



The Pan South African Language Board (PanSALB) is a Schedule 1 public entity reporting to the Department of Sport, Arts and Culture. Established under the PanSALB Act (No. 59 of 1995, as amended), PanSALB derives its mandate from Section 6(5)(a) and (b) of the Constitution to promote and protect multilingualism, advance language rights and create conditions for the development of all official languages, including the Khoi, San and Nama languages and sign language.

ADMINISTRATION CLERK: INSTITUTIONAL PERFORMANCE AND GOVERNANCE

Twenty-Four (24) months fixed-term employment contract

Salary Level 4: R 275,497 per annum (Inclusive of 37% in lieu of benefits)

Reference: 04/ 2026

Location: Head Office (Pretoria, Arcadia)

MINIMUM REQUIREMENTS: Applicants must possess a National Senior Certificate (NQF Level 4) and the relevant NQF Level 6 or higher qualification in Development Studies, Public Administration, Economics or any related field, with 1-2 years relevant experience in Strategic Planning, Monitoring and Evaluation including Performance Reporting.

TECHNICAL EXPERIENCE: *Strong knowledge of performance management, governance and reporting *Data capturing and records management *Preparation of reports and presentations, committee and meeting administration * Compliance administration. *Knowledge of PFMA and Batho Pele Principles *Understanding and knowledge of Strategic Planning

BEHAVIORAL COMPETENCIES: Attention to detail *Strong verbal and written communication skills *Accountability and ethical conduct *Confidentiality and discretion *Decision making *Deadline-oriented *Information management *Professionalism *Problem solving *Task oriented *Ability to work under pressure

DUTIES: The successful incumbent will be expected to perform, amongst others:

Strategic Planning Support;

- Coordinate the development and review of strategic.
- Annual performance and annual operational plans;
- Compile planning documentation;
- Schedule planning meetings and consolidate departmental inputs

Performance Monitoring and Reporting

- Collect, verify, and consolidate performance information from business units;
- Maintain performance databases;
- Compile quarterly and annual performance reports.
- Support monitoring and evaluation activities; coordinate data collection;
- Maintain IPG records and track implementation of recommendations through progress of action report

Data Management and Quality Assurance

- Capture, maintain and update performance information on IPG M&E reporting system;
- Verify or evaluate supporting evidence against the reported performance information;
- Ensure data integrity; and
- Maintain electronic and manual filing systems

Administrative and Secretariat Support

- Provide administrative support to committees and management;
- Prepare correspondence;

- Manage divisional calendars;
- Process travel and procurement requests where applicable.
- Arrange meetings, workshops, and consultations; prepare agendas and minutes; distribute documents; follow up on action items

Compliance and Governance

- Ensure compliance with relevant legislation,
- policies and procedures;
- Monitor reporting deadlines;
- Support audit processes

Applications must be submitted using a signed and dated PanSALB Application Form, which can be obtained from the PanSALB website. Each application must include a comprehensive CV, along with copies of your ID and qualifications. Incomplete applications will not be considered.

Interested individuals are invited to forward their applications via e-mail to scmapapplications@pansalb.org

Enquiries: Mr Bongani Mahlangu on 012 341 9638.

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. Preference will be given to youth, women, and people living with disability. Candidates must note that they may be interviewed in any official language or choose which language they wish to be interviewed in. If you have not been contacted one month of the closing date, kindly deem your application unsuccessfully. Correspondence will only be with the short-listed candid. PanSALB reserves the right not to appoint

Closing Date: 19 October 2026