



## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 17/2007**

**TO ALL HEADS OF PROVINCIAL DEPARTMENTS**

### **ADVERTISEMENT OF POSTS: DEPARTMENT OF SPORT, ARTS & CULTURE**

The above-mentioned circular is attached for your information. The content thereof should be brought to the attention of all staff.

Please take note that all enquiries with regard to the circular should be made to the official as indicated in the circular and not to the Human Resource Advice, Co-ordination, and Management Directorate: Department of the Premier.

  
**DEPARTMENT OF THE PREMIER**

**DATE:** 12/03/2007

**Department of the Premier    Departement van die Premier    Lefapha La Tonakgolo**

**Human Resource Advice, Co-ordination and Management Directorate**

# FREE STATE PROVINCE



## **DEPARTMENT OF SPORT, ARTS AND CULTURE**

**CLOSING DATE: 05 April 2007**

### **INSTRUCTIONS ON HOW TO APPLY:**

- Applications should be submitted on a Z83 form obtainable from any Public Service Department or at [www.fs.gov.za](http://www.fs.gov.za) and must be accompanied by an updated comprehensive and detailed Curriculum Vitae with certified copies of qualification certificates, Driver's license and a copy of Identity Document or Passport attached.
- Direct your application quoting the relevant reference number and corresponding centre of employment above on the Z83 form.
- No faxed or e-mailed applications will be considered and applications received after the closing date indicated above will not be accepted.
- If applying for more than one position, a separate application form (Z83 - with relevant attachments ) must be provided for each post applied for
- Failure to comply with the above instructions will result in the application not being considered and automatically disqualified.

### **PLEASE NOTE:**

- Candidates who are not contacted within four months for an interview may assume that they did not meet the shortlist criteria and are hereby thanked for applying for the vacant posts
- Candidates in ownership of foreign qualifications, certificates and/or courses attended must ensure that they attach proof of the level of their qualifications, issued by the South African Qualification Authority.
- Applications must be directed for attention : Ms T Mothibi and submitted to : Department of Sport, Arts and Culture, Human Resource Advisory Division, Private Bag X20606, Bloemfontein 9300 or place applications in application box, Foyer 2<sup>nd</sup> Floor, Saambou Building, Cnr Maitland and Aliwal Streets, Bloemfontein 9300

**POST**                      **Office Manager: Head of Department (Ref OM/HD/2)**

**SALARY**                      R 339 825 p a (All inclusive package)

**CENTRE**                      Bloemfontein

**REQUIREMENTS** • Applicable 3 year degree(or equivalent qualification)(Public or Business Administration) • Intermediate working experience in managerial support functions including financial management • Knowledge and understanding of Public Services policies and procedures • Working knowledge of the functioning of provincial government • Working Knowledge of MS Word, Excel and power point • Ability to execute research/ analyze complex information to compile documents, submissions, letter etc. • Good planning skills to co-ordinate and integrate activities within the office • Excellent inter personal relations and communication skills • Willingness to work additional hours and to work under pressure

**Recommendations** • Working knowledge on the setting up and maintenance of a record system • Intermediate experience in minute taking and development of presentations and speeches

**Key Responsibilities** • Manage engagements of the Head of the Department • Render Administrative support services • Execute research, analyze information and compile complex documents for the Head of the Department • Provide support to the Head of the Department with regard to meetings • Manage the budget of the Office • Manage the Human Resource aspects related to the staff in the office

**ENQUIRIES**                      Ms M Maduwane

Tel No (051) 410 3607

**POST**                      **Assistant Manager: Visual Arts and Craft (Ref AS/VAC/Q1)**

**SALARY**                      R146 685 p a

**CENTRE**                      Bloemfontein

**REQUIREMENTS** • Applicable 3 year degree in Arts or Social Science (or equivalent qualification) • Extensive experience in the management of cultural activities combined with resource management skills • Working experience in dealing with communities • Drivers licence and willingness to travel and work additional hours •

**Recommendations** • Computer literacy • Knowledge of the diverse culture of the Free State • Proven community involvement • Working Experience in Government Environment

**Key Responsibilities** • Management of the Visual Arts and Craft Sub-Directorate • Guide and coordinate officials at Head office and district offices towards the advancement of visual arts and craft • Facilitate the implementation of cultural industries and craft development strategy in the province • Collaborate with other departments, local government and relevant stakeholders on related Visual Arts and Crafts projects and programmes through out the province.

