



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF SPORT, ARTS & CULTURE HEAD OFFICE

Ref: S4/1/1
Enq: Musia N
Date: 10 August 2017
TO: ALL HEADS OF DEPARTMENTS AND STAFF
LIMPOPO PROVINCIAL ADMINISTRATION

CALL FOR NOMINATIONS AND ADVERTISING OF POST CIRCULAR NO 4 OF 2017 FOR LIMPOPO DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

1. Applications are hereby invited for the filling of vacant posts, which exist in the Department as outlined on the attached document, **Annexure "A"**.
2. Applications for **Independent Risk Management Committee Chairperson** must be submitted on Z83, Curriculum Vitae and Educational Qualifications or can be downloaded from www.dpsa.gov.za.
3. Applications of **Call for Nominations (Limpopo Provincial Records Service Council)** must be accompanied with the following documents, Copy of Curriculum Vitae, Letter of nominations, Letter from accepting nomination. be a Limpopo Residents, Qualifications or experience and interest in the field of Archives, Understand the importance of accurate record-keeping in ensuring accountability and transparent government and have knowledge of History of the Limpopo province
4. All Applications must be completed in full and signed, accompanied by certified copies of an identity document; Applications without attachments will not be considered. A specific reference number for the post applied for must be quoted in the space provided in the form.
5. All applications should be submitted to the Department of Sport, Arts and Culture, Private Bag X 9549, POLOKWANE, 0700 or submitted by hand at 21 Rabe Street, POLOKWANE. Enquiries: Mr Musia N @ 015 284 4143, Ms Ramavhanda N.D @ 015 284 4038 and Mr Mohlake L.S @ 015 284 4216 **Faxed or emailed will not be considered.**
6. The contents of this circular must be brought to the attention of all employees.
7. Applicant (s) recommended for appointment will be subjected to all vetting procedures
8. The closing date is **01 September 2017** at 16h30. Applications received after closing date will not be accepted.
9. If you do not receive any response from us within three (3) months after the closing date, regard your application as unsuccessful.
10. DSAC is an equal opportunity and affirmative action employer. Women and people with disabilities are encouraged to apply.

Head of Department
Mr Manny KCM

10/08/2017

Date

CALL FOR NOMINATIONS

Post : Limpopo Provincial Archives and Records Service Council
Reference : DSAC 2017/01
Directorate : Limpopo Provincial Archives and Records Services
Remuneration : Members of the council does not receive salary but are reimbursed for expenses associated with serving on the committee as determined by the Department

Station : Polokwane
Period : 3 Years

The MEC for Sport, Arts and Culture invites the general public of Limpopo and the Archival heritage community to submit names / nominations for six vacant seats on Limpopo Provincial Archives and Record Service Council

Duties are expected to be in line with strategic aims and objectives of the Directorate and which are as follows:

- Consult with and advise the MEC on any matter related to the operation of the Limpopo Provincial Archives and Records Service Act
- Advice and assist the Provincial Archivist in carrying out the objectives and functions of the Provincial Archives
- Promote the co-ordination of Archival policy formation and planning at Provincial Archives
- Approve the appraisal policy provincial Archives and monitor its implementation
- Maintain a Provincial list of non – public records in the Province which, in the opinion of the council have enduring value

Nominees should meet the following criteria

- Are South African citizens
- Are residence of Limpopo Province
- Are fit and proper
- Have knowledge, qualification or experience and interest in the field of Archives and Records Management.
- Understand the importance of accurate record-keeping in ensuring accountability and transparent governance.
- Have knowledge of history and heritage of Limpopo province.

The following documents must be attached to the nomination:

- A copy of the cv
- Letter of nomination
- Letter from nominee accepting nomination

Member of Council must

- Be a Limpopo Resident
- Qualifications or experience and interest in the field of Archives
- Understand the importance of accurate record-keeping in ensuring accountability and transparent government
- Have knowledge of History of the Limpopo Province Resident.

Post : Independent Risk Management Committee Chairperson
Reference : DASC 2017/02
Directorate : Risk Management

Remuneration : Compensation will be in accordance with rates as determined by the National Treasury and/or the Auditor General. Schedules in this regard are issued annually with specific hourly or daily rates

Station : Head Office (Polokwane)

Period : 03 Years contract (36 months)

Requirements:

- The ideal candidate should have relevant bachelor's Degree (Commerce, Law, Auditing and or Risk management) and further experience as CIA/MBD, MBL with five years management experience gained from Audit/Finance/Risk management environment.
- Experience in or Knowledge of the PFMA, COSO framework, Public Sector Risk management Framework and any other applicable Laws will be considered as an additional advantage.
- In addition to the above, the candidate should demonstrate experience in participating in Governance structure, ability to dedicate time to the activities of Limpopo Department of Sport, Arts and Culture's Risk management.
- Have an inquisitive personality within reasonable levels of probing, analytical reasoning abilities and good communication skills, and a fair understanding of the regulatory framework within which Provincial Departments operate.
- The candidate must not be in the employ of the Government.

Key responsibilities:

- Assist the Accounting Officer to discharge his/her duties in respect of Risk Management with an ultimate aim of achieving Department's objectives.
- Review and monitor implementation of Risk Management Framework, Policy, Charter, Strategy within the Department.
- Ensure integration of Risk management into planning, monitoring, and reporting processes.
- Provide advice/guidance on setting risk appetite and review of risk appetite and tolerance levels.
- Monitor the implementation of Risk management process in line with Public Sector Risk management Framework, PFMA, Risk Committee Charter and King III Report on Corporate Governance.
- Ensure compliance to the statutory requirements and Risk management best practices.
- Chair all Risk management Committee meetings.
- Ensure that the committee meets its obligation and compile quarterly reports to the Accounting Officer.

Notes

- The Risk management Committee will have four (04) statutory meetings per annum and additional meetings may be convened if deemed necessary by the Chairperson.

The successful candidates must be willing to sign Oath of secrecy with the Department and also performance agreement. All appointments are subject to personnel suitability checks (Criminal records, credit record and security vetting).

