

## 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.*

- 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 DTARecruit202608@cogta.gov.za
- FOR ATTENTION** : Director: Human Resource Management
- CLOSING DATE** : 30 June 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 POST

- POST 20/112** : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING & REPORTING REF NO: 2026/08**
- SALARY** : R932 292 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.
- CENTRE** : Pretoria
- REQUIREMENTS** : A three year Bachelor's degree in Accounting or Financial Management or equivalent qualification at NQF level 7 plus 5 years' experience at junior management / Assistant Director level with relevant experience in the financial field. A valid driver's licence. Core competencies: Strategic Capacity and leadership, Financial Management, Programme and Project Management; change management. Process Competencies: Knowledge 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: Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, General Accepted Accounting Practices (GAAP), Basic Accounting System (BAS), PERSAL system, General ledger reconciliation and analysis, compilation of financial statements, revenue management and debtors control and creditors payments.
- DUTIES** : The successful candidate will perform the following duties: Develop and facilitate the review of financial accounting policies and internal controls. Management Departmental revenue collection; debt management; bank account and reconciliation of key accounts. Implementation of all accounting and bookkeeping functions. Manage the Department's expenditure and

payment systems. Render salary administration and cash flow management. Render effective internal financial controls and implementation of financial policies and procedures. Manage month-end and financial year closures and payroll. Prepare Annual Financial Statements of the Department. Attend and respond to audit queries and accounting queries by National Treasury. Manage and supervision of officials. The successful candidate will also support the National House of Traditional & Khoi-San Leaders.

**ENQUIRIES**

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Mr L Motlhabedi Tel No: (012) 065-3440