ANNEXURE P

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE

The Provincial Administration of Eastern Cape is an equal opportunity, affirmative action employer and its intention is to promote representatively in the Public Sector through the filling of these posts. NB: candidates with disabilities are encouraged to apply.

APPLICATIONS: Quoting the relevant reference number, direct applications to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bishop, 5605 OR hand delivered at No. 5 Eales Street, Wilton Zimasile Mkwwayi Complex, Office 10, Human resource Management, King William’s Town.

NOTE: Please quote the Centre you are applying for as a Reference to your application.

MANAGEMENT ECHELON

POST 37/77: CHIEF FINANCIAL OFFICER
REF NO: CFO/HO/HR/1/13

SALARY: R934 866 per annum (All inclusive package – Level 14)

CENTRE: Head Office (King William’s Town)

REQUIREMENTS: An appropriate 3 year degree or equivalent with at least 10 years’ continuous service in the field of Accounting, Economics, Financial Management or Auditing of which 3 years must be at a Senior Management level. Proven experience in public sector accounting, reporting, risk management, internal controls and/or auditing will be an added advantage. Proven experience in managing financial management, supply chain management, human resource management, information technology and risk management. Proven Strategic, managerial people management, good communication (written and verbal), interpersonal, planning, organizational, analytical skills and sound leadership skills. Must be in possession of a valid driver’s license.

DUTIES: The successful candidate will be responsible for leadership and strategic direction in ensuring the departmental financial targets and budgets adequately reflect operational realities in accordance with Departmental priorities and policies. Ensuring effective management of departmental revenue, expenditure in compliance with Division of Revenue Act, PPPFA, Treasury Regulations and PFMA. Ensuring effective management of processes to compile budget estimates, monthly/quarterly forecasts and project planning in line with Department’s priorities. Managing the functions of the Finance, Supply Chain Management, Human Resource Management, Information Technology and Risk Management. Promoting and enforcing transparency and effective management of revenue, expenditure, assets and liabilities across all spheres of the Eastern Cape Department of Sports, Recreation, Arts and Culture and its related public entity. Supporting the HOD and other Senior Managers in the execution of their functions in terms of the PFMA, PPPFA and Treasury Regulations. Providing effective client support in accounting, financial reporting, SCM, HR, IT, internal controls, risk management and external audit across all spheres of the Corporate Governance unit. Executing strategies that are responsive to provincial Government policy objectives through driving the Government’s financial management improvement programme and financial training. Monitoring the implementation of the Provincial Clean Audit Strategy. Liaising with the office of the Auditor-General, National Department of Arts and Culture, National Department of Sports and Recreation, Provincial Treasury and other stakeholders. Compiling monthly, quarterly and annual reports to relevant stakeholders. Manage fraud and losses. Managing the office of the Chief Financial Officer.

ENQUIRIES: Ms. NP Nomvete, Tel (043) 6044158

CLOSING DATE: 20 September 2013

POST 37/78: SENIOR MANAGERS 2 POSTS

SALARY: R771 306 per annum (All inclusive package – Level 13)

CENTRE: Alfred Nzo District (Mt Ayliff) (ref. SM/ALNZO/HR/2/13)
Chris Hani District (Queenstown) (ref: SM/CHD/HR/3/13)

REQUIREMENTS: A four year Degree or three year National Diploma in Social Science, Industrial Psychology, Business administration, and / or equivalent is essential. Extensive experience in a relevant managerial experience. Managing alignment of Annual Performance plan and budget Plan. At least 4 Years’ experience at management level. Experienced in developing strategic and business plans. Experience in
government financial management. Extensive knowledge and experience of Government policies and procedures. Excellent communication and analytical skills. Computer literacy with an emphasis on Excel and PowerPoint. An independent worker, meeting timeframes. Monitoring and managing compliance of the District with the Statutory Bodies. Must be in possession of a valid driver’s license.

DUTIES:
Overall management of the District Office in terms of the following: Corporate Services; which includes human resources management, financial services and all administrative aspects. Provide strategic leadership within the District. Ensure that the line function managers carry out their duties and responsibilities in the following areas: sport and Recreation, Libraries and Archives Services, Museums and Heritage resources, Arts and Culture. Establish and maintain inter-governmental and non-governmental organization relations for the integration of programmes. Manage District budget and compile all kinds of reports as required. Monitor the performance of the District in relation to planned objectives. Ensure that the operation of the District is in compliance with regulations.

