

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** : Ms L Motlhala
- CLOSING DATE** : 20 May 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 POSTS

- POST 15/141** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 2022/06**
(12 months contract)
- SALARY** : R744 256 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 at ASD level (Junior Management). 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 and performance audits, Risk management and auditing practices, The Public Finance Management Act, Corporate governance, Development of 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, 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 15/142 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 2022/07**
(12 months Contract)

SALARY : R382 245 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 at NQF level 7 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: Operational and performance audits, risk management and auditing practices, the Public Finance Management Act, development of 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, draft and discuss the audit findings with the supervisor and management, follow-up on internal audit findings recommended for management actions.

ENQUIRIES : Mr JJ Appel Tel No: (012) 334-4974