

MMABANA ARTS, CULTURE AND SPORT FOUNDATION



CHIEF FINANCIAL OFFICER: NMM (HEAD OFFICE) (X1)

REFERENCE NO: MACSFHO/082025/01

POST LEVEL 14 R1 377 102,28 (TOTAL COST TO COMPANY ANNUAL REMUNERATION) Permanent contract appointment

1. Job Purpose

The Chief Financial Officer (CFO) shall be responsible for the development and implementation of finance divisional strategies and policies. The CFO shall be responsible for developing financial strategies and ensure implementation in compliance with the Mmabana Act 7 of 2000, the Public Finance Management Act and other relevant Foundation governance protocols.

2. Duties and Responsibilities

- Assist the Accounting Officer to carry out his or her financial management responsibilities, in areas ranging from budget preparation to financial reporting, supply chain management and the development and maintenance of internal control policies and procedures.
- Oversee the finance and supply chain management within the framework of the Public Finance Management Act (PFMA), Treasury Regulations and the Foundation's internal policies and procedures.
- Oversee the preparation and submission of monthly financial reports as well as annual financial statements.
- Oversee the development of policy and procedure manuals to ensure effective management of finance, supply chain.
- Liaise with Treasury, Auditor General and any other bodies which sets and/or monitors financial standards.
- Ensure that internal financial targets and budgets are fully consistent with the strategic plan and relevant agreements with Government

- Manage working capital, assets and liabilities, internal control, accounting and finance, expenditure and revenue management.
- Meet reporting requirements as required in terms of financial management legislation such as PFMA,
- Submit all reports, returns, notices and other information as required by the executive authority, Legislature, the relevant treasury, Auditor-General and internal audit,
- Develop and maintain measures to prevent fraud and mal-administration,
- Perform any other duties that are commonly associated with this post.

3. Minimum Requirements

- Grade 12 certificate and an appropriate Degree/ or equivalent (NQF level 7) in Accounting, finance, auditing, financial management.
- Postgraduate qualification in the finance, auditing or accounting field will serve as an added advantage.
- Minimum 10 years work experience of which minimum of 5 years should at senior or executive management level in the field of finance.
- Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).
- Registration as a Chartered Accountant will serve as an added advantage. • Valid driver's license

4. Core competencies and skills

It is expected of the successful candidate to have advanced communication skills, both oral and writing, client orientation and customer focus, honesty and integrity, service delivery innovation, willingness to work extended hours, problem solving and analysis, knowledge management, negotiation and analytical skills, financial management, strategic capability leadership, program and project management, people management and empowerment, performance management, change management and stakeholder management. Good understanding of government policies, programmes, strategies, projects and plans, Constitution, Public Service Act, Public Service Regulatory Framework, Public Finance Management Act, Medium Term Expenditure Framework and Budget process, Division of Revenue Act, Income Tax Act, Supply Chain Management, Treasury Regulations and associated

practice notes, financial accounting (including principles of GAAP/GRAP), management accounting, cost accounting, internal control, internal and external audit, information systems, Government systems, strategic understanding and knowledge of the application of the constitutional values and principles, good knowledge and ability to use appropriate research methodologies, monitoring and evaluation methods, tools and techniques, knowledge of assessment and reviews techniques.

SENIOR MANAGER – LEGAL AND BOARD SECRETARIAT: NMM (HEAD OFFICE) (X1)
REFERENCE NUMBER: MACSFHO/082025/02
POST LEVEL 13 R1 199 171,49 (TOTAL COST TO COMPANY ANNUAL REMUNERATION) Permanent contract appointment

1. Job Purpose

The legal and Board Secretariat shall provide legal services and support including Labour relations matters, vetting of policies, charters and related legal documents. Ensure that the administrative and contractual decisions of MACSF are compliant with governing legislation and conduct awareness sessions on the impact of any new legislative requirements and related issues.

2. Duties and Responsibilities

- In conjunction with the board, develop and maintain a high level of governance
- Induction of board members.
- Plan board meetings (including board sub committees) and ensure sufficient support to the board meetings.
- Maintain Board and sub committees records, including information packs, agendas, minutes;
- Development and monitoring of board resolutions tracker.
- Ensure compliance with regulatory environment.
- In conjunction with the board, develop Board Charters, board plans and any other governance literature.
- Render professional, accessible, credible and quality assured legal services to the board and entity.
- Drafting of the annual Governance Report
- Provide legal advice, and opinion to the entity and the board.

