

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>CLOSING DATE</u>	:	02 June 2023
<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. 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 POSTS

<u>POST 16/119</u>	:	<u>DEPUTY DIRECTOR: COMMUNICATIONS & MARKETING REF NO: 2023/10</u> Secretariat: National House of Traditional & Khoi-San Leaders
<u>SALARY</u>	:	R811 560 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Degree in Communication and Marketing/Public Relations or relevant equivalent qualification at NQF 6/7 plus a minimum of 3 years' experience at Assistant Director in the Communications, Marketing & Public Relations environment; A valid driver's licence, Willingness to travel extensively. Generic competencies: Advanced marketing skills, Language proficiency, Advanced report and speech writing, Research methodology, Organising and planning skills, Advanced Communication skills (written and verbal), Negotiation skills, Programme and management skills Technical competencies: Marketing and communications, Extensive knowledge of communication processes and policies, In-depth knowledge of government and traditional leadership protocol processes, PFMA, Supply Chain Management.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Manage the implementation and maintenance of the NHTKL Marketing & Public Relations strategies and guidelines: Undertake research on development and trends in the marketing and public relations environment, Develop and formulate marketing and public relations strategies for the NHTKL, Establish an effective and efficient communication model for the NHTKL in line with GCIS guidelines, Provide technical advice on new marketing and public relations guidelines and strategies; Manage the coordination of the NHTKL marketing to enhance awareness and public relations: Manage the planning of marketing and public relations campaigns, manage the undertaking of marketing and public relations surveys and analysis of the NHTKL public image and reputation, Ensure the use of corporate advertising to establish and maintain the NHTKL's corporate identity in the public domain, Manage the production of marketing and public relations written and visual communication material, Promote the public image of the NHTKL, Coordinate public events and exhibitions, Manage all NHTKL Public Participation Programmes; Manage the NHTKL's corporate identity and maintenance of its reputation: Promote the NHTKL brand and corporate identity, Ensure brand compliance as per the corporate identity guidelines,

		Manage the corporate identity promotional materials, Manage the provision of photographic services and audio visual material for all NHTKL events: Ensure the provision of audio visual services, Manage and facilitate the procurement of required communications equipment, Manage the photo gallery of the NHTKL, Manage the quality of pictorial material.
<u>ENQUIRIES</u>	:	Mr A Sithole Tel No: (012) 336 5853
<u>APPLICATIONS</u>	:	Applications may be posted to: Human Resource Management Directorate, Department of Traditional Affairs, Private Bag X22 Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building, Pretoria
<u>FOR ATTENTION</u>	:	Director: Human Resource Management
<u>NOTE</u>	:	Whites, Indians, Coloureds, Females and Persons with Disabilities are encouraged to apply.
<u>POST 16/120</u>	:	<u>IT TECHNICIAN REF NO: 2023/11</u> (12 Months Contract)
<u>SALARY</u>	:	R359 517 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Information Technology, Computer Science or Information Systems or relevant equivalent qualification in ICT at NQF 6/7 plus a minimum of 2 years' experience in ICT. Generic/Process competencies: Excellent diagnostic and problem solving; Communication skills; Organisation and time management; Computer skills; Interpersonal skills Technical competencies: Hardware components and troubleshooting procedures; Microsoft desktop operating systems and software, Microsoft Windows, Microsoft Exchange, Active Directory; In depth understanding of diverse computer systems and networks; Internet security and data privacy principles; Internet security and data privacy , Transversal systems.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Install and maintain computer systems and networks in order to achieve the highest functionality and optimise the role of technology: Set up workstations with computer and peripheral devices (routers, printers etc), check computer hardware to ensure functionality, install and configure computer hardware, operating systems and applications, develop and maintain local networks, ensure security and privacy of networks and computer systems, identify aging hardware and software; Provide technical support to end-users on IT related incidents and service requests; Provide a reliable and stable network environment: Install and configure LAN and WAN devices, install and configure Wi-Fi Access points, Install and configure Wi-Fi Client on users PC's, Monitor LAN and WAN performance and troubleshoot; Perform periodic preventative maintenance and updates: Organise and schedule upgrades and maintenance, upgrade systems to enable compatible software, perform tests on new hardware and software; Maintain service records.
<u>ENQUIRIES</u>	:	Mr L Motlhabedi Tel No: (012) 334 4982
<u>APPLICATIONS</u>	:	Applications may be posted to: Human Resource Management Directorate, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building, Pretoria
<u>FOR ATTENTION</u>	:	Director: Human Resource Management
<u>NOTE</u>	:	Whites, Indians, Coloureds, and Persons with Disabilities are encouraged to apply.
<u>POST 16/121</u>	:	<u>PAYMENTS OFFICER REF NO: 2023/12</u>
<u>SALARY</u>	:	R241 485 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate or equivalent with finance or accounting as passed subjects plus appropriate experience in Finance and Supply Chain Management environment. Generic/Process competencies: Problem solving, client orientation and customer focus, Communication skills (verbal & written). Technical competencies: knowledge and understanding of Supply Chain Management processes and procedures, The Preferential Procurement Policy Framework Act (PPPFA); LOGIS and BAS, PFMA and the Treasury Regulations. Computer literacy (EXCEL, Word, and PowerPoint) skills.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Ensure payments are settled within the prescribed timeframe to service providers in terms of

