

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 muneric targets as contained in the department's Employment Equity plan. Whites, Coloured, Indians, youth and Persons with Disabilities are encouraged to apply.

<u>CLOSING DATE</u>	:	02 September 2022
<u>NOTE</u>	:	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

<u>POST 30/180</u>	:	<u>DEPUTY DIRECTOR: ANTHROPOLOGICAL AND GENEALOGICAL SERVICES REF NO: 2022/12</u>
<u>SALARY</u>	:	R744 255 per annum (Leve 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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A Bachelor's degree or equivalent qualification in Anthropology/ Political Studies/Public or Development Studies at NQF level 7 plus 3-5 years' experience at junior management (Assistant Director Level) with relevant experience in research on anthropological and genealogical services. A valid driver's licence. Core competencies: Programme & Project Management; Problem solving and analysis; Planning and organising; Client orientation and customer focus; Research and analytical thinking; and Excellent communication (Verbal and written). Technical competencies: Research and information systems and methods; Acquiring specific knowledge-based resources (Traditional Affairs sector); Information database systems for acquiring resources; Editing and preparation of high-level documentation; Systems of traditional and khoi-san affairs.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Conduct research on prioritised topics identified in the DTA research agenda; Provide anthropological and genealogical advice and support to the traditional and khoi-san leadership institution and or relevant stakeholders (i.e traditional communities; Government and private companies); Provide and advice on customs, customary law and law of succession to Government and relevant institutions; Support the design, execution of research and evaluation methodology support for policy development relevant to the traditional and Khoi-San institution; Conceptualise and manage the development, and refinement of memoranda, issue papers, and policy papers/discussion documents; Support, develop, and prepare written reports and/or study-briefs for non-research audience and Ministry; Develop and implement a database of existing research and evaluations related to DTA mandate.
<u>ENQUIRIES</u>	:	Ms W Khuzwayo Tel No: (012) 336 5835

- 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 30/181** : **DEPUTY DIRECTOR: OFFICE SUPPORT REF NO: 2022/13**
Secretariat: National House of Traditional & Khoi-San Leaders
- SALARY** : R744 255 per annum, (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 Bachelor's degree or equivalent qualification in Public Administration or related qualification on NQF level 7 plus 3-5 years' experience at junior management (Assistant Director Level) with relevant experience in providing support to a Public Office Bearer. A valid driver's licence. Core competencies: Programme & Project Management; Problem solving and analysis; Planning and organising; Client orientation and customer focus; Financial Management; and Excellent communication (Verbal and written). Technical competencies: Team work; Emotional Intelligence; Office Management; Government systems and procedures, Basic research skills, Speech writing; Extensive travelling.
- DUTIES** : The successful candidate will perform the following duties: Provide administrative support services to the office of the Chairperson and the Deputy Chairperson; Coordinate the effective functioning of the Office of the Chairperson; Provide technical support to all committees headed by the Deputy Chairperson and Deputy Chairperson, Monitor and guide on the implementation of Memorandum of Understanding of the House; Undertake any other duties as may be directed by the Head of the Directorate.
- ENQUIRIES APPLICATIONS** : Ms F Ramaboka Tel No: (012) 395 4787
- FOR ATTENTION** : 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
Director: Human Resource Management
- POST 30/182** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 2022/14**
Secretariat: Commission on Khoi-San Matters
(12 months Contract)
- SALARY** : R382 245 per annum, plus 37% in lieu of service benefits
- CENTRE REQUIREMENTS** : Pretoria
A Bachelor's degree or equivalent qualification in Public Administration or related qualification on NQF level 7 plus 3-5 years' relevant experience at supervisory level. A valid driver's licence. Generic competencies: Planning and organising; Coordination, Problem solving & decision making; Project Management; People Management and Empowerment; Client Orientation and Customer Focus; Team Leadership; Communication (Verbal and written). Technical competencies: Knowledge of Public Service policies and regulations; Office Management; Government systems and procedures, Records management, Report writing.
- DUTIES** : The successful candidate will perform the following duties: Support the Secretary of the Commission on the provision of secretariat support services of the Commission; Provide support to the Secretary of the Commission in respect of its statutory functions; Provide support to the Secretary of the Commission in respect of effective CKSM records management and operations of the Commission; Supervise support staff within the Commission.
- ENQUIRIES APPLICATIONS** : Ms T Ramsumair Tel No: (012) 336 5841
- FOR ATTENTION** : 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.
Director: Human Resource Management