



**STANDARD OPERATING PROCEDURE**

<b>CHIEF DIRECTORATE</b>	<b>TRADITIONAL INSTITUTIONAL SUPPORT</b>
<b>DIRECTORATE</b>	<b>TRADITIONAL INSTITUTION SUPPORT</b>
<b>SOP TITLE</b>	<b>ALLOCATION OF TOOLS OF TRADE TO TRADITIONAL LEADERS AND INSTITUTIONS OF TRADITIONAL LEADERSHIP</b>
<b>SOP Number</b>	<b>1 OF 2026</b>

# STANDARD OPERATING PROCEDURE FOR ALLOCATION OF TOOLS TO TRADITIONAL LEADERS AND INSTITUTIONS OF TRADITIONAL LEADERSHIP

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## 1. PURPOSE

The purpose of the Standard Operating Procedure (SOP) is to provide guidance and a structured approach on the process to be followed in the allocation of tools of trade to recognized Traditional Leaders (Kings, Principal Traditional Leaders, Senior Traditional Leaders and Headmen/women), Traditional Councils and Local Houses of Traditional and Khoi San Leaders

## 2. SCOPE

The SOP scope of activities is inclusive of:

- Sourcing of database of already allocated resources
- Needs assessment of resources to be allocated in line with relevant departmental policies
- Facilitation of submission of requests for tools of trade as per the need assessment report
- Facilitation of distribution of procured tools of trade to various Traditional Leaders and Institutions of Traditional Leadership
- Sourcing of the report of distributed of tools of trade
- Updating of master database for allocated tools of trade

## 3. RESPONSIBILITY

- Chief Director - Traditional Institutional Support
- Chief Director – Intergovernmental Relations and District Coordination
- Chief Director – Human Resource Management and Development
- Chief Director – Financial Management
- Chief Director – Strategy and Systems
- Director – Traditional Institution Support
- Director – Asset Management
- Director – Government Information and Communication Technology Management
- Directors – District Support Centres
- Deputy Director - Sub Directorate : Security and Work Environment

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**4. PROCEDURE**

NO	TASK	TASK PROCEDURE	RESPONSIBILITY	TIME FRAME	SUPPORTING DOCUMENTATION	SERVICE STANDARD
1	Database of already allocated tools of trade	Request database of all the already allocated tools of trade from the Chief Directorates: Human Resource Management and Development, Financial Management & Strategy and Systems in relation to the following: <ul style="list-style-type: none"> <li>- Kings</li> <li>- Principal Traditional Leaders</li> <li>- Senior Traditional Leaders</li> <li>- Headmen/ women</li> <li>- Local Houses of Traditional and Khoi San Leaders</li> <li>- Traditional Councils</li> </ul>	Chief Director: Traditional Institutional Support	Seven Working Days	Signed Memo to the relevant Chief Directorates	One Year
		Submit database of already allocated tools of trade to the Office of the Chief Director – Traditional Institutional Support	Chief Directors <ul style="list-style-type: none"> <li>- Human Resource Management and Development,</li> <li>- Financial Management and</li> <li>- Strategy and Systems</li> </ul>	Thirty Working Days	Database of already allocated tools of trade	
		Develop master database for all tools of trade allocated to Traditional Leaders and Institutions of Traditional Leadership	Assistant Director – Traditional Institution Support	Thirty Working Days	Master database of allocated tools of trade to recognised Traditional Leaders (in line with Persal report) and Institutions of Traditional Leadership (TCs and LHTKL)	

