

## 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 mumeric targets as contained in the department's Employment Equity plan. Whites, Coloured, Indians, women and Persons with Disabilities are encouraged to apply.*

<b><u>APPLICATIONS</u></b>	:	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, 2 <sup>nd</sup> Floor Pencardia 1 Building.
<b><u>FOR ATTENTION</u></b>	:	Director: Human Resource Management
<b><u>CLOSING DATE</u></b>	:	08 March 2024
<b><u>NOTE</u></b>	:	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. NB: It is the Department's intention to promote equity (race, gender and disability) through the filling of this position with a candidate whose appointment/transfer/promotion will promote representivity in line with the numeric targets as contained in the departments Employment Equity plan. Women and Persons with Disabilities are encouraged to apply.

## MANAGEMENT ECHELON

<b><u>POST 06/36</u></b>	:	<b><u>CHIEF DIRECTOR: POLICY &amp; LEGISLATION REF NO: 2024/02</u></b>
<b><u>SALARY</u></b>	:	R1 371 558 per annum (Level 14), (an all-inclusive remuneration package), 70% of package) and a flexible portion that may be structured in terms of the applicable guidelines
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A degree or equivalent qualification (NQF7) in Law or Public policy/monitoring & evaluation/Research or any relevant qualification in the public administration fields plus 5 years experience at senior management level. A relevant qualification at NQF level 8 will serve as an added advantage. A Certificate for entry into the Senior Management Services (SMS). 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: Legislation drafting, Legislation implementation and monitoring, Legislation implementation coordination, Excellent Research and analytical thinking, Sector legislation drafting and implementation, Sector Socio-Economic Impact Analysis (SEIAS), Legislation interpretation, Advanced Research skills. Process competencies: Knowledge management. Service delivery innovation, Problem solving and analysis, Client orientation, customer focus and communication, Problem solving and analysis, Coordination, Planning and organizing, Team leadership.

**DUTIES**

: The successful candidate will perform the following duties: Lead the drafting of traditional affairs sector national policies, legislation, sub-ordinate legislation, norms and standards and provide quality assurance thereof. Lead and manage implementation of and identification of gaps in the national traditional affairs policies, legislation, sub-ordinate legislation and norms and standards. Establish and manage systems for monitoring and coordinating implementation of and compliance with national traditional affairs sector policies and legislation. Advice the Department, COGTA Ministry, Government and stakeholders on national traditional affairs legislation and provide interpretation thereof. Lead policy research to inform the content, drafting and review of legislation, sub-ordinate legislation and norms and standards. Manage human and financial resources of the Chief Directorate.

**ENQUIRIES**

: Ms RS Mogaladi Tel No: (012) 334 0549