



DIRECTOR: ARTS AND CULTURE

SALARY: ALL-INCLUSIVE SALARY PACKAGE OF R685 200 PER ANNUM, SUBJECT TO UNDERGOING A COMPETENCY ASSESSMENT, SIGNING A PERFORMANCE AGREEMENT AND ANNUALLY DISCLOSING HIS/HER FINANCIAL INTERESTS (LEVEL 13) (REF. 11/CSR/01)

NELSPRUIT (HEAD OFFICE)

Requirements: • An appropriate, recognised three-year degree or equivalent qualification, backed by at least five years' experience in Arts and Culture Management • In-depth knowledge and understanding of the Public Finance Management Act and the Public Service Act, including their respective Regulations • Knowledge of the Culture Promotion Act, 1983 • Knowledge of the Cultural Institutions Act, 1998 • Knowledge of the National Film and Video Foundation Act, 1998 • Knowledge of the White Paper on Arts, Culture and Heritage • A valid driver's licence • Good verbal and written communication skills • Ability to provide strategic leadership and to work under pressure.

Key performance areas: • Manage and co-ordinate Arts and Culture programmes • Manage and co-ordinate Arts and Culture institutions • Develop links with community Arts and Culture stakeholders • Co-ordinate and promote Arts and Culture projects and programmes • Promote the development of languages and literature services • Be responsible for indigenous arts and technologies • Promote living culture and manage cultural villages in the Province • Promote film and video development in the Province • Co-ordinate Moral Regeneration programmes.

DIRECTOR: HUMAN RESOURCE MANAGEMENT

SALARY: ALL-INCLUSIVE SALARY PACKAGE OF R685 200 PER ANNUM, SUBJECT TO UNDERGOING A COMPETENCY ASSESSMENT, SIGNING A PERFORMANCE AGREEMENT AND ANNUALLY DISCLOSING HIS/HER FINANCIAL INTERESTS (LEVEL 13) (REF. 11/CSR/02)

NELSPRUIT (HEAD OFFICE)

Requirements: • A three-year degree or diploma in Human Resource Management, Public or Business Administration or related field, backed by at least five years' experience at management level • In-depth knowledge and understanding of the Public Finance Management Act and the Public Service Act, including their respective Regulations • Computer literacy • A valid driver's licence.

Key performance areas: • Design and oversee the implementation of an HR strategy and an HR plan • Ensure that the Performance Management and Development Strategy is functional and fully effective • Oversee records management and ensure that the file plan is fully implemented • Advise on and manage service level and other agreements • Ensure the development and effective implementation of policies relating to gender, youth disability and HIV and AIDS • Ensure that the Department has a well-functioning Employees Wellness Programme • Manage the overall performance and effectiveness of the Legal, Human Resource, Records Management and Auxiliary Services.

DIRECTOR: SPORTS AND RECREATION

SALARY: ALL-INCLUSIVE SALARY PACKAGE OF R685 200 PER ANNUM, SUBJECT TO UNDERGOING A COMPETENCY ASSESSMENT, SIGNING A PERFORMANCE AGREEMENT AND ANNUALLY DISCLOSING HIS/HER FINANCIAL INTERESTS (LEVEL 13) (REF. 11/CSR/03)

NELSPRUIT (HEAD OFFICE)

Requirements: • A three-year degree or diploma in Sports Management (a senior degree in Public/Business Administration will be an added advantage) • At least five years' relevant experience at management level • In-depth knowledge and understanding of the Public Finance Management Act and the Public Service Act, including their respective Regulations • Good verbal and written communication skills • Ability to provide strategic leadership and to work under pressure • A valid driver's licence.

Key performance areas: • Manage the Directorate of Sport and Recreation • Develop and implement policies, regulations and guidelines in promoting sport and recreation • Ensure proper management and development of sport and recreation structures/federations and the Academy of Sports in the Province • Provide advisory services to the Department and other roleplayers on matters relating to sport and recreation • Ensure transformation is implemented by sport and recreation structures • Manage financial, physical and human resources within the Sport and Recreation Directorate • Develop and contribute to the strategic plans of the Directorate and the Sport, Recreation and School Sport Chief Directorate.

