

Reference:  
07/2019



**PanSALB**  
PAN SOUTH AFRICAN LANGUAGE BOARD

Pan South African Language Board (PanSALB) is a statutory body established in terms of Act 59 of 1995 (as amended) for, inter alia, the creation of conditions for the development and for the promotion of equal use and enjoyment of all the official South African languages. PanSALB seeks to appoint results-driven, assertive and dedicated individuals to fill the following position at our Organisation

## **EXECUTIVE HEAD: LANGUAGES (5 years fixed-term contract)**

**Salary Level 14: R1,189,338 Per annum (All inclusive package, of which a portion can be structured according to the individual's needs)**

**Reference: 07/2019**

**Location: Head Office (Pretoria)**

**The purpose of the position:** The Executive Head Languages is responsible for the provision of strategic management, leadership and coordination of all language issues to promote the use of all the official languages in South Africa including Sign and Khoi and San languages. The role has an optimisation focus and must implement practices to ensure continuous improvement initiatives to realign the function to PanSALB strategic requirements and manages the effective utilisation of resources within the Division.

**Requirements:** Applicants must be in possession of a minimum Master's Degree or equivalent within the language discipline and being passionate about the latest language policy developments and trends. At least 7 year's proven experience at management / executive level. Sound knowledge and understanding of all relevant prescripts including but not limited to the PanSALB Act, Public Finance Management Act, Treasury regulations, Public Service Act, as well as government structures and procedures. A valid code 08 drivers' licence and preparedness to travel.

**Competencies needed:** Strategic capability and leadership, exceptional interpersonal and research skills, People Management and Empowerment. Project and Programme Management. Financial Management. C h a n g e Management. Service Delivery Innovation. Knowledge Management. Problem solving and Analysis. Communication Skills. Client Orientation and Customer Focus. Understanding of Corporate Governance, information systems management and excellent conflict management skills. Ability to interact at all levels, including executive, strategic and operational levels. Ability to work long hours.

**Key Performance Areas:** The successful incumbent will be expected to perform amongst others but not limited to the following tasks and responsibilities: Manage the promotion and development of all South African languages across all communities. Implementation of Language and Terminology Standards. Functionality of NLB and Stakeholder Identification. Achievement of Division Strategic Objectives. Maintain PANSALB's culture within the Division. Efficient Management of Divisional resources.

**PanSALB is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in PanSALB through the filling of posts. Candidates whose appointment will promote representivity will receive preference. People from the designated groups are encouraged to apply and will be given preference. Preference will be given to women and disabled people. It will be expected of candidates to be available for interviews on the date and time and at a place as determined by the PanSALB. Appointment of successful candidates will be strictly subject to the result/outcome of Personnel Suitability Checks.. PanSALB reserves the right not to make appointments.**

**Enquiries:** Bongani Mahlangu OR Dikeledi Nkhona Tel: (012) 341 9638.

**Closing date for applications:  
26 April 2019**

**"One nation many languages"**

[www.pansalb.org](http://www.pansalb.org)