

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.

CLOSING DATE : 22 July 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 fully completed Z83 and a detailed CV only. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents before the interview date. Persons with a disability are encouraged to apply. It is the responsibility of shortlisted applicant's 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 the application is 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 24/93 : **DEPUTY DIRECTOR: SECURITY SERVICES & OHS REF NO: 2022/08**
(12 Months Contract)

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 REQUIREMENTS : Pretoria
 A three-year National Diploma or degree in Security Management/Safety Management or equivalent qualification (NQF level 6/7) plus 3-5 years experience in security and safety field at ASD level. A valid driver's licence. Generic competencies: Planning and Organising. Coordination. Problem solving and Decision making. Project Management. People Management and Empowerment. Client Orientation and Customer Focus; Team Leadership. Diversity Management. Communication (Verbal and written). Technical competencies: In-depth knowledge in Minimum Information Security Standards (MISS); Minimum Physical Security Services Standards (MPSS); Occupational Health & Safety Act; Contract Management; Principles of electronic Security systems; Security events management.

DUTIES : The successful candidate will perform the following duties: Develop; manage and implement security and occupational health & safety policies. Manage and implement physical security procedures standards; Conduct and facilitate OHS and Security awareness campaigns; Manage and monitor in-house and external security services. Manage maintenance of department's facilities. Manage and maintain records and registry services.

ENQUIRIES APPLICATIONS : Mr OM Aphone Tel No: (012) 336 5856
 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 24/94 : **ASSISTANT DIRECTOR: FACILITIES REF NO: 2022/09**

SALARY : R382 245 per annum (Level 09)
CENTRE : Pretoria

- REQUIREMENTS** : A 3-year National Diploma or Degree in Archives and Records Management, Information Management, Public Management or equivalent qualification (NQF level 6/7) plus 3-5 years' experience in facilities management field. A valid driver's licence. Generic competencies: Planning & organising, Coordination, Problem solving & decision making, Project Management, People management & Empowerment, Client orientation and customer focus, Team leadership, Diversity management, Communication (verbal and written), information management Technical competencies: In-depth knowledge of Regulations of the National Archives and Records Services of South Africa Act and related records management processes, National Minimum Information Requirement, Archives standards and procedures, PFMA.
- DUTIES** : The successful candidate will perform the following duties: Implement security, facilities and records management policies; Manage and coordinate facilities management services; manage travel management services; Maintain and maintain provision of photocopier machines. Assist in the management of security services; Develop records filing system; Manage department's registry services.
- 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, 2nd Floor Pencardia 1 Building or e-mail at DTARecruitment@cogta.gov.za.
- FOR ATTENTION** : Director: Human Resource Management
- POST 24/95** : **DRIVER/MESSENGER REF NO: 2022/10**
Secretariat: National House of Traditional & Khoi-San Leaders
- SALARY** : R147 459 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 10 or equivalent with extensive driving experience, a valid driver's licence and PDP. Knowledge of Traditional Leadership will serve as an added advantage. Generic Competencies: Communication; Ability to read and write; Good eyesight; Teamwork Technical Competencies: Be prepared to work beyond the normal working hours and on public holidays. Must be able to read and write. Be prepared to travel extensively.
- DUTIES** : The successful candidate will perform the following duties: Render driving services to the National House of Traditional & Khoi-San leaders (NHTKL) and department, provide messenger services to the NHTKL and the department; Inspect and maintain state vehicles including hired vehicles and report any defects; Complete logbooks and all relevant transport documentation; Apply safety and precautionary measures when driving; Keep safe custody of the vehicles. Exercise reasonable care for state vehicles. Maintain good work ethics and execute all transport duties as authorized by supervisor.
- ENQUIRIES** : Ms R Zungu Tel No: (012) 336 5852
- 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