




## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 64/2007**

**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:.....2007/07/24

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: 17 August 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 to the attention of the specific person mentioned underneath the advertisement 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**

**Senior Manager : Arts and Heritage (Ref SMS 1.22)**

### **SALARY**

R 502 725 .00 ( All inclusive Package)

A formal Competency Based Assessment will form part of the interview and appointment is subjected to the signing of a Performance Agreement

### **CENTRE**

Bloemfontein

**REQUIREMENTS** ▪ An appropriate 3 year Tertiary (or equivalent) qualification supplemented by extensive working experience in Arts, Culture or Heritage including Language development working environment ▪ Comprehensive knowledge of Arts, Culture and Heritage issues related to the Free State Province ▪ Experience in community development, especially previously disadvantaged communities ▪ Managerial skill including knowledge of project Management, strategic planning, budgeting and Financial Management ▪ Computer literacy ▪ Good communication skills ▪ Valid drivers' license and willingness to travel regularly

**RECOMMENDATIONS** ▪ Ability to work independently and to explore and implement new programmes to ensure community development in all fields related to the development and maintenance of the diverse core areas of Arts and Culture ▪ The ability to liaise with various stakeholders and diverse groups of people and to handle transformation issues ▪ Skills to assess the needs of the clients and to implement proper programmes ▪ Working experience in a Public Service environment and Knowledge of all applicable legislation ▪ Exposure in policy development

**KEY RESPONSIBILITIES - The Successful Candidate will** ▪ Provide strategic direction to the Arts and Heritage Directorate to promote, develop and preserve Arts, Culture, Heritage and Language Service in the Free State ▪ Establish and maintain an environment where all disciplines of visual and performing arts and culture diversities are introduced, developed and preserved to ensure sustainability ▪ Manage the conservation, extension and transformation of heritage ▪ Manage services which contribute to the conservation of provincial literature, rendering of language services and to promote multilingualism ▪ Establish sustainable Arts, Culture, Heritage and Language councils/committees to ensure the conservation of all provincial resources related to the different core areas of Arts and Culture ▪ Ensure service delivery which advances the Moral Regeneration of the community

### **ENQUIRIES**

Ms R Senatle

Tel No 051 410 4706

### **APPLICATIONS ATTENTION**

Ms T Mothibi

**Manager Community Library Services (Ref MCLS /11)**

**R 311 358.00 per annum all inclusive package**

## Bloemfontein

**REQUIREMENTS** • Tertiary qualification in Library Science • Extensive working experience in library services combined with middle management proficiency • Knowledge of strategic planning and project management • Valid driver's license and willingness to travel extensively • Computer literacy • Excellent communication skills.

**RECOMMENDATIONS-** Working experience in provincial and district library services• Knowledge of community development work, municipal structures, facility management and infrastructure management

**KEY RESPONSIBILITIES - The successful candidate will** • Manage and monitor the provision of public library services to communities • Manage the provision and maintenance of library building • Coordinate the provision of training to public library workers • Promote the use of libraries and culture of reading • Manage and coordinate administrative support functions in five district offices • Manage the human and financial resources of the community libraries, sub-directorate.

Tel No. 051 410 4829

Ms M Moffat

**Personal Assistant to the Head of the Department (Ref. HOD/PA 008)**

R 132 054,00 pa

## Bloemfontein

**REQUIREMENTS** • Grade 12 or equivalent qualification • Appropriate experience in office administration and managerial support functions • Ability to work independently and to handle different tasks at the same time • Time management skills • Excellent interpersonal relations • Willingness to work overtime from time to time • Computer literacy including working knowledge of Word, Excel and Power point combined with typing proficiency.

**RECOMMENDATIONS** • Secretarial qualification • Experience in Public Service • Knowledge and understanding of the public service environment, public service systems, policies and procedures.

**KEY RESPONSIBILITIES - The successful candidate will** • Manage engagements /diary of the Head of the Department • Effectively handle documentation in the office / implement administrative measures • Assist the Head of Department with regard to meetings attended By the Head of Department • Handle travel arrangements for the Head of Department • Ensure security of office and documentation • Type complicated documents • Administer effective flow of documents / information to and from the Head of Department • Handle SCM procedures in the office • Render support with regard to the budget of the section • Supervise the work of the Secretary to ensure the coordination of activities, manage the performance of the incumbents and to address development needs.

