

## 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.*

**CLOSING DATE** : 11 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 by a fully completed Z83 form 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 applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (Only shortlisted candidates may provide such proof). 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

**POST 35/56** : **ADMINISTRATIVE ASSISTANT/COMMITTEE COORDINATOR REF NO: 2024/17**  
(12 months contract)  
Section: Secretariat: National House of Traditional & Khoi-San Leaders

**SALARY** : R216 417 per annum, plus 37% in lieu of benefits

**CENTRE** : Pretoria

**REQUIREMENTS** : 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 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.

**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 to members of the NHTKL. Record documents in the appropriate registers. File and manage the paperwork of the committees. Establish effective document tracking systems. Provide secretarial support services to the House: Coordinate and prepare documentation for Committee meetings/ workshops/public hearing and outreaches. Coordinate meetings of committees. Compile agenda, attendance registers, minutes and reports. Draft memoranda and any other correspondence as directed by committees. Manage the diaries of the committee Chairperson. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops, public hearing and conferences for the committees. 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** : Ms R Zungu Tel No: (012) 336 5852

**APPLICATIONS** : Applications may be posted to: Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2<sup>nd</sup> Floor, Pencardia 1 Building or e-mail at [DTARecruitment@cogta.gov.za](mailto:DTARecruitment@cogta.gov.za)

**FOR ATTENTION** : Director: Human Resource Management

**POST 35/57** : **DATA CAPTURER REF NO: 2024/18 (X1 POST)**  
 (Linked to term of office of the Commission on Khoi-San Matters)  
 Section: Secretariat: Commision on Khoi-San Matters

**SALARY** : R183 279 per annum, plus 37% in lieu of benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification at NQF level 4 with at least one (1) year experience in data capturing and/or data management. Knowledge and experience in MS Excel and Access. Ability to capture data and collect statistics. A post-Matric qualification will serve as an added advantage. Core competencies: Job knowledge. Interpersonal relations. Flexibility. Teamwork. Communication (verbal and written). Technical Competencies: Advanced computer literacy. Typing proficiency. Report writing. Planning and organizing.

**DUTIES** : The successful candidate will perform the following duties: Capture data from available records into required formats e.g databases, tables, spreadsheet. Maintain data quality. Verify, query missing data and errors observed during data entry. Review and validate all data from the records. Ensure data backups. Update registers and statistics. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide secretarial and administrative support to the Commission.

**ENQUIRIES** : Ms RS Mogaladi Tel No: (012) 334 0549  
**APPLICATIONS** : Applications may be posted to: Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand delivery to: 509 Pretorius Street, Arcadia, 2<sup>nd</sup> Floor, Pencardia 1 Building or e-mail at [DTARecruitment@cogta.gov.za](mailto:DTARecruitment@cogta.gov.za).

**FOR ATTENTION** : Director: Human Resource Management