		Treasury Regulations 8.2.3; Capture commitments/orders on LOGIS transversal system; Capture invoices and payments on BAS and LOGIS transversal systems including transfer payments; Reconciliation of accounts/statements received from service providers; Obtaining and capture banking details from new suppliers; Liaise with internal/external clients with regards to payments stub and outstanding orders/deliveries; Records and update payment information in the supplier files for audit purposes; The successful candidate will also provide support to the National House of Traditional & Khoi-San Leaders.
<u>ENQUIRIES</u>	:	Mr G Ndlovu Tel No: (012) 334 0652
<u>APPLICATIONS</u>	:	Applications may be posted to: Human Resource Management Directorate, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building, Pretoria
<u>FOR ATTENTION</u>	:	Director: Human Resource Management
<u>NOTE</u>	:	Whites, Indians, Coloureds and Persons with Disabilities are encouraged to apply.
<u>POST 16/122</u>	:	<u>REGISTRY CLERK REF NO: 2023/13</u>
<u>SALARY</u>	:	R202 233 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate plus at least 2-3 years' experience in records management. Willingness to adapt to work schedule in accordance with office requirements. Generic/Process competencies: Basic numeracy, Computer literacy, Ability to gather information, Analytical thinking, Problem solving skills, Organising and time management, Ability to perform routine tasks, Interpersonal relations, Ability to work with sensitive information. Technical competencies: Minimum Information Security Standards (MISS) Act; National Archives and Records Act; Norms, standards and procedures related to the management of records and archives; Office administration processes and systems.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Maintain the filing system and records: Control and protect records, Manage and maintain archives, manage and utilise space for archives, file all documents, circulate and search files, prepare and open files, maintain the filing system and records, control and protect records; Manage the flow of mail: Distribute documents to the department, apply rules for dispatch, receive post, parcels and remittances/transferrable items, receive , open and sort post, despatch mail received, search and trace files, administer movement of files; Manage sensitive documents; Render clerical support as and when required.
<u>ENQUIRIES</u>	:	Ms A Maluleka Tel No: (012) 334 4918
<u>APPLICATIONS</u>	:	Applications may be posted to: Human Resource Management Directorate, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building, Pretoria
<u>FOR ATTENTION</u>	:	Director: Human Resource Management
<u>NOTE</u>	:	Whites, Indians, Coloureds, and Persons with Disabilities are encouraged to apply.
<u>POST 16/123</u>	:	<u>ADMINISTRATIVE ASSISTANT: LEGAL SERVICES REF NO: 2023/14</u>
<u>SALARY</u>	:	R202 233 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate or equivalent qualification plus a certificate in Office Management/Secretarial Studies with at least one (1) year experience in office management and administration. A post-Matric qualification legal administration will serve as an added advantage. Core competencies: Client orientation and customer focus. Communication (written & verbal). Honesty and integrity. Planning and organizing. Telephone etiquette. Computer literacy. Technical Competencies: Office management and administration, secretarial functions and general administration.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents in the unit: Receive and distribute documents. Record documents in the appropriate registers. File and manage paperwork of the line function. Establish an effective document tracking systems. Provide secretarial support services to the Head of Legal

Services: Co-ordinate and prepare documentation for meetings. Coordinate line function meetings. Compile agenda, attendance registers, minutes and reports. Draft memoranda and any other correspondence as directed by the head of Legal Services. Manage the diary of the head of Legal Services. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops, and conferences. Manage the telephone and communication systems in the office. Purchase and order stationery and equipment. Manage inventory and equipment within the office. Make copies, fax and email documents as required.

ENQUIRIES
APPLICATIONS

: Ms K Pegu Tel No: 012 395 4985
: 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.

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