

DEPARTMENT OF TRADITIONAL AFFAIRS

It is the intention to promote representivity in the Department through the filling of this position. The candidature of applicants from designated groups especially in respect of people with disabilities and youth will receive preference.

- 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 DTARecruit202509@cogta.gov.za
- FOR ATTENTION** : Director: Human Resource Management
- CLOSING DATE** : 05 September 2025
- 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. Only shortlisted candidates will submit relevant documents. Applicants should submit CV and Z83 only. Shortlisted candidates will be required to submit certified copies a day before the interview date. Persons with a disability are encouraged to apply. It is the applicant's responsibility 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 all information and attachments in support of the application are 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 30/53** : **ADMINISTRATIVE ASSISTANT REF NO: 2025/09 (X1 POST)**
Contract post linked to term of Office of the Commission on Khoi-San Matters
- SALARY** : R228 321 per annum, plus 37% in lieu of benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification plus a certificate in Office Management/Secretarial Studies. Fluent in Afrikaans. Core competencies: Client orientation and customer focus. Communication (written & verbal). Honesty and integrity. 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 the Commission: Receive and distribute documents to members of the Commission on Khoi-San matters. Record documents in the appropriate registers. File and manage the paperwork of the Commission. Establish effective document tracking systems. Provide secretarial support services to the Commission: Co-ordinate and prepare documentation for the Commission's meetings/ workshops/public hearing and outreaches. Compile agenda, attendance registers, minutes and reports. Draft memoranda and any other correspondence as directed by the Secretariat or Commission. Manage the diaries of the Commission, Promote effective diary co-ordination. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops, public hearing and conferences. Manage the telephone and communication systems in the office. Purchase and order stationery and equipment. Manage inventory and equipment within the office. Make copies, fax and email documents as required.
- ENQUIRIES** : Adv. K Maphalle Tel No: (012) 336 5824