

## **RE-ADVERTISEMENT.**

**NB: CANDIDATES WHO APPLIED PREVIOUSLY ARE NOT REQUIRED TO RE – APPLY. RECOMMENDED CANDIDATES MAY BE SUBJECTED TO COMPETENCY ASSESSMENT.**

**DIRECTORATE: COMMUNITY DEVELOPMENT**  
**UNIT: SPORTS, ARTS AND CULTURE**

**POSITION: DEPUTY DIRECTOR**

### **Salary**

R765 048.00 – R768 804.00 per annum (Level 2) excluding cell phone, data and transport allowance.

### **Qualifications**

- Grade 12
- Bachelor's Degree in Public Administration/Management or BA in Administration, Community Development, Sports and Recreation Management or a related field

### **Experience**

- 8 years' experience in sports, arts and culture, of which 3 years must be at managerial level.

### **Requirements**

- Valid Code B driver's license
- Computer literacy (MS Office applications)

### **Key Performance Areas**

#### **Strategic Oversight of Section**

- Coordination with section heads, strategic planning workshops, IDP alignment, departmental performance reviews.

#### **Financial Planning and Budget Control**

- Budget compilation, financial reporting, expenditure oversight, funding proposal.

#### **Stakeholder Engagement and Representation**

- Meetings with community groups, government department, NGOs, cultural and sports bodies.

#### **Monitoring and Evaluation Programmes**

- KPIs, statistical data, community feedback, internal reports, performance appraisal.

#### **Compliance and Governance**

- Review of policy development, training and monitoring.

#### **Leadership and Staff Management**

- Mentoring, performance management, conflict resolution, recruitment and succession planning.

#### **Oversight of Events and public Programmes**

- Event planning, cross-functional coordination, logistics and risk management.