



DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

ASSISTANT DIRECTOR: PERFORMING ARTS

Salary Range: An all-inclusive remuneration R 527 298 – R 617 622 (Level 10)

JOE GQABI DISTRICT (Maletswai) Ref: DSRAC 04/06/2023

MINIMUM REQUIREMENTS: National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Fine Arts or any relevant qualifications with at least 3 years' experience at supervisory level (SL 7/8) within an arts and culture environment. Knowledge of public service. Legislation / policies / prescripts and procedures. Departmental management. Knowledge of Batho Pele principles. Knowledge of the visual arts, craft, and design sectors. Knowledge of government strategies to use the arts to grow the economy. Computer literacy. Good communication skills. Sound organisational skills. Project management. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid driving licence.

DUTIES: Develop and promote programmes in the institutions. Coordinate preparation of business and project plans in the institutions, music, dance and drama structures. Compile budget expenditure in terms of the business plan in the institutions. Facilitate submission of quarterly, semester and annual reports. Facilitate transfer of funds to the institutions. Facilitate drafting of memoranda of understanding for the institutions. Coordinate and promote events of performing arts. Prepare business plans for the events. Draw project plan for all projects of performing arts. Facilitate tender process for the project. Coordinate the running of the festivals. Facilitate the rolling out of drama, music, films and sector plans. Coordinate development of drama, music and film policy. Coordinate signing of agreements between the (parties) department and the institutions. Coordinate registration of the centre as a non-profit entity. Facilitate registration of record label with music industries. Coordinate collation of reports. Provide administrative support for the component. Give input in the development of strategic, operational and procurement plans for the component. Compile monthly and quarterly reports. Allocation of resources for staff. Manage human resources (attendance register and leave records). Ensure financial resources (procurement of goods and services). Attend to EPMDs and staff development training needs.

People with disabilities who meet the requirements will be given preference.

ENQ. M. LEKHULA – 051 492 4772 – JOE GQABI DISTRICT (Maletswai)

e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za