



## **DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE**

### **ASSISTANT DIRECTOR: VISUAL, CRAFT & CULTURE**

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

*CHRIS HANI DISTRICT (Komani) Ref: DSRAC 05/06/2023*

**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 for visual arts, crafts and cultural 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. Facilitate the rolling out of visual arts, craft and culture services. Coordinate development of visual arts, craft and culture policies. Coordinate signing of agreements between the (parties) department and the institutions. Coordinate registration of the artists as a non-profit entity. Coordinate collation of reports. Management of administration support. Give input in the development of strategic, business and procurement plans. Compile monthly and quarterly reports. Facilitate financial resources (procurement of goods and services). Facilitate all administrative related issues for the core business of the unit.

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

ENQ. X. KWANINI – 045 492 0030 – CHRIS HANI DISTRICT (Komani)

e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)