

DEPARTMENT OF TRADITIONAL AFFAIRS

It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

CLOSING DATE : 10 January 2021

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.

MANAGEMENT ECHELON

POST 28/84 : **DIRECTOR: POLICY (RESEARCH, POLICY & LEGISLATION BRANCH) REF NO: 2020/07**

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 REQUIREMENTS : Pretoria
An appropriate Bachelor of Law (LLB)/Public Policy/Monitoring & Evaluation/Public Administration or Administration degree or equivalent qualification (NQF level 7) plus 5-10 years' experience at middle management or senior management level in policy implementation. Certificate for entry into the Senior Management Services (SMS). 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 APPLICATIONS : Ms RS Mogaladi Tel No: (012) 395 4972/012) 334 0549
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 E-mail: DTARrecruitment@cogta.gov.za

FOR ATTENTION : Directorate: Human Resource Management

OTHER POST

- POST 28/85** : **DEPUTY DIRECTOR: POLICY REF NO: 2020/11**
(Research, Policy & Legislation Branch)
- 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 REQUIREMENTS** : Pretoria
: An appropriate Bachelor of Law (LLB)/Public Policy/Monitoring & Evaluation/Public Administration or Administration degree or equivalent qualification (NQF level 7). 3-5 years' experience in sectoral policy or legislation implementation and/or legislation compliance monitoring. Knowledge of the traditional affairs sector will serve as an added advantage. 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: Legislation analysis, interpretation and implementation; Public sector policy and legislation development and monitoring; Policy analysis and research; Knowledge of traditional affairs legislation. 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: Manage and coordinate implementation of traditional affairs policies and legislation. Monitor compliance with Traditional Affairs policies and legislation. Render specialist advice with regard to implementation of and compliance with Traditional Affairs policies and legislation. Provide support on implementation of national traditional affairs policies and legislation.
- ENQUIRIES APPLICATIONS** : Ms RS Mogaladi Tel No: (012) 395 4972/ (012) 334 0549
: 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 E-mail: DTARrecruitment@cogta.gov.za
- FOR ATTENTION** : Directorate: Human Resource Management