

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.

<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 DTARRecruit202605@cogta.gov.za
<u>FOR ATTENTION</u>	:	Director: Human Resource Management
<u>CLOSING DATE</u>	:	06 March 2026
<u>NOTE</u>	:	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 a CV and a 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 POST

<u>POST 06/69</u>	:	<u>DEPUTY DIRECTOR: LEGISLATION REF NO: 2026/05</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (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 in Law/Policy Development & management/Public Policy or equivalent qualification at NQF level 7 plus 5 years' experience at junior management/Assistant Director level with relevant experience in legislation or policy drafting. A valid driver's licence. Core and process competency: Strategic Capacity and leadership, Financial Management, Programme and Project Management; Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, computer literacy and communication, Communication (Verbal and written). Technical competencies: Legislation and Policy research and analysis; Legislative and policy drafting and reviewing; Traditional Leadership and Governance Framework; policy and legislation interpretation, National, Provincial and local government systems.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Conduct research related to traditional affairs legislation, regulations, policies and guidelines. Develop and review sector legislation, regulations, policies and guidelines. Facilitate the parliamentary process for traditional affairs legislation and regulations. Provide support in the interpretation and enabling implementation of approved or existing legislation. Provide administrative and financial support to the Directorate.
<u>ENQUIRIES</u>	:	Dr S Singh Tel No: (012) 334 5857