

**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.*

<b><u>CLOSING DATE</u></b>	:	12 March 2021
<b><u>NOTE</u></b>	:	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. 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.
<b>MANAGEMENT ECHELON</b>		
<b><u>POST 06/59</u></b>	:	<b><u>CHIEF DIRECTOR: RESEARCH &amp; INFORMATION MANAGEMENT REF NO: 2021/02</u></b> (Research Policy & Legislation Branch)
<b><u>SALARY</u></b>	:	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
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A degree or equivalent qualification (NQF7) in Public Administration or Public Policy or Anthropology or equivalent qualification plus 5 years' experience at senior management level. Experience in the institution of traditional leadership will serve as an added advantage. 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: Research, Customary Law, Legislation analysis and monitoring, Information Management. Process competencies: Knowledge management. Service delivery innovation, Problem solving and analysis, Client orientation, customer focus and communication.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Oversee, implement and monitor implementation of traditional affairs legislation, regulations, norms and standards and policies. Oversee management of information on traditional affairs legislation implementation and compliance and maintenance of a database of traditional and Khoi-San leadership and communities. Establish and oversee systems for monitoring implementation of legislation and regulations w.r.t traditional and Khoi-San leadership disputes and claims. Oversee the processing of traditional and Khoi-San leadership disputes and claims. Support role players in the implementation of traditional affairs legislation and provide administrative support to the Commission on Khoi-San Matters.
<b><u>ENQUIRIES</u></b>	:	Ms RS Mogaladi Tel No: (012) 395 4972/ Tel No: (012) 334 0549
<b><u>APPLICATIONS</u></b>	:	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, 2 <sup>nd</sup> Floor Pencardia 1 Building or <a href="mailto:DTARecruitment@cogta.gov.za">DTARecruitment@cogta.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Director: Human Resource Management

**POST 06/60** : **DIRECTOR: LEGAL SERVICES REF NO: 2021/03**

**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** : Pretoria

**REQUIREMENTS** : An appropriate Bachelor of Law (LLB) degree or equivalent qualification (NQF level 7) plus 5-10 years' experience at middle/senior legal admin officer or senior management level in the legal field. Certificate for entry into the Senior Management Services (SMS). Extensive knowledge of the Traditional Leadership sector. A valid driver's licence. Core competencies: Strategic capacity and leadership, people management and empowerment, programme and project management, change management and Financial Management. Technical competencies: Applied Law, Legislative analysis, review and drafting skills, contract drafting and management. 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: Provide legal opinions to the Department on the interpretation of legislation and matters affecting the mandate of the Department. Manage and advise on litigation matters and ensure legal compliance by the Department. Manage and coordinate legal contracts, opinions, agreements, MOU's and provide advice. Provide advisory and consultancy services on corporate governance processes within the Department and the National House of Traditional Leaders.

**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, 2<sup>nd</sup> Floor Pencardia 1 Building. [DTARecruitment@cogta.gov.za](mailto:DTARecruitment@cogta.gov.za)

**FOR ATTENTION** : Director: Human Resource Management