

COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

SENIOR ADMINISTRATION CLERK: TRADITIONAL LEADERSHIP X25

Salary Range: R171 069.00 – R201 507.00 (Level 06)

CENTRES:

(Ref.COGTA/1/10/16) Upper Gqobonco TC: Engcobo, (Ref.COGTA/2/10/16) Hala TC: Engcobo, (Ref.COGTA/3/10/16) Mpeko TC: Mthatha, (Ref.COGTA/4/10/16) Mchwebeni TC: Ngqeleni, (Ref.COGTA/5/10/16) Ngxangula TC: Ngqeleni, (Ref.COGTA/6/10/16) Manzamlhlope TC: Port St Johns, (Ref.COGTA/7/10/16) AmaKhwalo TC: Lusikisiki, (Ref.COGTA/8/10/16) AmaNdengana TC: Bizana, (Ref.COGTA/9/10/16) Amacwerha TC: Ntabankulu, (Ref.COGTA/10/10/16) Ntlenzi TC: Flagstaff, (Ref.COGTA/11/10/16) Hala TC: Lady Frere, (Ref.COGTA/12/10/16) Qamata Great Place TC: Cofimvaba, (Ref.COGTA/13/10/16) Amajingqi TC: Seymour, (Ref.COGTA/14/10/16) Amaraule TC: Peddie, (Ref.COGTA/15/10/16) Moshoeshoe TC: Matatiele, (Ref.COGTA/16/10/16) Lower Tsitsana TC: Mt Fletcher, (Ref.COGTA/17/10/16) Upper Tsitsana TC: Mt Fletcher, (Ref.COGTA/18/10/16) Lupindo TC: Matatiele, (Ref.COGTA/19/10/16) Amazizi TC: Tsomo, (Ref.COGTA/20/10/16) Amahlubi TC: Butterworth, (Ref.COGTA/21/10/16) Imidushane TC: Centane, (Ref.COGTA/22/10/16) Fingo TC: Centane, (Ref.COGTA/23/10/16) Hlubi TC: Qumbu, (Ref.COGTA/24/10/16) Ebotwe TC: Willowvalle, (Ref.COGTA/25/10/16) Imingqalasi TC: King William's Town

Minimum Requirements: A recognised three year degree/diploma or NQF level 6 equivalent qualification OR Senior Certificate/ equivalent qualification. Computer Literacy

KPA's: Receiving of funds on behalf of Traditional Council Compilation of financial statements. Recording of minutes in the meeting. Compilation of vouchers for payment Control of Safes as prescribed by the Treasury instructions Control over expenditure and guard against over spending Compilation of monthly returns through cashbook, receipt book and record books. Assist in typing of correspondence in the Traditional Council. Maintain good relationship between the Traditional Council, Municipalities and other Structures. Understanding of Traditional Affairs and finances will be an added advantage.

CLOSING DATE: 11 NOVEMBER 2016

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED.

TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit

www.ecprov.gov.za or www.dpsa.gov.za or www.ecigt.ecprov.gov.za

Applications can be forwarded through one of the following options:

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

Hand Delivery: Tyamzashe Building or **Post to:** Applications can be forwarded to the following Address: **Foyer : Tyamzashe Building** or **Post to:** The Head of Department: Cooperative Governance & Traditional Affairs, Private Bag X0035, Bhisho

Note: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will

be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply.