



**NORTHERN CAPE PROVINCE
DEPARTMENT OF SPORT, ARTS AND CULTURE
ADVERTISEMENT**

POST: Cultural Officer: Pixley Ka Seme District

SALARY: R294 321.00 per annum (Level 7)

CENTRE: De Aar

REFERENCE NO: DSAC/2023/03

Requirements: Grade 12 with five or more years of relevant experience or A relevant recognized Bachelor's degree/diploma in the Arts or Arts Administration. Computer literacy (MS Office programmes). A valid Driver's license will be an added advantage and Willingness to travel.

Competencies: A creative and innovative thinker. Client orientation and customer focus skills. Experience in monitoring, evaluation and reporting skills. Ability to lead and manage artists. Good interpersonal and conflict management skills. Strong planning, analytical and supervisory Skills. Knowledge and understanding of relevant Public Service Acts, policies and regulations.

Duties: To encourage societies to massively participate in Arts & Culture activities. Promote and implement policies and strategies for the arts and culture sector. Provide support towards the development of constructive community arts centers. Assist the Arts and Culture unit with talent identification, development and implementation of projects related to performing and visual arts and craft. Set up a database for Arts and Culture unit of all practitioners related to performing and visual arts and craft.

Monitoring and Evaluation of the implementation of approved funded projects and programmes. Monitor and co-ordinate special projects such as The Young Creatives programmes and Commemorative days. Assisting in the arrangements of arts administration and training courses. Unifying arts disciplines in various towns by forming local arts consultative forums/ arts societies.

Enquiries: Ms. S. Steyn – 073 108 4228

The Department requests applicants to apply by submitting applications on the new Z83 form obtainable from any Public Service Department or from the DPSA web site link: <http://www.dpsa.gov.za/dpsa2g/vacancies.asp> that should be accompanied by comprehensive CVs (previous experience must be expansively detailed). As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. It is applicant's responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA). If you apply for more than one post, please submit separate applications for each post that you apply for. Correspondence will only be entered into with short-listed candidates within three (3) months after the closing date of the post. If by then you have not been contacted for an interview, you were not successful in your application. **IMPORTANT: The Department** is an equal opportunity and affirmative action employer. **Women and persons with a disability are encouraged to apply.** It is our intention to promote representivity in Department of Sport, Arts & Culture through the filling of posts. The Department reserves the right not to fill a position. Please note, that the personal information of each applicant will be solely used for recruiting purposes and will not

be used by any other purposes as required by the Protection of Personal Information Act, No. 4 of 13 Act effected on 1 July 2021. **Shortlisted candidates must be available at the date and time determined by the panel, or risk disqualification.**

Applications to be forwarded to:

**The Acting District Manager: Mr. R. Motseme
Department of Sport, Arts and Culture
17 Schreiner Street
De Aar
7000**

Or

**The Acting Manager: Ms. N. Sleku
Department of Sport, Arts and Culture
10 Recreation Road
Kimberley
8301**