

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

### **DIRECTOR: SPORT DEVELOPMENT**

**Salary Range: An all-inclusive remuneration** Salary Level - R1 162 200 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

**HEAD OFFICE (Qonce) Ref: DSRAC 02/06/2023**

**MINIMUM REQUIREMENTS:** National Senior Certificate plus an undergraduate qualification (NQF level 7) as recognised by SAQA in Sports Management/ Human Movement Studies or any relevant qualifications with a minimum of 5 years' experience at a middle managerial level/ Senior Management Services. SMS pre-entry certificate (proof of registration) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on [www.thensg.gov.za](http://www.thensg.gov.za). Highly diligent, confident candidates with substantial management experience. Sound management of human capacity, financial and assets within the office. Knowledge of government policies and planning systems. project management skills, presentation skills, report writing skills, planning, and organising, problem solving skills, ability to work in a team. able to work under pressure and difficult deadlines. Applicable legislations, polices, prescripts and procedures, government programmes, information management, citizen focus and responsiveness, develop others, applied technology basics, applied strategic thinking, people management, networking and building bonds, diversity management, computer literacy, negotiation, communication and information management, presentation, budget and financial management, project / management, strategic management, motivational. Must have a valid driving licence, must have excellent analytic skills in communication (both written and verbal), strong strategic capability and leadership, public knowledge management skills, people management, diversity management, risk management, corporate governance, client orientation and customer focus. Strong budgeting and financial management change management and service delivery innovation. Excellent facilitation, research, negotiation, presentation, project management, strategic planning, and motivations skills.

**KEY COMPETENCIES:** Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Others. Diversity Management. Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Networking and Building Bonds. SMS pre-entry certificate (proof of registration) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on [www.thensg.gov.za](http://www.thensg.gov.za). Excellent facilitation, research, negotiation, presentation, project management, strategic planning, and motivations skills.

**DUTIES:** Provide strategic leadership of sport development. Develop and review strategic, business/operational and procurement plans of the directorate. Monitor the implementation and evaluate the compliance with recreation development and mass participation transformation policies. Establish good governance structures of sport as directed by relevant legislation. Consolidate and report on sport performance. Produce annual evaluation reports. Coordinate federation affairs, participation, and development programmes. Establish and maintain sport structures. Support excellence in sport collaboration with sport structures. Facilitate support, monitor and evaluate programs of sub directorates. Facilitate and manage relations with other relevant institutions in order to enhance the development of sport. Coordinate the club development programme as guided by the conditional grant framework. Ensure development academy and scientific support. Facilitate capacity building programmes. Facilitate enabling environment for talent identification. Monitor different sporting codes. Monitor and evaluate progress and training activities. Promote sports and skills management. Provide oversight role in the implementation of sport academy. Management of administration support. Manage and submit monthly, quarterly and annual reports. Manage human and financial resources. Manage performance development and ensure training needs analysis. Manage leave records. Ensure staff discipline.

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

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