**ENQUIRIES** Ms P Moahlodi

Tel No (051) 410 4710

**POST Senior Dance Instructor (REF.SDI/MMC/3)**

**CENTRE** Mmabana Cultural Centre – Thaba Nchu

**SALARY** R 122 841.00 pa

**REQUIREMENTS** • Senior Certificate or equivalent qualification with Certificates in Ballroom, Latin, Freestyle and a Student Teachers' Certificates • Intermediate experience in the tutoring of various dance styles to students of all ages • SADDSC Registration • Valid Drivers License

**RECOMMENDATIONS** • Working experience in the preparation of students for competitions in terms of dress codes and choreography

**KEY RESPONSIBILITIES** • Teach students in line with syllabus and prepare them for examinations, shows and competitions • Conducting outreach programmes in the community to ensure talent identification and promotion of dance as a performing arts discipline • Manage and co-ordinate all key performance areas and staff appointed within the Dance Unit including all administrative related tasks attached to the post • Organise fundraising events and create platforms for student participation

**ENQUIRIES** Ms N Matshoba

Tel No (051) 875 1640

**POST Music Lecturer – ( 1 x post -Brass Instruments)(Ref ML/MCC/4)**  
**( 1 x post – Trombone)(Ref ML/MSN/5)**

**CENTRE** Brass Instruments at Mmabana Cultural Centre : Thaba Nchu  
Trombone at Musicon : Bloemfontein

**SALARY** R 98 916.00 pa

**REQUIREMENTS** • An appropriate three year tertiary or equivalent qualification ( B.MUS) combined with intermediate working experience in teaching specified instruments, from elementary to specialized level.  
• Proficiency to accompany rehearsal and performances on the piano • Valid drivers license and willingness to travel regularly • Ability to work with students of all ages and cultures

**RECOMMENDATIONS** • Project management background combined with good communication. planning and organizational skills • Computer literacy

**KEY RESPONSIBILITIES** • Teach individual students and groups to play a specified instrument and regular evaluation and examination of students • Teach music theory and ensure students receives aural training  
• Initiate and conducting outreach programmes in the community to ensure talent identification and promotion of music as a performing arts discipline • Assist with the organising of fundraising events and creation of platforms for student participation • Promote and advance interest in music in the community through school concerts and/or demonstration, encouraging students to enter competitions etc • Perform administrative tasks attached to the post and co-ordinate own artistic teaching program, exams, concerts, competitions and curricula

**ENQUIRIES** Ms N Matshoba ( Mmabana Cultural Centre)  
Mr T Dzorkpey ) Musicon)

Tel No (051) 875 1640  
Tel No (051) 4308831

**POST**                      **Senior Care Taker (REF SCT/MCC/7)**

**CENTRE**                      Mmabana Culrural Centre : Thaba Nchu

**SALARY**                      R 64 143.00 pa

**REQUIREMENTS** ▪ Senior Certificate or Equivalent Qualification with basic training in security. ▪ Working experience as a security official ▪ Knowledge of alarm systems and access control ▪ Valid drivers licence

**RECOMMENDATIONS** ▪ Supervisory experience ▪ Ability to work independently and to solve problems without Assistance ▪ Good communication skills with the ability to interact with people at all levels ▪ Willingness to work weekends and during shows and events held at centre after hours.

