

DEPARTMENT OF TRADITIONAL AFFAIRS

It is the intention to promote representivity in the Department through the filling of this position. The candidature of applicants from designated groups especially in respect of people with disabilities and youth will receive preference.

- CLOSING DATE** : 8 April 2022
- NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. All applications must be accompanied by a comprehensive CV, copies of qualifications, Identity document and driver's license. Such copies need not be certified. Shortlisted candidates will be required to submit certified copies a day before the interview date. 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.

OTHER POSTS

- POST 11/74** : **ADMINISTRATIVE ASSISTANT REF NO: 2022/03**
(X2 posts – 12 months contract)
Commission on Khoi-San Matters
- SALARY** : R176 310 per annum plus 37% in lieu of benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification plus a certificate in Office Management/Secretarial Studies with at least one (1) year experience in office management and administration. Fluent in Afrikaans. A post-Matric qualification will serve as an added advantage. Core competencies: Client orientation and customer focus. Communication (written & verbal). Honesty and integrity. Planning and organizing. Telephone etiquette. Computer literacy. Technical Competencies: Office management and administration, secretarial functions and general administration.
- DUTIES** : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents for the Commission: Receive and distribute documents to members of the Commission on Khoi-San matters. Record documents in the appropriate registers. File and manage the paperwork of the Commission. Establish effective document tracking systems. Provide secretarial support services to the Commission: Co-ordinate and prepare documentation for the Commission's meetings/workshops/public hearing and outreaches. Compile agenda, attendance registers, minutes and reports. Draft memoranda and any other correspondence as directed by the Secretariat or Commission. Manage the diaries of the Commission, Promote effective diary co-ordination. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops, public hearing and conferences. Manage the telephone and communication systems in the office. Purchase and order stationery and equipment. Manage inventory and equipment within the office. Make copies, fax and email documents as required.
- ENQUIRIES** : Ms T Ramsumair: Tel No: 012 334 5841
- 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
- FOR ATTENTION** : Director: Human Resource Management

POST 11/75 : **ADMINISTRATIVE ASSISTANT/COMMITTEE COORDINATOR REF NO: 2022/04 (1 POST)**
(12 months contract)
Secretariat: National House of Traditional & Khoi-San Leaders

SALARY CENTRE REQUIREMENTS : R176 310.per annum plus 37% in lieu of benefits
: Pretoria
: A Grade 12 Certificate or equivalent qualification plus a certificate in Office Management/Secretarial Studies with at least one (1) year experience in office management and administration. A post-Matric qualification will serve as an added advantage. Core competencies: Client orientation and customer focus. Communication (written & verbal). Honesty and integrity. Planning and organizing. Telephone etiquette. Computer literacy. Technical Competencies: Office management and administration, secretarial functions and general administration.

DUTIES : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents in the unit: Receive and distribute documents to members of the NHTKL. Record documents in the appropriate registers. File and manage the paperwork of the committees. Establish effective document tracking systems. Provide secretarial support services to the House: Co-ordinate and prepare documentation for Committee meetings/ workshops/public hearing and outreaches. Coordinate meetings of committees. Compile agenda, attendance registers, minutes and reports. Draft memoranda and any other correspondence as directed by committees. Manage the diaries of the committee Chairperson. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops, public hearing and conferences for the committees. Manage the telephone and communication systems in the office. Purchase and order stationery and equipment. Manage inventory and equipment within the office. Make copies, fax and email documents as required.

ENQUIRIES APPLICATIONS : Ms R Zungu: Tel 012 336 5852
: 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

FOR ATTENTION : Director: Human Resource Management

POST 11/76 : **DATA CAPTURER REF NO: 2022/05 (1 POST)**
(12 months contract)
Commission on Khoi-San Matters

SALARY CENTRE REQUIREMENTS : R147 459. per annum plus 37% in lieu of benefits
: Pretoria
: A Grade 12 Certificate or equivalent qualification at NQF level 4 with at least one (1) year experience in data capturing and/or data management. Knowledge and experience in MS EXCEL or ACCESS. Ability to capture data and collect statistics. Fluent in Afrikaans. A post-Matric qualification will serve as an added advantage. Core competencies: Job knowledge. Interpersonal relations. Flexibility. Teamwork. Communication (verbal and written). Technical Competencies: Advanced computer literacy. Typing proficiency. Report writing. Planning and organizing.

DUTIES : The successful candidate will perform the following duties: Capture data from available records into required formats e.g databases, tables, spreadsheet. Maintain data quality. Verify, query missing data and errors observed during data entry. Review and validate all data from the records. Ensure data backups. Update registers and statistics. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide secretarial and administrative support to the Commission.

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FOR ATTENTION : Director: Human Resource Management