- Manage litigations and the development of contracts.
- Ensure legal compliance of contracts, Memoranda of Understanding and Memoranda of Agreement and Service Level Agreements (SLAs).
- Review and/or provide legal opinions, advice, contracts, and service level agreements.
- Coordinate, direct and monitor policy development and implementation.
- Maintain a record of the status of all policies;
- Deal with the legal aspects of disciplinary inquiries, labour disputes and litigation in labour related matters.
- Development, implementation and monitoring of plans and budgets of the unit.
- Perform any other duties that are commonly associated with this post.

3. Skills and Knowledge

Good understanding of legislations applicable to Public Service, policy formulation, contract drafting and management. Negotiation skills. Knowledge of the litigation processes, Labour Relations and sound Law interpretation skills. Knowledge of the SCM regulatory framework, PFMA and relevant National Treasury prescripts, LRA, PSA, corporate governance and regulations.

4. Minimum Requirements

- Grade 12 certificate and a relevant Bachelor's Degree in Law, (LLB).
- Minimum 10 years experience in the legal field of which minimum of 5 years should be at middle management or higher level.
- Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) before appointment to the post.
- Admission as an attorney or advocate
- Membership of the Law Society of South Africa (ISSA) or relevant bodies will be added advantage.
- Registration with the Chartered Governance Institute of Southern Africa will be advantageous
- A valid driver's license.

5. Core competencies and skills

It is expected of the successful candidate to have advanced communication skills, both oral and writing, client orientation and customer focus, honesty and integrity, service delivery innovation, willingness to work extended hours, problem solving and analysis, knowledge management, negotiation and analytical skills, financial management, strategic capability leadership, program and project management, people management and empowerment, performance management, change management and stakeholder management.

Good understanding of legislations applicable to Public Service and public entities, policy formulation, negotiation skills, contract drafting and management. Knowledge of the litigation processes, Labour Relations and sound Law interpretation skills. Knowledge of the SCM regulatory framework, PFMA and relevant National Treasury prescripts, LRA, PSA, corporate governance and regulations.

MANAGER: RISK MANAGEMENT: NMM (HEAD OFFICE) (X1)

REFERENCE NO: MACSFHO/082025/03

Post Level 12 R1 012 806,04 (TOTAL COST TO COMPANY ANNUAL REMUNERATION) Permanent contract appointment

1. Job Purpose

To identify, assess and provide expert advice on the mitigation of the identified risks that have a potential to negatively impact the operations of MACSF, students, patrons and stakeholders. This includes the image of the entity, reputation and safety and security.

2. Duties and Responsibilities

- Facilitate the identification of risks, both internal and external and conducting analysis and risk assessments as per applicable legislative framework.
- Develop strategic and operational risk registers, and implement strategies to manage identified risk and evaluating the effectiveness of these measures.

- Supervising and implementing the entity's risk management framework, including developing and maintaining risk management literature and advocating for a riskaware culture.
- Continuous monitoring of the risk environment, collecting data on risk indicators and providing reports to Management and Accounting Authority for informed decisions.
- Advocate for risk management awareness and provide training and development of staff and enhance risk maturity within the entity.
- Ensure compliance with relevant legislation and organisational policies contributing to the overall governance in the entity.

3. Minimum requirements

- Grade 12 certificate and a National Diploma (NQF level 6)/Bachelor's Degree (NQF level 7) in Risk Management, Finance and or Auditing environment.
- Postgraduate qualification will be an added advantage.
- Minimum of 7 years' experience with 3 years at junior management level in Risk Management or Auditing environment.
- A valid driver's license.

