



The 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. Looking for an organisation where your expertise will be rewarded. Then the Pan South African Language Board is the ideal place for you. The Pan South African Language Board seeks to appoint results-driven, assertive and dedicated individuals to fill the following positions at our Head Office in Pretoria and Mpumalanga Province (Witbank Office).

SENIOR PROVINCIAL MANAGER

Salary: R898 743 per annum (All-inclusive package, of which a portion can be structured according to the individual's needs)

Duration: Permanent

Reference: Eastern Cape: 023/2016

Location: Eastern Cape Provincial Office

Purpose of the Position: The Provincial Manager is responsible for operational management, leadership and coordination of PanSALB's functions at the provincial and local level. The incumbent must implement the province's language policies and ensure effective running of the Provincial Office. Develop policies and procedures, manage resources and report periodically. Implement and improve practices and initiatives to align the Provincial Office with the strategic requirements of the Division. Manage the effective use of resources in the Provincial Office.

Minimum Requirements: Applicants must be in possession of a Bachelor's Degree in Languages, linguistics and literacy (or a equivalent qualification). A Master's Degree will be an added advantage. Five years' experience as Language Practitioner and three years' experience in management position. Sound knowledge of the PFMA, Language Legislation, Corporate Governance and Principles. Knowledge of Research, Policy Development and the PanSALB Act. A valid code 08 driver's licence and preparedness to travel, work outside normal hours and accept responsibility and other functions that may be delegated

Competencies Needed: Strategic capability and leadership. Financial management. Business planning. People Management and Empowerment. Project management. Stakeholder Management. Change Management. Strong Interpersonal and Communication Skills. Problem Solving and Analysis. Programme and Project Management. Financial Management.

Key Performance Areas: The successful incumbent will be expected to perform amongst others: Facilitate the development and implementation of Language Policies in the Province. Support and manage projects in the Province to promote Language Use. Manage Provincial staff and resources. Achieve and manage the Province's business plans and resources. Ensure alignment of the PanSALB's strategic objectives. Ensure the celebration of International Language Day. Establish partnerships with relevant stakeholders. Compile quarterly performance reports for the Province. Manage relationship between PanSALB and language stakeholders in the Province. Manage relationship between language units in the government sector in the Province. Support and manage the Provincial Language Committee's programmes in terms of the PanSALB Act. Ensure implementation and manage co-ordination of Language Research and Linguistic Human Rights programmes. Develop Research Publication database.

Closing Date:
13 January 2017