

MMABANA ARTS, CULTURE & SPORTS FOUNDATION



Internal and External Advertisement

Date of Advert: 17 March 2019

Internal and External applications are invited from suitably qualified candidates for appointment to the following posts:

1) Chief Finance Officer: Head Office

Post Level 14

R1'194'973.00 Total Cost to Company Annual Remuneration

Five (5) Years Fixed-Term Performance Based Contract

Job Purpose

The Chief Finance Officer (CFO) shall be responsible for the development, implementation of finance divisional strategies and policies by forecasting key (Core & Support) programs, capital, facilities, and staff requirements, identify funding requirements, develop action plans. monitor financial performance by measuring and analysing results, initiating corrective actions aimed at minimising the impact of variances.

Duties and Responsibilities

The CFO shall be responsible for the overall management, administration and control of the Foundation's finances within the framework of the Public Finance Management Act (PFMA) and the Financial/Treasury Regulations within the public sector and the Foundation's internal policies and procedures according to the following:

Planning

- Assist and contribute in the formulation of the Foundation's future direction, and providing active support to tactical initiatives,
- Monitor and direct the implementation of strategic business plans in constant consultation with the Chief Executive Officer (CEO),
- Develop appropriate finance and tax strategies in support of the Foundation,
- Manage the capital requirements and budgeting processes of the Foundation, and
- Develop performance measures that support the Foundation's strategic direction.

Operations

- Actively participate in key decisions as a member of the Executive Management Committee (EMC),
- Manage all the sub-units of the finance division both at Head Office and at regional/district levels,
- Manage any third parties directly having relations or impact on the financial performance of the Foundation, including all outsourced functions,
- Oversee the Foundation's transaction processing systems, and

- Supervise acquisitions, due diligence and negotiate to ensure optimal benefits to the Foundation.

Financial Information

- Oversee the regular and accurate issuance of financial information,
- Report financial results to the CEO, the Board of Directors, Treasury, Shareholder Department, the relevant legislature Portfolio Committee, and any other identified compliance reporting entity.

Risk Management

- Ensure maximum understanding and mitigation of key risk elements of the finance division and the broader Foundation,
- Monitor all open legal issues involving the Foundation, and legal issues affecting the industry in general,
- Construct and monitor reliable control systems,
- Maintain appropriate insurance coverage for the Foundation,
- Ensure that the Foundation complies with all the legal and regulatory requirements,
- Ensure that record keeping meets the requirements of all applicable legislation, regulation, auditor's and government agencies requirements,
- Report all risk issues to the Senior Manager: Internal Audit and Risk, the CEO and the Audit and Risk Committee of the Board, and
- Maintain sound relations with external auditors and investigate their findings and recommendations.

Minimum Requirements

- A B Com Degree with specialisation in Accounting,
- CA (SA),
- Relevant related Short Courses,
- A master's degree would be an added advantage, and
- A minimum of at least ten (10) years of relevant experience, with at least five (5) years being at executive or senior management level.

2) 1 x Director Performing Arts: Head Office

Post Level 13

Requirements:

Grade 12 plus Relevant Tertiary Qualification at NQF Level 6 and relevant short courses.

Duties and Responsibilities:

- Drafting of a strategic plan for all performing arts units. • Overseeing implementation of all operation plans within the performing arts units. • Ensuring identification of artistic talent, development of talent through teaching and training and performance • Active participation in community outreach programmes to ensure inclusion of the historically marginalised communities. • Management and control of all performing arts production within the foundation.
- Responsible for the drafting of a comprehensive budget for all performing arts units • Ensuring effective control over procurement and expenditure within performing arts units. • Ensuring effective staff supervision, discipline and effective grievance handling within performing arts. •

Overseeing all learnership programmes within performing arts by ensuring that effective learning takes place in accordance with approved curriculum and units standards. • Negotiation and liaison with relevant stakeholders regarding development and advancement of performing arts in the North West Province. • Leading fundraising initiatives for performing arts by drafting proposals and making presentations to prospective sponsors. • Overseeing of technical production division and ensuring effective output during performing arts productions.

3) 1 x Senior Manager Legal and Board Secretariat: Head Office

Post Level 13

Requirements:

Bachelor's degree in Law and Management or equivalent tertiary qualification adding • At a minimum of 5 years of legal experience ideally in a leading organisation with a proven track record in contract negotiation and drafting • Proven track record of adding value to an organisation through the development of comprehensive contract documents that mitigate risk and penalties • Valid Driver's License.

