

## 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.*

- 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 [DTARecruitment@coqta.gov.za](mailto:DTARecruitment@coqta.gov.za).
- FOR ATTENTION** : Ms L Motihala
- CLOSING DATE** : 03 May 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. 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 13/121** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 2021/08**  
(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/Regulatory, Financial and performance audits, Knowledge of Risk management, IIA auditing standards & practices, The Public Finance Management Act, Corporate governance, Development of audit plans, 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, perform ad-hoc audits/investigations as per management request, 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

**POST 13/122** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 2021/09**  
(12 months Contract)

**SALARY** : R376 596 per annum (Level 09), All-inclusive remuneration package plus 37% in lieu of 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: Perform Operational/regulatory, financial and performance audits, Knowledge of risk management, IIA standards and auditing practices, the Public Finance Management Act, development of audit plans and 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 and investigations for the Department as required by the audit standards and in line with the audit methodology, 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