



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF  
**SPORT, ARTS & CULTURE**  
**HEAD OFFICE**

Ref: S4/1/1  
Enq: Mr Musia N  
Date: 25 July 2022

TO: ALL HEADS OF DEPARTMENTS AND STAFF  
LIMPOPO PROVINCIAL ADMINISTRATION

**ADVERTISEMENT OF POSTS FOR LIMPOPO DEPARTMENT OF SPORT, ARTS AND CULTURE  
(DSAC) CIRCULAR NO: 05 OF 2022**

Department of **Sport, Arts & Culture** is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture as per attached "Annexure A". Women and People with Disabilities are encouraged to apply.

Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA).

Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za). Applicants are to specify the centre on Z83.

The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)" then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The Department reserves the right to appoint.

A specific reference number for the post applied for must be quoted in the space provided on Z83 form.

Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) are only required to be presented on the day of the interview.

Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons are excluded.

Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000.

The closing date for submission of applications is the **26 August 2022 @13h00**.

Short-listed candidates will be subjected to a security clearance and pre-employment verifications.

Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty.

The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations.

The contents of this Circular will also be posted on the following websites [www.sac.limpopo.gov.za](http://www.sac.limpopo.gov.za) / [www.limpopo.gov.za](http://www.limpopo.gov.za), and [www.dpsa.gov.za](http://www.dpsa.gov.za)

Applications should be submitted to:

The Head of Department,  
Department of Sport, Arts and Culture  
Private Bag X 9549  
POLOKWANE, 0700

Hand delivered at 21 Rabe Street, POLOKWANE. Enquiries: Mr Musia 015 284 4143 and Ms Ramavhanda ND 015 284 4038

  
HEAD OF DEPARTMENT  
MRS RAMOKGOPA M.D

25/07/2022  
DATE

**Ref no** : DSAC 2022/01  
**Post** : Deputy Director: Human Resource Practice & Administration  
**Salary** : R 744 255.00 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.  
**Centre** : Head Office (Polokwane)

**Minimum Requirements:**

An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). Qualification in HRM/D / Public Management /Management and Administration) will be an added advantage. PERSAL System Certificate / literacy (please attach proof).  
03 to 05 years relevant experience of which 03 years must be at Junior Management /Assistant Director level within HRM.A valid driver's license with the exception of people with disabilities.

**Core and Process Competencies:**

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation.

**Knowledge and Skills:**

Sound and depth knowledge of and understanding of the legislative framework governing the public service i.e. Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Computer Literacy; Public Service Knowledge; Negotiations skills and can work independently.

**Duties: Key Performance Areas:**

Manage human resource planning process. Develop Human resources policies, Manage Employment Equity, Manage recruitment, selection, and appointments. Management of compensation and conditions of service of employees. Maintain the Departmental PERSAL establishment. Coordinate human resource information. Manage and implement the Performance Management and Development System (PMDS). Manage human resources within the unit. Manage of structuring of SMS and MMS packages, Compile monthly and Quarterly reports.

**Ref no** : DSAC 2022/02  
**Post** : Deputy Director : Assets Management  
**Salary** : R744 255.00 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.  
**Centre** : Head Office (Polokwane)

**Minimum Requirements:**

An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). Qualification in Financial Management/Accounting will be an added advantage.  
03 to 05 years relevant experience of which 03 years must be at Junior Management /Assistant Director level within in SCM Assets environment. A valid driver's license with the exception of people with disabilities.

**Core and Process Competencies:**

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation.

**Knowledge And Skills:**

Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, Strong business orientation with proven skills and abilities in management. Proven management competencies. Have the ability to work independently. Should be a team player who is assertive. Communication. Change management. Assertiveness. Conflict resolution. Diversity management. Computer Literacy; Negotiations skills, Public Service Knowledge.

