ANNEXURE M

DEPARTMENT OF TRADITIONAL AFFAIRS

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, 2nd Floor, Pencardia 1 Building.

CLOSING DATE
25 October 2019

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 and 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. Candidates may be required to undergo a competency assessment. Candidates of persons whose appointment will promote representivity will receive preference. 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.

MANAGEMENT ECHELON

POST 35/57
DIRECTOR: LEGAL SERVICES REF NO: 2019/05

SALARY
R1 057 326 per annum (Level 13) (An all-inclusive remuneration package) (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines

CENTRE
Pretoria

REQUIREMENTS
An appropriate Bachelor of Law (LLB) degree or equivalent qualification (NQF level 7) plus 5-10 years’ experience at middle/senior legal admin officer or senior management level in the legal field. Extensive knowledge of the Traditional Leadership sector. 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: Applied Law, Legislative analysis, review and drafting skills, contract drafting and management. 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 legal opinions to the Department on the interpretation of legislation and matters affecting the mandate of the Department. Manage and advise on litigation matters and ensure legal compliance by the Department. Manage legal contracts, opinions, agreements, MOU's, provide advice, Provide advisory and consultancy services on corporate governance processes within the Department and the National House of Traditional Leaders.

ENQUIRIES
Mr OM Aphane Tel No: (012) 336 5856

FOR ATTENTION
Ms L Motlhala

OTHER POST

POST 35/58
RISK OFFICER: OFFICE OF THE DIRECTOR-GENERAL REF NO: 2019/04 (X1 POST)
(12 months contract)

SALARY
R733 257 per annum (An all-inclusive remuneration package) 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 appropriate Bachelor's degree or equivalent qualification in Risk Management/ Internal Auditing plus 5 years relevant experience in a Risk Management/ Internal Auditing environment. A valid driver's license. Generic Competencies: Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, computer literacy and communication. Technical Competencies: Risk management and auditing practices, The Public Financial Management Act, Corporate governance, Development of policies and strategies.

DUTIES: The successful candidate will perform the following duties: Conduct a risk assessment and a resultant risk profile of the Department; Develop and implement policies, strategies and frameworks on risk management; Align the risk management process to strategic objectives and business plans of the Department; Identify and perform risk management capacity gaps and facilitate/provide risk management training; Monitor and evaluate the status of risk management and adherence to risk management processes within the Department; Develop and implement a fraud prevention plan.

ENQUIRIES: Mr J Mashishi Tel No: (012) 334 4802