

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.

<u>CLOSING DATE</u>	:	30 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 (only when shortlisted). 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 34/186</u>	:	<u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2022/15</u>
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A Degree or equivalent tertiary qualification in Public Management/Administration, Logistics, Supply Chain Management or relevant qualification at NQF level 7. A minimum of 5 years' experience at junior management (Assistant Director level) with extensive experience in the Supply Chain Management environment and proven years of experience in managing various elements of Supply Chain Management. A Valid driver's license. Knowledge: Thorough knowledge and understanding of Standard Charts of Accounts (SCOA), Basic Accounting System (BAS), LOGIS Certificate. Understanding of procurement related legislation, including- Public Finance Management Act (PFMA); Framework for Supply Chain Management; Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations; Broad Based Black Economic Empowerment Act, Preferential Procurement Policy Framework Act (PPPFA), Skills: Financial Management; sound analytical and problem identification and solving skills; computer literacy; numeracy; database management; relationship management; interpersonal skills; decision making skills; Leadership and motivational skills; presentations; communication skills (including report writing) at all levels. Personal Attributes: Ability to interact with clients and stakeholders in a professional and assertive manner; high ethical standards; able to conduct business with integrity and in a fair and reasonable manner; ability to promote mutual trust and respect; innovative; creative; solution orientated, people orientated; hard-working; highly motivated; ability to work effectively and efficiently under sustained pressure; ability to meet tight deadlines whilst delivering excellent results, willing to adapt to work schedule in accordance with professional requirements.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Manage the functional operation of the Supply Chain Demand Management; Manage the functional operation of the Supply Chain Management: Acquisition Management; Manage the functional operation of the Provisioning and Logistics; Manage the functional operation of movable assets and ensure

Asset Register is in place and updated; Manage the Supply Chain Management Sub-Directorate and undertake all administrative functions required within the regard to financial and HR administration.

ENQUIRIES : Mr LDR Motlhabedi Tel No: (012) 334 4982

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 34/187 : **ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: 2022/16**

SALARY : R382 245 per annum (Level 09)

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 relevant experience in traditional affairs, intergovernmental relations and stakeholder management. A valid drivers license. Generic Competencies: Applied strategic thinking, Problem solving and decision making, Project management, Team leadership, Client orientation and customer focus, Diversity management, Computer literacy and communication and Information Management. 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: Provide support in the implementation of legislation and policies in relation to cooperative relations. Provide technical support in the development and review of policy and frameworks to support cooperative relations. Support the participation of traditional leadership in governance and in development programmes Support the implementation of initiatives to strengthen cooperative relations. Coordinate the operations of intergovernmental relations structures Monitor and report on the functioning of traditional leadership structures. Support the implementation of Intergovernmental Relations projects.

ENQUIRIES : Ms N Nkosi Tel No: (012) 336 5844

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, Pretoria.

FOR ATTENTION : Director: Human Resource Management