**Duties: Key Performance Areas:**

Management and maintain departmental assets register, manage and control assets(excel), Manage the disposal of absolute stock, ensure compliance with PPPFA, PFMA, Treasury Regulation and other applicable legislations, General management of human, financial and capital in the sub branch, Develop implement asset management policy monitor and evaluate effectiveness of asset management policy, manage departmental annual assets verification for head office, district and institutions, monitor the movement assets within the department, maintain close quality control over the registration of assets excel based assets register, develop and review and ensure compliance to applicable policies and strategies. Manage and control the annual operation budget. Conduct Bi-annual asset verification of movable assets, compile monthly capital and minor assets reconciliations, compile quarterly financial statements on assets, Establish and update lost/ stolen asset register

**Ref no** : DSAC 2022/03  
**Post** : Assistant Director: Films and Video  
**Salary** : R 382 245.00 per annum (Level 9)  
**Centre** : Head Office (Polokwane)

**Minimum Requirements:**

An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). Qualification in Arts/Social Sciences will be an added advantage. 02 to 03 years relevant experience in arts and culture at lower management post (level 7/8).  
A valid driver's license with the exception of people with disabilities.

**Core and Process Competencies:**

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation.

**Knowledge And Skills:**

Knowledge and understanding of the legislative framework governing the public services. Public Finance Management, Public service knowledge, negotiations, working under tight deadlines and analytic thinking; Computer Literacy; Public Service Knowledge; Negotiation skills.

**Duties: Key Performance Areas:**

Provide leadership and strategic direction, Oversee performing arts services, Oversee visual arts services, manage resources in accordance with relevant directives and legislation, manage, coordinate and monitor the implementation of the strategic plans of library and information services, align individual performance to the strategic business objectives as outlined in the component's balance scorecard, Development and implementation of arts and culture policies, equitable distribution of arts and culture services, facilitate performing arts exhibitions and marketing, promote indigenous music and games, Evaluate and monitor performance of employees, initiate and encourage establishment of visual arts centre in communities, coordinate and monitor the production of film and video, monitor and evaluate the implementation of special crafts programmes. Promote Indigenous Knowledge System (IKS) Regular interaction with professional Arts and Culture Bodies and Stakeholders in the province.

**Ref no** : DSAC 2022/04  
**Post** : Assistant Director: Financial Reporting  
**Salary** : R382 245.00 per annum (Level 9)  
**Centre** : Head Office (Polokwane)

**Minimum Requirements:**

An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). Qualification in Accounting / Financial Management will be an added advantage. 02 to 03 years relevant experience in finance at lower management post (level 7/8).  
A valid driver's license with the exception of people with disabilities.

**Core and Process Competencies:**

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation.

**Knowledge And Skills:**

Knowledge and understanding of the legislative framework governing the public services. Public Finance Management, Public service knowledge, negotiations, working under tight deadlines and analytic thinking. knowledge of strategies planning, business planning computer literacy in MS Word, power point and Excel. Public Service Knowledge; Negotiation skills, Understanding of accounting process, knowledge of the financial system (BAS and LOGIS).

**Duties: Key Performance Areas:**

Manage the closure of books on a monthly basis, Ensure the clearance of PERSAL Exceptions, Ensure the clearance of PMG Exception, Clear suspense accounts, Ensure the Departmental Cash flow is managed properly, Compile cash flow projections report at the beginning of the financial year, Reconcile funds requested from Treasury on a weekly basis against the total budget of the department to ensure that all funds allocated to the department are transferred into the PMG Account by the year end, Compile and pass journals to the Exchequer grant, Compile and submit financial statements to provincial treasury and Office of the Auditor general before the time indicated, Compile monthly financial statement and submit to provincial Treasury, Compile interim financial statements and submit to provincial treasury Ensure that financial misstatements are detected and corrected before submission of the AFS to Auditor General, Ensure that Audit exceptions and findings from the Auditor general relating to annual financial statements are responded to immediately, prepare bank reconciliation statement, Compare and reconcile bank statements with the Pay master General PMG)/Bank account in BAS system to establish imbalances and take corrective action and submit bank reconciliation statement to provincial treasury together with all certificates of compliance in terms of Public Finance

Management Act, Human Resource management and development, Conduct quarterly reviews to all officials reporting to this positions.

