




FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 93/2007

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: 2007/10/09

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

Post : **Manager: Sport Development and Training (Ref M/SDT)**

Salary: R311 358 per annum (All inclusive Package)

Centre: Bloemfontein

Requirements: B Degree or three year tertiary (or equivalent) qualification • Managerial and Financial management skills • A valid code 08 drivers license and willingness to travel regularly

Recommendations: • Experience in project Management • Computer literacy • Ability to communicate with people at all levels • Involvement in the field of sport and recreation

Key Responsibilities: • Liaise with the respective National Department regarding the generic/transversal sport development and training needs in order to analyse and determine the overall needs for sport development and training in the Free State Department of Sport, Arts and Culture as well as the Department of Education • Coordinate and arrange for the provisioning of generic/transversal sport development and training in such a manner that resources are utilised cost effectively • Design and develop new capacity building courses and re-design of existing courses in collaboration with the research component to ensure that capacity building courses are in line with the latest trends • Evaluate the quality of generic/transversal sport development and training courses that are being presented to ensure that the courses are up to standard and the meet the needs of the clients • Facilitate the development and implementation of capacity building programmes for stakeholders to ensure a high standard of participation and performance • Design assessment tools and evaluate the impact of training interventions on stakeholders in to determine whether generic/transversal training and development is making a difference in the performance of the organization • Ensure that course administration procedures are carried out effectively in order to ensure proper nominations of candidates, confirmations for courses, writing of course reports etc. • Ensure the effective and efficient functioning of the component by managing its resources (Personnel, budget etc) efficiently.

Enquiries : Ms Z Thamae Tel No (051) 407 3508

Applications For Attention : Ms T Mothibi

Post **Manager Professional Support (Ref MPST /1)**

Salary R311 358.00 per annum all inclusive package

Centre Bloemfontein

Requirements - Tertiary qualification in Library Science • Extensive work 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.

Key Responsibilities - The successful candidate will • Plan, organize, co-ordinate and monitor the work of the sub-directorate which includes the following technical services : election and acquisition of library materials Cataloguing of library materials, automated library systems as well as Inter library loan system • Manage the budget of the component and serve as responsibility manager • Manage the human resources of the component

Enquiries Ms J Schimper Tel No. 051 410 4829

APPLICATIONS FOR ATTENTION Ms M Moffat

protocols including the handling of testing equipment and working with Gymnasium apparatus and programmes
▪ Valid drivers licence and willingness to travel regularly ▪ Good Communication and presentation skills

Key Responsibilities - The Successful candidate will ▪ Manage and maintain the district satellite ▪ Analyze and interpret sport specific and advanced test results and prescribe the correct interventions to individual athletes and/or teams ▪ Provide basic as well as advanced coaching support to communities within the district. This includes carrying out the necessary consultation and follow-up work with regard to exercise prescription given to athletes and coaches ▪ Carry out talent identification protocols for different sport codes and modalities ▪ Train athletes and coaches with regard to the correct techniques and methods of using basic Gymnasium apparatus and equipment ▪ Organise workshops, information sessions and assist during training camps held at the satellite ▪ Maintain a sound record and administrative system according to internal policies, procedures and guidelines

Enquiries Mr S Mathumbu Tel No (051) 407 3533

Applications for Attention Ms T Mothibe

Post: **Principal Librarian (Ref. PL/MD/5)**

Salary R 132 054.00 pa

Centre Motheo District Library (Bloemfontein)

Requirements - B Bibl Degree or B. Tech Information Science or equivalent qualification ▪ Driver's license ▪ Computer Literacy ▪ Intermediate working experience at District / Community Library Service Environment.

Recommendations - Knowledge of library materials, management and administration ▪ Human Resource Management ▪ Ability to present training combined with good communication skills.

Key Responsibilities – The successful candidate will: ▪ Provide in-service training to library workers at affiliated libraries to ensure effective library administration and management ▪ Develop and maintain collections for affiliated libraries to ensure that affiliated libraries have relevant library materials ▪ Perform human resource tasks at the district office to enhance staff performance and service delivery ▪ Operationalize new libraries and maintain existing ones to ensure that communities have functioning libraries.

Enquiries Ms E Kruger at Tel. No. (051) 407 2802

Applications for attention Ms M Moffat

Post **Cultural Facilitators (Mmabana Art Centre of Excellence) (Ref CF/MCC.6)**

Salary R 106 335.00 pa

Centre Bloemfontein

Requirements ▪ An Appropriate three year Diploma or Degree in any study field linked to Arts and cultural affairs ▪ Experience in community development in terms of Performing, Visual Arts and craft ▪ Above average communication skills ▪ Computer literacy ▪ Valid drivers licence

Recommendations ▪ Experience in the facilitation of community forums, meetings and workshops, Project Management experience ▪ Willingness to be transferred to work within a specific district of the Free State

Key Responsibilities – The Successful candidate will ▪ Determine needs and priorities in terms of Performing or Visual Arts and Craft within the allocated district ▪ Assists with the establishment of local structure at district level ▪ Encourage a wider appreciation and participation in activities promoting performing and Visual arts and craft by means of information sharing, events, exhibitions as well as the implementation of arts and cultural projects ▪ Perform administrative duties attached to the post

Enquiries Ms P Moahloli Tel No (051) 410 4710

Applications for attention Ms T Mothibi

Post **Music Lecturer – 4 x Posts**

Centre **1 x post -Brass Instruments- Musicon Thaba Nchu (Ref ML/MCC/7)**
1 x Post – Trumpet/ Trombone – Musicon Bloemfontein (Ref ML/TM/8)
1 x post -Brass Instruments- Musicon Welkom (Ref ML/WBI /9)

