

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.

CLOSING DATE : 25 October 2024

NOTE : 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. All applications must be accompanied fully completed Z83 and a detailed CV only. Shortlisted candidates only will be required to submit certified copies of qualifications and other relevant documents before the interview date. Persons with a disability are encouraged to apply. It is the responsibility of shortlisted applicant's 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 the application is 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 POST

POST 37/25 : **DEPUTY DIRECTOR: POLICY REF NO: 2024/19**

SALARY : R849 702 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 : Pretoria

REQUIREMENTS : A Bachelor's degree or equivalent qualification in Law at NQF level 7 plus 3-5 years' experience in legislation implementation, coordination and monitoring, providing secretariat or technical support to any statutory structure. A valid driver's licence. Knowledge and experience of legislation drafting, interpretation and implementation will serve as an added advantage. Generic competency: Programme and Project 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: Legislation interpretation; Secretariat of Statutory structures; Coordination and monitoring skills; Legislation and/or Policy implementation.

DUTIES : The successful candidate will perform the following duties: Interpret and implement the provisions of traditional affairs sector legislation (administered by the COGTA Ministry). Develop plans for implementation of traditional affairs legislation. Monitor implementation of and compliance with the provisions of traditional affairs legislation by role players. Coordinate role players on the implementation of and compliance with traditional affairs legislation. Provide secretariat, administrative and legislation interpretation and implementation technical support to the National Initiation Oversight Committee (NIOC).

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 deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or email to DTARecruit2024.19@cogta.gov.za

FOR ATTENTION : Director: Human Resource Management