**Ref no** : DSAC 2022/05  
**Post** : Assistant Director: Expenditure  
**Salary** : R382 245.00 per annum (Level 9)  
**Centre** : Head Office (Polokwane)

**Minimum Requirements:**

An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). Qualification in Accounting / Financial Management will be an added advantage. 02 to 03 years relevant experience in finance at lower management post (level 7/8). A valid driver's license with the exception of people with disabilities.

**Core and Process Competencies:**

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation

**Knowledge And Skills:**

Knowledge and understanding of the legislative framework governing the public services. Public Finance Management, Public service knowledge, negotiations, working under tight deadlines and analytic thinking; Computer Literacy; Public Service Knowledge; Negotiation skills; knowledge of strategies planning, business planning, budgeting computer literacy in MS Word, power point and Excel, knowledge of the financial system (BAS, LOGIS and PERSAL), Must have knowledge of PFMA, treasury regulations and financial management.

**Duties: Key Performance Areas:**

Design, implement and maintain effective management of management of accounts. Development of payment systems processes and procedures. Authorising of payments on LOGIS, PERSAL and BAS and compile monthly reports as required by Treasury. Perform monthly payments reconciliation between BAS and PERSAL system. Perform bi-annual and Annual SARS reconciliation. Attend to Audit reports and management letters, validate accounting documentation/provide a source document filling service. Ensure that Payment voucher are kept safely at registry and avail them for audit purpose. Ensure that payments are processed within 30 days and compile 30 days report to treasury. Overall management and co-ordination of processes and resources in the division, Manage human resources within the division. Planning and management and review of individual and unit performance. Develop, monitor and review service delivery improvement, strategic and operation plans, conduct budget planning and monitor utilization in accordance with applicable prescripts, proper management and accountability for assets, motivate and inspire employees to attain organizational objectives, control cost related to human resource and conduct quarterly reviews to all officials reporting to these positions.

**Ref no** : DSAC 2022/06  
**Post** : Assistant Director: Training and Capacity Development  
**Salary** : R382 245.00 per annum (Level 9)  
**Centre** : Head Office (Polokwane)

**Minimum Requirements:**

An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). Qualification in HRD, HRM, Public Management will be an added advantage. 02 to 03 years relevant experience in HRD environment/training at lower management post (level 7/8). A valid driver's license with the exception of people with disabilities.

**Core and Process Competencies:**

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation.

**Skills and Knowledge:**

HR matters, Training and Development, Monitoring and Evaluation, Compilation of management reports, HRD legal prescripts, Skills Development Facilitator, Project Management, Budgeting and financial management, Research, and analysis, applied technology, Communication, Interpersonal relationships, Planning and execution, Presentation and Facilitation, Problem solving, Coordination, Conflict resolution. Computer literacy and Public Service Knowledge.

**Duties: Key Performance Areas:**

Coordinate skills planning and implementation, Coordinate and facilitate orientation, induction, and re-orientation programmes, Monitor, and evaluate trainings, administer bursaries, Coordinate Adult Basic Education and Training, Compile monthly, quarterly and annual training and development reports. Develop and implement policies.

**Ref no** : DSAC 2022/07  
**Post** : Assistant Director: Library Systems Controller  
**Salary** : R382 245.00 per annum (Level 9)  
**Centre** : Head Office (Polokwane)

**Minimum Requirements:**

An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). Qualification in Library and Information Science/Studies will be an added advantage. 02 to 03 years relevant experience in library environment at lower management post (level 7/8). A valid driver's license with the exception of people with disabilities.

**Core and Process Competencies:**

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation.