Skills:

Must have leadership and managerial skills • Ability to provide independent advice to senior level management on highly technical matters • Demonstrate success in managing and conducting a variety of litigation matters • Proven ability to delicately solve sensitive matters.

Duties include:

LEGAL MATTERS

Review and advise management on legal implications of internal policies and procedures • Review and draft contracts, agreements and internal policies and ensure that they are in compliance with the statutory or legal agreements • Continuously monitor compliance with statutory obligations and advise management accordingly • Formulate compliance check-list to be used for the purpose of ensuring that all information required is provided accordingly • Provide legal protection and risk management advice to management especially on contract management • Review and provide legal advice on tender documents • Review ongoing cases and advise management accordingly • Liaise with relevant departments to ensure that where legal risks have been identified, appropriate courses of action have been taken • Prepare monthly and quarterly reports for the office for the Executive Management meetings.

BOARD SECRETARIAT

To provide the Directors of the Board with guidance to their duties, responsibilities and powers • To make the Directors of the Board aware of any legislation relevant to their responsibilities in the Foundation • To ensure that minutes of the Board meetings of any other committee are properly recorded • Provide secretariat support to the Chief Executive Officer by servicing Executive Management Team's meetings, sub-committees and ad-hoc and their individual responsibilities • To become familiar with and work with the Foundation's policies and procedures • To be the Foundation's main contact to various bodies e.g. donors • To ensure effective and active communication between the Foundation and all other stakeholders and partners • Assist with preparation of agendas • Circulate minutes of meetings and action points • Maintain up-to-date logs of papers discussed at committees and decisions made • Ensure that appropriate staff and consultants are copied into project communications • In terms of King

III, the Board Secretary should assist the nomination committee and ensure that the appointment of Directors is properly carried out • Provide a central source of guidance and advice to the Board on matters of good governance and of changes in the legislation.

4) 1 x Manager HR Administration and Support: Head Office

Post Level 11

Purpose

Supports human resources department by screening and interviewing applicants; preparing the VIP payroll; orienting new employees; administering employee benefit programs.

Requirements:

Grade 12 plus Relevant Tertiary Qualification at NQF Level 6, plus relevant accredited short courses, 5 years or more experience in the field. The ideal candidate should possess a high level of integrity, together with well-developed communication skills, exceptional writing skills, computer literacy including E-mail and Internet will be crucial requirements, Self-driven, motivated and pro-active person and who is able to work under pressure and to meet deadlines. Knowledge of the technical aspects of the VIP System will act as an added advantage.

Duties and Responsibilities:

- Provides job candidates by screening, interviewing, and testing applicants; notifying existing staff of internal opportunities; maintaining personnel records; obtaining temporary staff from agencies.
- Monitors unemployment claims by reviewing claims; substantiating documentation; requesting legal counsel review.
- Maintains human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases; tracking vacation, sick, and personal time.
- Orients new employees by providing orientation information packets; reviewing company policies; gathering withholding and other payroll information; explaining and obtaining signatures for benefit programs.
- Documents human resources actions by completing forms, reports, logs, and records.
- Updates job knowledge by participating in educational opportunities; reading professional publications.
- Accomplishes human resources department and organization mission by completing related results as needed.

5) 1 x Manager Technical Services: Head Office

Post Level 11

Requirements:

- A Bachelor's degree or equivalent, specialising in the technical aspect of the theatre
- A postgraduate qualification will be an advantage
- Experience with theatre, stage management, lighting, sound and other technical elements of performance
- Experience of designing and building sets, as well as running a light and sound board
- Minimum of five years of professional experience and/or educational experience
- Experience of working in a Performing Arts Centre or Professional Theatre is required
- Direct experience managing teams and supervising technical theatre and staff
- Valid driver's licence.

Skills and Experience:

- Technical directors must have a thorough understanding of all aspects involved in theatre, including construction, lighting equipment, rigging and sound
- People and time management skills

Duties include:

- Operate, maintain and safeguard the technical assets of the theatre, including supervising the use of lighting, sound, communications equipment and the use and maintenance of stage facilities
- Determine the necessary technical support, such as lighting, sound, staging and special needs necessary for events and performances presented at the facility in advance of production dates
- Design, set-up, maintain and operate lighting and sound systems for theatre, dance, music and other productions and projects
- Assist guest designers and artists with technical matters
- Advise production managers, lighting and sound designers on the technical specifications, costs and usage of technical equipment required for the individual show, and supervise the implementations of approved technical designs
- Monitor the condition of equipment including lighting, sound and rigging equipment, arrange for the repair and replacement within budgetary constraints and perform preventative maintenance on equipment
- Assist with the preparation and control of production budgets and maintain an inventory and order specialised supplies
- Attend technical week rehearsals with order to supervise and assist in the technical aspects of mounting the show.