**Note: Short listed candidates will have to undergo a practical typing test**

Ms A Hammond at Tel. No. (051) 410 4723

Ms M Moffat

**Principal Librarian: Research (Ref. PL /17)**

R 132 054.00 pa

## Bloemfontein

**REQUIREMENTS** ▪ B Bibl Degree or an equivalent qualification (B A with a Diploma in Library and Information Science) ▪ Intermediate working experience in a Library environment ▪ Special knowledge and understanding of research methodologies and instruments.

**RECOMMENDATIONS** • Working knowledge of how to design specialized validated instruments to be used with the execution of research in an organization • Relevant experience in the execution of research • Knowledge of library management systems • Computer literacy • Valid driver's license • Good communication and interpersonal skills.

**KEY RESPONSIBILITIES - The successful candidate will** • Plan and execute operational research on areas identified such as community information needs, user's satisfaction, use of specialized services implemented in libraries, etc. to develop and improve the service and service delivery • Prepare comprehensive reports on the outcome of research and make recommendation on further actions • Monitor the capturing of statistical information received from libraries on Prolib, inform district libraries about reports not received and compile annual statistical report • Train, guide and coordinate the work of junior staff in the component.

**ENQUIRIES**

Ms M Dixon Tel No 051 407 2810

**APPLICATIONS ATTENTION**

Ms M Moffat

**POST** **Librarian Training (Ref L/T 0098)**

**SALARY** R 106 335.00 pa

**CENTRE** Bloemfontein

**REQUIREMENTS** • B Bibl Degree or an equivalent qualification (BA with a Diploma in Library and Information Science or National Diploma in Library and Information Science) • Sound knowledge of training methods and evaluation techniques • Working knowledge of designing and development of training courses • Knowledge of library management systems • Computer literacy • Good communication skills and presentation skills.

**RECOMMENDATIONS** • Driver's license • Working knowledge of how to determine the impact of training in an organization • Knowledge of and ability to apply relevant government regulations.

**KEY RESPONSIBILITIES: The successful candidate will** • Assist in planning and conducting training needs analysis to ensure that needs-based training programmes are developed and presented • Assist in development of training programmes and courses to ensure that library workers are trained in a structured way • Maintain and update Prolib Programmes on skills and training development as well as personal profiles on expertise • Provide monthly statistical training reports and maintain their files • Coordinate training sessions for library workers offered to develop a skilled and informed work force • Assist with the maintenance of the Public Library Handbook to ensure that library functions are carried out according to uniform standards and guidelines

**ENQUIRIES**

Ms M Dixon Tel. No. 051 407 2810

**APPLICATIONS ATTENTION**

Ms M Moffat

**POST** **Librarian (Ref JWE/00)**

**SALARY** R 106 335 .00 pa

**CENTRE** Lejweleputswa District Library (Welkom)

**REQUIREMENTS**• B Bibl degree or equivalent qualification • Computer literacy• Communication and training skills• Driver's license.

**RECOMMENDATION** • Knowledge of library management and administration including library materials • Knowledge of government policies and acts.

**KEY RESPONSIBILITIES: The successful candidate will** • Assist with in-service training of library workers at affiliated libraries to ensure effective library administration and management • Develop and maintain collections for affiliated libraries to ensure that they have relevant library materials • Operationalize new libraries and maintain existing ones to ensure that communities have functioning libraries • Assist public libraries with the presentation of special events and holiday programmes.

**ENQUIRIES**

Mr A Selolo Tel. No. 057 394 1957

**APPLICATIONS ATTENTION**

Ms M Moffat

**POST** State Accountant Revenue (Ref. SAR/O/7)

**SALARY** R 106 335.00 pa

**CENTRE** Bloemfontein

**REQUIREMENTS** • An appropriate Finance related Degree or equivalent tertiary qualification • Intermediate working experience with reference to key responsibilities attached to the post, more specific in the monitoring of revenue within the Public Service Environment • Computer Literacy.