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NO	TASK	TASK PROCEDURE	RESPONSIBILITY	TIME FRAME	SUPPORTING DOCUMENTATION
2	Needs assessment of resources to be allocated as relevant departmental policies	Analyse tools of trade to be allocated to different Traditional Leadership categories as per the Provincial Handbook on Tools of Trade of Traditional Leaders and other applicable departmental policies	Assistant Director – Traditional Institution Support	Two months	-Provincial Handbook on Tools of Trade for Traditional Leaders -Other departmental applicable policies -List of tools of trade to be allocated per category -Needs assessment report
3	Facilitate submission of requests for tools of trade as per the need assessment report	Request list of tools of trade from Chief Directorate -IGR & DC as per the needs analysis and in line with the requisition procedure	Chief Director – Traditional Institutional Support	Seven Working Days	Signed memo requesting list of tools of trade for allocation to Traditional Leaders as per the needs analysis
		Submit list of tools of trade for procurement and or allocation	Chief Directorate - IGR & DC	Sixty Working days (Two Months)	List of required tools of trade
		Consolidate list of required tools of trade received from IGR & DC	Assistant Director – Traditional Institution Support	Thirty working days	Consolidated list of required tools of trade/resources
		Submit Requests for procurement of tools of trade/resources to the following Chief Directorates (where applicable) <ul style="list-style-type: none"> <li>- Human Resource Management and Development</li> <li>- Financial Management</li> <li>- Strategy and Systems</li> </ul>	Chief Director – Traditional Institutional Support	Seven Working Days	Signed memo requesting tools of trade to Chief Directors - Human Resource Management and Development and Financial Management & Strategy and Systems

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NO	TASK	TASK PROCEDURE	RESPONSIBILITY	TIME FRAME	SUPPORTING DOCUMENTATION
4	Distribution of procured resources to various Traditional Leaders and Institutions of Traditional Leadership	Provide status on procurement or availability of tools of trade to Chief Director – Traditional Institutional Support	Chief Directors (where applicable) <ul style="list-style-type: none"> <li>- Human Resource Management and Development,</li> <li>- Financial Management and</li> <li>- Strategy and Systems</li> </ul>	Within Five working days on Monthly Basis	Status report on procurement or availability of tools of trade
		Develop a distribution plan for tools of trade in consultation with the following Directorates and Sub-Directorates (where applicable) <ul style="list-style-type: none"> <li>- Security &amp; Work Environment</li> <li>- Asset Management &amp;</li> <li>- GICTM</li> </ul>	Assistant Director – Traditional Institution Support	Fifteen – to twenty-one days	Approved distribution plan for allocation of Tools of Trade
		Facilitate distribution of tools of trade in consultation with the following Directorates and Sub-Directorates (where applicable) <ul style="list-style-type: none"> <li>- Security &amp; Work Environment</li> <li>- Asset Management &amp;</li> <li>- GICTM</li> </ul> by notifying all beneficiaries	Assistant Director – Traditional Institution Support	Three months	Communication to all beneficiaries
		Facilitate handing over of vehicles for Kings and Members of Local Houses of Traditional and Khoi San Leaders by MEC in consultation with the following offices <ul style="list-style-type: none"> <li>- OMEC</li> <li>- OHOD &amp;</li> <li>- OCFO</li> </ul>	Chief Director – Traditional Institutional Support	Two-three Months	Communication to all beneficiaries

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NO	TASK	TASK PROCEDURE	RESPONSIBILITY	TIME FRAME	SUPPORTING DOCUMENTATION
		Submission of a report of allocated tools of trade to Chief Directorate – Traditional Institutional Support	Chief Directors (where applicable) Human Resource Management and Development, Financial Management and Strategy and Systems	Seven working days	Signed report on allocated tools of trade/resources
		Update the master database for allocated tools of trade	Assistant Director – Traditional Institution Support	Seven working days	Updated Master Database for allocated tools of trade

### 5. REVIEW AND REVISION

The SOP will be reviewed when a need arises.

