

## 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 or DTARecruitment@cogta.gov.za
- FOR ATTENTION** : Ms L Motlhala
- CLOSING DATE** : 27 November 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 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. It is the Department's intention to promote equity by achieving all numerical targets as contained in the Department's Employment Equity Plan. 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 26/110** : **SECRETARY: NATIONAL HOUSE OF TRADITIONAL LEADERS REF NO: 2020/06**
- SALARY** : R1 251 183 per annum, 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 degree or equivalent qualification (NQF7) in Social or Management Sciences plus 5 years' experience at senior management level working within the institution of traditional leadership or relevant organs of state. Certificate for entry into the Senior Management Services (SMS). A valid/driver's license. Core competencies: Strategic capacity and leadership, people management and empowerment, programme and project management, change management and Financial Management. Technical competencies: Customary Law, Dispute Resolution, Negotiation skills, rural development and Policies and Legislation on National House of Traditional Leaders. 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 proceedings and corporate support services to the National House of Traditional Leaders. Oversee Secretarial, Programs and Support and provide office support services to the office of the Chairpersonship of the NHTL. Provide leadership in the management of the House sittings and committees. Oversee programs and finances of the National House of Traditional Leaders. Coordinate and establish internal relationships between the National House of Traditional Leaders and similar structures, ensure relationship with provincial houses, kings/queens, international bodies, participate in dispute of traditional leadership resolution,

**ENQUIRIES**

implement the legislation of the National House of Traditional Leaders and  
guide all structures of traditional leadership in the country.  
: Ms T Shandu Tel No: (012) 334 0783/ Tel No: (012) 336 5830