DIRECTOR: MASS PARTICIPATION

SALARY: ALL-INCLUSIVE SALARY PACKAGE OF R685 200 PER ANNUM, SUBJECT TO UNDERGOING A COMPETENCY ASSESSMENT, SIGNING A PERFORMANCE AGREEMENT AND ANNUALLY DISCLOSING HIS/HER FINANCIAL INTERESTS (LEVEL 13) (REF. 11/CSR/04)

NELSPRUIT (HEAD OFFICE)

Requirements: • A three-year degree or diploma in Sports Management (a senior degree in Public/Business Administration will be an added advantage) • At least five years' relevant experience at management level • In-depth knowledge and understanding of the Public Finance Management Act, DORA and Mass Participation Programme, Transformation Imperatives, Stakeholder Management and the Public Service Act, including their respective Regulations • Good verbal and written communication skills • Ability to provide strategic leadership and to work under pressure • A valid driver's licence.

Key performance areas: • Manage the Directorate of School Sport • Develop and implement policies, regulations and guidelines in promoting school sport • Ensure proper management and development of school sport structures/federations in the Province • Provide advisory services to the Department and other roleplayers on matters relating to school sport • Ensure transformation is implemented by school sport structures • Manage financial, physical and human resources within the School Sport Directorate • Manage, implement and account for the Mass Participation Programme conditional grant • Develop and contribute to the strategic plans of the School Sport Chief Directorate.

DIRECTOR: LIBRARY AND INFORMATION SERVICE

SALARY: ALL-INCLUSIVE SALARY PACKAGE OF R685 200 PER ANNUM, SUBJECT TO UNDERGOING A COMPETENCY ASSESSMENT, SIGNING A PERFORMANCE AGREEMENT AND ANNUALLY DISCLOSING HIS/HER FINANCIAL INTERESTS (LEVEL 13) (REF. 11/CSR/05)

NELSPRUIT (HEAD OFFICE)

Requirements: • A four-year degree in Library and Information Science/Higher Diploma in Library and Information Science and experience in library management • Comprehensive and detailed knowledge of the library field, as well as management theory and practices (inclusive of HR and Financial Management) • Knowledge of and experience in project management, monitoring and evaluation • Knowledge of the SITA Library and Information Management System, as applied in the library environment • Knowledge of the PFMA and library prescripts • A valid driver's licence.

Key performance areas: • Provide strategic leadership and a strategic plan for the Provincial Library and Information Service • Ensure the availability of the Library and Information Service Bill and policies • Translate strategic plans for the Section and monitor the implementation of the Library and Information Plan • Provide library and information advice and guidance to the Department and stakeholders, as required • Administer and manage the Library and Information budget according to the PFMA and Community Library Conditional Grant projects • Monitor the administration and management of regional libraries • Manage LIS Human Resources • Maintain effective public relations and communication with various stakeholders and clients.

REGIONAL DIRECTORS (3 POSTS)

SALARY: ALL-INCLUSIVE SALARY PACKAGE OF R685 200 PER ANNUM, SUBJECT TO UNDERGOING A COMPETENCY ASSESSMENT, SIGNING A PERFORMANCE AGREEMENT AND ANNUALLY DISCLOSING HIS/HER FINANCIAL INTERESTS (LEVEL 13)

• **EHLANZENI REGIONAL OFFICE (REF. 11/CSR/06) • GERT SIBANDE REGIONAL OFFICE (REF. 11/CSR/07) • NKANGALA REGIONAL OFFICE (REF. 11/CSR/08)**

Requirements: • A three-year degree or diploma in Public/Business Administration or a related field, backed by at least five years' experience at management level • An in-depth knowledge and understanding of the Public Finance Management Act and the Public Service Act, including their respective Regulations • A valid driver's licence. A relevant Master's degree will be an added advantage.

Key performance areas: • Manage the regional sport and recreation • Develop and implement policies, regulations and guidelines in promoting sport and recreation • Promote cultural diversity for socio-economic development and transformation • Ensure mass participation in sport and recreational activities • Manage library and information services • Render administrative support services • Carry out financial management • Manage Human Resources.

