



arts, culture,
sports & recreation

Department:
Arts, Culture, Sports and Recreation
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

760 Dr. James Moroka Drive
Gaabomotho Building
Private Bag X90
Mmabatho, 2735

HUMAN CAPITAL MANAGEMENT

VACANCY CIRCULAR 01 OF 2025

LIBRARIAN: COMMUNITY LIBRARIES (X 4 POSTS) RE-ADVERTISEMENT

Salary: R325 101.00 per annum (Level 7)

Centres:

Ngaka Modiri Molema District	Dr Ruth Segomotsi Mompati District
Ramotshere Moiloa Local Municipality: Motswedi Library x1 Ref. No 2025/ACSR01/NW, Mahikeng Local Municipality: Mahikeng Library x1 Ref. No 2025/ASCR02/NW	Kagisano Molopo Local Municipality: Morokweng Library x1 Ref. No 2025/ACSR03/NW Tlapeng Library x1 Ref. No 2025/ACSR04/NW

Requirements: National Diploma/ Degree in Library and Information Studies or relevant equivalent qualification. Good interpersonal relations skills. Computer literacy.

Duties: Manage day-to-day operations of the library. Render library user services. Manage library collection. Circulation of library material. Plan and implement reading awareness programmes. Supervision of subordinates.

Enquiries: Mmabatho Head Office: Mr L Segone, tel. (018) 388 3968
Ngaka Modiri Molema District: Mr. Letsogo Mapholo, tel. (084) 411 9341
Dr Ruth Segomotsi Mompati District: Mr J. Govender, cell: 072 291 6306



LIBRARIAN: COMMUNITY LIBRARIES (x 1 Post)

Salary: R 325 101.00 per annum plus 37% in lieu of benefits (Level 07)

Ref No: 2025/ACSR05/NW

Centre: KgetlengRivier Local Municipality: Reagile Library

Requirements: National Diploma/ Degree in Library and Information Studies or relevant equivalent qualification. Good interpersonal relations skills. Computer literacy.

Duties: Manage day-to-day operations of the library. Render library user services. Manage library collection. Circulation of library material. Plan and implement reading awareness programmes. Supervision of subordinates.

Enquiries: Mmabatho Head Office: Mr L Segone, tel. (018) 388 3968

Bojanala District: Ms. Ronell Van Vollenhoven, tel. (014) 538 0149

HEAD LIBRARIAN (x 1 Post)

Salary: R397 116.00 per annum plus 37% in lieu of benefits (Level 08)

Ref No: 2025/ACSR06/NW

**Centre: Dr Ruth Segomotsi Mompoti District Kagisano Molopo Local Municipality:
Ganyesa Library**

Requirements: National Diploma/ Degree in Library and Information Studies or relevant equivalent qualification. Good communication skills. Supervisory skills. Computer literacy.

DUTIES : Manage library operations, collections, facilities and programmes within library services. Monitor and evaluate library services in the municipality. Coordinate and manage library awareness and promotion of a reading culture in the community. Manage budget and expenditure on library operations, collections, facilities and programmes within the local municipality. Participate in and support library forums and library stakeholders. Supervise and manage staff in community libraries within the local municipality. Perform supply chain management functions.

Enquiries: Mmabatho Head Office: Mr L Segone, tel. (018) 388 3968

Dr Ruth Segomotsi Mompoti District: Mr J. Govender, cell: 072 291 6306



LIBRARY ASSISTANT (X 11 Posts)
RE-ADVERTISEMENT
Salary: R228 321.00 per annum (Level 5)

Centres:

Ngaka Modiri Molema District	Bojanala	Dr Ruth Segomotsi Mompati District
<p>Ramotshere Moiloa Local Municipality</p> <p>Motswedi Library x2</p> <p>Ref No: 2025/ACSR07/NW</p> <p>Tswaing Local Municipality</p> <p>Sannieshof Library x1</p> <p>Ref No: 2025/ACSR08/NW</p>	<p>Kgetlengriver Local Municipality</p> <p>Reagile Library x1</p> <p>Ref No: 2025/ACSR09/NW</p> <p>Madibeng Local Municipality</p> <p>Jericho Library x1</p> <p>Ref No: 2025/ACSR10/NW</p> <p>Moretele Local Municipality</p> <p>Legkraal Library x1</p> <p>Ref No: 2025/ACSR11/NW</p> <p>Rustenburg Local Municipality</p> <p>Lethabong Library x1</p> <p>Ref No: 2025/ACSR12/NW</p>	<p>Kagisano Molopo Local Municipality</p> <p>Tlapeng Library x 1</p> <p>Ref No: 2025/ACSR13/NW</p> <p>Southey Library x1</p> <p>Ref No: 2025/ACSR14/NW</p> <p>Piet Plessis Library x1</p> <p>Ref No: 2025/ACSR15/NW</p> <p>Naledi Local Municipality</p> <p>Rekgaratlhile Library x1</p> <p>Ref No: 2025/ACSR16/NW</p>

Requirements: Grade 12 qualification. Computer literacy.

Duties: Register new members and renew membership. Circulation of library books i.e issuing and receiving books. Receive and assist library users. Shelving and shelf reading. Care and maintenance of library material. Participate implementing of reading awareness programmes. Perform general administration.

Enquiries: **Mmabatho Head Office: Mr L Segone, tel. (018) 388 3968**
Ngaka Modiri Molema District: Mr. Letsogo Mapholo, tel. (084) 411 9341
Bojanala District: Ms. Ronell Van Vollenhoven, tel. (014) 538 0149
Dr Ruth Segomotsi Mompati District: Mr J. Govender, cell: 072 291 6306



LIBRARY ASSISTANT (x 8 Post)

Salary: R 228 321.00 per annum plus 37% in lieu of benefits (Level 05)

Centre:

Dr Ruth Segomotsi Mompoti District	Bojanala District	Ngaka Modiri Molema District
Kagisano Molopo Municipality: Tosca Library x1 Ref No: 2025/ACSR17/NW, Mamusa Local Municipality: Glaudina x2 Ref No: 2025/ACSR18/NW, Migdol Library x1 Ref No: 2025/ACSR19/NW	Madibeng Local Municipality: Mothutlung Library x1 Ref No: 2025/ACSR20/NW	Ratlou Local Municipality: Logagane Library x2 Ref No: 2025/ACSR21/NW & Tswaing Local Municipality Ganalaagte Library x1 Ref No: 2025/ACSR22/NW

Requirements: Grade 12 qualification. Computer literacy.

Duties: Register new members and renew membership. Circulation of library books i.e issuing and receiving books. Receive and assist library users. Shelving and shelf reading. Care and maintenance of library material. Participate implementing of reading awareness programmes. Perform general administration.

Enquiries: Mmabatho Head Office: Mr L Segone, tel. (018) 388 3968
Ngaka Modiri Molema District: Mr. Letsogo Mapholo, tel. (084) 411 9341
Bojanala District: Ms. Ronell Van Vollenhoven, tel. (014) 538 0149
Dr Ruth Segomotsi Mompoti District: Mr J. Govender, cell: 072 291 6306



LIBRARY ASSISTANT – VISUALLY IMPAIRED (X 2 POSTS)

Salary: R 138 486.00 per annum (Level 2)

Centres:

Dr. Kenneth Kaunda District	Dr Ruth Segomotsi Mompoti District
City of Matlosana Local Municipality Joubertina Library x 1 Ref No: 2025/ACSR23/NW	Greater Taung Local Municipality Taung Library x 1 Ref No: 2025/ACSR24/NW

Requirements: Grade 12 qualification

Duties: Conduct training for VI beneficiaries. Provide reference and information services to the users. Advocate for VI Library Services. Conduct administrative duties on activities of the VI Services. Train users on assistive technology devices such as readers, magnifiers and other adaptive devices, braille materials, audiobooks and digital tools.

