

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 : 27 February 2026

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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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 POSTS

POST 05/323 : **RESEARCHER REF NO: 2026/03**
Contract linked to term of office of the Commission on Khoi-San Matters ending 31 August 2026

SALARY : R468 459 per annum (Level 09), plus 37% in lieu of service benefits
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification of a Bachelor's degree or equivalent qualification in Social Sciences/Anthropology/ History/ Political Studies/ Public or Development Studies/Public Policy or any relevant qualification at NQF level 7 plus a minimum of 3 years' experience in social sciences/anthropological and/or historical research and genealogical services. A valid driver's licence. Fluent in English. Core competencies: Project Management; Time Management, Problem solving and analysis; Planning and organising; Critical Thinking & Analysis, Information Literacy, Data Management, Client orientation and customer focus; Research and analytical thinking; and Communication (Verbal and written), Technical competencies: Social Sciences/Anthropological and/historical research skills; Knowledge of Khoi-San history; Planning, Literature Review, Problem-Solving, Research Report writing, presentation skills and computer literacy.

DUTIES : The successful candidate will perform the following duties: Conduct anthropological and historical research on applications for recognition of Khoi-San communities and leaders in support of the Commission on Khoi-San Matters; document customary laws of succession, customs and genealogies of Khoi-San communities and leadership in respect of the applications for recognition in support of the Commission on Khoi-San Matters. Willingness to travel extensively.

ENQUIRIES : Dr N April Tel No: (012) 336 5841
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 DTARecruit202603@cogta.gov.za

FOR ATTENTION : Director: Human Resource Management

<u>POST 05/324</u>	:	<u>ADMINISTRATIVE ASSISTANT/COMMITTEE COORDINATOR REF NO: 2026/04</u>
		Section: Secretariat: National House of Traditional & Khoi-San Leaders
<u>SALARY</u>	:	R 228 321 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate or equivalent qualification plus a certificate in Office Management/Secretarial Studies. A post-Matric qualification will serve as an added advantage. 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.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents in the unit: Receive and distribute documents to members of the NHTKL. Record documents in the appropriate registers. File and manage the paperwork of the committees. Establish effective document tracking systems. Provide secretarial support services to the House: Co-ordinate and prepare documentation for Committee meetings/ workshops/public hearing and outreaches. Coordinate meetings of committees. Compile agenda, attendance registers, minutes and reports. Draft memoranda and any other correspondence as directed by committees. Manage the diaries of the committee Chairperson. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops, public hearing and conferences for the committees. 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.
<u>ENQUIRIES</u>	:	Ms R Zungu Tel No: (012) 336 5852
<u>APPLICATIONS</u>	:	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 DTARecruit202604@cogta.gov.za
<u>FOR ATTENTION</u>	:	Director: Human Resource Management
<u>NOTE</u>	:	EE Target: Youth, Whites, Indians, Coloureds, and Persons with Disabilities are encouraged to apply.