

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 : 23 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 applicants 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 19/82 : **BRANCH COORDINATOR: OFFICE OF THE DEPUTY DIRECTOR-GENERAL REF NO: 2023/18**
Research, Policy & Legislation Branch

SALARY : R424 104 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : A 3-Years National Diploma or Bachelor's degree in Public Administration/Management or Business Administration or Legal or Public Policy or Development Studies or BCom or Financial Management or any other relevant Social Sciences qualification or equivalent (NQF 6/7 as recognised by SAQA). A valid driver's licence. A minimum of 5 years' experience in providing administrative support to a Senior Manager. Proficiency in MS Excel, MS PowerPoint and MS Word Generic competencies: - Programme and Project Management, Problem solving and Decision making, Planning and organising, Client orientation and customer focus, Coordination, Diversity Management and Excellent communication skills (verbal & written). Technical competencies: In depth knowledge of Executive Office management, Advanced computer proficiency, Coordination and Consolidation of documents and Report writing.

DUTIES : The successful candidate will perform the following duties: Provide effective administrative support to the office of the Deputy Director-General. Coordinate Branch compliance matters. Coordinate, integrate and manage operations and activities of the Branch. Coordinate the compilation of monthly, quarterly, and annual reports for the branch. Facilitate and coordinate the implementation of decision taken in Branch meetings. Manage financial resources in the office of the Deputy Director-General.

ENQUIRIES : Ms E Mangena Tel No: (012) 334 4635

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

NOTE : Indians, Coloureds, Whites, Females and Persons with Disabilities are encouraged to apply.

POST 19/83 : **BRANCH COORDINATOR: OFFICE OF THE DEPUTY DIRECTOR-GENERAL REF NO: 2023/19**
Institutional Support & Coordination Branch

SALARY : R424 104 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A 3-Years National Diploma or Bachelor's degree in Public Administration/Management or Business Administration or Public Policy or Development Studies or BCom or Financial Management or any other relevant Social Sciences qualification or equivalent (NQF 6/7 as recognised by SAQA). A valid driver's licence. A minimum of 5 years' experience in providing administrative support to a Senior Manager. Proficiency in MS Excel, MS PowerPoint and MS Word Generic competencies: - Programme and Project Management, Problem solving and Decision making, Planning and organising, Client orientation and customer focus, Coordination, Diversity Management and Excellent communication skills (verbal & written). Technical competencies: In depth knowledge of Executive Office management, Advanced computer proficiency, Coordination and Consolidation of documents and Report writing.

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ENQUIRIES : Ms E Mangena Tel No: (012) 334 4635
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
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POST 19/84 : **ASSISTANT DIRECTOR: SKILLS DEVELOPMENT REF NO: 2023/20**
Institutional Support & Coordination Branch

SALARY : R424 104 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A 3-Years National Diploma or bachelor's degree in Human Resource Development, Human Resource Management, Development Studies, or equivalent qualification at NQF 6/7 as recognised by SAQA. Certificates as Assessor and Moderator, Skills Development Facilitators would serve as Advantage. A valid driver's licence. 3-5 years' relevant experience in training and development. Proven experience in capacity building, conducting presentations and report writing. Good presentation skills. Ability to speak Nguni Languages will serve as an added advantage. Extensive travelling. Computer literacy (MS Word, EXCEL, PowerPoint). Generic competencies: - Programme and Project Management, Problem solving and Analysis, Planning and organising, Client orientation and customer focus, Coordination, Diversity Management, Research and analytical thinking, Team Leadership and Excellent communication skills (verbal & written). Technical competencies: In depth knowledge of Education, Training and Development (ETD) and skills development, Skills Development and Skills Levies Act, Training facilitation skills, Presentation skills, Curriculum and standard development, National Skills Development Strategy; Standards, practices, processes and procedures; The System of traditional and Khoi-San affairs; Traditional affairs policies and legislation and Methods to analyse issues and trends pertinent to the mandate of Traditional Affairs.

DUTIES : The successful candidate will perform the following duties: Provide support in the co-ordination and facilitation of capacity building programmes for the traditional and khoi-san Leadership institution. Provide logistical support for capacity building intervention. Assist in the development of reports for the Directorate. Oversee the administration management function of the Directorate. Compile submissions for all capacity building. Interventions. Consolidate and analyse capacity building intervention reports. Develop and maintain Capacity Building training schedules. Assist with the implementation of capacity building programmes.

ENQUIRIES
APPLICATIONS

: Mr M Molepo Tel No: (012) 336 5814
: 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
NOTE

: Director: Human Resource Management
: Indians, Coloureds, Whites, Females and Persons with Disabilities are
encouraged to apply.