DEPUTY DIRECTOR: LEGAL SERVICES

SALARY: ALL-INCLUSIVE SALARY PACKAGE OF R452 256 PER ANNUM, SUBJECT TO SIGNING A PERFORMANCE AGREEMENT AND UNDERGOING COMPETENCY ASSESSMENT (LEVEL OSD) (REF. 11/CSR/09)

NELSPRUIT (HEAD OFFICE)

Requirements: • At least a four-year legal degree or an equivalent qualification • Three years' experience in legal drafting of legislation • Solid knowledge of policy formulation and a strong legal background • Strong verbal and written communication skills at all levels • Report-writing skills • Advanced computer literacy • Good public relations skills • Ability to work independently and give impeccable legal advice • A valid driver's licence.

Key performance areas: • Provide legal advisory services • Review and amend existing legislation • Maintain discipline within the Department • Facilitate collective bargaining • Render advisory services on labour relations matters • Facilitate and promote amicable dispute resolution • Liaise with labour organisations • Render an effective and efficient legal service to the Department • Carry out financial management • Manage Human Resources.

DEPUTY DIRECTOR: PROGRAMME MANAGEMENT (FEMALE)

SALARY: ALL-INCLUSIVE SALARY PACKAGE OF R434 505 PER ANNUM, SUBJECT TO SIGNING A PERFORMANCE AGREEMENT AND UNDERGOING COMPETENCY ASSESSMENT (REF. 11/CSR/10)

HEAD OFFICE (NELSPRUIT)

Requirements: • A three-year degree or diploma in Project/Programme Management or Monitoring and Evaluation Information Management Technology • High-level communication skills (written and verbal) • Significant experience in managing large and multi-organisational projects and programmes (experience with the Sport, Arts and Culture sector will be an added advantage) • Advanced computer literacy, including experience in project and programme management software • Monitoring and evaluation knowledge of the PFMA, Treasury Regulations and Public Service Regulations • Valid driver's licence.

Key performance areas: • Co-ordinate departmental programmes • Monitor and evaluate the implementation of programmes • Develop and maintain a departmental database of programmes • Co-ordinate and facilitate communication regarding programmes with relevant stakeholders • Conduct impact assessment programmes • Develop and implement appropriate programme management tools • Provide support for the Social Cluster.

MANAGER: RISK MANAGEMENT AND COMPLIANCE

SALARY: ALL-INCLUSIVE SALARY PACKAGE OF R434 505 PER ANNUM, SUBJECT TO SIGNING A PERFORMANCE AGREEMENT AND UNDERGOING COMPETENCY ASSESSMENT (LEVEL 11) (REF. 11/CSR/11)

NELSPRUIT (HEAD OFFICE)

Requirements: • A recognised three-year Bachelor's degree/National Diploma qualification, preferably in Risk Management/Internal Auditing, plus exposure to Government/the public sector at middle-management level • A minimum of 5 years' experience in Risk Management • Knowledge of the Public Finance Management Act, Treasury Regulations, as well as the Corporate Governance and Risk Management Framework (COSO) • A valid Code EB driver's licence.

Key performance areas: • Conduct planning for strategic and operational risk assessment • Assist in linking risk management process with the Department's objectives and business plans • Assist in embedding the risk management process throughout the organisation by assigning responsibility for risk across processes, divisions and strategic functions • Assist in the development and rollout of ongoing risk management awareness programmes throughout the Department • Consult with stakeholders within the areas of responsibility to ensure the identification and management of risks • Facilitate the operational risk assessment process (identification, analysis and rating of risks) within the Department as per the Risk Management Framework • Assist during the facilitation of strategic risk assessment • Keep records of risk profiles and related action plans of all branches within the Department • Provide advice to Management on issues relating to risk management • Monitor and evaluate the departmental risk profiles and related action plans and reporting • Analyse risk management reports from the risk owners and report thereon • Render administrative support to the Risk Management Committee (RMC) and co-ordinate RMC meetings • Assist in compiling quarterly reports to the Departmental Risk Management Committee and Audit Committee • Carry out Risk Reporting and Information Management • Mentor, coach and supervise subordinates within the Sub-directorate • Manage financial and human resources within the Sub-directorate.

