

## DEPARTMENT OF TRADITIONAL AFFAIRS

*It is the Department's intention to promote equity (race, gender and disability) through the filling of positions with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in the department's Employment Equity plan. Whites, Coloured, Indians, youth and Persons with Disabilities are encouraged to apply.*

- 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
- CLOSING DATE** : 29 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. The department reserves the right not to fill the advertised position.

## OTHER POST

- POST 13/87** : **DEPUTY DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: 2022/06**
- SALARY** : R744 255 per annum (Level 11), 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
- REQUIREMENTS** : A Bachelor's degree or equivalent qualification in Political Studies/Public Administration or Development Studies or equivalent at NQF level 7 plus 3-5 years' experience at junior management (Assistant Director Level) with relevant experience in traditional affairs, intergovernmental relations, stakeholder management, policy analysis and implementation, monitoring and evaluation. A valid driver's licence. Core competencies: Service delivery innovation; Problem solving and analysis; People management and empowerment; Client orientation and customer focus; computer literacy and Communication (Verbal and written). Technical competencies: Knowledge of government systems and processes; Knowledge of local governance; Coordination and facilitation skills; Monitoring and evaluation techniques and skills; Research and policy analysis; Data analysis and interpretation; Report writing and presentation skills.
- DUTIES** : The successful candidate will perform the following duties: Develop, review and implement policies and framework to support the integration of traditional leadership in governance and intergovernmental structures: Develop or review policies, guidelines and framework on cooperative relations between traditional leadership and government; Monitor compliance to relevant legislative prescripts within area of responsibility; Facilitate the implementation of the Intergovernmental Relations Framework Act (Act 13 of 2005) and other Constitutional as well as cooperative governance legislation and policies. Monitor the functioning of traditional and Khoi-San leadership structures: Provide mechanisms and procedures to facilitate the settlement of

intergovernmental disputes affecting traditional leadership; Monitor the implementation of Intervention Plans/ Support Plans on the functioning of traditional and Khoi-San leadership structures. Monitor the traditional and Khoi-San leader's participation in local governance. Coordinate and manage the Traditional Affairs Intergovernmental forums: Support Traditional Affairs agenda.

**ENQUIRIES**

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Ms N Nkosi Tel No: (012) 336 5844