6) 1 x Manager Skills Development and Legislative Compliance: Head Office

Post Level 11

Purpose

Responsible for staff training and skills development for Mmabana Foundation.

Requirements:

Grade 12 plus Relevant Tertiary Qualification at NQF Level 6 with training courses in management practices. The post qualification will be an advantage. 12 years or more experience in the field.

Strong knowledge of the relevant legislative compliance requirements in Skills Development, Employment Equity and other relevant areas.

An appreciation of the Arts and/or Culture environment will be a strong added advantage.

Duties and Responsibilities:

1. DEVELOP AN ANNUAL WORKPLACE SKILLS PLAN (WPSP)

- 1.1 Gather and impart information regarding national and sectorial development legislation/ trends/ strategies.
 - 1.1.1 Actively liaise with SETA, ETQA and SGB
 - 1.1.2 Promote national/ sectorial skills and development strategies, e.g. employment equity, NQF and Leaderships.
 - 1.1.3 Organise annual skills training plan workshops for key stakeholders.
 - 1.1.4 Influence stakeholders' participation.
 - 1.1.5 Establish and consult with a training committee.
 - 1.1.6 Address skills development needs.
- 1.2 Gather information on the Foundation's Business Plan Objectives.
 - 1.2.1 Obtain specific objectives for all key successful factors in the business
- 1.3 Develop skills and analysis to determine skills development needs of Employees.
 - 1.3.1 Determine current job profile.
 - 1.3.2 Determine current employee competency.
 - 1.3.3 Do gap analysis.
 - 1.3.4 Determine Employment Equity career path profile.
- 1.4 Compile an Annual Workplace Skills Plan.
 - 1.4.1 Ensure that WPS reflects gap analysis.
 - 1.4.2 Link skills to the Foundation's Business Plan objectives.
 - 1.4.3 Address national and sectorial strategies e.g. ABET, EE, and NQF.
 - 1.4.4 Address skills development needs

DEVELOP AN ANNUAL WORKPLACE SKILLS PLAN (WPSP)

- 1.5 Develop learning resources/ programmes to meet the requirements of WPSP.
 - 1.5.1 Develop a learning matrix for career path within specific occupations agreed as SETA level.
 - 1.5.2 Develop outcome Based Modular Learning Programmes for functional/ behavioural skills training.
 - 1.5.3 Develop mentorship, coaching, performance systems for on-the-job training.
 - 1.5.4 Develop specific learning maps for Employment Equity career path, fast tracking.
 - 1.5.5 Develop assessment criteria to measure employees' competences.
 - 1.5.6 Ensure that leaning and assessment system are aligned to sector requirements through its accredited ETQA function.
- 1.6 Implement the SETA/ ETQA quality assurance system requirements to moderate leaning assessment.
 - 1.6.1 Co-ordinate a process for the registration of assessors.
 - 1.6.2 Liaise with the SETA for the issuing of the certificates of competencies that are nationally recognised.
 - 1.6.3 Actively liaise with stakeholders, training committee and SETA throughout the implementation process.

2. MONITOR AND EVALUATE THE ANNUAL SKILLS TRAINING PLAN

- 2.1 Develop an information system to monitor the skills development process.
 - 2.1.1 Monitor the skills development process for individual employee in terms of:
 - Competencies achieved.
 - Sector unit standards/ qualification achieved.
 - 2.1.2 Monitor the process of development strategies, e.g. Employment Equity, Fast Tracking, ABET, Learnership.
 - 2.1.3 Verify workplace assessments with the aid from SETA/ ETQA.

3. COMPILE AN ANNUAL WORKPLACE SKILLS PLAN REPORT FOR THE SETA AND THE FOUNDATION

- 3.1 Report back on outcomes of the approved WSPS
- 3.2 Report must show back the impact of learning outcomes on Foundation Business Plan Objectives.
- 3.3 Report must indicate return on investments (RoI), e.g. Improves productivity, reduce staff turnover, effective capacity, building for Employment Equity career path.
- 3.4 Report must indicate WSPS targets against actual. State reasons for non-achievements.
- 3.5 Submit the necessary claims form as prescribed to the SETA for the reimbursement for the Skills Development Levy.

4. WORK IN CLOSE LIAISON WITH THE LINE MANAGERS, COMMITTEES' AND THE EXECUTIVE MANAGEMENT.

7) 2 x IT Technician

Post Level 9

Purpose

To provide with IT and networking support, including assisting user with their Information Technology related tasks and functions.

