

## DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

### **PRODUCTION SCIENTIST: GRADE A (OSD): (This is the correction of minimum requirements and KPAs from Circular 1 of 2018)**

*Salary Range: An all-inclusive remuneration R549 639*

*Bayworld Museum Ref: DSRAC 01/02/2018*

**Minimum Requirements:** MSc/PhD degree in Marine Biology plus relevant experience. Commercial dive supervisor qualifications. Appropriate computer and software skills for data management and analysis and proven scientific writing ability for international peer reviewed journals. Commercial diver Class IV. Competent at sea and commercial skippers licence would be advantageous. Proven ability to raise own research funds. A Valid Driving Licence

**KPA's:** Curation and development of fish otolith cephalopod beak collections. Undertake research projects on sharks and fishes with focus trophic studies. Fieldwork, research and publications in peer reviewed journals. Participate in public lectures and advise on public exhibit developments. Educational and exhibition programmes. Attend conferences.

### **ASSISTANT MANAGER: EVENTS MANAGEMENT (RE-ADVERTISEMENT)**

*Salary Range: An all-inclusive remuneration R417 552-R491 847 (Level 10)*

*Head Office Ref: DSRAC 02/02/2018*

**Minimum Requirements:** A Degree/Diploma in Public Relations/ Events Management or any related qualification with 3 years' experience in the related field of which 2 years must be at a supervisory level or Matric coupled with 10 years' experience in the field of which 2 years must be at a supervisory level. Knowledge of Public Communication. Knowledge of Constitutional, legal and institutional arrangements governing in South Africa Public Sector. Knowledge of events management and organization. Strong interpersonal skills, planning and organising. Excellent verbal and written communication skills. Computer literacy skills. A valid driving licence

**KPA's:** Develop and implement events management strategy for the Department. Render events management and protocol services in the Departmental events. Coordinate invitations to events approved by Manager Communications. Prepare closeout reports for the events.

**Please note: This is a re-advertisement; people who have previously applied are encouraged to re-apply.**

### **CHIEF AUXILLIARY SERVICE OFFICER: RESEARCH ((This is the correction of minimum requirements and KPAs from Circular 1 of 2018)**

*Salary Range: An all-inclusive remuneration R226 611-R266 943 (Level 07)*

*Bayworld Museum DSRAC 03/02/2018*

**Minimum Requirements:** A B Sc (Hons) degree in Zoology or related field. Good communication skills, Computer literacy or any relevant qualification. Physical fitness and ability to be trained to do Class IV scuba diving. A valid driver's licence.

**KPA's:** Support the research staff in data collection and documentation. Collect and prepare specimens. Handle public enquiries. Field trip preparation and participation. Sampling and managing research collections. Scuba diving.

**NB: Forward applications to the relevant centre**

**Head Office & Museums: Enquiries – Ms R Loots Tel: 043 492 0949**

**Post to:** The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605

**Hand deliver** to No. 5 Eales Street, Wilton Zimasile Mkwazi Building, King William's Town, 5605

**Closing Date: 02 March 2018 @15H00.**

**Note:** Applications must be submitted on Z83 form, obtainable at any public service department or on the internet at which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) (Matric certificate must also be attached) an ID document and driver's license (where applicable). Non RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/ her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment(s) to the advertised post(s). persons with disability are encouraged to apply.

**Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert**

**No Faxed applications will be accepted.**

## **DEPARTMENT OF SOCIAL DEVELOPMENT**

### **DEPUTY DIRECTOR: ADMINISTRATION (2)**

*Salary Package: R 657 558.00 per annum (Level 11)*

*(Ref01/02/2018) Amathole: Mnquma Area Office (1); (Ref) 02/02/2018)*

*Amahlathi Area Office (1)*

**Minimum Requirements:** Standard 10/ Grade 12 plus a Degree/National Diploma in Public Administration or equivalent qualification. 5 years must have been at the level of an Assistant Director in Administration. Postgraduate degree will be an added advantage. Computer literacy. A valid South African driver's license is a prerequisite.

**Competencies:** Extensive knowledge of the Social Development Sector. Sound knowledge of financial, human resources and Supply Chain Management experience. Good planning, organisational and decision making skills. Strategic capability and leadership skills. Excellent management and empowerment skills. Service delivery innovation. Client and customer orientation. Understanding of the Batho Pele principles. Excellent problem-solving skills. Ability to communicate at all levels. Developmental with a clear understanding of the South African policies on social transformation and community development.

**Key Performance Areas:** Be responsible for the overall management and control of the area. Render management of Developmental Social Welfare Services and Community Development. Render Financial, Human Resources and Supply Chain Management. Provide necessary support to the community to promote self-sustainability and integrated development. Develop, monitor and evaluate in the area. Consolidate programme reports. Analyse and report on emerging trends. Develop, monitor and evaluate area annual and operational plans

### **ASSISTANT DIRECTOR: LABOUR RELATIONS**

*Salary Notch: R334 545 per annum*

*(Ref. 03/02/2018) Provincial Office (1)*