**Knowledge and Skills**

Knowledge and understanding of legislative framework governing the Library and Information Service Sector; Knowledge and understanding of legislative framework governing public services; Ability to think analytically and to develop new or revised library management systems, procedures and workflow; Knowledge and understanding of library security systems. Advanced knowledge of virtual technology, networking systems, various electronic devices and operating systems, including Linux. Strong understanding of library applications and technologies and experience working with database management. Strong analytical and problem-solving skills, with project management experience. Good understanding of troubleshooting and maintaining library management systems software. experience and knowledge of networks in a public library environment, Public Service Knowledge, Computer literacy

**Duties: Key Performance Areas:**

Manage the LP Library Management System and provide support to the Provincial Library Services staff regarding system software and hardware queries. Provide support and oversight to community libraries on the library management system matters; Co-ordinate requests for computer equipment and all computer needs and maintain inventory control register for all information technology equipment. Compile procedures and manuals for the section. Responsible for loading maintaining system password for library staff. Process Library Management system and subscription libraries applications. Co-ordinate requirements and setting up of Library Management system Institutions and subscription libraries. Responsible for requests for printing of barcodes from public libraries and regions. Responsible for generating all Library Management system standard reports. Attend training sessions, meetings, workshops and assist in Library Management system training with Library Services staff and public library staff. Computer training for library services staff. Attend Library Management system user group meetings and distribute minutes and attend Systems Administrators Workshops. Develop and implement Library System Policy and Procedures manuals, Prepare and direct disaster recovery for Library System, resources, and services. Manage hardware lifecycle for all Library Systems. Evaluate current system and service for improvements. Organise and participate in the creation and maintenance of documentation for systems. Implement and maintain multiple layers of back-up solutions for Library systems, resources, and services.

**Ref no** : DSAC 2022/08  
**Post** : Sport Promotion Officer: Infrastructure  
**Salary** : R261 372.00 per annum (Level 7)  
**Centre** : Head Office (Polokwane)

**Minimum Requirements:**

An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). Qualification in Sports will be an added advantage. 01 to 02 years relevant experience in sports Environment. A valid driver's license with the exception of people with disabilities.

**Core and Process Competencies:**

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation.



**Knowledge And Skills:**

Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, negotiations, Sport and Recreation Environment and Stakeholders, Understanding the operations of all the professional and developmental sporting codes in the province, policy formulation and analytic thinking. Public Service Knowledge; Negotiation skills, Computer Literacy.

**Duties: Key Performance Areas:**

Facilitate and Process application for special MIG, Monitor the implementation of 15% of MIG for Sport and Recreation Facilities, Facilitate the site inspections for projects for Sport and Recreation facilities ,Provide technical assistance to municipalities on Sport and Recreation norms and standards for facilities, Identify the needs for the disabled people in relation to training, Facilitate the training that is accredited for both sport specific and Management course, Keep data base for trained personnel in disability sector, Determine and monitor the implementation of leagues/ tournaments. Facilitate the implementation and responding to requests by stakeholders, facilitate inclusion of disability sport groups in the mainstream of sport, Facilitate the identification of needs for people with disability in sport.

**Ref no** : DSAC 2022/09

**Post** : Sport Promotion Officer: School Sports x4

**Salary** : R261 372.00 per annum (Level 7)

**Centre** : Vhembe District x1, Mopani District x1, Waterberg District x1 and Capricorn District x1

**Minimum Requirements:**

An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). Qualification in Sports Administration and Sport Science will be an added advantage. 01 to 02 years relevant experience in Sports Environment. A valid driver's license with the exception of people with disabilities.

**Core and Process Competencies:**

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation.

**Knowledge And Skills:**

Knowledge and understanding of the legislative framework governing the public service. Public service knowledge, negotiations, Sport and Recreation Environment and Stakeholders, Understanding the operations of all professional and developmental sporting codes in the province, policy formulation and analytic thinking. Event and Sport Management. Computer Literacy; Public Service Knowledge; Negotiation skills.

