



Welcome to Pacofs
Performing Arts Centre of the Free State

P·A·C·O·F·S

CHIEF EXECUTIVE OFFICER (RE-ADVERTISEMENT)

CHIEF EXECUTIVE OFFICER

Ref: CEO (re-advertisement) – 2018

Salary Negotiable

Five Years Fixed Term Performance Contract

The Performing Arts Centre of the Free State (PACOFS) is an Agency of the Department of Arts and Culture (DAC), established in terms of the Cultural Institutions Act (119 of 1998).

JOB PURPOSE

To develop and oversee the strategy of the institution, lead its strategic and operations path and delivery on its mandate.

KEY PERFORMANCE AREAS

- Develop and implement the institution's strategy and plans;
- Develop and maintain effective strategic relationships with key stakeholders including the shareholder, potential funders and local/international inter-governmental agencies and partners;
- Ensure that the institution is financially resourced and that resources are effectively managed;
- Oversee the sourcing of alternative funding and the development of strategies to approach funders and submitting of proposals;
- Manage key stakeholder relations and engage them at a strategic level;
- Act as the link between the PACOFS staff and its Council, and oversee all Council matters;
- Ensure that the organisational structure is aligned to the needs of the institution;
- Ensure that the institution's capital works projects are properly managed and implemented

QUALIFICATIONS AND EXPERIENCE

- A Bachelor's degree in Administration, the Arts or any relevant field.
- A postgraduate degree in Business Administration/Leadership or Marketing will be an added advantage.
- 10 years relevant management experience at a Senior or Executive Management level.
- Public Sector, Arts Industry and/or Marketing experience will serve as a strong recommendation.
- Sound knowledge of the PFMA, Treasury Regulations, GRAP standards, PPPFA and King IV on Corporate Governance.

KEY COMPETENCIES

- Strategic Thinking and alignment
- Project Management
- Financial Management
- People Management
- Planning and Organising
- Control and Monitoring
- Stakeholder management
- Leadership
- Business Acumen
- Persuasiveness
- Analytical and critical thinking
- Customer Focused
- Ability to work under pressure

KNOWLEDGE

- Performing Arts Industry
- Organisational Legislation
- Policy

It is the responsibility of candidates with foreign qualifications to have them verified by the South African Qualifications Authority (SAQA) —• PACOFS reserves the right not to make an appointment —• Failure to submit all the requested documents will result in the application not being considered —• PACOFS subscribes to the principles of Employment Equity —• If you have not been contacted within one month after the closing date, please regard your application as unsuccessful.

Applications consisting of a comprehensive CV, certified copies of qualifications, including matric/Grade 12 certificate, and ID should be posted or emailed to the following address:

Ntilane HR Solution

24 Vels Street

Waverley

Bloemfontein

9312

Email: ntilanehrsolutions@gmail.com

Enquiries: Mpho Letsoara

Tel. No.: 081 598 0767

Candidates who have previously applied for this position are encouraged to re-apply.

CLOSING DATE: 20 July 2018.

NB. Applications from people with disabilities are welcome.

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