

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>CLOSING DATE</u>	:	24 July 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 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

<u>POST 24/127</u>	:	<u>DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 2026/12</u>
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria 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.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Manage the financial planning, budgeting and reporting processes of the Department; Ensure submission of credible budget inputs to National Treasury in respect of MTEF, AENE, ENE, Cash Flow and Application Roll-overs; Manage Cash Flow Projections/Monthly Drawings and ensure submission to National Treasury; Participate in the Functional Group/Cluster meetings arranged by National Treasury; Convene Departmental Budget Committee meetings; Manage, update and maintain department's budget; Make costing and funding related presentations to Budget Committee and departmental governance structures, Department's Oversight Committees and other agencies and organisations as needed; Conduct research necessary to prepare forecasts of future

financial/business conditions using multiple scenarios, review trends impacting the department; Perform cost-benefit analysis as required to assist making management decisions; Ensure compliance, implementation and maintenance of PFMA, Treasury Regulations, Instruction Notes and other financial prescripts. Coordinate the revision of policies, internal controls and improved processes: Monitor the policy and legislative framework to ensure that cognisance is taken to new developments; Develop and maintain policies and processes in line with applicable prescripts and ensure alignment with Department's strategic objective; Review efficiency and effectiveness of systems of internal controls within the Department in order to improve the integrity of financial information; Monitor compliance with financial prescripts; Evaluate strategies and processes in order to continually improve them. Monitor and manage the expenditure account: Analyse monthly department costing, funding and budgeting reports to maintain expenditure controls; Consult with Programme Managers to ensure that budget adjustments are made in accordance with policies and procedures; Monitor spending patterns and implement measures to promote adherence to budgets; Prepare monthly reports on over expenditure and under expenditure (in-year monitoring management reports); Conduct cost-benefit analysis to compare operating programmes; Monitor compliance, implementation and maintenance of PFMA, Treasury Regulations and other financial prescripts. Implement measures for improving audit outcomes and risk management: Assist in the development and monitoring of the audit action plan; Report progress on the audit plan; Review of audit files and Annual Financial Statements to ensure compliance with GRAP; Manage request for Information (RFIs) and submission of audit evidence to AGSA; Manage and resolve audit queries; Reduce exposure to risk through corporate governance; Assess risks of the sub-directorate and update the risk register; Provide oversight in the compliance to the PFMA, Treasury Regulations, departmental policies and internal control procedures; Control documentation and safeguard source documents; Management of Basic Accounting System and month end closure and financial year end processes. Manage the sub-directorate financial planning, budgeting and reporting. The successful candidate will also support the National House of Traditional & Khoi-San Leaders.

**ENQUIRIES
APPLICATIONS**

: Mr L Motlhabedi Tel No: (012) 065-3440
 : 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 DTARecruit202612@cogta.gov.za

**FOR ATTENTION
NOTE**

: Director: Human Resource Management
 : Youth and Persons with disabilities are encouraged to apply.

POST 24/128

: **DEPUTY DIRECTOR: RISK MANAGER REF NO: 2026/13**
 Office of the Director-General: Chief Directorate
 (12 months contract post)

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
REQUIREMENTS**

: Pretoria
 : A Bachelor's degree or equivalent qualification in Risk Management/Internal Auditing plus 5 years relevant experience in a Risk Management/Internal Auditing environment. A valid driver's license. Generic Competencies: Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, computer literacy and communication. Technical Competencies: Risk management and auditing practices, The Public Financial Management Act, Corporate governance, Development of policies and strategies.

DUTIES

: The successful candidate will perform the following duties: Conduct a risk assessment and a resultant risk profile of the Department; Develop and implement policies, strategies and frameworks on risk management; Align the risk management process to strategic objectives and business plans of the Department; Identify and perform risk management capacity gaps and facilitate/provide risk management training; Monitor and evaluate the status of risk management and adherence to risk management processes within the Department; Develop and implement a fraud prevention plan. Manage the business continuity function of the Department.

ENQUIRIES APPLICATIONS : Mr V Monene Tel No: (012) 065 3420
 : 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 DTARecruit202613@coqta.gov.za

FOR ATTENTION NOTE : Director: Human Resource Management
 : Youth and Persons with disabilities are encouraged to apply.

POST 24/129 : **DEPUTY DIRECTOR: INSTITUTIONAL DEVELOPMENT REF NO: 2026/14**
 Institutional Support & Coordination

SALARY : R932 292 per annum (Level 11), (an all-inclusive remuneration). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE REQUIREMENTS : Pretoria
 : Bachelor's Degree or equivalent qualification in Political Studies/Public Administration or Development Studies or equivalent qualification at NQF level 7. Five years experience at junior management (Assistant Director level) with relevant experience in traditional affairs, stakeholder management, policy analysis A valid driver's licence. Generic Competencies: Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, computer literacy and communication. Technical Competencies: Knowledge of traditional affairs sector, government systems and processes, Monitoring and evaluation techniques, Stakeholder management, Policy analysis and implementation, Report writing and presentation skills.

DUTIES : The successful candidate will perform the following duties: Develop, review and implement institutional development strategies, guidelines, frameworks and support mechanisms for the institution of Traditional and Khoi-San leadership. Monitor implementation of institutional development interventions and support programmes for Traditional and Khoi-San leadership structures. Facilitate stakeholder engagements and partnerships in support of institutional development programmes. Provide support and monitor functionality of Traditional and Khoi-San structures. Manage human resources in sub-directorate and provide support in management of financial resources. Support Traditional Affairs projects.

ENQUIRIES APPLICATIONS : Ms A Tshivhase-Kharibe Tel No: (012) 065 3487
 : 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 DTARecruit202614@coqta.gov.za

FOR ATTENTION NOTE : Director: Human Resource Management
 : Youth and Persons with disabilities are encouraged to apply.