

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 March 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 only 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

POST 06/167 : **ASSISTANT DIRECTOR: PARTNERSHIPS REF NO: 2023/03**

SALARY : R393 711 per annum
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's Degree in Public Administration/ Development Studies or equivalent relevant qualification at NQF level 6/7 plus 3-5 years' relevant experience in the field of development/stakeholder relations/partnerships. Experience in policy analysis, implementation, and monitoring and evaluation will be an added advantage. A valid driver's licence. Generic competencies: Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication (written & verbal) skills. Technical competencies: Knowledge of government systems, processes and local governance, Knowledge of the Traditional and Khoi-San Leadership Act, Act No.3 of 2019, Coordination and facilitation skills, Monitoring and evaluation techniques and skills, Research and policy analysis, Data analysis, analytics and interpretation, Report writing and presentation skills, Advanced computer literacy (database management, Word, EXCEL and Powerpoint) skills.

DUTIES : The successful candidate will perform the following duties: Development policy frameworks on partnerships between Traditional and Khoi-San Leadership, and spheres of government, business sector and civil society; Develop and review frameworks to support the institution of Traditional and Khoi-San Leaders through partnerships; Establish and manage an electronic partnerships database; Develop report on the procurement and management of partnerships in Traditional and Khoi-San Leaders; Assist and provide support to the Traditional and Khoi-san Leadership structures in participating in socio-economic development programmes.

ENQUIRIES : Mr K Manganyi Tel No: (012) 334 4949
APPLICATIONS : Applications may be posted to: Human Resource Management Directorate, 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

POST 06/168 : **PERSONAL ASSISTANT: RESEARCH, POLICY & LEGISLATION REF NO: 2023/04 (X1 POST)**

SALARY : R269 214 per annum
CENTRE : Pretoria

REQUIREMENTS : A Secretarial Diploma or equivalent qualification. A post-Matric qualification in Office Administration or relevant qualification at NQF level 6 will serve as an added advantage. 3-5 years' experience in rendering administration support to a senior manager. Good communication skills and the ability to communicate well with people at different levels and from different backgrounds. Generic Competencies: Client orientation and customer focus, communication, honesty and integrity. Technical Competencies: Office management and administration, secretarial functions and office administrative systems and good telephone etiquette, sound organizational skills.

DUTIES : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents in the Branch: Receive and distribute documents. Record documents in the appropriate registers. File and manage paperwork of the office of the Branch manager. Establish effective document tracking systems. Provide secretarial support services: Co-ordinate and prepare documentation for meetings/workshops. Compile minutes/reports. Draft memoranda and any other correspondence. Manage the diary of the Branch manager: Arrange appointments and record events in the diary. Promote effective diary co-ordination in an electronic or at least on a manual system. Provide administrative support services: Ensure the effective flow of information and documents to and from the office of the Branch manager. Ensure the safekeeping of all documentation in the office in line with relevant legislation and policies. Obtain inputs, collate and compile reports, e.g Progress reports, monthly reports, management reports. Respond to enquiries received from internal and external stakeholders. Arrange logistics and related activities for travel, meetings, workshops and conferences. Manage the telephone and communication systems in the office. Purchase and order stationery and equipment. Manage inventory and equipment within the unit. Make copies, fax and email documents as required. Provide administration support to the Branch manager: Scrutinise documents to determine actions/information/other documents required for meetings. Collect and compile all necessary documents for the Branch manager to inform him/her on the contents. Record minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepare briefing notes for the Branch manager as and when required. Coordinates logistical arrangements for meetings.

ENQUIRIES : Ms L Motlhala Tel No: (012) 336 5824
APPLICATIONS : Applications may be posted to: Directorate: 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.

POST 06/169 : **ADMINISTRATIVE ASSISTANT (LINKED TO TERM OF OFFICE OF THE COMMISSION ON KHOI-SAN MATTERS) REF NO: 2023/05 (X2 POSTS)**

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 for the Commission: Receive and distribute documents to members of the Commission on Khoi-San matters. Record documents in the appropriate registers. File and manage the paperwork of the Commission. Establish effective document tracking systems. Provide secretarial support services to the Commission: Co-ordinate and prepare documentation for the Commission's meetings/ workshops/public hearing and outreaches. Compile agenda, attendance registers, minutes and reports. Draft memoranda and any other correspondence as directed by the

Secretariat or Commission. Manage the diaries of the Commission, Promote effective diary co-ordination. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops, public hearing and conferences. 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 T Ramsumair Tel No: 012 334 5841
- APPLICATIONS** : Applications may be posted to: Directorate: 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
- POST 06/170** : **DATA CAPTURER (LINKED TO TERM OF OFFICE OF THE COMMISSION ON KHOI-SAN MATTERS) REF NO: 2023/06 (X1 POST)**
- SALARY** : R151 884 per annum, plus 37% in lieu of benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification at NQF level 4 with at least one (1) year experience in data capturing and/or data management. Knowledge and experience in MS Excel and Access. Ability to capture data and collect statistics. A post-Matric qualification will serve as an added advantage. Core competencies: Job knowledge. Interpersonal relations. Flexibility. Teamwork. Communication (verbal and written). Technical Competencies: Advanced computer literacy. Typing proficiency. Report writing. Planning and organizing.
- DUTIES** : The successful candidate will perform the following duties: Capture data from available records into required formats e.g databases, tables, spreadsheet. Maintain data quality. Verify, query missing data and errors observed during data entry. Review and validate all data from the records. Ensure data backups. Update registers and statistics. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide secretarial and administrative support to the Commission.
- ENQUIRIES** : Ms T Ramsumair Tel No: 012 334 5841
- APPLICATIONS** : Applications may be posted to: Directorate: 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