ANNEXURE N

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, 2nd Floor Pencardia 1 Building.

FOR ATTENTION: Ms L Mothala

CLOSING DATE: 13 December 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, 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 POST

POST 43/46: ADMIN ASSISTANT: STAKEHOLDER MANAGEMENT REF NO: 2019/08
(12 months Contract Post)
Institutional Support Coordination

SALARY: R208 584 per annum plus 37% in lieu of benefits.

CENTRE: Pretoria

REQUIREMENTS:
A grade 12 certificate Or a grade 10 certificate plus 5-10 years’ experience in the institution of traditional leadership Understanding of the institution of traditional leadership and its protocols Integrity and discretion in dealing with secret and confidential matters Good computer literacy A valid South African driver's licence. The successful candidate will provide support to Traditional Leadership Stakeholders.

DUTIES: Provide support to promote the role of Traditional Leadership Assist in enhancing unity and understanding among traditional communities Assist in promoting good working relationship within the structures of traditional leadership. Engage with relevant stakeholders in relation to the functionality within the Traditional Leadership sector. The successful candidate will be required to travel extensively.

ENQUIRIES: Ms T Shandu Tel No: (012) 334 0783