DEPUTY DIRECTOR: ARTS

SALARY: ALL-INCLUSIVE SALARY PACKAGE OF R434 505 PER ANNUM, SUBJECT TO SIGNING A PERFORMANCE AGREEMENT AND UNDERGOING COMPETENCY ASSESSMENT (LEVEL 11) (REF. 11/CSR/12)

NELSPRUIT (HEAD OFFICE)

Requirements: • An appropriate, recognised three-year Arts and Culture-related Bachelor's degree or equivalent qualification, backed by at least three years' experience in the Arts and Culture environment • In-depth knowledge and understanding of the Public Finance Management Act and the Public Service Act, including their respective Regulations • Knowledge of the White Paper on Arts, Culture and Heritage • A valid driver's licence • Good verbal and written communication skills • Ability to direct the implementation of programmes and projects, as well as to work under pressure.

Key performance areas: • Manage and co-ordinate Arts programmes and projects • Develop and support the performing arts, visual arts and crafts • Develop and promote all arts products and services (arts industries) in the Province • Establish structures and provide institutional support • Initiate and facilitate capacity-building in arts through skills programmes and learnerships • Assist with the formulation of policy in the development, promotion and co-ordination of arts projects and programmes • Identify and develop links between community arts projects and programmes with professional organisations • Provide good financial and personnel management.

ASSISTANT DIRECTOR: TRANSVERSAL AND EMPLOYEE WELLNESS PROGRAMME

SALARY: R221 058 PER ANNUM (LEVEL 09) (REF. 11/CSR/13)

NELSPRUIT (HEAD OFFICE)

Requirements: • A recognised Bachelor's degree in Social Science or National Diploma plus 3 years' experience (mainstreaming experience will be an added advantage) • Computer literacy • A valid driver's licence.

Key performance areas: • Co-ordinate Gender, Youth, Disability, Children, Aged and Family Programmes • Plan and manage the entire budget for the Programme • Monitor, evaluate and conduct research on Gender, Youth, Disability and Children Programmes • Ensure the incorporation of employment equity in the HR Strategy • Co-ordinate, implement and ensure the mainstreaming of HIV/AIDS and TB management within the Department • Evaluate and conduct research on HIV/AIDS and other diseases.

ASSISTANT DIRECTOR: NETWORK DEVELOPMENT

SALARY: R221 058 PER ANNUM (LEVEL 09) (REF. 11/CSR/14)

NELSPRUIT (HEAD OFFICE)

Requirements: • A degree or Higher Diploma in Library and Information Service/Information Communication Technology (ICT) and computer literacy • Experience in Information Communication Technology.

Key performance areas: • Manage and administer the Network Development Division • Manage the provision of access to the SITA Library Information System (SLIMS) database, powered by Brocade, for the catalogue and circulation of library material to public libraries • Manage the provision of Internet and network access and the lifecycle maintenance of computer equipment and software required by public library services • Manage and monitor the spending of transfers in the Municipality and provide reports.

ASSISTANT DIRECTOR: COMMUNITY AND INTERNAL COMMUNICATION

SALARY: R221 058 PER ANNUM (LEVEL 09) (REF. 11/CSR/15)

NELSPRUIT (HEAD OFFICE)

Requirements: • A degree or diploma in Communication, Public Relations or Journalism • Minimum of five years' experience in a communication environment • An understanding of communications • Knowledge of community structures • A valid driver's licence • Computer literacy.

Key performance areas: • Make sure that the public has a clear understanding of the programmes of the Department and its mandate • Co-ordinate meetings and public participation programmes of the Department • Improve communication within the Department • Interact with departmental stakeholders to improve service delivery • Promote and market the departmental activities in and outside the Province • Facilitate the processing of cluster documents • Write reports and produce internal publications.

ASSISTANT DIRECTOR: FINANCIAL REPORTING

SALARY: R221 058 PER ANNUM (LEVEL 09) (REF. 11/CSR/16)

NELSPRUIT (HEAD OFFICE)

Requirements: • A recognised three-year Bachelor's degree/National Diploma in Commerce • Experience in Financial Management • Knowledge of LOGIS, PERSAL and BAS.

