

- ENQUIRIES** : Mr. Nkhumeleni Magadze Tel No: (011) 355 2615/2861/2606
- POST 30/236** : **GRANT OFFICERS: MASS PARTICIPATION AND SPORT DEVELOPMENT CONDITIONAL GRANT (ACADEMY, SCHOOL SPORT, CLUB DEVELOPMENT AND COMMUNITY SPORT SIYADLALA) REF NO: SACR/2024/09 (X5 POSTS)**
 Directorate: Sport and Recreation
 (3-year Contract)
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum, (plus 37% in lieu of benefit)
 : Johannesburg (Head office)
 : The successful candidate should have Grade 12 Certificate plus a National Diploma/ Degree (NQF Level 6/7) in sport management or Relevant qualification. No experience is required. Relevant experience within the post will be an added advantage. A valid driver's License. Additional requirements include communication skills, Interpersonal skills, project management skills, financial and programmatic report writing skills and computer literacy. Knowledge: Finance- Financial procedures, regulations and instructions. HR management practices, legal issues, negotiations, dealing with conflict. Assisting in career planning and utilization of personnel. Training of subordinates. Compilation of reports and reporting procedures; Administration procedures. Planning and organizing- How to plan for activities which may include projects, programmes, strategic sessions and policy/act/framework matters. Computer knowledge.
- DUTIES** : Compiling of all conditional grant monthly, quarterly and annual reports (both programmatic and financial) with POE files for grant-funded programs. Ensure that the correct reporting, business plan and planning templates- as per DSAC/Cond. Grant Framework directives are used and populated accurately. Ensure that all Report/POE submissions are properly packaged as required in the Cond Grant Framework/Departmental Filing Plan. Ensure that records are properly kept and managed. Ensure that all monthly and quarterly reports and POE's are submitted on the stipulated timeframes. Annual Report inputs are provided to M&E when & if required. Attend to/resolve all queries, and Adhoc requests related to the conditional grant. Ensure accurate and up-to-date filing of Reports, responses, and presentations. Attend all meetings with the transferring department and any other meetings pertaining to the conditional grant. Ensure that programmes implemented and funded by the conditional grant are in line with the Cond Grant Framework/DSAC Standards and are outlined in the approved Cond Grant Business Plan.
- ENQUIRIES** : Mr. Nkhumeleni Magadze Tel No: (011) 355 2615/2861/2606
- POST 30/237** : **SPORT PROMOTION OFFICER (ACADEMY) REF NO: SACR/2024/10 (X6 POSTS)**
 Directorate: Sport Development and Co-ordination (Academies)
 (3-year Contract)
- SALARY CENTRE** : R308 154 per annum, (plus 37% in lieu of benefit)
 : Head office
 : Tshwane
 : Ekurhuleni
 : Johannesburg
 : Sedibeng
 : West Rand
- REQUIREMENTS** : The successful candidate should have Grade 12 Certificate plus National Diploma/ Degree (NQF Level 6/7) in sport science or relevant qualification. No experience is required. A valid driver's license. Experience in sport Science will be added as advantage. Additional Requirements include: communication skills, Inter-Personal skills, Project Management skills, report writing skills and Computer literacy. Knowledge: Finance- Financial procedures, regulations and instructions. HR management practices, legal issues, negotiations, dealing with conflict. Assisting in career planning and utilization of personnel. Training of subordinates. Compilation of reports and reporting procedures; Administration procedures. Planning and organizing- How to plan for activities which may include projects, programmes, strategic sessions and policy/act/framework matters. Computer knowledge.
- DUTIES** : To co-ordinate the sport science programme at the District Academies in the province in conjunction with Local Government, the Regional Sports

Confederations, district priority sport federations and relevant stakeholders that include the private sector. Coordinate the sport science testing of athletes based at the district academies and monitor their development. Analyze the sport science testing results and implement an intervention strategy with the athletes and their coaches. Manage the periodization of athletes in the Academy. Liaise with the stakeholders of Academy in implementing the Academy High-Performance system. Co-ordinate Academy coaches and athletes training and capacity building programmes. Manage the District Academy facilities and coordinate programmes for high performance use. Adhere to all conditions as set out in the National Academy Strategic Framework and other relevant policies inclusive of the National Sport Plan and Policies on Transformation and PFMA. Coordinate the re-habilitation programme of injured athletes that are on the district academy programmes. Assist with the coordination of sport science testing programme within the region and the province.

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: (011) 355 2615/2861/2606

POST 30/238 : **SPORT PROMOTION OFFICER REF NO: SACR/2024/11 (X2 POSTS)**
Directorate: School Sports

SALARY : R308 154 per annum, (plus 37% in lieu of benefit)
CENTRE : Head Office

REQUIREMENTS : The successful candidate should have Grade 12 Certificate plus a National Diploma/Degree (NQF Level 6/7) in Sport / Recreation or relevant qualification. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.

DUTIES : Coordinate the establishment and provide support to sport and recreation structures in district and provincial level in conjunction with all relevant stakeholders. Facilitate sustainable capacity development program in sport within the schools, district and province. Implement sport and recreation program at the regional and provincial level to promote school sport programs. Coordinate the equipment and attire program. Coordinate the Provincial Wednesday League Program. Promote School Sport programs. Monitor and evaluate compliance with sport and recreation transformational policies. Render administrative functions in relation to the school sport program.

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: (011) 355 2615

POST 30/239 : **SPORT PROMOTION OFFICER REF NO: SACR/2024/12 (X2 POSTS)**
Directorate: Sports and Recreation

SALARY : R308 154 per annum, (plus 37% in lieu of benefit)
CENTRE : Head Office

REQUIREMENTS : The successful candidate should have Grade 12 Certificate plus a National Diploma/Degree (NQF Level 6/7) in Sport / Recreation or relevant qualification. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.

DUTIES : To support the Department of Sport, Arts, Culture and Recreation (DSACR) to administer Recreation Program. Provide administrative and logistical support to the Recreation Program. Facilitate and record all information including listing and compiling and verifying of monthly statistics. Consolidate and submit monthly and quarterly programme reports.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 2861

POST 30/240 : **SPORT PROMOTION OFFICER: CLUB DEVELOPMENT REF NO: SACR/2024/13 (X4 POSTS)**
Directorate: Sport Development and Coordination

SALARY : R308 154 per annum, (plus 37% in lieu of benefit)
CENTRE : Head Office (X1 Post)
Johannesburg (X1 Post)
Sedibeng (X2 Posts)

REQUIREMENTS : A successful candidate should have a Degree/ National Diploma in Sport Management/ Sport Administration or equivalent in the sport field. A valid driver's license and experience in the sports field may serve as an advantage.

DUTIES

Additional requirements include communication skills, interpersonal skills; project management skills and computer literacy, client-oriented and ethical.

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Coordinate and implement club development Programmes in conjunction with federations, clubs and other stakeholders. Coordinate capacity-building workshops and training. Update the provincial database on club development. Ensure that all relevant logistics (equipment, attire, transport etc.) are procured for the club in the programmes. To ensure that clubs participate in the league programmes of federations. To ensure that payments are paid timeously. Ensure that records are properly kept and managed. Ensure that the relevant policies and legislation are implemented. Assist federations and other sports Stakeholders administratively and programmatically. Management and administrative support to federations.

ENQUIRIES

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Mr. Ouwen Gaveni Tel No: (011) 355 2861