**Duties: Key Performance Areas:**

Coordinate the establishment and provide support to sport and recreation structures in schools, wards, and local areas. In conjunction with stakeholders, facilitate sustainable capacity development programs in sport within the school ,wards, local areas and districts, implement sport and recreation programs in the schools, wards and local areas for the development of sport and recreation, Monitor and evaluate the compliance with sport and recreation transformational policies, render administrative functions in relation to programs that are implemented, provide support services to federations, clubs school sport structures, administer coach education in terms of different sporting codes, liaise with hubs, sport federations, sport council and academy to increase the number of participants in sports and recreation activities, promote gender mainstream in sport and recreation examine, compile the monitor transfer payments of funded projects.

**Ref no** : DSAC 2022/10  
**Post** : Sport Promotion Officer: Recreation x2  
**Salary** : R261 372.00 per annum (Level 7)  
**Centre** : Vhembe District x1 and Waterberg District x1

**Minimum Requirements:**

An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). Qualifications in Sports will be an added advantage. 01 to 02 years relevant experience in Sports Environment. A valid driver's license with the exception of people with disabilities.

**Core and Process Competencies:**

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation

**Knowledge and Skills:**

Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, negotiations, Sport and Recreation Environment and Stakeholders, Understanding the operations of all the professional and developmental sporting codes in the province, policy formulation and analytic thinking; Computer Literacy; Public Service Knowledge; Negotiation skills.

**Duties: Key Performance Areas:**

Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with stakeholders, facilitate sustainable capacity development programmes in sport within the school, wards, local areas and districts, implement sport and recreation programmes in the schools, wards and local areas for the development of sport and recreation, Monitor and evaluate the compliance with sport and recreation transformational policies, render administrative functions in relation to programmes that are implemented, provide support services to federations, clubs school sport structures, administer coach education in terms of different sporting codes, liaise with hubs, sport federations, sport council and academy to increase the number of participants in sports and recreation activities, promote gender mainstream in sport and recreation examine, compile the monitor transfer payments of funded projects.

**Ref no** : DSAC 2022/11  
**Post** : Registry Clerk: General Records  
**Salary** : R 176 310.00 per annum (Level 5)  
**Centre** : Head Office(Polokwane)

**Minimum Requirements:**

An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). Qualification in Records Management/ HRM/D / Management /Public Management / Administration. A valid driver's license with the exception of people with disabilities.

**Core and process Competencies:**

Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Time Management.

**Skills and Knowledge:**

Reasoning and problem-solving ability, Computer literate (MS Office software package) Ability to work under pressure. Strong Interpersonal Skills. Good verbal and written communication skills.

**Duties: Key Performance Areas:**

Management of records storage area, Conduct inspection and audit files according to the best model of records management, rendering of postal services, opening, sorting and registering mail, registering and franking outgoing mail, registering incoming and outgoing courier, register and distribute incoming statements and invoices, Dispatch of circulars, issuing of departmental circular number, Registering circulars, record keeping, opening files according to the approved file plan, receive and file fuel, SNT, overtime, rendering couriers services, registering incoming courier, registering outgoing courier, preparing requisition form for payment, communicate with courier company.

**Ref no** : DSAC 2022/12  
**Post** : General Worker 2  
**Salary** : R104 073.00 per annum (Level 2)  
**Centre** : Schoemansdal x 2 (Vhembe District)

**Minimum Requirements:**

An undergraduate qualification (NQF level 4) as recognized SAQA.

**Core and process competencies:**

Must have English (communication at level 3) must have excellent verbal communication, reading and writing skill. Time Management

**Duties: Key performance Areas:**

Maintenance of traditional museum structures, information Centre and offices, Renovation of traditional huts, Maintenance of storerooms. Look after storerooms and diesel, caring of biological assets, i. e. cattle and goats, e.g. performing daily inspection and treatment of livestock etc. Maintenance of tools and state assets. i.e., booking in and out of tools, Maintenance of office and museum gardens. Remove weeds, trim and slashing of grass, Cleaning of the Archaeological site.

**Ref no** : DSAC 2022/13  
**Post** : General Worker x1  
**Salary** : R104 073.00 per annum (Level 2)  
**Centre** : Sekhukhune District

**Minimum Requirements:**

An undergraduate qualification (NQF level 4) as recognized by SAQA.

