

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>	:	11 September 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 31/81</u>	:	<u>ASSISTANT DIRECTOR: HR ADMINISTRATION REF NO: 2026/17</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09), (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three year Bachelor's degree in Human Resource Management or Public Management or equivalent qualification at NQF level 7 plus at least 5 years' extensive relevant experience in HR conditions of service. PERSAL certificate in Leave Administration / Personnel Administration. Knowledge and experience of working on the PERSAL system. A valid driver's licence. Generic & process competencies: Computer literacy, communication skills (verbal & written), report writing skills, presentation skills, Problem solving and analysis, Client orientation and customer focus, and Communication skills (Verbal and written). Technical competencies: Knowledge and understanding Service Benefits Directives, Procurement processes and procedures, HRA policies and related legislation, Public Finance Management Act, Public Service Regulations, Public Service Act, Basic Conditions of Employment Act, Treasury Regulations, PSCBC Resolutions, PERSAL System, Income Tax Act, Protection of Personal Information.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Facilitate the administration and implementation of service conditions and benefits with regard to: Salary administration and matters related thereto ex-gratia payments, Homeowner and rental allowances, Resettlement expenditures and state guarantees, Service terminations and pension enquiries, Garnishee orders administration, Injuries on duty, Medical-Aid allowance SMS and MMS package structuring. Manage and facilitate leave dispensation, including the implementation, monitoring and evaluation of the procedure on ill health and temporary incapacity leave (PILIR):- Implement leave benefits on PERSAL, Quality assure leave applications, Conduct leave reconciliations, Coordinate the submission of all PILIR applications to the Health Risk Manager, Liaise with the Health Risk Manager on PILIR cases, Compile quarterly reports to the DPSA, Monitor and evaluate the PILIR processes and compliance. Coordinate and facilitate service benefits and leave information sessions. Manage human

		resources records and registry services. Contribute to the development of HR service benefits policies and guidelines. Submit monthly/quarterly reports on conditions of service and leave management to the Head of HRM.
<u>ENQUIRIES</u>	:	Ms L Motlhala Tel No: (012) 0653428
<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 to DTARecruit202617@cogta.gov.za
<u>FOR ATTENTION</u>	:	Director: Human Resource Management
<u>NOTE</u>	:	NB: Persons with disabilities and youth are encouraged to apply.
<u>POST 31/82</u>	:	<u>FOOD AID SERVICES REF NO: 2026/18 (X1 POST)</u> Facilities Management Directorate (12-Months contract)
<u>SALARY</u>	:	R144 024 per annum, plus 37% in lieu of service benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 9/10 or NQF level 1 or 2 (ABET level 2 certificate or equivalent). No working experience required.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Clean kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snacks and beverages (water, tea, coffee milk, sugar and cold drinks). Setup and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Responsible for food supplies and report waste and losses.
<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 e-mail @ DTARecruit202618@cogta.gov.za
<u>FOR ATTENTION</u>	:	Ms L Motlhala
<u>NOTE</u>	:	NB: Persons with disabilities and youth are encouraged to apply.