

DEPARTMENT OF TRADITIONAL AFFAIRS

The Department of Traditional Affairs is poised to play a key strategic role - not only in assisting the institution of traditional leadership to transform itself to be a central partner with Government in the development of traditional communities, including the Khoi-San communities - but also in coordinating the traditional affairs activities of this Department and those of other Government departments at National, Provincial and Local Government levels, so as to ensure that the needs of traditional and Khoi-San communities (of development, service delivery, governance, access to indigenous knowledge systems, traditional courts and indigenous law, traditional healers and indigenous languages, etc) are sufficiently met. In addition, the Department must ensure that sufficient resources (human, financial and infrastructural) are provided by the State to transform the landscape in the functional domain of the Department of Traditional Affairs. Candidature of persons whose appointment/ transfer/ promotion will promote representivity will therefore receive preference.

<u>CLOSING DATE</u>	:	27 August 2021
<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 be submitted on form Z.83 (application form) obtainable from any Public Service department and signed when submitted, and should be accompanied by a comprehensive CV, copies of qualifications, Identity document and driver's licence. Such copies need not be certified. Shortlisted candidates will be required to submit certified copies a day before the interview date. 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. 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. Thank you for the interest shown in the Department.

OTHER POSTS

<u>POST 27/39</u>	:	<u>SENIOR PERSONNER PRACTITIONER: RECRUITMENT REF NO: 2021/09</u>
<u>SALARY</u>	:	R316 719 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A degree/national diploma in Human Resource Management or equivalent qualification on level NQF 6/7 plus at least 3-5 years' relevant experience recruitment and selection. Competencies: Knowledge and understanding of enabling legislation (BCEA, EEA, PSA, PSR, CORE, PFMA, etc). Ability to perform in a pressure driven environment. Proven strong and verbal written communication skills. Sound analytical, statistical, and problem-solving skills. Knowledge of PERSAL and Vulindlela. Computer literate. Driver's licence.
<u>DUTIES</u>	:	Facilitate and implement recruitment and selection processes. Create appointments on PERSAL. Prepare and submit vacancy and employment statistics reports to the Head of Human Resources. Ensure effective implementation and compliance with relevant legislative framework and policies. Provide support on recruitment and selection processes. Coordinate employee health and wellness programmes.
<u>ENQUIRIES</u>	:	Ms L Motlhala Tel No: (012) 3365824
<u>POST 27/40</u>	:	<u>ADMIN ASSISTANT: STAKEHOLDER MANAGEMENT REF NO: 2021/10</u> (12 months contract post) Institutional Support Coordination
<u>SALARY</u>	:	R208 584 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A grade 12 certificate OR a grade 10 certificate plus 5-10 years' experience in the institution of traditional leadership Understanding of the institution of traditional leadership and its protocols Integrity and discretion in dealing with secret and confidential matters Good computer literacy A valid South African driver's licence.

DUTIES

: Provide support to promote the role of Traditional Leadership assist in enhancing unity and understanding among traditional communities Assist in promoting good working relationship within the structures of traditional leadership. Engage with relevant stakeholders in relation to the functionality within the Traditional Leadership sector. The successful candidate will be required to travel extensively.

ENQUIRIES

: Ms T Shandu Tel No: (012) 334 0783

APPLICATIONS

: Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or e-mail DTARecruitment@cogta.gov.za

FOR ATTENTION

: Director: Human Resource Management