



the premier

Department of
the Premier
FREE STATE PROVINCE


FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 22/2011

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POST: 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: 2011/06/10

Human Resource Advice, Co-ordination and Management Directorate

P.O. Box 517, Bloemfotein, 9301

Lebohang Building, Ground Floor, Cnr St Andrews and Markgraaf Streets, Bloemfotein

Tel: (051) 405 4370 Fax: (051) 405 4707

www.freesate.gov.za



DEPARTMENT OF SPORT, ARTS, CULTURE & RECREATION

POST: HEAD OF DEPARTMENT: DEPARTMENT OF SPORT, ARTS, CULTURE & RECREATION
(REFERENCE HOD : SACR)

COMMENCEMENT

SALARY: R1 339 518,00 all inclusive remuneration package per annum PLUS a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a 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.

These appointments are subject to the signing of an employment contract, not exceeding a term of five years, a security clearance and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations.

CENTRE: Bloemfontein

REQUIREMENTS:

- ❖ The candidate must be in possession of an appropriate recognized Bachelor's Degree (or equivalent qualification) as well as extensive managerial experience at a senior management level.
- ❖ The candidate must have:
 - knowledge, skills, training and competencies in the principles of Corporate Governance;
 - dynamic professional leadership abilities, as well as strategic, financial and people management skills;
 - the ability to initiate and support organizational transformation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province;
 - the highest standard of ethical and moral conduct; and
 - a thorough understanding of the issues relating to the area of responsibility of the particular department within the Free State Province and South Africa.

RECOMMENDATION:

A post graduate qualification in any of the areas of responsibility of the particular department and/or management will be a recommendation.

KEY RESPONSIBILITIES:

- * To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which *inter alia* include the efficient management and administration of the Department, the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication systems, as well as such functions, which may be prescribed.
- * To function as Accounting Officer of the Department in terms of the Public Finance Management Act and the Treasury Regulations.
- * Any other responsibility required by law.

This candidate will also be responsible to:

- Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard.
- Ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio.

- Provide the MEC with sufficient information and advice to enable him/her to make sound and informed decisions in terms of his/her portfolio.
- Although the candidate is based in Bloemfontein, the post may require extensive traveling, both domestically and internationally.
- To develop and implement a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of the particular department.
- Such other responsibilities as may be directed.

CLOSING DATE: 27 June 2011

DIRECTIONS TO APPLICANTS:

Applications must be submitted on the prescribed Z83 form, obtainable from any public service Department. All applications must be accompanied by a comprehensive CV, certified copies of all educational qualifications and supporting documents such as an identity document, drivers' licence etc.

Applications must be submitted on or before the closing date.

Faxed or e-mailed applications will not be considered.

Applications must be submitted to the address mentioned in the advertisement.

All shortlisted candidates will be subjected to a personnel suitability check.

ENQUIRIES: Mr AJ Venter
Tel. 051 – 405 4926

APPLICATIONS: Mr AJ Venter
Head: Corporate Administration
Department of the Premier
Attention: Ms J Kleynhans
PO Box 517, Bloemfontein, 9300
Room 403, Lebohang Bldg., St Andrew Street, Bloemfontein, 9301

The Free State Provincial Government is an equal opportunity, affirmative action employer and it is committed to the achievement and maintenance of diversity and equity employment.