4. Core competencies and skills

- Strong analytical, problem-solving and decision making skills are essential.
- Technical proficiency in MS (Excel, Word and PowerPoint).
- Candidates should possess the following generic competencies:
 - Applied strategic thinking
 - Planning and organising
 - Problem solving and decision making
 - Continuous Improvement
 - Customer focus and responsiveness
 - Developing others
 - Managing interpersonal conflict and resolving problems
 - Team leadership
 - Communication and information management
 - Applying technology

DEPUTY MANAGER – REVENUE AND BUDGET MANAGEMENT

REFERENCE NO: MACSFHO/082025/04

POST LEVEL 10 R621 400,55 AS A BASIC SALARY EXCLUDING BONUS AND BENEFITS

Permanent Employment Contract

1. Job Purpose

To manage (plan, lead, organise and control) the entities revenue management and budget process by developing the necessary literature that will guide implementation.

2. Duties and Responsibilities

- Develop, implement and monitor revenue management strategy and policy
- Ensuring that revenue transactions are accurately and completely recorded in line with GRAP.
- Overseeing the process of performing monthly reconciliations by all regional offices.
- Designing and monitoring the implementation of processes to collect all revenue due to the entity.
- Assisting in development and monitoring of the policies and procedure manuals.
- Assisting in the annual review of revenue tariffs.
- Assist in the development of budgets.
- Assisting in preparation of Interim Financial Statements, Annual Financial Statements and supporting working papers in line with Grap.
- Assisting the preparation of the annual and adjustment budgets.
- Preparing the monthly IYM and monitoring cash flow.
- Looking for cost-reduction opportunities.
- Ensuring the entity meets all its statutory and compliance reporting obligations.

2. Minimum Requirements:

- A Grade 12 certificate and a three (3) year tertiary qualification (NQF level 6) in Financial/Management Accounting.
- Five (5) years work experience in revenue management and/or budget management, of which three (3) years must be at supervisory level.
- A valid driving licence.

- Knowledge of PFMA, Treasury regulations and GRAP.
- Knowledge of SAGE 300.
- Completed SAICA articles will serve as an advantage.

DEPUTY MANAGER: INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) : NMM (HEAD OFFICE) (X1)

REFERENCE NO: MACSFHO/082025/05

POST LEVEL 10 R621 400.55 AS A BASIC SALARY, EXCLUDING BONUS AND BENEFITS Permanent Contract

1. Purpose

To manage ICT function by developing the required Corporate Governance of ICT literature (framework, policies, strategies and plans, SOPs) to ensure a well governed ICT environment that is well secured, efficient and effective.

2. Duties and Responsibilities

- Development and implementation of ICT policies and standard operating procedures.
- Develop an ICT strategy and plans to support the MACSF Strategic Plan.
- Implement Corporate Governance of ICT in the entity.
- Develop an annual and MTEF Budget for the ICT.
- Champion the commissioning of ICT infrastructure (network, telephony, and general computing), development and implementation of ICT systems to support operations, End-user support and maintenance.
- Development and maintenance of the entity website.
- Ensure that all information systems, and the network throughout the entity operate according to internal standards, and are reliable and secure.
- Preparation of monthly, quarterly, and annual reports. Management of all resources (human, physical, and financial).

3. Minimum Requirements

- Grade 12 certificate and a National Diploma (NQF 6) or Degree (NQF 7) in Computer Science, Information Technology, or Information Systems. A higher qualification will serve as an advantage.
- A minimum of 5 years' experience in the ICT field, of which 3 years must be at a supervisory level.
- Strong practical and technical knowledge of ICT infrastructure, and system development.
- Knowledge of COBIT, ITIL, and other relevant regulatory standards will serve as an advantage.
- A Valid Unendorsed driver's license.

DEPUTY MANAGER: FACILITIES AND LOGISTICS : NMM (HEAD OFFICE) (X1)

REFERENCE NO: MACSFHO/082025/06

POST LEVEL 10 R621 400,55 AS A BASIC SALARY, EXCLUDING BONUS AND BENEFITS Permanent Contract

1. Job Purpose

Manage the planning and execution of the entities infrastructure projects, including planned preventative maintenance, refurbishments, emergency maintenance and any other related work.

2. Duties and Responsibilities

- Development and implementation of Infrastructure policies and standard operating procedures.
- Develop a long-term Infrastructure Plan, and an annual IPMP and ensure submission to the Implementing Agent.
- Manage all internal projects (capital and maintenance), and liaise with the project managers for all projects implemented externally.
- Develop the entities Infrastructure Annual Performance Plan.
- Conduct assessment of MACSF infrastructure and determine maintenance, renovations, additions and extensions that may be required to implement programmes. Prepare budget requirements based on plans.
- Comply with the infrastructure planning, and delivery standards.

