

## 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.*

- APPLICATIONS** : 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.
- FOR ATTENTION** : Ms L Motlhala
- CLOSING DATE** : 17 May 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.

## MANAGEMENT ECHELON

- POST 14/12** : **SECRETARY: COMMISSION ON KHOI-SAN MATTERS REF NO: 2024/03**  
Contract post linked to term of Office of The Commission on Khoi-San Matters
- SALARY** : R1 162 200 per annum (Level 13), An all-inclusive remuneration package, (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines
- CENTRE** : Pretoria
- REQUIREMENTS** : A Degree or equivalent qualification (NQF level 7) in Social or Management Science. Certificate for entry into the Senior Management Services (SMS) (Nyukela Certificate). At least five years experience at middle 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, Fluency in Afrikaans (verbal & written) Process competencies: Knowledge management. Service delivery innovation, Problem solving and analysis, Client orientation, customer focus and communication.
- DUTIES** : The successful candidate will perform the following duties: Manage proceedings and corporate support services for the Commission on Khoi-San leaders; Manage Secretariat support and Programmes for the Commission on Khoi-San matters. Manage finances of the Commission on Khoi-San matters, Manage human resources within the Secretariat of the Commission on Khoi-San matters; Manage research support to the Commission on Khoi-San matters. Manage and supervision of staff in the Secretariat.
- ENQUIRIES** : Ms RS Mogaladi Tel No: (012) 334 4982

## OTHER POSTS

- POST 14/13** : **DEPUTY DIRECTOR: RISK OFFICER REF NO: 2024/04**  
12 months contract
- 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** : An appropriate 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.
- DUTIES** : 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.
- ENQUIRIES** : Mr B Mabogoane Tel No: (012) 336 5669
- POST 14/14** : **ASSISTANT DIRECTOR: OFFICE SUPPORT & ADMINISTRATION REF NO: 2024/05**  
Secretariat: Commission on Khoi-San Matters  
(Contract post linked to term of office of the Commission)
- SALARY** : R444 036 per annum (Level 09). Plus 37% in lieu of service benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree or equivalent qualification in Public Administration or related qualification on NQF level 7 plus 3-5 years' relevant experience at supervisory level. 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, Afrikaans fluency.
- DUTIES** : The successful candidate will perform the following duties: Support the Secretary of the Commission on the provision of secretariat support services of the Commission; Provide support to the Secretary of the Commission in respect of its statutory functions; Provide support to the Secretary of the Commission in respect of effective CKSM records management and operations of the Commission; Supervise support staff within the Secretariat: CKSM.
- ENQUIRIES** : Ms RS Mogaladi Tel No: (012) 334 4982
- POST 14/15** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 2024/06**  
(12 months Contract)
- SALARY** : R444 036 per annum (Level 09). Plus 37% in lieu of service benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's degree or equivalent qualification in Internal Auditing at NQF level 7 plus 3-5 years' experience in an Internal Auditing environment  
Generic competencies: Service delivery innovation, problem solving and analysis, client orientation and customer focus, computer literacy, communication. Technical competencies: Assurance, Consulting and performance audits, risk management and auditing practices, the Public Finance Management Act, development of policies.
- DUTIES** : The successful candidate will perform the following duties: Provide inputs and implement operational, strategic plans, policies, procedures and internal audit methodology, conduct audits and investigations for the Department as required

by the audit standards, draft and discuss the audit findings with the supervisor and management, follow-up on internal audit findings recommended for management actions.

**ENQUIRIES** : Mr JJ Appel Tel No: (012) 334-4974

**POST 14/16** : **SENIOR PERSONNER PRACTITIONER: RECRUITMENT REF NO: 2024/07**

**SALARY** : R376 413 per annum (Level 08)

**CENTRE** : Pretoria

**REQUIREMENTS** : A National Diploma/degree in Human Resource Management or equivalent qualification on level NQF 6/7 plus at least 5 years' relevant experience recruitment and selection. Generic 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.

**DUTIES** : The successful candidate will perform the following duties: Facilitate and implement recruitment and selection processes. 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.

**ENQUIRIES** : Ms L Motihala Tel No: (012) 336 5824

**POST 14/17** : **SENIOR STATE ACCOUNTANT: BUDGETS REF NO: 2024/08**

**SALARY** : R376 413 per annum (Level 08)

**CENTRE** : Pretoria

**REQUIREMENTS** : A National Diploma or Degree in Accounting/Business Administration or equivalent with accounting as a passed subject (NQF level 6/7). Three (3) years relevant experience. Generic competencies: Finance, problem solving and client orientation and customer focus, good verbal/ and written communications skills, Decision making skills. Technical competencies: Public Finance Management Act (PFMA), Treasury Regulations, guidelines and directives, Reconciliation processes, Understanding of Government financial delegations, Management of government departments standard chart of accounts, Government Budget systems, principles and procedures, Government Financial Systems, Supply Chain Management, Financial prescripts (GAAP and GRAP), Basic Accounting System (BAS) and PERSAL System.

