

**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: P O Box 1132, Rivonia 2128 or hand deliver to 3 Autom Road, Rivonia or Fax to 086 609 1178 or email to: admin@konesolutions.co.za Enquiries for applications: Tumi Morake, tel: 011 257 8061
- CLOSING DATE** : 19 June 2017
- NOTE** : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be subjected to positive results of the 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, certified ID, copies of qualifications and academic record. 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.
- The undermentioned posts are a senior management posts. Candidates should therefore possess managerial skills. Candidates, who are shortlisted, could expect to undergo management competency assessments. Management competencies: Strategic capacity and leadership, people management and empowerment, advanced programme and project management, change management, financial management, knowledge management, Service Delivery Innovation, advanced problem solving and analysis, client orientation and customer focus, advanced communication (written and verbal) and presentation/public speaking skills.

**MANAGEMENT ECHELON**

- POST 22/27** : **DEPUTY DIRECTOR-GENERAL: POLICY RESEARCH AND LEGISLATION (LEVEL 15) REF NO: K28076/1**
- SALARY** : An all-inclusive remuneration package of R1 299 501 per annum. The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification with preference in either Research and Policy Development or Social Sciences and a Post Graduate Qualification (NQF level 8) as recognised by SAQA. 8-10 years' relevant experience at a senior management level. Process competencies: Knowledge management, service delivery

innovation, problem solving and analysis, client orientation and customer focus and communication. Technical competencies: Advanced proficiency level in policy analysis, government's regulatory framework and processes, research methodology and understanding of the Institution of Traditional Leadership

**DUTIES** : The successful candidate will perform the following duties: Ensure efficient, effective and economical service delivery by the Research, Policy and Legislation Branch. Provide executive support and advice to the Director-General and participate in special projects. Coordinate the development of policies and legislation on traditional affairs. Represent the Department at high level committees and build partnerships with other spheres of government on issues related to traditional affairs. Ensure sound policy guidelines and programmes on Social Cohesion and Nation building.

**ENQUIRIES** : Mr OM Aphane, Tel no: (012) 334 5859

**POST 22/28** : **DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL SUPPORT AND COORDINATION (SALARY LEVEL 15 REF NO: K28076/2)**

**SALARY** : An all-inclusive remuneration package of R1 299 501 per annum. The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines

**CENTRE REQUIREMENTS** : Pretoria  
: An undergraduate qualification with preference in Social Sciences and a Post Graduate Qualification (NQF level 8) as recognised by SAQA. 8-10 years' relevant experience at a senior management level. Process competencies: Knowledge management, service delivery innovation, problem solving and analysis, client orientation and customer focus and communication. Technical competencies: Knowledge government systems and structures, government's regulatory frameworks and processes, Political landscape of South Africa, relevant pieces of legislation on the Institution of traditional leadership and transformation and operations of the structures of traditional leadership.

**DUTIES** : Provide institutional and capacity building for the institution of traditional leadership. Provide secretarial support to the National House. Co-ordinate the establishment of intergovernmental relations and partnership for service delivery and development. Provide an oversight role over the public entities, structures of traditional leadership and constitutional institutions affiliated with the Department.

**ENQUIRIES** : Mr OM Aphane, Tel no: (012) 334 5859