Requirements:

Grade 12 plus Relevant Tertiary Qualification at NQF Level 6 with at least 7years or more experience in the field.

Applicant should be able to solve complex procedural/ technical problems whereby a variety of information is analysed and where judgment must be made on the best/ suitable solution/ outcome.

Duties and Responsibilities:

- Render excellent IT user's support services and training within the Foundation installation of applications/ software and computer device.
- Compile monthly Information Technology support report.
- Ensure data and hardware security.
- Manage and coordinate e-mails and internet service.
- Computer repairs and transfers of computer service.
- Perform any other duties as may be required.

8) 1 x Tutor (Creative Art): Mmabana Taung

Post Level 8

Requirements:

A Diploma/Certificate in fine Art or appropriate qualification backed by teaching experience.

Duties and Responsibilities:

Teach drawing and painting • Overseeing sculpture • Draw up monthly, quarterly and annual reports • Ensure that adequate learning material is available • Responsible for proper care of equipment and stock control • Assess learners progress • Compile assessment reports. • Draw monthly students register • Provide yearly schedule of activities • Initiate Outreach programmes • Ensure vibrancy and viability within the art unit • Exhibition of student's work • Admin functions for the unit

9) 1 x Brass Tutor: Mmabana Lehurutshe

Post Level 8

Requirements:

The candidate must be competent and qualified on one of the brass instruments, especially trumpet as principal instrument. Four-years qualification or equivalent over and above grade music examination qualifications on both practical instrument and theory of music. Ability to teach more than one instrument will be added advantage (trumpet, trombone, tuba and other horns).

Duties and Responsibilities:

- The candidate will be expected to teach practical instruments, ensemble work and theory of music, ear training and music analysis and perform as part of staff ensemble
- The candidate should be able to teach Classical and Jazz music at beginners to advance levels.

10) 1 x Piano Tutor: Mmabana Lehurutshe

Post Level 8

Requirements:

The candidate must be competent and qualified on piano as a principal instrument. A four-years qualification or equivalent over and above graded music examination qualifications on both practical instrument and theory of music.

Duties and Responsibilities:

- The candidate will be expected to provide lessons on both contemporary and classical jazz
- To conduct jazz ensemble
- To conduct jazz workshops
- To teach both jazz theory and jazz improvisation.

11) 1 x Piano Tutor: Mmabana Mahikeng

Post Level 8

Requirements:

The candidate must be competent and qualified on piano as a principal instrument. A four-years qualification or equivalent over and above graded music examination qualifications on both practical instrument and theory of music.

Duties and Responsibilities:

- The candidate will be expected to provide lessons on both contemporary and classical jazz
- To conduct jazz ensemble
- To conduct jazz workshops
- To teach both jazz theory and jazz improvisation.

12) 1 x Brass Tutor: Mmabana Mahikeng

Post Level 8

Requirements:

The candidate must be competent and qualified on one of the brass instruments, especially trumpet as principal instrument. Four-years qualification or equivalent over and above grade music examination qualifications on both practical instrument and theory of music. Ability to teach more than one instrument will be added advantage (trumpet, trombone, tuba and other horns).

Duties and Responsibilities:

- The candidate will be expected to teach practical instruments, ensemble work and theory of music, ear training and music analysis and perform as part of staff ensemble
- The candidate should be able to teach Classical and Jazz music at beginners to advance levels.

13) 1 x Drama Tutor: Mmabana Taung

Post Level 8

Requirements:

Bachelor's degree, B-Tech or equivalent qualification in Drama • Postgraduate qualification will be an added advantage • 3 years teaching experience.

Duties and Responsibilities:

Teach theory and practical classes • Teach different acting styles, methods and techniques • Draw up lesson plans, reports, strategies for outreach programs and student mobilization initiatives • Organize and manage the learning environment • Direct student performance and rehearsals • Help to set-up and manage lighting and sets and assessing students' performance • Drafting and reviewing curriculum, administering exams and maintaining adequate standards within the Foundation.

14) 1 x Dancer Tutor (Dance Sport): Mmabana Taung

Post Level 8

Requirements:

Grade 12 plus Relevant Tertiary Qualification at NQF Level 6

Duties and Responsibilities:

Dance and perform with the Dance Company • Attend all daily classes and rehearsals • Teach and take rehearsals • Teach students in the Learnership Programme • Teach teenagers and adults afternoon classes • Choreograph for the Dance Company and end of the year student programmes • Drawing monthly register and collect revenue on student fees • Prepare monthly reports and requisitions • Responsible for all Dance Company costumes and props • Perform any other duties that may be assigned from time to time.

