DEPARTMENT OF TRADITIONAL AFFAIRS

It is the Department’s intention to promote equity (race, gender and disability) through the filling of these positions 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 : 09 April 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 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. 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.

OTHER POSTS

POST 09/112 : DEPUTY DIRECTOR: SECURITY SERVICES & OHS REF NO: 2021/06

(12 Months Contract)

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 : Pretoria


DUTIES : The successful candidate will perform the following duties: Manage and implement physical Security procedures standards; Manage and implement occupational health and safety policy and operations; Conduct and facilitate OHS and Security awareness campaigns; Manage and monitor in-house and external security services. Records management.

ENQUIRIES : Mr OM Aphane Tel No: (012) 336 5856

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 email at DTARecruitment@cogta.gov.za

FOR ATTENTION : Director: Human Resource Management

POST 09/113 : ASSISTANT DIRECTOR: RECORDS & FACILITIES MANAGEMENT REF NO: 2021/07

SALARY : R376 596 per annum

CENTRE : Pretoria

National Minimum Information Requirement, Archives standards and procedures, PFMA.

**DUTIES**

The successful candidate will perform the following duties: Develop, implement and maintain policies, procedures and manuals related to the management of records. Develop records filing system. Manage department's registry services. Coordinate records management services of the department. Coordinate facilities management services. Coordinate auxiliary support services.

**ENQUIRIES**

Mr OM Aphere Tel No: (012) 336 5856

**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 e-mail at DTARecruitment@cogta.gov.za

**FOR ATTENTION**

Director: Human Resource Management