- Attend all site and technical meetings for MACSF projects.
- Represent the entity at all infrastructure forums, meetings, and provide advice to the Chief Executive Officer. Preparation of monthly, quarterly, and annual reports. Management of all resources (human, physical, and financial).

3. Minimum Requirements

- A Grade 12 Certificate and a National Diploma in the built-environment (NQF Level 6).
- A minimum of 5 years' experience in the built-environment, of which 3 years must be at a supervisory level
- Strong practical technical knowledge of the Infrastructure planning and delivery
- A Valid driver's license.

DEPUTY MANAGER: STRATEGIC PLANNING, MONITORING, EVALUATION AND REPORTING – HEAD OFFICE

REFERENCE NO: MACSFHO/082025/07

Post Level: 10 R621 400,55 AS A BASIC SALARY, EXCLUDING BONUS AND BENEFITS Permanent Contract

1. Job Purpose

Provide high level technical support towards planning, monitoring and evaluation of the entity. Assist in the development of entity's plans, report writing, performance reporting and evaluation.

2. Duties and Responsibilities

- Analyse and assess strategic and annual performance plans for the correct alignment, thereof.
- Assist in the compilation of a comprehensive feedback report outlining discrepancies that must be addressed and integrated in future Strategic and Annual Performance Plans (APP).
- Assist in the development and implementation of performance indicators and measurements for the Entity.
- Co-ordinate the development, implementation and maintenance of the Entity Annual Performance Plan (APP) framework and divisional operational plans

- Monitor the reporting framework and measure the Entity's performance in compliance with the relevant regulatory requirements
- Assist in the development and implementation of best practices planning, monitoring and reporting systems and mechanisms
- Review and assess the quality of performance information against set targets and the portfolio of evidence (POE) against the reported outputs
- Coordinate planning and reporting engagements with Programmes.
- Engage internal and external stakeholders to facilitate and coordinate the implementation of results pertaining to planning, monitor evaluation and reporting.
- Design and implement an information management system for the entity to ensure quality and reliable information.
- Assist in the provision of training and skills development of all staff members, including all programme managers.
- Ensure proper record keeping for audit purposes
- Manage resources within the unit.

3. Minimum Requirements:

- A Grade 12 certificate and a three (3) year tertiary qualification (NQF level 6) in Public Management/ Public Administration/ Management/ Internal Audit/ Statistics/ Accounting.
- A minimum of five (5) years relevant experience, three (3) of which must be in a managerial or supervisory role.
- Valid driver's license.

4. Core competencies and skills

- Willingness to travel extensively
- Flexibility to work outside of the normal working hours, including weekends and public holidays.
- Ability and commitment to meet strict deadlines.
- A good communicator both written and verbal.
- Possess the relevant competencies for this post level

Notes and Application Procedure

- 1. All positions are based at Head Office in Mahikeng**
- 2. Since some of the above positions are being re-advertised, interested candidates who previously applied are encouraged to re-apply.**
- 3. For more critical details (Roles, Responsibilities, Minimum Requirements, Experience and required documents), please visit the Mmabana Arts, Culture and Sport Foundation's Vacancies Portal/Careers Portal at www.mmabana.org.za.**
- 4. Applicants are required to attach copies of all requested documents included as part of the application.**
- 5. Applications may be submitted by email to jobs@mmabana.org.za or by post or hand delivered to the below addresses. No other method of submission will be allowed.**
- 6. Please code the position Reference Number of the position that you are applying for.**

Closing Date: 29 August 2025 Senior Manager: Corporate Services, Mmabana Arts, Culture and Sport Foundation, Private bag X33, Mmabatho, 2735 or marked attention: Mr. Collins Gopane, Mmabana Mahikeng Region; OR Hand- post applications can be delivered to at the following address: Physical Address: 101 Dr James Moroka Drive, Mmabatho Enquiries should be forwarded to Mr. Collins Gopane @ 072 687 7251