Enquiries: Mmabatho Head Office: Mr L Segone, tel. (018) 388 3968
Dr. Kenneth Kaunda District Head Office: Ms. T. Ratshoana , tel. (018) 388 3968,
Dr Ruth Segomotsi Mompoti District: Mr J. Govender, cell: 072 291 6306

MASS SPORT AND RECREATION PARTICIPATION PROGRAMMES

**NB: THE CONTRACT IS RENEWABLE ANNUALLY (END OF FINANCIAL YEAR)
BASED ON PERFORMANCE AND AVAILABILITY OF FUNDS**

School Sport, Siyadlala & Club Development Mass Participation Programme

Annual Salary: R88 716,00 per annum (01 Year Contract)

CENTRES: Dr Kenneth Kaunda District (Ref No: 2025/ACSR25/NW): Maquassi Hills X 02, Ngaka Modiri Molema District (Ref No: 2025/ACSR26/NW): Ramotshere Moiloa X01, Ditsobotla X 01, Tswaing X 01, Dr Ruth Segomotsi Mompoti (Ref No: 2025/ACSR27/NW): Mamusa x 01, Lekwa Teemane x 01, Taung x 01 & Bojanala District (Ref No: 2025/ACSR28/NW): Moretele X 02, Kgetleng X 01.

Requirements: Senior Certificate, a post matric qualification in Sport Management / Sport Science will serve as an added advantage, 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 background on the job will be an added advantage. Valid drivers' licence will add as an advantage.

Skills/Abilities required: Exceptional skill in effective verbal and written communication including skills in presenting report and facilitating workshops. Good computer skills to prepare technical reports and professional presentation. Thorough knowledge of the principle and procedures of self-defence mechanism. Ability to work with women and children.

Key Performance Areas: Facilitate, implement and monitoring of Mass Participation programme and sport development programmes. Liaise with municipalities for proper facility accessibility. Provide information and support to programme stakeholders and 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.

Enquiries: Mr George Marindi, tel. (018) 388 2907

MASS SPORT AND RECREATION PARTICIPATION PROGRAMMES

**NB: THE CONTRACT IS RENEWABLE ANNUALLY (END OF FINANCIAL YEAR)
BASED ON PERFORMANCE AND AVAILABILITY OF FUNDS**

School Sport, Siyadlala & Club Development Mass Participation Programme

Annual Salary: R88 716,00 per annum (01 Year Contract)

CENTRES: Klein Marico Recreation Centre (X 02 Posts) Ref No: 2025/ACSR29/NW;

Requirements: Senior Certificate, a post matric qualification in Sport or Recreation Management, or Environmental management, will serve as an added advantage, 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. Experience as an Environmental Officer or experience in Hospitality will serve as an added advantage. Valid drivers' licence will add as an advantage. **Skills/Abilities required:** Exceptional skill in effective verbal and written communication including skills in presenting report and facilitating workshops. Good computer skills to prepare technical reports and professional presentation. Thorough knowledge of the principle and procedures of self-defence mechanism. Ability to work with women and children.

Duties: Facilitate, implement and monitoring of Mass Participation programme and sport development programmes. Liaise with municipalities for proper facility accessibility. Provide



information and support to programme stakeholders and 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.

Enquiries: Mr George Marindi, tel. (018) 388 2907

Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), www.gov.za . Applicants must indicate the Post, Reference Number and workstation on the Z83 Form application.

The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). DPSA Circular 19 of 2022 on Part E, F and G: Noting that there is limited space provided on Z83, often indicate "refer to Curriculum Vitae as attached" and provides the required information but the statement that relate to prevent re-appointment Part E must be answered. Failure to provide information on CV as requested the applicant may be disqualified. Faxed, e-mailed applications will not be accepted. Applications received after closing date will, as a rule not be accepted.

Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department.

Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/ assets, qualifications verification and previous employment background/ reference checks will be verified. Candidates will be subject to security screening and vetting.

Applicants must disclose if /he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointment.

NOTE: *Candidates who previously applied for re-advertised posts are encouraged to re-apply.



*Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

All applications must be addressed to: Head of Department, Department of Arts, Culture, Sports and Recreation, Private Bag X90, Mmabatho, 2735 or Hand delivered to Human Capital Management, Ground Floor, Gaabomotho Building, 760 Dr James Moroka Drive, Mmabatho, 2735 or email to ACSRJOBS@nwpg.gov.za. When you submit by email, please put the reference number and post job title in the subject line.

Closing date: 16 May 2025

