

## 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** : 14 July 2023 at 16H00

**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 22/227** : **ADMINISTRATIVE ASSISTANT REF: 2023/18**  
Chief Directorate: Capacity Building & Institutional Development

**SALARY** : R202 233.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 Capacity Building & Institutional Development (CB&ID) 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 CB&ID. Establish effective document tracking systems. Provide secretarial support services for line functions in the CB&ID 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 CB&ID Chief Directorate. Make copies, fax and email documents as required.

**ENQUIRIES** : Mr M Molepo/Ms A Tshivhase-Kharibe, tel. (012) 334-4974/(012) 395 4625

**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** : Youth, Whites, Indians, Coloureds and Persons with Disabilities are encouraged to apply.
- POST 22/228** : **ADMINISTRATIVE ASSISTANT REF: 2023/19**  
(12 months contract)  
Internal Audit Directorate
- SALARY** : R202 233.per annum + 37% in lieu of service benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification with appropriate experience in providing support within in Internal Audit environment. A post-Matric qualification in Internal Audit 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 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 line function: Receive and distribute documents. Record documents in the appropriate registers. File and manage the paperwork. Establish effective document tracking systems. Provide support services: Co-ordinate and prepare documentation for meetings/ workshops. Compile minutes/ reports. Draft memoranda and any other correspondence. Provide administrative support services: Provide assistance in maintaining proper audit files and records. Make copies, fax and email documents as required. Provide support and assistance to Internal Auditors in performing audits.
- ENQUIRIES** : Mr JJ Appel, tel. (012) 334-4974  
**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** : Youth, Whites, Indians, Coloureds and Persons with Disabilities are encouraged to apply.