




FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 29/2007

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POSTS: DEPARTMENT OF SPORT, ARTS AND 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: 03/04/2007

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: 20 April 2007

@ 16:00

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 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 2nd Floor, Saambou Building, Cnr Maitland and Aliwal Streets, Bloemfontein 9300

POST: Executive Manager: Sport and Recreation (REF EM.SR/1)
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CENTRE: Bloemfontein

SALARY: R 591 510. 00 pa (All inclusive Package)

Appointment is subjected to the signing of a Performance Agreement

REQUIREMENTS • An appropriate Masters Degree with extensive working experience in an Sport and Recreation working environment • Comprehensive knowledge of Sport and Recreation strategies and challenges within the Free State Province • Experience in community development, especially previously disadvantaged communities • Managerial skill including knowledge of project Management, strategic planning and budgeting and financial management • Computer literacy • Good communication skills to communicate with people at all levels • Valid drivers' license and willingness to travel regularly • Working experience in a Public Service environment and Knowledge of all applicable legislation

RECOMMENDATIONS • Ability to manage a diverse staff establishment to ensure that performances meet the set standards • Exposure in compiling annual reports and policy development • Time Management skills combined with the ability to complete different tasks at the same time • Working experience as Senior Manager will serve as an added advantage

KEY RESPONSIBILITIES • Provide strategic direction to the Chief Directorate to promote, develop and maintain Sport and Recreation matters in the Free State • Development of policies and procedures for the Chief Directorate to ensure optimal utilization of available resources to promote the Key Performance Areas of the Directorates • Oversee the management of the respective Directorate's

Budget and other financial matters • Human Resource Management and Development • Co-ordinate Munimec and Sport Federation Meetings

ENQUIRIES: Ms R Sempe
Tel No (051) 410 7423

POST: Senior Manager: Community Sport (Ref SM/CS/O1)

Salary: R453 147 per annum (All inclusive Package)
Appointment is subjected to the signing of a Performance Agreement

Centre: Bloemfontein

Requirements: An appropriate tertiary (or equivalent) qualification • Proven experience in the co-ordination of sport activities, sport development and community sport promotion • Knowledge of sport related development programmes • Experience in project Management • Managerial and Financial management skills • A valid code 08 drivers license and willingness to travel regularly • Good communication and presentation skills

Recommendations: Ability to work independently, to analyze problem areas and to initiate corrective measures • Computer literacy • Ability to communicate with people at all levels • Ability to explore and implement new ways of service delivery to improve the execution of the Directorate's core Functions

Key Responsibilities: Develop and implement sport and recreation policies, regulations as well as internal and external organizational guidelines to ensure good governance within community sport • Give advice to the Executing Authority, Head of Department and Chief Director and other role players / sport structures on matters pertaining to community sport • Supervise and provide strategic direction and guidance with regard to Facility Development, District Operations, Recreation and Mass Participation as well as School Sport • Manage and develop financial, physical and human resources to ensure the maintenance of a well structured marketing and information system • Ensure proper management and development of sport and recreation structures and communities to promote good communication with national as well as local sport and recreation structures and role-players • Responsible for Human Resource Management and the continuous development of staff with regard to their sport and recreation skills and knowledge

ENQUIRIES: Ms R Sempe
Tel No (051) 410 4723