**KEY RESPONSIBILITIES** ▪ Responsible for the daily opening and closing of the centre including access control of staff and visitors ▪ Daily assessment of the premises condition and report defects/faults ▪ Supervise the daily activities of the maintenance and cleaning staff ▪ Perform administrative duties attached to the post

**ENQUIRIES**                      Ms N Matshoba

Tel No (051) 875 1640

**POST**                      **Tour Guide (Ref TG/BCV/8)**

**CENTRE**                      Basotho Cultural Village - Qwa-Qwa

**SALARY**                      R54 222 pa

**REQUIREMENTS** ▪ An appropriate diploma (or equivalent qualification) ▪ Knowledge of the Qwa Qwa community and the History and culture of the Basotho people ▪ Excellent communication skills more specific the ability to speak Sesotho, English and Afrikaans ▪ Working experience in a heritage institution guiding tourists. ▪ Willingness to work shifts and additional hours.

**RECOMMENDATIONS** ▪ Appropriate tertiary qualifications ▪ Ability to work independently and to explore and implement new programmes ▪ Computer literacy ▪ Valid driver's license ▪ Knowledge and/or experience in bird guiding as well as knowledge of a Foreign language will be an added advantage.

**KEY RESPONSIBILITIES** ▪ Present guided tours through the village by explaining the culture of Basotho from the 16<sup>th</sup> century to the tourists and introduce them to cultural heritage destinations through herbal trail route and historical site tours ▪ Act as receptionist at front desk which include receiving tourist/visitors and handling bookings made for various activities at Basotho Cultural Village ▪ Write monthly reports.

**ENQUIRIES:**                      Ms L Nyenye

Tel no (058) 721 0300

**POST**                      **Receptionist (REF R/BCV/9)**

**CENTRE**                      Basotho Cultural Village – Qwaqwa

**SALARY**                      R 46 200.00 pa

**REQUIREMENTS** ▪ Grade 12 ( Senior Certificate) or equivalent qualification combined with working experience as a Receptionist and computer literacy ▪ Knowledge of the Qwaqwa community, history and culture of the Basotho ▪ Good communication skills more specific the ability to speak English, Sesotho and Afrikaans. ▪ Willingness to work shifts and additional hours.

**RECOMMENDATIONS** ▪ An appropriate Certificate or Diploma in Office Management or equivalent qualification

**KEY RESPONSIBILITIES** ▪ Manage the reception area which includes- welcoming of tourist and sharing with them information about Basotho Cultural Village and tourist attractions in the surrounding area and financial record of daily income received at the reception ▪ Handle booking for various activities at Basotho Cultural Village and arrange with relevant role-player within the village to prepare themselves for the expected groups/events ▪ Responsible for the operation of the switchboard as well as administrative tasks attached to the post and monthly reports.

**ENQUIRIES** Ms L Nyenye

Tel No (058) 721 0300

**POST** **Waiter (2 x Post) (Ref WW/BCV/10)**

**CENTRE** Basotho Cultural Village - Qwa-Qwa

**SALARY** R40 227 pa

**REQUIREMENTS** ▪ Grade 8 or ABET Qualification ▪ Certificate/diploma in Hospitality and catering services (or equivalent qualification) ▪ Basic working experience in catering industry ▪ Knowledge of Sesotho's Indigenous food ▪ Willingness to work shifts and additional hours.

**RECOMMENDATIONS** ▪ Ability to speak Sesotho, English and Afrikaans.

**KEY RESPONSIBILITIES** ▪ Prepare food for the restaurant ▪ Serve food to visitors which includes receiving of money paid ▪ Clean the surrounding area and all catering equipments e.g. table cloths.

**ENQUIRIES** Ms R Chaule

Tel no (058) 721 0300

**POST** **Cleaner (Ref CLN/BCV/11)**

**CENTRE** Basotho Cultural Village - Qwa-Qwa

**SALARY** R 35 916 pa

**REQUIREMENTS** ▪ Grade 8 or ABET Qualification with the ability to read and write ▪ Willingness to work shifts and additional hours ▪ Ability to follow instructions carefully and to operate basic cleaning equipment.

**RECOMMENDATIONS** ▪ Ability to speak Sesotho.

**KEY RESPONSIBILITIES** ▪ Clean the indoor premises within the village ▪ Maintain and clean all equipment after handling ▪ Serve refreshments to administrative staff and official visitors ▪ Render a support service during functions at Basotho Cultural Village.

**ENQUIRIES** Ms R Chaule

Tel no (058) 721 0300