

## 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** : 09 June 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 17/90** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 2023/15**  
(12 months contract)

**SALARY** : R811 560 per annum, (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  
: An appropriate Bachelor's degree or equivalent qualification in Internal Auditing plus 3-5 years' experience in an Internal Auditing environment at ASD level (Junior Management). Supervisory experience. Generic competencies: - Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, Computer literacy and communication. Technical competencies: Operational and performance audits, Risk management and auditing practices, knowledge of The Public Finance Management Act, Treasury Regulations, Corporate governance, Development of policies and strategies. Knowledge about teammate audit software.

**DUTIES** : The successful candidate will perform the following duties: Manage and implement operational or strategic plans, policies and procedures and internal audit methodology, Perform and manage the audits to ensure that professional standards are maintained in the planning, execution, reporting and monitoring, Manage and prepare draft audit reports and discuss value-adding recommendations with relevant management, Review the main audit findings on the Department and effect corrective action, Examine, evaluate and improve the systems of control and risk management process.

**ENQUIRIES APPLICATIONS** : Mr JJ Appel Tel No: (012) 334 4974  
: 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 NOTE** : Director: Human Resource Management  
: Indians, Coloureds, Females and Persons with Disabilities are encouraged to apply.

- POST 17/91** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 2023/16**  
(12 months Contract)
- SALARY** : R424 104 per annum, (all-inclusive remuneration package), plus 37% in lieu of benefits.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's degree or equivalent qualification in Internal Auditing at NQF level 7 plus 3-5 years' experience in an Internal Auditing environment  
Generic competencies: Service delivery innovation, problem solving and analysis, client orientation and customer focus, computer literacy, communication. Technical competencies: Operational and performance audits, risk management and auditing practices, knowledge of the Public Finance Management Act, Treasury Regulations, development of policies and teammate audit software.
- DUTIES** : The successful candidate will perform the following duties: Provide inputs and implement operational or strategic plans, policies, procedures and internal audit methodology, conduct audits and investigations for the Department as required by the audit standards, draft reports and discuss the audit findings with the supervisor and management, follow-up on internal audit findings recommended for management actions.
- ENQUIRIES** : Mr JJ Appel Tel No: (012) 334-4974
- 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** : Ms L Motlhala
- NOTE** : Indians, Coloureds, Females and Persons with Disabilities are encouraged to apply.
- POST 17/92** : **ADMINISTRATIVE ASSISTANT REF NO: 2023/17**  
Chief Directorate: Office of the Director-General
- SALARY** : R202 584 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification with appropriate experience in office management and administration. A post-Matric qualification will serve as an added advantage. Core competencies: Client orientation and customer focus. Communication. Honesty and intergrity. 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 line functions in the Office of the Director-General Chief Directorate: Receive and distribute documents. Record documents in the appropriate various line functions registers. File and manage the paperwork of line functions in the ODG. Establish effective document tracking systems. Provide secretarial support services for line functions in the Office of the Director-General Chief Directorate: Co-ordinate and prepare documentation for meetings/ workshops. Compile minutes/ reports. Draft memoranda and any other correspondence. Manage diaries of heads of Directorates: 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: Arrange logistics and related activities for travel, meetings, workshops and conferences. Purchase and order stationery and equipment. Manage inventory and equipment line functions in the Office of Director-General Chief Directorate. Make copies, fax and email documents as required.
- ENQUIRIES** : Mr J Mashishi Tel No: 012 334 4802
- 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
- NOTE** : Whites, Indians, Coloureds and Persons with Disabilities are encouraged to apply.