



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 12/2011

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POSTS: DEPARTMENT OF SPORTS, ARTS, CULTURE AND RECREATION

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 not to the Human Resource Advice, Co-ordination and Management Directorate: Department of the Premier.


DEPARTMENT OF THE PREMIER

DATE: 2011/04/15



sport, arts, culture & recreation

Department of
Sport, Arts, Culture and Recreation
FREE STATE PROVINCE

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

POST Deputy Director : Archives
REFERENCE NO : AS/DD.1

SALARY Level 11 – An all-inclusive package of R 406 839.00 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance

CENTRE Bloemfontein

REQUIREMENTS

- Tertiary qualification (Public Administration/ Political Science/ History) and a post graduate diploma in Archives Management
- Extensive work experience in archives administration and records management combined with middle management / supervision and budget management competency
- Knowledge of strategic planning and project management
- Valid driver's license and willingness to travel
- Computer literacy
- Excellent communication skills with the ability to communicate on high level with senior and executive management
- Knowledge and experience in the human sciences
- Knowledge and experience in electronic record management

KEY RESPONSIBILITIES

- Manage the administration of archives in the Free State Archives Repository and the Bloemfontein Records Centre

- Manage the rendering of a records management service to governmental bodies
- Plan, organize and monitor the functions of the Sub-Directorate including the management of asset, human and financial resources of the Archive Services Sub-Directorate:

ENQUIRIES

Ms J Schimper , Telephone Number 051 407 2805

POST **Principal Librarian**
REFERENCE NO : LS/LPD 2

CENTRE Welkom (Lejweleputswa District)

SALARY Level 8 – A basic salary of R 174 117.00 per annum

REQUIREMENTS

- B Bibl Degree or B-Tech Library and Information Science
- Intermediate working experience and or knowledge of all aspects of library and information work
- Computer literacy
- Valid driver's license and willingness to travel extensively
- Knowledge and experience in training facilitation and presentation
- Working knowledge and experience in project management including library management and administrative practice

KEY RESPONSIBILITIES

- Provide training and professional guidance to public library workers
- Develop and maintain collections of library material for public libraries in the district
- Supervise subordinates, which includes training, development and assessment of staff
- Operationalize new libraries and maintain existing libraries in a functional condition
- Implement special services and projects at public libraries
- Responsible for asset management

ENQUIRIES

Mr A Selolo , Telephone Number Tel. No. 057 394 1957

POST **Principal Librarian**
REFERENCE NO : LS/DEV . 3

Special Note : *This post is a contractual position from the date of appointment to 31 March 2014
Contracts will be renewed annually, based on performance and availability of funds*

CENTRE Bloemfontein

SALARY Level 8 – A basic salary of R 174 117.00 per annum

REQUIREMENTS

- B Bibl Degree or B-Tech Library and Information Science Qualification
- Intermediate working experience in a public or provincial library environment
- Computer literacy
- Knowledge and experience of project management and event management combined with report writing proficiency
- Experience in community work including community consultation and outreach
- Supervision proficiency/experience
- Good inter personal skills
- Valid Drivers license

KEY RESPONSIBILITIES

- Plan and conduct operational research such as needs surveys and user satisfaction surveys
- Monitor the capturing of data received from libraries , analyze data and compile the annual statistical reports
- Monitor and evaluate the implementation of projects in the Library Services Directorate
- Do research on development projects and monitor the implementation of identified development projects

ENQUIRIES

Ms A Smuts , Telephone Number 051 407 2832

POST Librarian

CENTRE Post A - Edenville REFERENCE NO : LS/EPL. 4
Post B – Refengkgotso (Deneysville) REFERENCE NO : LS/RPL. 5

Special Note : *These two (2) posts are contractual position from the date of appointment to 31 March 2014*
Contracts will be renewed annually, based on performance and availability of funds