ENQUIRIES:
Ms. NP Nomvete, Tel (043) 6044158

CLOSING DATE:
20 September 2013

OTHER POSTS

POST 37/79:
ASSISTANT MANAGER: MDANTSANE COMMUNITY LIBRARY
Community Library Conditional Grant  
(Contract posts ending 31 March 2016)

SALARY:
R252 144 per annum (Salary level 09) + 37% in lieu of benefits

CENTRE:
Mdantsane Community Library

REQUIREMENTS:
A four year degree (Bibl.); B.Tech or ND: Library & Information Studies coupled with 3-5 year supervisory experience in a public library environment. Must be able to interpret policies and implement strategies. Good management and communication skills. Sound knowledge of collection development and SLIMS (Sita Library Management System). Advanced Computer skills in Microsoft, Excell and PowerPoint. Good verbal and written skills. Willingness to travel and working odd hours. Ability to administer library operations and management of staff. Must be able to work with people with disabilities especially visually impaired people. A valid driver’s license is essential.

DUTIES:
Management of library operations at Mdantsane Library including South African Library for the Blind section within the library. Co-ordinate and manage library awareness and promotion of culture of reading in the community of Mdantsane (Advocacy and marketing). Responsible for the collection development programmes of and technical services in the library. Co-ordinate and facilitate formation and support of library structures. Supervise and manage staff at Mdantsane library. Manage needs analysis of the community and surrounding schools including South African Library for the Blind section within the library.

ENQUIRIES:
Ms. NP Nomvete, Tel (043) 6044158

CLOSING DATE:
25 September 2013

POST 37/80:
PRINCIPAL LIBRARIAN
Community Library Conditional Grant  
(Contract posts ending 31 March 2016)

SALARY:
R212 106 per annum (Salary level 08) + 37% in lieu of benefits

CENTRE:
Mdantsane Community Library

REQUIREMENTS:

DUTIES:
Management of library operations within the municipality. Facilitate and co-ordinate library awareness programmes and promoting reading culture in the library. Responsible for collection of user needs in the library. Co-ordinate formation/revival of library structures. Assist in the maintenance of assets in the library; assist in the maintenance of staff attendance registers; leave registers of staff appointed on conditional grant. Ensure contracting of conditional grant staff within municipality. Compile library reports and statistics and submit to Assistant Manager: Mdantsane Library. Assist with Identifying training needs.

ENQUIRIES:
Ms. NP Nomvete, Tel (043) 6044158
CLOSING DATE : 25 September 2013

POST 37/81 : LIBRARIAN 28 POSTS
Community Library Conditional Grant
(Contract posts ending 31 March 2016)

SALARY : R170 799 per annum (Salary level 07) + 37% in lieu of benefits
CENTRE : Alfred Nzo District (6); Amathole District (3); Buffalo City Municipality (4) Cacadu District (2); Chris Hani District (4); Joe Gqabi District (4); Nelson Mandela Metropolitan (2) and O.R. Tambo District (3)


ENQUIRIES : Ms. NP Nomvete, Tel (043) 6044158

CLOSING DATE : 25 September 2013

POST 37/82 : LIBRARY ASSISTANT 20 POSTS
Community Library Conditional Grant
(Contract posts ending 31 March 2016)

SALARY : R96 363 (Salary level 04) + 37% in lieu of benefits
CENTRE : Alfred Nzo District (7); Amathole District (1); Buffalo City Municipality (5) Cacadu District (3); Chris Hani District (1); Joe Gqabi District (1) and O.R. Tambo District (2)

REQUIREMENTS : Lower Diploma in Library & Information Studies / Matric with a minimum three year experience at a public library. Computer literacy. Knowledge of library operations. Ability to work with people. Good communication and reporting skills. Ability to work in a team environment.

DUTIES : Issue library materials to members of the public. Join / renew library membership. Shelving and circulation of library materials. Attend to reference queries brought by members of the public and learners. Maintains good public relations with the neighborhood, Community or target populations served by the library. Attends meetings where necessary. Assist in organizing and /or involved in library awareness programmes. Able to work independently. Assist in the formation of library structures. Assist in receiving and checking library materials from districts; head office and donations.

ENQUIRIES : Ms. NP Nomvete, Tel (043) 6044158

CLOSING DATE : 25 September 2013