Key performance areas: • Develop and monitor financial reporting guidelines and systems in line with National and Provincial guidelines • Compile monthly and quarterly financial reports as required by the PFMA, Treasury Regulations and Division of Revenue Act • Prepare Interim and Annual Financial Statements of the Department • Develop and maintain a proper audit file • Attend to internal and external audit queries • Co-ordinate the development of audit findings action plan and monitor the implementation thereof • Analyse financial reports and advise on the financial weaknesses of the Department • Review and provide inputs in the monthly, quarterly and annual performance reports of the Department, including the Annual Report • Guard against misallocation of expenditure • Manage the cash flow of the Department • Manage personnel within the Sub-directorate.

PRINCIPAL CULTURAL OFFICER

SALARY: R185 958 PER ANNUM (LEVEL 08) (REF. 11/CSR/17)

KGHODWANA CULTURAL VILLAGE (NKANGALA REGIONAL OFFICE)

Requirements: • An appropriate three-year degree or diploma in Arts • At least three years' experience in community structures would be an added advantage • A driver's licence is strongly recommended.

Key performance areas: • Conduct training on and development of the Arts • Monitor projects and programmes • Promote and co-ordinate all forms of crafts and performing arts disciplines • Support all other projects and programmes co-ordinated by the Department • Co-ordinate events • Manage Human Resources.

PRINCIPAL LANGUAGE PRACTITIONER (ISINDEBELE)

SALARY: R185 958 PER ANNUM (LEVEL 08) (REF. 11/CSR/18)

HEAD OFFICE (NELSPRUIT)

Requirements: • An appropriate three-year Diploma in Languages or equivalent qualification with 3 years' experience • A good command of English, Afrikaans and Isindebele (both written and verbal) • Computer literacy • Valid driver's licence.

Key performance areas: • Translate and edit documents • Liaise with relevant language structures • Promote the culture of writing and reading literature in marginalised languages • Promote multilingualism and indigenous languages, including South African Sign Language • Organise provincial, national and international celebration days and events • Support both the Mpumalanga Provincial Language Committee and Language Research and Development Centre • Co-ordinate the Mpumalanga Language Forum.

PRINCIPAL YOUTH/SPORT ORGANISER (3 POSTS)

SALARY: R149 742 PER ANNUM (LEVEL 07) (REF. 11/CSR/19)

NKANGALA REGIONAL OFFICE

Requirements: • Diploma in Sports Management or equivalent qualification • A valid driver's licence.

Key performance areas: • Co-ordinate the establishment of and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with the stakeholders • Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas and districts • Implement sport and recreation programmes in the school, 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.

STATE ACCOUNTANT: FINANCIAL REPORTING

SALARY: R149 742 PER ANNUM (LEVEL 07) (REF. 11/CSR/20)

NELSPRUIT (HEAD OFFICE)

Requirements: • A recognised Bachelor's degree or National Diploma in Financial Management or equivalent related qualification, plus a minimum of two years' financial management experience • Knowledge of LOGIS, PERSAL and BAS.

Key performance areas: • Assist with the development and monitoring of financial reporting guidelines and systems in line with national and provincial guidelines • Compile monthly financial reports as required by the PFMA, Treasury Regulations and Division of Revenue Act • Assist with the preparation of Interim and Annual Financial Statements of the Department • Develop and maintain a proper audit file • Attend to internal and external audit queries • Analyse financial reports and advise programme managers on the financial weaknesses of each programme • Review and provide inputs in the monthly, quarterly and annual performance report of the Department, including the Annual Report • Guard against misallocation of expenditure • Manage the cash flow of the Department.

STATE ACCOUNTANT (FINANCIAL ACCOUNTING)

SALARY: R149 742 PER ANNUM (LEVEL 07) (REF. 11/CSR/21)

NELSPRUIT (HEAD OFFICE)

Requirements: • A degree or National Diploma in Commerce, plus experience in commerce and financial administration • Knowledge of Financial Prescripts, Supply Chain Prescripts, the PFMA and Internal Control Systems • Computer literacy.

