

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>APPLICATIONS</u>	:	All 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.
<u>FOR ATTENTION</u>	:	Ms L Motlhalo
<u>CLOSING DATE</u>	:	23 May 2025
<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. 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 15/209</u>	:	<u>DEPUTY DIRECTOR: RISK MANAGER REF NO: 2025/01</u> Office of the Director-General: Chief Directorate 12 months contract post
<u>SALARY</u>	:	R896 436 per annum, (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</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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 drivers 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.
<u>DUTIES</u>	:	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 business continuity function of the Department.
<u>ENQUIRIES</u>	:	Ms C More Tel No: (012) 336 5859
<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 DTARecruit202501@cogta.gov.za
<u>FOR ATTENTION</u>	:	Director: Human Resource Management
<u>NOTE</u>	:	Indians, Coloureds, Whites, Females and Persons with Disabilities are encouraged to apply.
<u>POST 15/210</u>	:	<u>BRANCH COORDINATOR REF NO: 2025/02</u> Institutional Support & Coordination Branch
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A 3-Years Bachelor's degree in Public Administration/Management or Business Administration or Public Policy or Development Studies or BCom or Financial Management or any other relevant Social Sciences qualification or equivalent (NQF 7 as recognised by SAQA). A valid driver's licence. A minimum of 3-5 years' experience in providing administrative support to a Senior

Manager. Proficiency in MS Excel, MS PowerPoint and MS Word Generic competencies: - Programme and Project Management, Problem solving and Decision making, Planning and organising, Client orientation and customer focus, Coordination, Diversity Management and Excellent communication skills (verbal & written). Technical competencies: In depth knowledge of Executive Office management, Advanced computer proficiency, Coordination and Consolidation of documents and Report writing.

DUTIES : The successful candidate will perform the following duties: Provide effective administrative support to the office of the Deputy Director-General. Coordinate Branch compliance matters. Coordinate, integrate and manage operations and activities of the Branch. Coordinate the compilation of monthly, quarterly, and annual reports for the branch. Facilitate and coordinate the implementation of decision taken in Branch meetings. Manage financial resources in the office of the Deputy Director-General.

ENQUIRIES : Ms T Shandu Tel No: (012) 334 0783
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 DTARecruit202502@cogta.gov.za

FOR ATTENTION : Director: Human Resource Management
NOTE : Indians, Coloureds, Whites, Females and Persons with Disabilities are encouraged to apply.

POST 15/211 : **ADMINISTRATIVE ASSISTANT REF NO: 2025/03**
 Policy & Legislation Chief Directorate

SALARY : R228 321 per annum
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate or equivalent qualification with appropriate experience in office management and administration. A post-Matric qualification will serve as an added advantage. Core competencies: Client orientation and customer focus. Communication. 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 in the Policy & Legislation Chief Directorate: - Receive and distribute documents, Record documents in the appropriate various line functions registers. File and manage paperwork in the Chief Director's office. Establish effective document tracking systems. Provide secretarial support services: Coordinate and prepare documentation for meetings/ workshops, and compile minutes/ reports. Draft memoranda and any other correspondence. Manage the diary of the Chief Director: Arrange appointments and record events in the diary. Promote effective diary co-ordination in an electronic or at least on a manual system. Provide administrative support services in the Chief Directorate: Arrange logistics and related activities for travel, meetings, workshops and conferences. Purchase and order stationery and equipment. Manage inventory and equipment in the Chief Directorate. Make copies, fax and email documents as required.

ENQUIRIES : Dr S Singh Tel No: (012) 334 5857
APPLICATIONS : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand delivered to: 509 Pretorius Street, Arcadia, 2nd Floor, Pencardia 1 Building. Or DTARecruit202503@cogta.gov.za

NOTE : Indians, Coloureds, Whites, Females and Persons with Disabilities are encouraged to apply.