**Core and process competencies:**

Must have English (communication at level 3) must have excellent verbal communication, reading and writing skill. Time Management.

**Duties: Key performance Areas:**

Perform general assistant work, Load and off load furniture, equipment's and any other goods to relevant destination, clean government vehicles, Clean relevant workstation. Maintain premises and

surroundings, clean premises and surroundings, empty dirt bins, maintain the garden, watering the garden, mow the grass, remove weeds, and garden refuse, maintain gardening equipment's and tools, detect and report malfunction for gardening equipment's and tools, Repair minor defects of gardening equipment's and tools.

**Ref no** : DSAC 2022/14  
**Post** : School Sport Coordinator X 11 (Plus 37% of Lieu Benefit (3 year performance based contract))  
**Salary** : R 147 459.00 Plus 37 % of Lieu of Benefit (Level 4)  
**Centre** : Sekhukhune X2, Waterberg X2, Mopani x2, Capricorn X 3 and Vhembe X2

**Minimum Requirements:**

An undergraduate qualification (NQF level 4) as recognized by SAQA. Qualifications in Sport Management and Administration will be an added advantage. A valid driver's license with the exception of people with disabilities.

**Core and process Competencies:**

Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Time Management.

**Skills and Knowledge:**

Must have Facilitation and presentation skills, Excellent verbal communication, reading and writing skills; Project planning and report writing. Problem solving skills, Good interpersonal relationships and Ability to work under pressure, Computer skills: PowerPoint, Excel, Microsoft Word.

**Duties: Key performance Areas:**

Implement the departmental policy on sport in schools; facilitate the coordination of sport on schools programmes and activities; Coordinate school sport meetings; Facilitate the development of sport in school mass participation business plan; Coordinate mass participation programme; Facilitate stakeholder meetings; Ensure equitable participation in sport; Coordinate and integrate stakeholders activities ;Organise and plan meetings; Review activities by providing strategic direction; Provide support establishment of School Sport management committees , Coordinate School Sport Leagues in School Circuits and Districts ,Compilation of reports and data capturing.

**Ref no** : DSAC 2022/15  
**Post** : Sport Science X 1 (Plus 37% of Lieu Benefit (3 year performance based contract))  
**Salary** : R 147 459.00 Plus 37 % of Lieu of Benefit (Level 4)  
**Centre** : Head Office: Limpopo Academy of Sport

**Minimum Requirements:**

An undergraduate qualification (NQF level 4) as recognized by SAQA. Qualification in Sport Management/Administration or/ sport science will be an added advantage. A valid driver's license with the exception of people with disabilities.

**Core and process Competencies:**

Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Time Management.

**Skills and Knowledge:**

Must have Facilitation and presentation skills, Excellent verbal communication, reading and writing skills; Project planning and report writing. Problem solving skills, Good interpersonal relationships and Ability to work under pressure, Computer skills: PowerPoint, Excel, Microsoft Word.

**Duties: Key performance Areas:**

Coordinate programmes of Sport Science in 6 academies; coordinate and liaise with medical practitioners for testing of athletes; medical screening; sport specific testing; and medical interventions. Involve in team preparations and advice on medical interventions to be made; Coordinate scientific athlete support in district and provincial academies; Liaise with Federations and other critical clients in areas of scientific support in sport; Support identified athletes in a high-performance area and maintain athlete support database.

**Ref no** : DSAC 2022/16  
**Post** : Sport Coordinator X3 (Plus 37% of Lieu Benefit (3 year performance based contract))  
**Salary** : R 124 434.00 Plus 37 % of Lieu of Benefit (Level 3)  
**Centre** : Mopani District x1, Waterberg District x1 and Vhembe District x1

**Minimum Requirements:**

An undergraduate qualification (NQF level 4) as recognized by SAQA. Qualifications in Sport Management/Administration or/ sport science will be an added advantage. A valid driver's license with the exception of people with disabilities.

**Core and process Competencies:**

Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Time Management.