15) 1 x Music Tutor: Mmabana Taung

Post Level 8

Requirements:

Grade 12 plus Relevant Qualification at NQF Level 6

Duties and Responsibilities:

Teaching practical piano, individual students, develop and create • Prepare students for examinations (practical) • Performing during Mmabana events and students functions • Technical assistance to the music and other departments-sound choreography workshops i.e. Calabash • Ensure assets control • Ensure vibrancy and viability in the unit by maintaining high students numbers • Perform/carry out reasonable duties when requested to do so.

16) 1 x Traditional Dancer Tutor: Mmabana Taung

Post Level 8

Requirements:

Grade 12 plus Relevant Tertiary Qualification at NQF Level 6

Duties and Responsibilities:

• To teach, perform and create • Participate in all traditional dance development projects • Recruiting students for the Traditional Dance classes • Organising and doing all out-reach programmes • Co-ordinate all performances for the Traditional Dance • Ensure vibrancy and viability of the Traditional Dance • Attending meetings of supervisors and unit managers on behalf of the Traditional Dance • Preparing all monthly and quarterly reports • Assisting outside project which are under MACSF • Keeping all assets and costume of the Traditional Dance safe and in good condition • To undertake such other work-related duties as the Artistic Director and the Regional Director may reasonably request from time to time

17) 1 x Drama Tutor: Mmabana Tlhabane

Post Level 8

Requirements:

Bachelor's degree, B-Tech or equivalent qualification in Drama • Postgraduate qualification will be an added advantage • 3 years teaching experience.

Duties and Responsibilities:

Teach theory and practical classes • Teach different acting styles, methods and techniques • Draw up lesson plans, reports, strategies for outreach programs and student mobilization initiatives • Organize and manage the learning environment • Direct student performance and rehearsals • Help to set-up and manage lighting and sets and assessing students' performance • Drafting and reviewing curriculum, administering exams and maintaining adequate standards within the Foundation.

18) 1 x Dancer Tutor (Dance Sport): Mmabana Tlhabane

Post Level 8

Requirements:

Grade 12 plus Relevant Tertiary Qualification at NQF Level 6

Duties and Responsibilities:

Dance and perform with the Dance Company • Attend all daily classes and rehearsals • Teach and take rehearsals • Teach students in the Learnership Programme • Teach teenagers and adults afternoon classes • Choreograph for the Dance Company and end of the year student programmes • Drawing monthly register and collect revenue on student fees • Prepare monthly reports and requisitions • Responsible for all Dance Company costumes and props • Perform any other duties that may be assigned from time to time.

19) 1 x Secretary to Chief Financial Officer

Post level 5

Requirements

A senior certificate with typing as a subject and post-matric typing, as secretarial qualification, Diploma in Office Administration • Five year secretarial and administrative experience • The ideal candidate should possess a high level of integrity, together with well developed communication skills at senior level • Exceptional writing skills, computer literacy including E-mail and internet will be crucial • Self-driven, motivated and pro-active person and who is able to work under pressure in order to meet deadlines.

Duties and requirements:

Provide secretarial functions to CFO's Office, which include typing, minutes taking, receiving visitors, doing catering and accommodation arrangements • Filing and safekeeping of documents • Collection of information • Preparation and distribution of information • Assist on ad-hoc basis the administrative functions • Attend to all general office management.

Application Procedure:

A letter of application (indicating the post applied for) accompanied by certified copies of qualifications, a detailed CV, names and contact details of reference should be sent to the **Senior Manager – Corporate Services, Mmabana Head Office, Private Bag X 33, Mmabatho 2735, North-West Province OR / should be sent to the following email Address: recruitment@mmabana.org.za** Hand-post applications can be delivered at the following physical address: **Libraries, Archives & Call Centre Building, First Floor, C/n Albert Luthuli & University Drive, Mmabatho 2735.**

Enquiries: Mr. Collins Gopane (083 750 0325)

The Foundation is an equal opportunity employer and it is our intention to promote representative (race, gender and disability). The Foundation reserves the right to make an appointment. Only shortlisted candidates will be contacted.

If you do not hear from us within 4 weeks after closing date, you should consider your application unsuccessful. Failure to comply with the basic technical requirements and the closing date specified will automatically disqualify the candidate.

If your application is successful, shall be required to sign a performance agreement with the entity. The applicants may be subjected to a security clearance and a competency assessment.

Closing date: 1st April 2019