**RECOMMENDATIONS** • Knowledge of BAS and Financial Administration including knowledge of legislations applicable to Financial Accounting and Treasury Regulations • Ability to work under pressure combined with good time management skills

**RESPONSIBILITIES - The successful candidate will** • Monitor the identification, collection, recording and safeguarding of revenue in the various revenue collection points • Visit Revenue Collection points to present training, perform inspections and monitor progress on implementation of all revenue policies, procedures and reconciliations • Prepare monthly reconciliations of all revenue recovered from the source documents to the BAS revenue reports or trial balance • Ensure the monthly clearing of the Receipts Assets and Liability Accounts and assists with the revenue MTEF budget according to the budget cycle • Responsible for the Head Office Cashier office, management of face value documents and petty cash according to prescripts • Assist with Revenue Reports.

**ENQUIRIES** Ms K Swanepoel Tel No. (051) 410 3629

**APPLICATIONS ATTENTION** Ms M Moffat

**POST** PERSONNEL OFFICER (Ref. CG/PO.05)

**(NOTE: The post is for a contractual appointment from the date of appointment to 31 March 2010.)**

**SALARY** R 68 954.00 pa

**CENTRE** Bloemfontein

**REQUIREMENTS** • Grade 12 or Equivalent Qualification • Working knowledge of PERSAL • Ability to interpret and execute policy directives or procedures • Basic experience in the Public Service more specific Human Resource Management environment.

**KEY RESPONSIBILITIES - The successful candidate will** • Implement and administer human resource administration practices (including PERSAL Transactions) concerning conditions of service /service benefits (leave, housing, medical aid, Injury on duty, Service Terminations, Overtime , Allowances etc. ) and employment practices ( Performance Management, Recruitment and Selection, Appointments, Contracts, Transfer, Verification of qualifications etc.) in the department to contribute to the rendering of a professional Human Resource Management Service • Address human resource management enquiries to ensure the correct implementation of human resource management policies and procedures. .

**ENQUIRIES** Ms D Tsoeu Tel No. 051 410 3606

**APPLICATIONS ATTENTION** Ms M Moffat

**Post** Asset Clerk (Ref. AS/ 05)

**SALARY** R 68 954.00 pa

**CENTRE** Bloemfontein

**REQUIREMENTS** • Senior Certificate or Equivalent Qualification • Basic working experience in relevant procurement systems.

**RECOMMENDATIONS** • Computer Literacy • Working knowledge of relevant legislation applicable to Supply Chain Management including BAS and LOGIS and asset management • Ability to work under pressure • Valid Driver's license.

**KEY RESPONSIBILITIES - The successful candidate will** • Maintain the departmental asset register  
• Ensure unique numbering of assets • Assist and monitor stock taking in the department • Ensure cost effective disposal of items according to the Departmental disposal plan.

**ENQUIRIES**

Ms M Ms M D Flanagan

Tel. No. (051) 410 3680

**APPLICATIONS ATTENTION**

Ms M Moffat

**IMPORTANT NOTE:** For this below three posts preference will only be given to Free State Citizens meeting the requirements

**Post Administration Clerk: Stores (2 Posts)**

**SALARY** R 68 954.00 pa

**CENTRE** Fezile Dabi District Library Services: Kroonstad (Ref. A/C/S 056)  
Thabo Mofutsanyane District Library : Bethlehem( Ref A/C/S.059)

**REQUIREMENTS** • Senior Certificate or equivalent qualification.

**RECOMMENDATIONS** • Computer literacy • Ability to perform routine tasks • Working knowledge of library materials, affiliated libraries and district operations • Good communication skills.

**KEY RESPONSIBILITIES : The successful candidate will** • Procure and manage stores for the Districts and affiliated libraries • Serve as transport controller • Record user statistics of libraries • Serve as cashier and paymaster • Computerize library materials • Assist with opening and closure and re-arrangement of libraries.

