

## 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, 3<sup>rd</sup> Floor Pencardia 1 Building.
- CLOSING DATE** : 10 August 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 30/57** : **SENIOR LEGAL ADMIN OFFICER (MR6): CONSTITUTIONAL/CUSTOMARY LAW LEGAL SPECIALIST REF NO: 2018/05 (X2 POSTS)**  
(6 Months contract)
- SALARY** : R725 487 – R1 084 437 per annum all-inclusive OSD package
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Master Degree in Law or equivalent qualification (NQF level 8). A PhD qualification in Law will serve as an added advantage plus 5 years practical experience in constitutional and/or customary law. Expert knowledge and understanding of the legal provisions on both Traditional Leadership and South African Constitutional Democratic Systems. Knowledge of the Traditional Leadership Framework Act, 2003, National House of Traditional Leaders Act, 2009 and Section 212 of the Constitution. Relevant experience in project management. Proven experience and knowledge in analysis and interpretation of legislation. Extensive experience in research report writing. A valid driver's licence. Core competencies: Strategic capacity and leadership, people management and empowerment, programme and project management, change management and Financial Management. Technical competencies: Project Management. Policy and legislation. Process competencies: Knowledge management. Service delivery innovation, Problem solving and analysis, Client orientation, customer focus and communication.
- DUTIES** : The successful candidate will perform the following duties and any other related tasks as may be directed by the Department: Develop a detailed project and research plan on the coexistence of traditional leadership and South African Constitutional democratic systems. Develop appropriate data collection tools. Collect and analyse data. Conduct research, analyse and compare all relevant

provisions of the previous and current South African Constitution, in terms of the roles, powers and functions of traditional leadership and local government. Identify and analyse national legislation that allocated powers and roles to traditional leaders and their structures prior to 1994. Identify and analyse legislation that applied in the former TBVC-states and self-governing territories, focusing on those that allocated roles, powers, functions, etc. to traditional leaders and their structures. Identify and analyse relevant post 1994 local government and traditional leadership legislation, focusing on those that allocated roles, powers, functions, etc. to traditional leaders. Conduct a comparative analysis of the roles of traditional leaders in other modern democracies. Analyse and compare the statutory roles of the different categories of public office bearers. Make recommendations on the appropriate roles, functions and responsibilities of traditional leaders and their structures within the South African Constitutional democratic system.

**ENQUIRIES FOR ATTENTION** : Ms R.S Mogaladi Tel No: (012) 334 4972  
 : Ms L Motlhala

**POST 30/58** : **ADMINISTRATIVE ASSISTANT REF NO: 2018/06**  
 (12 Months contract post)  
 Institutional Support & Coordination

**SALARY CENTRE REQUIREMENTS** : R196 407 per annum  
 : Pretoria  
 : A Grade 12 Certificate. Generic Competencies: Client orientation and customer focus, communication, honesty and integrity. Technical Competencies: Office management and administration, secretarial functions and office administrative systems.

**DUTIES** : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents in the office of the DDG: Receive and distribute documents. Record documents in the appropriate registers. File and manage the paperwork of the office of the DDG. Establish effective document tracking systems. Provide secretarial support services: Co-ordinate and prepare documentation for meetings/ workshops. Compile minutes/ reports. Draft memoranda and any other correspondence. Manage the diary of the supervisor: Arrange appointments and record events in the diary. Promote effective diary co-ordination in an electronic or at least on a manual system. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops and conferences. Manage the telephone and communication systems in the office. Purchase and order stationery and equipment. Manage inventory and equipment within the office. Make copies, fax and email documents as required.

**ENQUIRIES** : Ms L Motlhala, Tel No: (012) 336 5824