

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>	:	13 February 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 03/74</u>	:	<u>DEPUTY DIRECTOR: POLICY REF NO: 2026/01</u>
<u>SALARY</u>	:	R896 436.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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria 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.
<u>DUTIES</u>	:	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 the 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).
<u>ENQUIRIES APPLICATIONS</u>	:	Dr S Singh Tel No: (012) 334 5857 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 DTARecruit202601@coqta.gov.za
<u>FOR ATTENTION</u>	:	Director: Human Resource Management

POST 03/75 : **ADMINISTRATIVE ASSISTANT: LEGAL SERVICES REF NO: 2026/02**

SALARY : R228 321 per annum

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate or equivalent qualification plus a certificate in Office Management/Secretarial Studies. Core competencies: Client orientation and customer focus. Communication (written & verbal). Honesty and integrity. Planning and organizing. Telephone etiquette. Computer literacy. High level of proficiency in English. Technical Competencies: Office management and administration, secretarial functions and general administration. Shortlisted candidates will be required to undertake a technical assessment.

DUTIES : 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. The incumbent of the post will be office based.

ENQUIRIES : Ms K Pegu Tel No: (012) 065 3442

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 DTARecruit202602@cogta.gov.za

FOR ATTENTION : Director: Human Resource Management

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