Key performance areas: • Process Creditors' payments • Process suppliers' bank details in BAS • Provide financial reports • Manage audit queries • Prepare the PMG Report • File payment vouchers • Distribute payment stubs • Render general admin support.

CHIEF ADMINISTRATION CLERK

SALARY: R149 742 PER ANNUM (LEVEL 07) (REF. 11/CSR/22)

BARBERTON

Requirements: • National Diploma or degree plus financial experience in commerce or supply chain • Knowledge of Supply Chain Prescripts, the PFMA and Internal Control Systems • Computer literacy • A valid driver's licence.

Key performance areas: • Control assets, inventories and stores • Procure store items • Collect revenue.

ADMINISTRATION OFFICER: ASSET MANAGEMENT

SALARY: R149 742 PER ANNUM (LEVEL 07) (REF. 11/CSR/23)

NELSPRUIT (HEAD OFFICE)

Requirements: • BA degree or Diploma in Financial Management or equivalent plus 3 years' relevant experience in Financial Management • Knowledge of the PFMA and other prescripts governing the Public Service • Sound communication, report-writing and computer skills • A good understanding of BAS and Logis • A valid driver's licence.

Key performance areas: • Compile and update asset registers of moveable and immovable assets on LOGIS • Prepare and reconcile the additions register • Compile journals of misallocations of assets • Dispose of assets that are redundant, obsolete and unserviceable.

ASSET CONTROLLER (IMMOVABLE ASSETS) (2 POSTS)

SALARY: R149 742 PER ANNUM (LEVEL 07) (REF. 11/CSR/24)

NELSPRUIT (HEAD OFFICE)

Requirements: • National Diploma or degree plus financial experience in commerce, administration or supply chain • Knowledge of Supply Chain Prescripts, the PFMA and Internal Control Systems • Computer literacy • A valid driver's licence.

Key performance areas: • Maintain a register of infrastructure according to minimum standards • Ensure the procurement of infrastructure is processed timeously and handovers to the relevant beneficiary are adhered to • Facilitate office and residential accommodation in consultation with the Custodian Department • Maintain a regularly updated lease agreement • Compile the user asset management plan and regularly obtain approval for funding infrastructure • Facilitate the handing over of infrastructure and submit figures • Participate in the compilation of Annual Financial Statements as well as proof of documentation.

CULTURAL OFFICER (5 POSTS)

SALARY: R121 290 PER ANNUM (LEVEL 06)

• **KINROSS (GERT SIBANDE DISTRICT) (2 POSTS) (REF. 11/CSR/25)**
• **ERMELO (GERT SIBANDE DISTRICT) (2 POSTS) (REF. 11/CSR/26)**
• **MATSULOU (EHLANZENI DISTRICT) (REF. 11/CSR/27)**

Requirements: • An appropriate three-year degree or diploma in Arts • Experience in community structures will be an added advantage • A driver's licence is strongly recommended.

Key performance areas: • Identify, develop and promote (emerging) artists and crafters as well as implement projects related to performing and visual arts and crafts • Create awareness programmes for crafts, performing and visual arts • Conduct needs analyses and provide professional advice • Advise on performing arts, visual arts and crafts • Render administrative functions in relation to programmes that are implemented.

REGISTRY CLERK: OFFICE OF THE MEC

SALARY: R121 290 PER ANNUM (LEVEL 06) (REF. 11/CSR/28)

HEAD OFFICE

Requirements: • A Senior Certificate or an equivalent qualification, plus appropriate experience • A valid driver's licence will be an added advantage.

Key performance areas: • Receive and date-stamp all documents • Control and distribute documents • Locate files and place documents • Communicate with courier services • Maintain filing systems and registers • Handle outgoing mail and faxes • Pend files when required.

AUXILIARY SERVICES OFFICER

SALARY: R101 007 PER ANNUM (LEVEL 05) (REF. 11/CSR/29)

BARBERTON

Requirements: • Senior Certificate or equivalent • Valid Tour Guide registration • Good communication skills • Valid driver's licence.

Key performance areas: • Conduct tours for tourists and learners • Be responsible for the preservation of relevant historic collections • Supervise the maintenance of relevant historic terrain • Participate in conducting museum outreach programmes.

