

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.

<u>CLOSING DATE</u>	:	23 October 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 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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.

MANAGEMENT ECHELON

<u>POST 36/74</u>	:	<u>SECRETARY: COMMISSION ON KHOI-SAN MATTERS REF NO: 2026/19</u> Contract Post Linked to Term of Office of The Commission on Khoi-San Matters
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive salary package).
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Degree or equivalent qualification (NQF level 7) in Law or Public Administration or Social or Business Management Science or Public Policy or relevant qualification. Certificate for entry into the Senior Management Services (SMS). At least five years of experience in MMS/SMS management. A valid drivers license. Core competencies: Strategic capacity and leadership, people management and empowerment, programme and project management, change management and Financial Management. Technical competencies: Office management, Monitoring and evaluation Process competencies: Knowledge management. Service delivery innovation, Problem solving and analysis, Client orientation, customer focus and communication.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Manage secretariat and administrative support services for the Commission on Khoi-San leaders; Manage Secretariat and administrative support and Programmes of the Commission on Khoi-San matters. Manage the financial resources of the Commission on Khoi-San matters, Manage human resources within the Secretariat of the Commission on Khoi-San matters; Manage and oversee research support to the Commission on Khoi-San matters. Manage and supervision of staff in the Secretariat.
<u>ENQUIRIES</u>	:	Ms RS Mogaladi Tel No: (012) 065 3450
<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

FOR ATTENTION NOTE : Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or email DTARecruit202619@cogta.gov.za
: Director: Human Resource Management
: Women, Youth and Persons with disabilities are encouraged to apply.

OTHER POSTS

POST 36/75 : **DEPUTY DIRECTOR: ADMINISTRATION REF NO: 2026/20**
Contract Linked to The Term of Office of The Commission on Khoi-San Matters

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Degree in Law or Public Administration or Social or Business Management Science or Public Policy or relevant qualification on NQF level 7 with at least 5 years' experience at Assistant Director/Junior Management level plus relevant experience in office administration. A valid driver's licence. Generic competencies: Planning and organising; Coordination, Problem solving & decision making; Project Management; People Management and Empowerment; Client Orientation and Customer Focus; Team Leadership; Communication (Verbal and written). Technical competencies: Knowledge of Public Service policies and regulations; Office Management; Government systems and procedures, Records management, Report writing.

DUTIES : The successful candidate will perform the following duties: Support the Secretary of the Commission on the provision of secretariat and administrative support services of the Commission; Provide support to the Secretary of the Commission in respect of financial management within the Commission Secretariat and performance of the Commission's statutory functions; Provide support to the Secretary of the Commission in respect of effective CKSM records and database management and operations of the Commission; Supervise support staff within the Commission.

ENQUIRIES : Ms RS Mogaladi Tel No: (012) 065 3450
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 DTARecruit202620@cogta.gov.za

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

POST 36/76 : **ADMINISTRATIVE ASSISTANT REF NO: 2026/21 (X2 POSTS)**
(Linked to the term of office of the Commission on Khoi-San Matters)

SALARY : R237 453 per annum. plus 37% in lieu of benefits
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate or equivalent qualification plus a certificate in Office Management/Secretarial Studies with at least one (1) year experience in office management and administration. 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 organising. Telephone etiquette. Computer literacy. Technical Competencies: Office management and administration, secretarial functions and general administration.

DUTIES : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents for the Commission: Receive and distribute documents to members of the Commission on Khoi-San matters. Record documents in the appropriate registers. File and manage the paperwork of the Commission. Establish effective document tracking systems. Provide secretarial support services to the Commission: Co-ordinate and prepare documentation for the Commission's meetings/ workshops/public hearing and outreaches. Compile agenda, attendance registers, minutes and reports. Draft memoranda and any other correspondence as directed by the Secretariat or Commission. Manage the diaries of the Commission, Promote effective diary co-ordination. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops, public hearing and conferences. 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 RS Mogaladi Tel No: (012) 065 3450
<u>APPLICATIONS</u>	:	Applications may be posted to: Directorate: 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, Pretoria or email DTARecruit202621@cogta.gov.za
<u>FOR ATTENTION</u>	:	Director: Human Resource Management
<u>NOTE</u>	:	Youth and Persons with disabilities are encouraged to apply.
<u>POST 36/77</u>	:	<u>DATA CAPTURER REF NO: 2026/22 (X1 POST)</u> (Linked to the term of office of the Commission on Khoi-San Matters)
<u>SALARY</u>	:	R201 093 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate or equivalent qualification at NQF level 4 with at least one (1) year experience in data capturing and/or data management. Knowledge and experience in MS EXCEL and ACCESS. Ability to capture data and collect statistics. A post-Matric qualification will serve as an added advantage. Core competencies: Job knowledge. Interpersonal relations. Flexibility. Teamwork. Communication (verbal and written). Technical Competencies: Advanced computer literacy. Typing proficiency. Report writing. Planning and organising.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Capture data from available records into required formats e.g databases, tables, spreadsheet. Maintain data quality. Verify, query missing data and errors observed during data entry. Review and validate all data from the records. Ensure data backups. Update registers and statistics. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide secretarial and administrative support to the Commission.
<u>ENQUIRIES</u>	:	Ms RS Mogaladi Tel No: (012) 065 3450
<u>APPLICATIONS</u>	:	Applications may be posted to: Directorate: 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, Pretoria or email DTARecruit202622@cogta.gov.za
<u>FOR ATTENTION</u>	:	Director: Human Resource Management
<u>NOTE</u>	:	Youth and Persons with disabilities are encouraged to apply.
<u>POST 36/78</u>	:	<u>MESSENGER/DRIVER REF NO: 2026/23</u> (12-Months contract) Facilities Management
<u>SALARY</u>	:	R170 226 per annum, plus 37% in lieu of service benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 10 certificate or equivalent (NQF level 3). A valid driver's license. Five (5) years driving experience. Generic Competencies: Communication, ability to read and write Good eyesight. Team work. Technical Competencies: Operation of the equipment. Physical inspection of vehicle and interpret instructions for proper use of all control for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Transportation of work teams, documents, materials/equipment's. Detect and repair minor mechanical problems on the vehicle and take steps to have it repaired (check level and condition of oil, fuel, tyres and water). Inspection of the vehicles/equipment and report defects. Complete vehicle logbook, trip authorisation for the vehicle.
<u>ENQUIRIES</u>	:	Mr R Khalishwayo Tel No: (012) 334 5607
<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 @ DTARecruit202623@cogta.gov.za
<u>FOR ATTENTION</u>	:	Ms L Motihala