

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 : 10 February 2023

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 02/95 : **ACCOUNTING CLERK: FINANCIAL MANAGEMENT REF NO: 2023/01**

SALARY : R181 599 per annum (Level 05)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate with accounting/mathematics as a passed subject. A Degree or National Diploma in Accounting/Business Administration or equivalent with accounting as a passed subject will serve as an added advantage. A valid drivers licence. Generic competencies: Finance, problem solving and client orientation and customer focus. Technical competencies: Public Finance Management Act (PFMA), Treasury Regulations, general ledger reconciliation and analysis, Knowledge of travel and subsistence, Basic Accounting System (BAS) and PERSAL System.

DUTIES : The successful candidate will perform the following duties: Capturing, reconciling, updating bank details and ensuring that payments are made within 30 days. Responsible for all queries in respect of BAS and PERSAL payments. Responsible for the reconciliation of monthly IRP5 payments with payments to the South African Revenue Services. Liaising with clients and resolving queries related to payments. Maintenance and clearing of salary suspense account. Responsible for accounts receivable, accounts, journalise, reconcile, and prepare payments. Handling of salary claims as well as the clearance of all suspense accounts and payments enquiries and payments from other departments.

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

APPLICATIONS : Please forward your application for the above position via post to: Director General, Private Bag X22, Arcadia, Pretoria, 0183 or hand-delivery: 509 Pretorius Street, Pencardia 1 Building, 2nd Floor, Arcadia.

FOR ATTENTION : Director: Human Resource Management

POST 02/96 : **ADMINISTRATIVE ASSISTANT/COMMITTEE COORDINATOR REF NO: 2023/02**
Secretariat: National House of Traditional & Khoi-San Leaders (12 months contract)

SALARY : R181 599 per annum, plus 37% in lieu of benefits

- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification plus a certificate in Office Management/Secretarial Studies with at least one (1) year experience in office management and administration. A post-Matric qualification will serve as an added advantage. Core competencies: Client orientation and customer focus. Communication (written & verbal). Honesty and integrity. Planning and organizing. Telephone etiquette. Computer literacy. Technical Competencies: Office management and administration, secretarial functions and general administration.
- DUTIES** : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents in the unit: Receive and distribute documents to members of the NHTKL. Record documents in the appropriate registers. File and manage the paperwork of the committees. Establish effective document tracking systems. Provide secretarial support services to the House: Co-ordinate and prepare documentation for Committee meetings/ workshops/public hearing and outreaches. Coordinate meetings of committees. Compile agenda, attendance registers, minutes and reports. Draft memoranda and any other correspondence as directed by committees. Manage the diaries of the committee Chairperson. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops, public hearing and conferences for the committees. Manage the telephone and communication systems in the office. Purchase and order stationery and equipment. Manage inventory and equipment within the office. Make copies, fax and email documents as required.
- 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