

## 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, 2<sup>nd</sup> Floor Pencardia 1 Building.
- FOR ATTENTION** : Ms L Motlhala
- CLOSING DATE** : 02 November 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.

## MANAGEMENT ECHELON

- POST 39/202** : **CHIEF DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL REF NO: 2018/07**
- SALARY** : An all-inclusive remuneration package of R1 189 338 per annum (Level 14) (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree or equivalent qualification (NQF level 7) in Public Administration or Business Management or related fields plus 5 years experience at senior management level. Relevant experience in office management. 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: Government Policies. Government framework on public service transformation. Stakeholder relations. Legislation and public policy analysis. 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: Provide strategic support to the DG. Manage operations and human resources in the Office of the Director-General. Provide leadership and guidance to corporate secretariat services. Provide leadership and guidance on coordination and delivery of communication activities for the Department. Provide leadership and guidance on Corporate Planning, Monitoring, Reporting and Evaluation in the Department.
- ENQUIRIES** : Ms L Motlhala Tel No: (012) 336 5824

## OTHER POST

<b><u>POST 39/203</u></b>	:	<b><u>DEPUTY DIRECTOR: INFORMATION MANAGEMENT REF NO: 2018/08</u></b>
<b><u>SALARY</u></b>	:	R697 011 per annum (Level 11) (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma or Bachelor's Degree or equivalent qualification (NQF level 7) in Information Management Systems or equivalent or related fields plus 5 years experience in information systems and 3-5 years supervisory experience. A valid driver's licence. Generic competencies: Planning and Organising. Coordination. Problem solving and Decision making. Project Management. People Management and Empowerment. Client Orientation and Customer Focus. Team Leadership. Diversity Management. Communication (Verbal and written). Technical competencies: Information systems. Catalogue/registry development and management. Information communication and technology (ICT) management.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Support the technical development of an electronic database and catalogue system/registry of archives for the Department. Maintenance of electronic database and catalogue system/registry of archives for the Department. Development of operational policies and procedures for the unit. Management of access of data and dissemination through requirements document, construction of database (electronic and hard copy) of users. Compiling a register of data requests. Develop and provide training on how to utilize the system. Provide support to institutions/stakeholders regarding the Traditional and Khoi-San leadership and structures information system/repository. Knowledge of legislative framework regulating traditional and Khoi-San leadership to enable the development and continuous enhancement of electronic and information systems.
<b><u>ENQUIRIES</u></b>	:	Dr W Makgalancheche Tel No: (012) 336 5840