Salary R 106 335.00 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 receive aural training
• Initiate and conduct 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 Mr T Dzorkpey Tel No (051) 4308831

Applications for attention Ms T Mothibe

Post: **Librarian (Ref. P/PL.10)**
(Contract Appointment-Ending 31 March 2010)

Salary R 106 335.00 pa

Centre Philippolis Library

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

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

Key Responsibilities: If appointed it will be required from the successful candidate to accept responsibility to: - Conduct professional services by rendering a Public Library Service to the community, including the planning and co-ordination of services and activities performed within the library. – Management of resources including Human Resource, budget and library collections. – Perform administration duties attached to the post.

Enquiries : Mr T Khani Tel No : (051) 410 4818

Applications Attention : Ms M Moffat

Post **District Sport Trainer 3 x Posts**

Centre Welkom (Lejweleputswa District) (Ref DST/LD.11)
Bethlehem (Thabo Mofutsanyane District) (Ref DST/TM.12)
Sasolburg (Fezile Dabi District) (Ref DST/FD.13)

Salary

R 68 955.00 pa

Requirements • An accredited sport (personal) trainer's certificate or equivalent qualification with Extensive experience in the field of sport exercise • Basic experience working with sport and exercise prescriptions and conditions • Proven understanding of the sport environment and the role of a multi disciplinary sport scientific team • Ability to compile training and conditioning programmes for individuals and groups including the ability to utilize basic gymnasium equipment and apparatus • Valid Drivers License and willingness to travel regularly. • Good communication and presentation skills

Key Responsibilities -The successful candidate will • Assist the district Sport Scientists during exercise training classes and clinics • Monitor progress and adaptation of athletes with the aid of progress charts • Ensure that district athletes and teams receive coaching support and assistance during training sessions at the district satellite • Prepare and implement training regimes and strategies in collaboration with district Sport Scientists that are athlete driven and coach orientated • Supervise during training of athletes and coaches to ensure correct utilization of technique and methods of using basic gymnasium • Present information sessions and assist during training camps held at satellite academies • Maintain a sound record and administrative system according to internal policies, procedures and guidelines

Enquiries

Mr S Mathumbu

Tel No (051) 407 3533

Applications for attention

Ms T Mothibi

Post:

Library Assistant 2 x post
(Contract Appointments Ending 31 March 2010)

Salary

R 58 289.00 pa

Centre

Manyatseng Library (Ladybrand) (Ref LA/LL.14)
 Phillipolis Library (Ref LA /PI.15)

Requirements • Senior Certificate or equivalent qualification

Recommendations • Computer Literacy • Experience of a Public Library Environment.

Key Responsibilities - The successful candidate will: Assist the librarian in rendering library and information services to the community • Register library users and handle the issue desk • Shelve (interfile) library materials • Handle administrative tasks such as keeping of statistics.

Enquiries:

Ladybrand - Ms E Kruger
 Phillipolis – Mr T Khani

Tel. No. (051) 407 2802
 Tel No (051) 410 4818

Applications for Attention

Ms M Moffat

Post:**Driver/Administrative Clerk****Salary**

R 58 289.00 pa

Centre

Fezile Dabi District Library Services (Kroonstad) (Ref DC/FD/16)
 Lejweleputswa District Libraries (Welkom)(Ref DC/LD/17)
 Xhariep District Libraries (Bloemfontein) (Ref DC/XD/18)

Requirements

Grade 12 or equivalent qualification • Valid Driver's License.

Recommendations • Computer literacy • Good inter personal relations • Communication skills combined with the know how to follow prescripts regarding the correct utilization of the motor vehicle.

Key responsibilities - The successful candidate will • Carry out driving responsibilities • Issue materials to libraries • Be involved in group tasks (opening, closing, re-arranging and stocktaking) • Computerize old books • Inter-file library materials • Receive (carding) old materials from affiliated libraries • Unpack consignments.

Note: Preference will be given to FS Citizens meeting the requirements of the posts : Post in Bloemfontein and Welkom will be on a contract basis until 31 March 2010.

Enquiries:	Kroonstad - Ms A P Bezuidenhout	Tel. No. 056 212 3591
	Bloemfontein - Mr T Khani	Tel. No. 051 410 4818
	Welkom - Mr A Selolo	Tel. No. 057 394 1957

Application for attention Ms M Moffat

Post: **Administrative Clerk (Ref AC/SM/19)**

Salary R 58 289.00 pa

Centre Bloemfontein

Requirements • Grade 12 or equivalent qualification • Computer Literacy with typing skills

Recommendations • Good inter personal relations • Communication skills combined with the know how to follow prescripts regarding the application of Supply Chain Management prescripts • Working experience linked with the key responsibilities

Key Responsibilities - The successful candidate will • Provide a secretarial support • Provide an administrative support service (Filing, responsibility regarding the utilization of photo copies, fax machine etc)
• Provide assistance with regard to submissions for Goods and Services • Acquire quotations and place orders
• be responsible for Inventory Control within the Security Management Sub-Directorate

Enquiries	Mr L Lengau	Tel No. (051) 410 4730
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Applications for attention Ms M Moffat

Closing Date : 26 October 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 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 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 an application box, Foyer 2nd Floor, Saambou Building, Cnr Maitland and Aliwal Streets, Bloemfontein 9300