

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.

CLOSING DATE : 08 November 2024

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.

MANAGEMENT ECHELON

POST 38/23 : **CHIEF DIRECTOR: RESEARCH & INFORMATION MANAGEMENT REF NO: 2024/21**
Research, Policy & Legislation Branch

SALARY : R1 436 022 per annum (Level 14), (an 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 : Pretoria

REQUIREMENTS : A degree or equivalent qualification (NQF7) in Law or Public Administration or Public Policy or Anthropology or equivalent relevant qualification plus 5 years' experience at senior management level. Experience in the institution of traditional and Khoi-San leadership and specialised knowledge of customary law research will serve as an added advantage. Certificate for entry into the Senior Management Services (SMS). A valid/drivers license. Core competencies: Strategic capacity and leadership, people management and empowerment, programme and project management, change management and Financial Management. Technical competencies: Customary Law, Research, legislation interpretation, implementation and Information Management. Process competencies: Knowledge management. Service delivery innovation, Problem solving and analysis, Client orientation, customer focus and communication.

DUTIES : The successful candidate will perform the following duties: Oversee and manage research on customary laws, customs and customary practices of Traditional and Khoi-San royal families and communities; Oversee, manage and coordinate the documentation of customary laws of succession and genealogies; Oversee and manage the monitoring of legislation in respect of the administration of claims/applications for recognition and withdrawal of Traditional and Khoi-San Communities and leaders; Oversee and manage the monitoring of legislation in respect of the administration of traditional and Khoi-San leadership succession disputes Oversee and manage the monitoring of traditional affairs legislation implementation and compliance in respect of customary laws and customs, of traditional and Khoi-San leadership succession disputes; Oversee the management of information and Databases for legislation implementation in respect of recognised traditional and Khoi-San communities and leaders, customary initiation practices, applications/claims for recognition and withdrawal of Khoi-San communities and leaders and leadership succession disputes; Provide support to the institution of traditional and Khoi-San leadership and relevant statutory structures/committees in respect of research on traditional and Khoi-San communities customary laws, customs and resolution of leadership succession disputes. Oversee and manage financial and human resources of the Chief Directorate.

ENQUIRIES : Ms RS Mogaladi Tel No: (012) 395 4972/ (012) 334 0549

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 or email to DTARRecruit2014.21@cogta.gov.za

FOR ATTENTION : Director: Human Resource Management

<u>POST 38/24</u>	:	<u>CHIEF DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL REF NO: 2024/22</u>
<u>SALARY</u>	:	R1 436 022 per annum (Level 14), (an 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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A Bachelor's degree or equivalent qualification (NQF7) in Public Administration/Management or any relevant qualification in the public administration fields plus 5 years' experience at senior management level. A relevant qualification at NQF level 8 as well as experience serving in an office of an Accounting Officer/Head of Department will serve as an added advantage. A Certificate for entry into the Senior Management Services (SMS). Understanding of the institution of traditional leadership and its protocols. A valid/driver's license. Core competencies: Strategic capacity and leadership, people management and empowerment, programme and project management, change management and Financial Management, Technical competencies: Government Policies. Government frameworks on public service transformation. Stakeholder relations. Monitoring and Evaluation. Corporate Planning. Public policy analysis. Process competencies: Knowledge management. Service delivery innovation, Problem solving and analysis, Client orientation, customer focus and communication (written and spoken).
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Provide leadership and advice in the Office of the Director-General. Provide leadership and guidance on corporate secretariat services. Provide leadership and guidance on co-ordination and delivery of communication activities for the Department. Provide leadership and guidance on Corporate Planning, Monitoring, Reporting and Evaluation in the Department. Manage financial and human resources in the office of the Director-General. Travel extensively.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L Motlhala Tel No: (012) 3365824 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, 2 nd Floor Pencardia 1 Building or email to DTARRecruit2014.22@coqta.gov.za
<u>FOR ATTENTION</u>	:	Director: Human Resource Management
<u>POST 38/25</u>	:	<u>DIRECTOR: PARTNERSHIPS REF NO: 2024/23</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (an 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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A degree or equivalent qualification (NQF7) in Public Administration/Management or any relevant qualification in the public administration fields plus 5 years' experience at senior management level. A relevant qualification at NQF level 8 as well as experience serving in an office of an Accounting Officer/Head of Department will serve as an added advantage. A Certificate for entry into the Senior Management Services (SMS). Understanding of the institution of traditional leadership and its protocols. A valid/driver's license. Core competencies: Strategic capacity and leadership, people management and empowerment, programme and project management, change management and Financial Management, Technical competencies: Knowledge of government policies, systems processes and local government. Coordination and facilitation skills. Monitoring and evaluation techniques and skills. Research and policy analysis. Data analysis and interpretation. Report writing and presentation skills. Advanced computer literacy. Process Competencies: Knowledge management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (written and spoken).
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Develop policy frameworks to facilitate partnerships among traditional leadership, government, business, and civil society. Develop and review support frameworks to strengthen traditional leadership through effective partnerships. Establish and manage a secure electronic database to track partnerships between various stakeholders. Monitor the implementation of partnership agreements to ensure they meet established goals and objectives. Develop detailed reports on the procurement and management of partnerships in compliance with the Traditional and Khoi-San Leadership Act. Provide assistance and support to traditional leadership for active participation in socio-economic development programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr L Morule Tel No: (012) 3365816 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, 2 nd Floor Pencardia 1 Building or email to DTARRecruit2014.23@coqta.gov.za
<u>FOR ATTENTION</u>	:	Director: Human Resource Management