as recognised by SAQA, 8-10 years of experience at a senior managerial level. Extensive knowledge and understanding of the PFMA and good understanding of the Public Service Regulatory Framework, Experience and ability to work in cross-functional projects / teams. Excellent coordination and project management skills. Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, empowerment and financial management.
- DUTIES** : As Head of the Branch: Corporate Services, the incumbent of this position will be responsible to provide effective and well coordinated corporate services to the Department. Ensures and oversee that all Chief Directorates and Directorates

reporting under Corporate Services provides adequate support to the Department in line with its mandate, vision and mission. Lead and manage the following Chief Directorates and Directorates: Communication Management, Legal Services, Security and Work Environment, Human Resources Management, Government Information and Communication Technology Management, International Cooperation and Donor Coordination, Entities Management, Strategic Management and Planning. Develop and implement various strategies and policies to improve service delivery within and outside the department, including capacity of the organisation to cope with change. Co-ordinates the planning and implementation of strategies and policies aimed at improving service delivery. Plan and report to various stakeholders including parliament, audit and risk Committees. Co-ordinates and reports on all Branch's programmes and projects. Develop Business and Strategic Plans for the Branch. Ensures that structures and governance processes are in place and aligned to achieve the strategic objectives of the Department. Strongly lead line managers in spearheading restructuring and change management process of the Department. Ensure compliance of the Branch and the Department at large with general Government regulatory legislation and framework applicable to the work of the Chief Directorate and Directorates reporting under the Branch: Corporate Services. Develops and maintain effective monitoring systems and mechanisms.

ENQUIRIES

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Ms NP Maloka Tel No: 012 441-3730