



## Education and Sport Development

Department of Education and Sport Development  
Departement van Onderwys en Sportontwikkeling  
Lefapha la Thuto le Tlhabololo ya Metshameko

**NORTH WEST PROVINCE**



# ADVERTISEMENT OF POSTS

DEPARTMENT OF EDUCATION AND SPORT DEVELOPMENT

DEPARTMENTAL CIRCULAR NO: 36 OF 2018

Notice is hereby given of the department's intention to appoint

## Sport Coordinators, Administrative Coordinator at Head Office and District Offices

**Basic Salary: R66 000 per annum**



**ALBERTINA SISULU**  
*Centenary*  
2018.



**100** Nelson Mandela  
Centenary  
2018  
Be the legacy

**MASS SPORT AND RECREATION PARTICIPATION PROGRAMMES  
(THREE YEAR CONTRACT, RENEWABLE ANNUALLY BASED ON  
PERFORMANCE AND AVAILABILITY OF FUNDS)**

**ADMINISTRATIVE COORDINATORS (Monitoring and Evaluation) X 4 posts  
School Sport, Siyadlala & Club Development Mass Participation Programme  
Annual Salary: R66 000.00  
CENTER: HEAD OFFICE**

**Requirements:** Senior Certificate, Sport and Recreation Management or Equivalent (Optional two years experience as a volunteer), Familiar with sporting codes in general, Familiar with Federation involvement in the Programme, Ability to work under pressure and willingness to work flexi hours, Good interpersonal relations and Computer Literacy. Previous back ground on the job will be an added advantage. Valid drivers license will add as an advantage.

**Key Performance Areas:** Facilitate the implementation and Monitoring of Mass Participation Programme. Provide information and support to programme stakeholders and groups, Render general administrative functions, Establish and maintain an efficient filing system, Arrange meetings and take minutes, Assisting in consolidation of districts and provincial reports, Maintain database of sport and recreation hubs, clubs, schools and athletes.

**Skills/ abilities required:** Exceptional skill in effective verbal and written communication including skill in presenting report and facilitating workshops. Good computer skills to prepare technical reports and profesional presentation. Thorough knowledge of the principle and procedures monitoring and evaluation. Skill in planning and Project management and in maintaining composure under pressure while meeting multi deadline.

**DISTRICTS ADMINISTRATION ASSISTANTS X 4 posts**  
**Annual Salary: R66 000.00**

**Ngaka Modiri Molema x1, Bojanala x1, Dr Ruth Segomotsi Mompati x1 & Dr  
Kenneth Kaunda x1**

**Requirements:** Senior Certificate, Sport and Recreation Management or Equivalent (Optional two years experience as a volunteer), Familiar with sporting codes in general, Familiar with Federation involvement in the Programme, Ability to work under pressure and willingness to work flexi hours, Good interpersonal relations and Computer Literacy. Previous back ground on the job will be an added advantage, Valid drivers license will add as an advantage.

**Key Performance Areas:** Facilitate the implementation and Monitoring of Mass Participation Programme. Provide information and support to programme stakeholders and groups, Render general administrative functions, Establish and maintain an efficient filing system, Arrange meetings and take minutes, Assisting in consolidation of districts and provincial reports, Maintain database of sport and recreation hubs, clubs, schools and athletes.

**Skills/ abilities required:** Exceptional skill in effective verbal and written communication including skill in presenting report and facilitating workshops. Good computer skills to prepare technical reports and professional presentation. Thorough knowledge of the principle and procedures monitoring and evaluation. Skill in planning and Project management and in maintaining composure under pressure while meeting multi deadline.

**MASS SPORT AND RECREATION COORDINATORS X 35 posts**  
**School Sport, Siyadlala & Club Development Mass Participation Programme**  
**Annual Salary: R66 000.00**

**Bojanala: x 12 ( Rustenburg X1, Moses Kotane X3, Kgetleng X4, Moretele X3, Madibeng X1)**

**Dr Kenneth Kaunda: X6 (Ventersdorp X1, Potchefstroom X2, Klerksdorp X1, Maquasie Hills X2)**

**Dr Ruth Segomotsi Mompati: X9 (Ganyesa X2, Taung X3, Vryburg X1, Mamusa X1, Lekwa-teemane X2)**

**Ngaka Modiri Molema: X 8 (Mafikeng X1, Ramotshere Moiloa X3, Ditsobotla X1, Tswaing X1, Ratlou X2)**

**Requirements:** Senior Certificate, Sport and Recreation Management or Equivalent (Optional two years experience as a volunteer), Familiar with sporting codes in general, Familiar with Federation involvement in the Programme, Ability to work under pressure and willingness to work flexi hours, Good interpersonal relations and Computer Literacy. Previous back ground on the job will be an added advantage. Valid drivers license will add as an advantage.

**Key Performance Areas:** Facilitate the implementation and monitoring of Mass Participation and Sport Development Programmes, Liaise with municipalities for proper facility accessibility, Provide information and support to programme stakeholders, groups and clubs, Establish partnership with local and broader communities to deliver healthy sustainable and vibrant communities, Ensure initiatives to meet community needs and sporting trends, Collates and compile monthly reports

**Skills/ abilities required:** Exceptional skill in effective verbal and written communication including skills. Good computer skills to prepare technical reports and professional presentation. Thorough knowledge of the principle and procedures monitoring and evaluation. Skill in planning and Project management and in maintaining composure under pressure while meeting multi deadline.

## GENERAL

Correctly completed and signed applications must be submitted on the Z83 Form, obtainable from any Public Service Department, and be accompanied by certified copies of formal qualifications, ID and comprehensive Curriculum Vitae (which must include a minimum of 3 referees).

***The office you are applying to (i.e Head Office or relevant District) should be indicated as reference number.***

### APPLICATIONS SHOULD BE FORWARDED TO THE FOLLOWING PHYSICAL ADDRESSES:

OFFICE	PHYSICAL ADDRESS	ENQUIRIES	CONTACTS
<b>HEAD OFFICE</b>	HRM & D Building (Old Taletso Hostels) Chief Albert Luthuli Drive <b>MAHIKENG</b>	Mr T Motsusi/ Ms B Kok	Tel. (018) 388 2088/ 4011
<b>BOJANALA DISTRICT</b>	Bojanala Platinum Palladium House 102 Cnr OR Tambo and Klopper Street <b>RUSTENBURG</b>	Mr J T Mogatusi	Tel. (014) 592 8720
<b>NGAKA MODIRI MOLEMA DISTRICT</b>	No. 10 Nelson Mandela Drive <b>MAHIKENG</b>	Mr S Ramong	Tel. (018) 388 3100
<b>DR KENNETH KAUNDA DISTRICT</b>	Teemane Building No. 8 OR Tambo Street <b>POTCHEFSTROOM</b>	Ms M P Pooe	Tel. (018) 299 8147
<b>DR RUTH SEGOMOTSI MOMPATI DISTRICT</b>	Mini Garona Building Cnr North and Molopo Road <b>VRYBURG</b>	Ms M A Monareng	Tel. (053) 928 0269/70

**CLOSING DATE: 14 DECEMBER 2018**

Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response from the department within 90 days of the closing date, please accept that your application was unsuccessful.

The department has the right not to fill any of the advertised posts.



**MR J N T MOHLALA**  
**ADMINISTRATOR FOR THE DEPARTMENT OF**  
**EDUCATION AND SPORT DEVELOPMENT**

28/11/2018  
DATE