

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.

- APPLICATIONS** : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building.
- FOR ATTENTION** : Director: Human Resource Management
- CLOSING DATE** : 07 April 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 ss1 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 POST

- POST 10/139** : **ASSISTANT DIRECTOR: ANTHROPOLOGICAL & GENEALOGICAL SERVICES RESEARCHER REF NO: 2023/07**
- SALARY** : R393 711 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree or equivalent qualification in Anthropology/ History/ Political Science or Public Policy or any other relevant Social Science qualification NQF level 7 plus 3 years relevant experience in anthropological/historical/genealogical/policy research. A valid driver's licence. Core competencies: Project Management; Problem solving and analysis; Planning and organising; Client orientation and customer focus; Research and analytical thinking; and Communication (Verbal and written). Technical competencies: Anthropological research skills; Knowledge of traditional leadership and it's institutions; Report writing and presentation skills and proficiency in MS EXCEL, Powerpoint and MS Word.
- DUTIES** : The successful candidate will perform the following duties: Conduct anthropological, genealogical, historical and policy research for the traditional affairs sector. Support the documentation of customary laws of succession and genealogies for Traditional and Khoi-San leadership. Gather and maintain a database of research conducted in respect of the institution of traditional and Khoi-San leadership. Provide support in the development and implementation of the Traditional Affairs Research Agenda. Write research reports, presentations and/or short study-briefs for non-research audiences. Facilitate implementation of research recommendations.
- ENQUIRIES** : Ms W Khuzwayo Tel No: (012) 336 5835