

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. Candidature of persons whose appointment/ transfer/ promotion will promote representivity will therefore receive preference.

- APPLICATIONS** : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 3rd Floor Pencardia 1 Building.
- FOR ATTENTION** : Ms L Motihala
- CLOSING DATE** : 06 July 2018
- 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 POSTS

- POST 25/43** : **DEPUTY DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: 2018/03**
(12 months Contract)
National House of Traditional Leadership
- SALARY** : All-inclusive remuneration package of R657 558 per annum. All inclusive salary package that includes a basic salary and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three-year degree or equivalent qualification in Public Administration/Management. Excellent understanding of the institution of traditional leadership and its protocols. Extensive (At least 5 years or more) experience in the institution of traditional leadership. Management Competencies: Programme management and change management skills, Knowledge management skills, Service Delivery Innovation (SDI), Problem-solving and analysis skills, People management and empowerment, Client orientation and customer focus, Excellent communication skills, Sound interpersonal and management skills, Integrity and discretion in dealing with secret and confidential matters, Good computer literacy, A valid South African driver's licence.
- DUTIES** : Reporting to the Secretary to the National House of Traditional Leaders; the successful candidate will promote the role of Traditional Leadership; Enhance unity and understanding among traditional communities; Enhance cooperative relationships within national and provincial government; Mobilise stakeholders within the sector and manage stakeholder expectation; Promote good working relationship between traditional leadership sector and civil society organisations

as well as well as NGO's; Coordinate and promote socio-economic development within communities of Traditional Leadership.

ENQUIRIES : Mr A Sithole Tel No: (012) 336 5853

NOTE : The successful candidate will coordinate stakeholder relations within Traditional Leadership.

POST 25/44 : **ACCOUNTING CLERK: FINANCIAL MANAGEMENT (X2 POSTS)**

SALARY : R152 862 per annum (Level 05)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate with accounting/mathematics as a passed subject. Generic competencies: Finance, problem solving and client orientation and customer focus. Technical competencies: Public Finance Management Act (PFMA), Treasury Regulations, general ledger reconciliation and analysis, Knowledge of travel and subsistence, Basic Accounting System (BAS) and PERSAL System.

DUTIES : The successful candidate will perform the following duties: Capturing, reconciling, updating bank details and ensuring that payments are made within 30 days. Responsible for all queries in respect of BAS and PERSAL payments. Responsible for the reconciliation of monthly IRP5 payments with payments to the Receiver of Revenue. Liaising with clients and resolving queries related to payments. Maintenance and clearing of salary suspense account. Responsible for accounts management, journalise, reconcile and prepare payments. Handling of salary claims as well as the clearance and payments from other departments.

ENQUIRIES : Mr L Motlhabedi Tel No: (012) 334 4982