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.

CLOSING DATE : 07 February 2020
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. Persons with a disability are encouraged to apply. 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 02/29 : DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 2020/01
(12 months contract)

SALARY : R733 257 per annum. (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 Internal Auditing plus 3-5 years’ experience in an Internal Auditing environment. Supervisory experience. Generic competencies: - Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, Computer literacy and communication. Technical competencies: Operational and performance audits, Risk management and auditing practices, The Public Finance Management Act, Corporate governance, Development of policies and strategies.

DUTIES : The successful candidate will perform the following duties: Manage and implement operational strategic plans, policies and procedures and internal audit methodology, Perform and manage the audits to ensure that professional standards are maintained in the planning, execution, reporting and monitoring, Manage and prepare draft audit reports and discuss value-adding recommendations with relevant management, Review the main audit findings on the Department and effect corrective action, Examine, evaluate and improve the systems of control and risk management process.
ENQUIRIES : Mr JJ Appel Tel No: (012) 334 4974
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
POST 02/30 : ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 2020/02
(12 months Contract)
SALARY : R376 596 per annum (Level 09) (All-inclusive remuneration package) plus 37% in lieu of service benefits.
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor’s degree or equivalent qualification in Internal Auditing plus 3-5 years’ experience in an Internal Auditing environment. Generic competencies: Service delivery innovation, problem solving and analysis, client orientation and customer focus, computer literacy, communication. Technical competencies: Operational and performance audits, risk management and auditing practices, the Public Finance Management Act, development of policies.
DUTIES : The successful candidate will perform the following duties: Provide inputs and implement operational, strategic plans, policies, procedures and internal audit methodology, conduct audits for the Department as required by the audit standards, draft and discuss the audit findings with the supervisor and management, follow-up on internal audits recommended for management actions.
ENQUIRIES : Mr JJ Appel Tel No: (012) 334-4974
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
POST 02/31 : ADMINISTRATIVE ASSISTANT NATIONAL HOUSE OF TRADITIONAL LEADERS REF NO: 2020/03
(12 Months contract post)
SALARY : R208 584 per annum plus 37% in lieu of service benefits
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate, Sound experience of the institution of traditional leadership and the operations of the National House of traditional leaders. 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 unit: Receive and distribute documents. Record documents in the appropriate registers. File and manage the paperwork of the unit. 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 program of the committees: 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 unit. Make copies, fax and email documents as required, travel with the committee as and when required, conduct research as required by the committee.
ENQUIRIES : Mr S Khandelela Tel No: (012) 336 5855
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, 3rd Floor Pencardia 1 Building.
FOR ATTENTION : Ms L Motlhala