**ENQUIRIES**

Fezile Dabi District : Ms A Bezuidenhout Tel No. 056 212 3591.  
Thabo Mofutsanyane: Ms R Masondo Tel No 058 303 5111

**APPLICATIONS ATTENTION**

Ms M Moffat

**Post Administration Clerk - Asset Management**

**Salary** R 68 954.00 pa

**Centre** Thabo Mofutsanyana District Library: Bethlehem (Ref. A/C/A 058)

**Requirements** • Senior Certificate or equivalent qualification • Valid Driver's licence and intermediate experience in stock taking and inventory control environment.

**Recommendations** • Computer literacy • Ability to perform routine tasks • Good interpersonal relationship.

**Key Responsibilities: The successful candidate will:** • Handle stocktaking of library materials • Handle inventory control of furniture and equipment • Handle disposal of furniture, equipment and library materials • Computerize library stock • Assist with opening, closure and re-arrangement of libraries.

**ENQUIRIES :**

Ms R Masondo

Tel No. 058 303 5111

**APPLICATIONS ATTENTION :**

Ms M Moffat

**Post Debt Clerk: Salary Administration (Ref. DCS /004)**

**SALARY** R 58 289.00 pa

**CENTRE** Bloemfontein

**REQUIREMENTS** • Grade 12 or equivalent qualification • Successful completion of PERSAL Admin I and BAS Debt Course • Working knowledge of BAS • Computer literacy.

**RECOMMENDATIONS** • Extensive knowledge of debt collection procedures • Successful completion of PERSAL Admin II Course • Thorough knowledge of the Treasury Regulations and the PFMA • Ability to work under pressure.

**KEY RESPONSIBILITIES - The successful candidate will** • Perform the debt collection function for the department to achieve the target set out in the strategic plan • Prepare and complete pension documents for all service terminations • Assist with the salary administration functions during the absence of the salary clerk.

**ENQUIRIES**

Mr N Herbert

Tel. No. (051) 410 3610

**APPLICATIONS ATTENTION**

Ms M Moffat

**POST** **Administration Assistant : Sport and Recreation ( 5 x Posts)**

**SALARY**

R 58 289.00 pa

**CENTRES**

**Motheo - Bloemfontein (Ref. A/M 02)**

**Xhariep – Tromsburg (Ref. A/X 02)**

**Fezile Dabi – Sasolburg (Ref. A/F 02)**

**Lejweleputswa - Welkom (Ref. A/L 03)**

**Thabo Mofutsanyane - Bethlehem (Ref. A/T 04)**

**REQUIREMENTS** • Senior Certificate or equivalent qualification with intermediate experience in office administration or a relevant office management qualification with basic experience in office administration

**RECOMMENDATIONS** • Data system maintenance and organizing skills • A valid driver's License • Computer skills in Ms Word, Excel and Power Point software and Typing proficiency

**KEY RESPONSIBILITIES- The successful candidate will** • Provide an administrative support functions within a district office environment includes compiling of documents, keeping records, maintenance of data systems, photocopying and distribution of information and secretarial duties • Perform duties related to Recreation and DORA grant programs • Liaise with head office operational support section.

**ENQUIRIES**

Ms M Monama

Tel. No. 051 407 3500

**APPLICATIONS ATTENTION**

Ms T Mothibi

**POST** **Groundsman ( Ref : GM/1.1)**

**CENTRE**

Musicon Bloemfontein

**SALARY**

R 38 610.00 pa

**REQUIREMENTS** • Grade 8/Standard Six or ABET Qualification with the ability to read and write  
• Working experience of gardening, cleaning and/or other related work • Ability to perform physical demanding work and to work with gardening tools and to operate lawn mower and edge cutter for example.

**RECOMMENDATIONS** • Hard-working person who are willing to perform repetitive work as part of a team  
• Willingness to work additional hours when needed.

**KEY RESPONSIBILITIES - The Successful candidate will** • Clean and maintain the outdoor surroundings and premises of the Musicon this includes gardening services, daily removal of rubbish from allocated section , etc  
• Maintain and clean all equipment after handling • Assist with loading and unloading of equipment and provide assistance with functions, concerts and orchestra rehearsal presented at Musicon

**ENQUIRIES**

Mr S Gabaitumele

Tel No (051) 430 8831

**APPLICATIONS ATTENTION**

Ms T Nogabe

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