ANNEXURE N

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.

FOR ATTENTION: Ms L Motlhala

CLOSING DATE: 22 November 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 representation 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 39/64: DIRECTOR: POLICY REF NO: 2019/06

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 management or senior management level in policy implementation. Extensive knowledge of the Traditional Leadership sector. A valid driver’s licence. Extensive travelling. Core competencies: Strategic capacity and leadership, people management and empowerment, programme and project management, change management and Financial Management. Technical competencies: Policy formulation. Legislation and policy framework applicable to Traditional Leadership. Monitoring and Evaluation techniques. 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: Oversee the development of Traditional Affairs Regulatory frameworks. Oversee the implementation of Traditional Affairs Regulatory frameworks (policies, legislation and regulations. Monitor compliance with Traditional Affairs Regulatory frameworks. Provide interpretation of Traditional Affairs legislation and manage legislation implementation information.

ENQUIRIES: Ms RS Mogaladi Tel No: (012) 395 4972

POST 39/65: DIRECTOR: OFFICE SUPPORT SERVICES REF NO: 2019/07

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: A 3-year degree on National Diploma in Public Administration or equivalent at NQF level 7 plus 5-10 years’ experience at middle management or senior management level in the relevant field. Extensive knowledge of the Traditional Leadership sector. A valid driver’s licence. Extensive travelling. Core competencies: Strategic capacity and leadership, people management and empowerment, programme and project management, change management and Financial Management. Technical competencies: Discussion documents,

**DUTIES**

The successful candidate will perform the following duties: Oversee the coordination and engagement between the Chairpersonship, National Departments, International organisations and stakeholders. Oversee the provision of customary protocol to the Chairpersonship and the House. Oversee the facilitation of inputs to policies and bills from the relevant structures. Ensure the preparations for the meetings/sittings of the National House of Traditional Leaders on a regular basis.

**ENQUIRIES**

Mr A Sithole Tel No: (012) 336 5853