

DEPARTMENT OF TRADITIONAL AFFAIRS

The Department of Traditional Affairs is poised to play a key strategic role - not only in assisting the institution of traditional leadership to transform itself to be a central partner with Government in the development of traditional communities, including the Khoi-San communities - but also in coordinating the traditional affairs activities of this Department and those of other Government departments at National, Provincial and Local Government levels, so as to ensure that the needs of traditional and Khoi-San communities (of development, service delivery, governance, access to indigenous knowledge systems, traditional courts and indigenous law, traditional healers and indigenous languages, etc) are sufficiently met. In addition, the Department must ensure that sufficient resources (human, financial and infrastructural) are provided by the State to transform the landscape in the functional domain of the Department of Traditional Affairs.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number to the following address: email: rh2@adcorp.co.za Fax: 086 610 0400 or deliver to the Quest Box at Forum 5, Braampark, 33 Hoofd Street, Braamfontein. Applications must be in a sealed envelope and must clearly state the reference number on the outside. Enquiries for applications: Tebogo Kgaditsi Tel no: 011 628 0561
- CLOSING DATE** : 17 March 2017
- NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified ID, copies of qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

OTHER POST

- POST 08/28** : **DEPUTY DIRECTOR: CORPORATE SECRETARIAT (SALARY LEVEL 11) REF NO: DTA6009**
- SALARY** : An all-inclusive remuneration package of R612 822 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A three year National Diploma or three year Bachelor's Degree and a minimum of 3 to 5 years' experience in a related field. A qualification in Public Administration/ Business Administration/ Social Science will be an added advantage. Core competencies: Applied strategic capacity, project management, problem solving analysis, people management and empowerment, client orientation and customer focus and communication skills. Technical competencies: Corporate secretariat best practices and government procedures, advanced minutes taking and analytical skills.
- DUTIES** : The successful candidate will perform the following duties: Coordination and provision of secretariat support to internal corporate governance structures and external intergovernmental relations forums. Develop minutes of the meetings and maintain records of meetings. Develop decision matrix and follow up on the implementation of meetings resolutions. Develop policy guidelines and procedures based on the Intergovernmental Relations Act. Develop and maintain the database of all internal and external intergovernmental structures.
- ENQUIRIES** : Ms RS Mogaladi, Tel no: (012) 334 4972