SALARY Salary level 7 – A Basic Salary of R 140 208.00 per annum

REQUIREMENTS

- A degree in Library and Information science
- Computer literacy
- Willingness to work shifts and on Saturdays
- Good interpersonal skills with the ability to communicate on all levels
- Basic experience in a public library environment with experience on junior management level

KEY RESPONSIBILITIES

- Manage a medium-sized public library which includes the planning and coordination of activities within the library as well as staff Supervision
- Render a public library service to the community
- Draft and manage a budget for the library and perform administrative duties attached to the post

ENQUIRIES

Ms A Bezuidenhout, Telephone Number - 056 212 3591

POST Librarian (Training)

CENTRE Bloemfontein
REFERENCE NO : LS/LTR. 6

SPECIAL NOTE : *This post is a contractual position from the date of appointment to 31 March 2014*
Contracts will be renewed annually, based on performance and availability of funds

SALARY Salary level 7 – A Basic Salary of R 140 208.00 per annum

REQUIREMENTS

- A tertiary qualification in library and information science
- Computer literacy
- A valid driver's licence
- Additional qualification and or working experience as trainer
- Basic experience of public/provincial library work environment
- Good interpersonal skills with Language proficiency in Sesotho and English

KEY RESPONSIBILITIES

- Develop and present basic training programmes to public library workers
- Partake in training needs analysis of library workers and staff of the Directorate to ensure needs-based training programmes
- Compile monthly statistical training reports for the Skills Development Facilitator.
- Maintain and update training records of staff of the Directorate.
- Partake in the planning and co-ordination of training sessions for library workers
- 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 A Smuts , Telephone Number 051 407 2832

POST Librarian (2 x Posts)

CENTRE Post A : Bloemfontein REFERENCE NO : LS/MD.7

Post B : Bethlehem REFERENCE NO : LS/TMD. 8

SALARY Salary level 7 – A Basic Salary of R 140 208.00 per annum

REQUIREMENTS

- B-Degree in Library Science or B-Tech in Library and Information Science or Equivalent qualification
- Computer Literacy
- Valid Driver's license and willingness to travel regularly
- Basic working experience in a provincial/public library environment with proven knowledge of library management and administration practices
- Good interpersonal skills with ability to communicate at all levels

KEY RESPONSIBILITIES

- Assists with in-service training library workers at affiliated libraries to ensure effective functioning of these libraries
- Develop and maintain library material collections for affiliated libraries to ensure that they have significant collection library materials
- Operationalize new libraries and maintain existing ones to ensure that communities have functional libraries
- Assist public libraries with the presentation of special events and holiday programmes
- Manage and maintain the book store at the District Office including duties related to asset management

ENQUIRIES

Post A : Ms E Kruger , Telephone Number - 051 407 2802

Post B: Ms R Masondo, Telephone Number -058 - 3035111

POST Driver/Administration Clerk
REFERENCE NO: LS/DAC.9

CENTRE Bloemfontein

SALARY Salary level 4 – A Basic Salary of R 79 104.00 per annum

REQUIREMENTS

- Senior Certificate or equivalent qualification
- Valid Drivers licence and PDP
- Computer literacy
- Ability to apply basic numerical skills and to give attention to detail / accuracy
- Ability to work as part of a team and independently with good planning and organising skills
- Good communication and interpersonal skills

KEY RESPONSIBILITIES

- Serve as Driver accepting responsibility for the transportation of various library materials and
- Responsible for the issuing of materials to libraries
- Conduct various tasks within the library environment eg interfiling of library material, computerising of old library materials , stocktaking in libraries, opening/closing of libraries and unpacking of consignments

ENQUIRIES

Ms E Kruger Telephone Number Tel. No. 051 407 2802

APPLICATION SUBMITTED TO: Attention Ms I Ntulini

Department of Sport, Arts Culture and Recreation, Human Resource Management (Recruitment Division),
Private Bag X20606, Bloemfontein 9300 or place applications in an application box, 1st Floor, Warden
Building, Henry Street , Bloemfontein

CLOSING DATE : 29 April 2010