

MMABANA ARTS, CULTURE AND SPORT FOUNDATION



SUB DISTRICT DIRECTOR : NMM (LEHURUTSHE) (X1)

REFERENCE NO: MACSFNMM/130824/6

POST LEVEL 11

R 804 159,12 (TOTAL COST TO COMPANY ANNUAL REMUNERATION)

Permanent Contract

1. Job Purpose

Lead, direct and energise and monitor the entire spectrum of the work of the Foundation in the Region

2. Duties and Responsibilities

- Ensure that all the units in your centre and/or satellite, the policy of teaching performance and development are pursued with vigour.
- Keep the CEO properly and regularly informed on matters of concern, to exercise financial control and to make recommendations to the CEO as appropriate.
- Work within budget
- Attend Senior Management meetings regularly and to contribute thereto
- Maintain close working relations with the Artistic Directors of various art forms as well as other functionaries leading and directing Artistic Sport, Performing Arts and Creative Arts.
- Ensure that the staff at the Centre comply with all policy guidelines. and procedures.

- Provide detailed monthly reports on the core business of the Foundation viz the promotion and development of arts, culture and sport.
- Mount and conduct an effective outreach programmes.
- Develop and coordinate staff training programmes
- Explore, identify and pursue potential avenues for fund raising
- Service and play an active role in functions organised by the Provincial Government as directed by the CEO from time to time including **the NW Calabash Festival**.
- Strive at all times to maintain healthy working relations with the majority union and to adhere to the spirit of the recognition agreement and acknowledge the existence of the minority unions
- Strive at all times to maintain healthy working relations with community art associations such as community art centres CAC, Department of Arts, Culture and Sports Recreation

3. Minimum Requirements

- An appropriate recognised three (3) years degree with a minimum of five (5) years management experience
- Excellent communication and interpersonal skills
- Ability to develop, control and monitor budget
- Valid drivers' license is essential.