**DUTIES** : The successful candidate will perform the following duties: Consolidate and check budget planning, monitoring and reporting, check and verify strategic budget documents required for the strategic and annual performance planning processes, Check and verify the relevant financial information required in the evaluation and development of business and project plans, Consolidate the supporting information for various financial planning processes. Supervise the budget preparation process:- Consolidate budget information for the completion of the Medium Term Expenditure Framework (MTEF), Adjusted Estimates of National/Provincial Expenditure (AENE) and Estimates of National/Provincial Expenditure (ENE) in compliance with National Treasury guidelines; Check and verify the monthly cash flow and adjusted cash flow against the estimates of expenditure/adjusted estimates of expenditure; Prepare, consult and implement the adjustment estimate process; Monitor the recording of adjustment on the accounting system and review the record of supporting documentation; Capture adjustment on the accounting system; Assess where rollovers are required by reviewing expenditure against budget; Assess whether the approved rollovers are updated on the accounting system. Coordinate the standardised management accounting reporting activities: - Check and monitor the capturing of management accounting information on the monthly reporting templates, consolidate, check, and verify the information in the in-year monitoring management reports for the department, collate financial and non-financial performance information to be included in the annual report. Collate and capture information on interim and annual performance reporting templates and compile draft reports required for the interim and annual performance reporting. Prepare presentations for meetings with internal governance structure and oversight bodies, Attend to audit

queries. Gather and submit information requested by auditors within required time.

**ENQUIRIES** : Mr PM Komape Tel No: (012) 336-5796/4

**POST 14/18** : **ADMINISTRATIVE ASSISTANT REF NO: 2024/09**  
Chief Directorate: Office of the Director-General

**SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)  
: Pretoria  
: 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 organizing. 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 line functions in the Office of the Director-General Chief Directorate: Receive and distribute documents. Record documents in the appropriate various line functions registers. File and manage the paperwork of line functions in the ODG. Establish effective document tracking systems. Provide secretarial support services for line functions in the Office of the Director-General Chief Directorate: Co-ordinate and prepare documentation for meetings/ workshops. Compile minutes/ reports. Draft memoranda and any other correspondence. Manage diaries of heads of Directorates: 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: Arrange logistics and related activities for travel, meetings, workshops and conferences. Purchase and order stationery and equipment. Manage inventory and equipment line functions in the Office of Director-General Chief Directorate. Make copies, fax and email documents as required.

**ENQUIRIES** : Mr B Mabogoane Tel No: (012) 336 5669

**POST 14/19** : **ADMINISTRATIVE ASSISTANT REF NO: 2024/10**  
Chief Directorate: Partnerships

**SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)  
: Pretoria  
: 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 organizing. 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 Office of the Chief Director: Partnership: Receive and distribute documents, Record documents in the appropriate various line functions registers, File and manage the paperwork of line functions in the ODG, Establish effective document tracking systems. Provide secretarial support services: Co-ordinate and prepare documentation for meetings/ workshops, Compile minutes/ reports, Draft memoranda and any other correspondence. Manage diaries of heads of Directorates: 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: Arrange logistics and related activities for travel, meetings, workshops and conferences, Purchase and order stationery and equipment, Manage inventory and equipment in the Office of Chief Director. Make copies, fax and email documents as required.

**ENQUIRIES** : Mr L Morule Tel No: (012) 336 5816

**POST 14/20** : **ADMINISTRATIVE ASSISTANT REF NO: 2024/11**  
Secretariat: National House of Traditional & Khoi-San Leaders

**SALARY CENTRE** : R216 417 per annum (Level 05)  
: 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 organizing. 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 Office of the Secretary of the NHTKL: Receive and distribute documents, Record documents in the appropriate various line functions registers. File and manage paperwork in the Secretary's office. Establish effective document tracking systems. Provide secretarial support services: Co-ordinate and prepare documentation for meetings/ workshops, Compile minutes/ reports. Draft memoranda and any other correspondence. Manage diary of the Secretary: NHTKL: 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: Arrange logistics and related activities for travel, meetings, workshops and conferences. Purchase and order stationery and equipment. Manage inventory and equipment in the Office of the Secretary. Make copies, fax and email documents as required.
- ENQUIRIES** : Mr A Sithole Tel No: (012) 336 5853
- POST 14/21** : **ACCOUNTING CLERK: FINANCIAL MANAGEMENT REF NO: 2024/12**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)  
: Pretoria  
: A Grade 12 Certificate with accounting/mathematics as a passed subject. A Degree or National Diploma in Accounting/Business Administration or equivalent with accounting as a passed subject will serve as an added advantage. Generic competencies: Finance, problem solving and client orientation and customer focus. Technical competencies: Public Finance Management Act (PFMA), Treasury Regulations, general ledger reconciliation and analysis, Knowledge of travel and subsistence, Basic Accounting System (BAS) and PERSAL System.
- DUTIES** : The successful candidate will perform the following duties: Receive, collect, capturing, reconciling, and ensuring that invoices, inter-departmental claims, salary claims, travel and subsistence payments are made within 30 days. Responsible for all queries in respect of BAS and PERSAL payments. Responsible for the reconciliation of monthly IRP5 payments with payments to the South African Revenue Services. Liaising with clients and resolving queries related to payments or claims. Responsible for payments reports and payroll. Responsible for accounts receivable, accounts, journalize, bank/ accounts reconciliation, and prepare payments. Handling of salary claims as well as the clearance of all suspense accounts and attends to payments enquiries and payments from other departments. Filing of documents. Gather and submit information requested by supervisor for submission to auditors within required time.
- ENQUIRIES** : Mr PM Komape Tel No: (012) 336-5796/4