

## 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. Whites, Coloured, Indians, youth and Persons with Disabilities are encouraged to apply.*

- CLOSING DATE** : 03 July 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 21/175** : **ASSISTANT DIRECTOR: SKILLS DEVELOPMENT REF NO: 2026/09**  
Institutional Support & Coordination Branch
- SALARY** : R487 197 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree in Human Resource Development, Human Resource Management, Development Studies, or equivalent qualification at NQF 6/7 as recognised by SAQA. Certificates as an Assessor and Moderator, Skills Development Facilitators would serve as Advantage. A valid driver's licence. 5 years' relevant experience in training and development. Multilingual in south African languages would serve as advantage. Proven experience in capacity building, conducting presentations and report writing. Good presentation skills. Extensive travelling. Computer literacy (MS Word, EXCEL, PowerPoint). Generic competencies: Programme and Project Management, Problem solving and Analysis, Planning and organising, Client orientation and customer focus, Coordination, Diversity Management, Research and analytical thinking, Team Leadership and Excellent communication skills (verbal & written). Technical competencies: In depth knowledge of Education, Training and Development (ETD) and skills development, Skills Development and Skills Levies Act, Training facilitation skills, Presentation skills, Curriculum and standard development, National Skills Development Strategy; Standards, practices, processes and procedures; The System of traditional and Khoi-San affairs; Traditional affairs policies and legislation and Methods to analyse issues and trends pertinent to the mandate of Traditional Affairs.
- DUTIES** : The successful candidate will perform the following duties: Provide support in the co-ordination and facilitation of capacity building programmes for the traditional and khoi-San Leadership institution. Provide logistical support for capacity building intervention. Assist in the development of reports for the Directorate. Oversee the administration management function of the Directorate. Compile submissions for all capacity building Interventions. Consolidate and analyse capacity building intervention reports. Develop and

maintain capacity-building training schedules. Assist with the implementation of capacity building programmes.

**ENQUIRIES APPLICATIONS** : Mr M Molepo Tel No: (012) 065 3488  
 : 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 DTARecruit202609@cogta.gov.za

**FOR ATTENTION** : Director: Human Resource Management

**POST 21/176** : **ASSISTANT DIRECTOR: PARTNERSHIPS REF NO: 2026/10**  
 Institutional Support & Coordination Branch

**SALARY CENTRE REQUIREMENTS** : R487 197 per annum (Level 09)  
 : Pretoria  
 : A Bachelor's Degree in Public Administration, Public Management, Development Studies, Social Sciences or equivalent relevant qualification at NQF level 7 plus 3-5 years' relevant experience in the Public Service in the field of development, and/or stakeholder relations and partnerships. Experience in policy analysis, implementation, and monitoring and evaluation will be an added advantage. A valid driver's licence. Generic competencies: Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication (written & verbal) skills. Technical competencies: Knowledge of government systems, processes and local governance, Knowledge of the Traditional and Khoi-San Leadership Act, Understanding of socio-economic development and community development frameworks. Coordination and facilitation skills, monitoring and evaluation techniques and skills, research and policy analysis, data analysis, analytics and interpretation, development and management of partnerships and Memoranda of Agreement (MoAs). Report writing and presentation skills, Advanced computer literacy (database management, Word, Excel, and PowerPoint) skills.

**DUTIES** : The successful candidate will perform the following duties: Development policy frameworks on partnerships between Traditional and Khoi-San Leaders, spheres of government, business sector and civil society. Develop and review frameworks to support the institution of Traditional and Khoi-San Leaders through partnerships. Establish and manage an electronic database between the various stakeholders. Develop report on the procurement and management of partnerships in Traditional and Khoi-San Leaders. Assist and provide support to the Traditional and Khoi-San Leaders structures to participate in socio-economic development programmes.

**ENQUIRIES APPLICATIONS** : Mr. M Mpsi Tel No: (012) 065 3426  
 : Applications may be posted to: Human Resource Management Directorate, 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 DTARecruit202610@cogta.gov.za

**FOR ATTENTION** : Director: Human Resource Management

**POST 21/177** : **ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: 2026/11**  
 Institutional Support & Coordination Branch

**SALARY CENTRE REQUIREMENTS** : R487 197 per annum (Level 09)  
 : Pretoria  
 : A Bachelor's degree or equivalent qualification in Public Administration, Public Management, Development Studies, Social Sciences, International Relations or equivalent relevant qualification at NQF level 7 plus 3-5 years relevant experience in the Public Service, Intergovernmental Relations, Stakeholder Relations, Cooperative Governance, Local Government, Policy Analysis, implementation or a related environment. Experience in traditional affairs and monitoring and evaluation will be an added advantage. A valid driver's license. Generic Competencies: Applied strategic thinking, Problem solving and decision making, Service Delivery Innovation, Stakeholder engagement and relationship management, Project management, Team leadership, Client orientation and customer focus, Diversity management, Computer literacy and communication and Information Management. Technical Competencies: Knowledge of government systems and processes. Knowledge of the Traditional and Khoi-San Leadership Act; Knowledge and understanding of

local government legislation and governance structures. Knowledge of stakeholder participation mechanisms within municipal planning processes. Coordination and facilitation skills; Secretariat support and meeting management. Monitoring and evaluation techniques and skills; Research and policy analysis; Data analysis and interpretation; Report writing and presentation skills.

**DUTIES**

: The successful candidate will perform the following duties: Coordinate the implementation of the intergovernmental relations structures, provide secretariat support to Joint Steering Committees, workstreams and intergovernmental forums involving government and traditional leadership stakeholders. Provide technical support in the development, implementation, review and analysis of policies, strategies, frameworks and programmes aimed at strengthening intergovernmental relations and cooperative governance. Facilitate the implementation and policy analysis to strengthen intergovernmental relations. Monitor and report on the effectiveness of the intergovernmental strategy. Coordinate the implementation of the intergovernmental projects. Provide support in the implementation of traditional affairs legislations and policies in relation to IGR.

**ENQUIRIES**

**APPLICATIONS**

: Ms N Lebona Tel No: (012) 065 3480

: Applications may be posted to: Human Resource Management Directorate, 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 DTARrecruit202611@cogta.gov.za