### 6. CONTINGENCIES

- (a) SOP for allocation of Tools of Trade to Traditional Leaders and Institutions of Traditional Leadership must be adhered to by all role players
- (b) The Head of Department may take appropriate action where the SOP has not been complied with
- (c) The Head of Department may enforce consequence management

### 7. REFERENCES

- Constitution of the Republic of South Africa.
- Public Finance Management Act (PFMA)
- Traditional and Khoi-San Leadership Act, 2019 (Act No 3 of 2019) (TKLA)
- Eastern Cape Traditional Leadership and Governance Act, 2017 (Act No 1 of 2017) (TLGFA)
- Provincial Handbook on Tools of Trade for Traditional Leaders
- Asset management Policy

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## 8. DEFINITIONS

HOD	Head of Department responsible for Cooperative Governance and Traditional Affairs
Department	Refers to the government entity responsible for implementing policies, programs, and services on Cooperative Governance and Traditional Affairs
Chief Directorate	Is a senior management unit within a government department responsible for overseeing a group of related directorates and ensuring the implementation of strategic objectives.
District Support Centre	Is a provincial government facility or office that provides administrative, logistical, and technical support to traditional leaders and communities at the district level. It acts as a bridge between provincial government departments and traditional leadership structures.
Member of Executive Council	Is a politically appointed leader responsible for the strategic direction, policy implementation, and administration of Cooperative Governance and Traditional Affairs
Traditional Leader	Is a person who holds authority within a community based on customary law, traditions, and cultural practices, rather than through modern electoral systems.
King	Is the highest-ranking traditional leader within a particular community, ethnic group, or kingdom.
Senior Traditional Leader	Is a recognized head of a traditional community who holds authority over a defined area and its people in terms of customary law and leadership structures.
Headman/woman	Is a local-level traditional leader who operates under the authority of a senior traditional leader or king
Asset Management	Is the systematic process of tracking, controlling, and optimizing the use of an organization's resources to ensure they are used efficiently, safeguarded, and accounted for throughout their lifecycle.
Needs assessment	Resources, or support provided to traditional leaders that are aligned with actual operational requirements and equitably allocated based on community and leadership needs
Public Finance	Is a South African law that regulates financial management in the

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Management Act (PFMA)	national and provincial government. It ensures that public funds are used efficiently, transparently, and in accordance with approved budgets, including resources allocated to traditional leadership programs.
Tools of trade	Refer to any work-related items issued by an organization or government department to support the execution of assigned responsibilities.
Traditional Council	Is a governing and advisory body that supports a traditional leader in the administration of a community, ensuring that governance, cultural practices, and development initiatives are carried out in accordance with customary law and relevant legislation.
Traditional and Khoi-San Leadership Act	Is South African legislation that recognizes, regulates, and formalizes traditional leadership structures and governance. It provides the legal framework for the recognition of kings, chiefs, headmen/headwomen, and traditional councils, as well as their roles, responsibilities, and interactions with government.

### 9. ACRONYMS

OHOD	Office of the Head of Department
OMEC	Office of the Member of the Executive Council
IGR & DC	Inter-governmental Relations and District Coordination
GICTM	Government Information and Communication Technology Management
PFMA	Public Finance Management Act
TKLA	Traditional and Khoi San leadership Act
TLGFA	Traditional Leadership and governance Framework Act
TCs	Traditional Councils
LHTKL	Local Houses of Traditional and Khoi San Leaders

### 10. ATTACHMENTS

None
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### 11. HISTORY OF CHANGE

None
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**12. CERTIFICATION OF DUE PROCESS**

Prepared by:	 _____ <b>Dumza Vuba</b> Chief Director - Traditional Institutional Support	08/05/2026	
		Date	
Certified by:	 _____ <b>Mr T.W Gwebindlala</b> Deputy Director- General: Traditional Affairs	12 May 2026	
		Date	
Approval of SOP:	 _____ <b>Mr V. Mlokothi</b> Head of Department Cooperative Governance & Traditional Affairs  Date <u>17/05/2026</u>		
Approval date		Commencement date	Review date
<b>REVISION HISTORY</b>			
Revision Ref No.	Approved/ Rescinded	Date	Authority
			Resolution Number or Minutes Reference