SECRETARY (5 POSTS)

SALARY: R101 007 PER ANNUM (LEVEL 05)

• **OFFICE OF THE HOD (REF. 11/CSR/30) • OFFICE OF THE CHIEF DIRECTOR: CULTURAL AFFAIRS (REF. 11/CSR/31) • OFFICE OF THE CHIEF DIRECTOR: SPORT, RECREATION AND SCHOOL SPORT (REF. 11/CSR/32) • OFFICE OF THE CHIEF OPERATIONS OFFICER (REF. 11/CSR/33) • OFFICE OF THE CHIEF DIRECTOR: EVENTS MANAGEMENT AND REGIONAL SERVICES (REF. 11/CSR/34)**

Requirements: • National Diploma in Office Management with Typing as a subject or any other training course/qualification that will enable the person to perform the work satisfactorily • Good telephone etiquette • Computer literacy • Sound organisational skills • Good people skills • A high level of reliability • Basic written communication skills • Ability to act with tact and discretion.

Key performance areas: • Provide a secretarial/receptionist support service to the Manager • Type documents for the Manager and other staff within the unit on a word processor • Operate office equipment, such as fax machines and photocopiers • Provide a clerical support service to the Manager • Check the arrangements when relevant documents are received • Arrange meetings and events for the Manager and the staff in the Unit • Process the travel and subsistence claims for the unit • Process all invoices that emanate from the activities of the work of the Manager • Record basic minutes of the meetings of the Manager where required • Administer matters like the leave registers and telephone accounts • Receive, record and distribute all incoming and outgoing documents • Handle the procurement of standard items like stationery, refreshments, etc • Collect all relevant documents to enable the Manager to prepare for meetings • Remain up-to-date with regards to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the Manager.

LIBRARY ASSISTANT

SALARY: R101 007 PER ANNUM (LEVEL 05) (REF. 11/CSR/35)

MIDDELBURG REGIONAL LIBRARY

Requirements: • Senior Certificate/Grade 12 • General knowledge of administration • Computer literacy • General knowledge of library services • Ability to work with people • Communication skills (a driver's licence will be an added advantage).

Key performance areas: • Process new library material • Compile and administer financial transcripts • Process library material • Carry out data capturing and linking library material to relevant libraries • Provide library support services (eg receive and file library reports) • Package and unpack information resource boxes • Load and unload boxes.

CLEANER II (3 POSTS)

SALARY: R71 289 PER ANNUM (LEVEL 04)

• **ERMELO REGIONAL OFFICE (2 POSTS) (REF. 11/CSR/36)**
• **NKANGALA REGIONAL OFFICE (REF. 11/CSR/37)**

Requirements: Grade 10 or equivalent qualification and three years' experience (Grade 12 will serve as an added advantage).

Key performance areas: • Clean the offices • Assist in tea-making when there are meetings • Carry out maintenance and other general duties.

LIBRARY CONDITIONAL GRANT POSTS

(Contracts run from date of appointment until 31 March 2013)

LIBRARIANS (14 POSTS)

SALARY: ALL-INCLUSIVE PACKAGE OF R205 147 PER ANNUM

• **MBOMBELA: MSOGWABA (REF. 11/CSR/39) • MASOYI (REF. 11/CSR/40) • UMJINDI: BARBERTON (REF. 11/CSR/41) • ALBERT LUTHULI: EKULINDENI (REF. 11/CSR/42) • MKHONDO: DRIEFONTEIN (REF. 11/CSR/43) • PIET RETIEF PUBLIC LIBRARY (REF. 11/CSR/44) • PIXLEY KASEME: PERDEKOP (REF. 11/CSR/45) • AMSTERDAM PUBLIC LIBRARY (REF. 11/CSR/46) • GERT SIBANDE DISTRICT LIBRARY (2 POSTS) (REF. 11/CSR/47) • MSUKALIGWA: SILINDILE (REF. 11/CSR/48) • VICTOR KHANYE: BOTLENG (REF. 11/CSR/49) • THEMBSISLE HANI LIBRARY (REF. 11/CSR/50) • VERENA (REF. 11/CSR/51) • BOEKENHOUTHOEK (REF. 11/CSR/52)**