**Skills and Knowledge:**

Must have Facilitation and presentation skills, Excellent verbal communication, reading and writing skills; Project planning and report writing. Problem solving skills, Good interpersonal relationships and Ability to work under pressure, Computer skills: PowerPoint, Excel, Microsoft Word.

**Duties: Key performance Areas:**

Coordinate sport activities in District Academies ; Ensure the functionality of District Academy; liaise with District Confederations and federations in ensuring that Talent Identification programmes are implemented; Support athletes from districts through the academy system; Ensure that team preparation in terms of academy requirements is implemented in Districts; Establish relations with Municipalities , District Municipalities , District Confederations and Federations, Roll – out Academy capacity building programmes ; ensure that District sport and recreation activities are supported through the Academy system; Support identified sport focus schools and maintain database of coaches and elite athletes.

**Ref no** : DSAC 2022/17

**Post** : Hub and Club Coordinators X 32 (3 year performance based contract)

**Salary** : R3500.00 per month

**Centres:**

<b>MOPANI DISTRICT</b>	
<b>Name of Hubs</b>	<b>Village</b>
1. Willows	Willows x1
2. Madumeleng	Madumeleng x1
3. Julesburg	Julesburg x1
4. Nkambako	Nkambako x1
5. Mashishimale	Mashishimale x1
6. Thomo	Thomo x1
7. Namakgale	Namakgale x1
8. Makhwibidung	Hlohlokoe x1
<b>CAPRICORN DISTRICT</b>	
<b>NAME OF HUB</b>	<b>VILLAGE</b>
1. Tibane	Tibane x1
2. Mophonong	Mophonong x1
3. Mohodi	Mohodi x1
4. Mafefe	Mafefe x1
5. Mphahlele	Dithabaneng X1
6. Mankweng	Mankweng x1
7. Westernberg	Westernberg x1
<b>VHEMBE DISTRICT</b>	
<b>NAME OF HUB</b>	<b>VILLAGE</b>
1. Bungeni	Bungeni x1
2. Saselemani	Saselemani x1
3. Madimbo	Madimbo x1
4. Prince Thikhathali	Tshikombani x1
5. Makwarela	Makwarela x1
6. Rabali	Rabali x1
7. Khakhu	Khakhux1 (re-advert)
<b>SEKHUKHUNE DISTRICT</b>	
<b>NAME OF HUB</b>	<b>VILLAGE</b>
1. Apel	Apel x1
2. Stydkraal	Stydkraal x1
3. Malokela	Malokela x1

4.Seopela	Seopela x1
5.Bordershoek	Bordershoek x1
6.Radingwana	Radingwana x1
7.Masemola	Masemola x1
<b>WATERBERG DISTRICT</b>	
<b>NAME OF HUG</b>	<b>VILLAGE</b>
1.Bakenberg	Bakenberg x1(re-advert)
2.Mabatlane	Mabatlane x1(re-advert)
3.Mogashoa	Mogashoa x1(re-advert)

**Minimum Requirements:**

An undergraduate qualification (NQF level 4) as recognized by SAQA.

**Core and process Competencies:**

Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Time Management.

**Knowledge and Skills:**

Must have Facilitation and presentation skills, Excellent verbal communication, reading and writing skills, An active sport participant and organiser with a year experience as key sports for reference and Facilitation and presentation skills.

**Duties: Key performance Areas:**

Mobilise the community to be part of sport and recreation activities at in their community; Manage and coordinate activities of sport and recreation through clubs in hubs; safeguard and maintain sport equipment delivered in hubs and clubs ; Coordinate and support sport and recreation activities in the community for schools and non-schools sport teams and clubs; Maintain relationships with local Sports community organisations and other community youth groups in the community; Set up and coordinate all administration related to the Sport Clubs and hubs programmes , Be responsible for the coordination and implementation of the sport and recreation programmes and events in hubs, clubs and schools; Be committed to personal development and growth; Be prepared to work in the remote rural areas. Compile and present monthly and quarterly reports to the relevant District Manager.