

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

The mandate of the Department is to lead on socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities through mainstreaming, advocacy, monitoring and evaluation.

- APPLICATIONS** : The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001, or hand delivered at 268 Lillian Ngoyi Street, Fedsure Forum Building, 1st Floor, Tramshed, Pretoria.
- FOR ATTENTION** : Joseph Mahlangu at 073 817 7871
- CLOSING DATE** : 26 May 2023 at 16:00
- NOTE** : Applications must be submitted on the new Z83 form, which can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration. South African applicants need not provide passport numbers. Candidates must respond “yes” or “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If “yes”, details thereof must be attached to the application. It is acceptable for an applicant to indicate “not applicable” or leave blank to the question “In the event that you are employed in the Public Service, will you immediately relinquish such business interest?”. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed and signed Z83 and detailed Curriculum Vitae. The communication from HR of the Department regarding the requirements for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA citizens/permanent resident permit holders must submit a copy thereof only if shortlisted. Any foreign acquired qualification must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. Shortlisted candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job as part of the selection process, the logistics of which will be communicated by the Department. Following the interview and technical exercise for a SMS post, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments. The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. Designated employees shall be required to disclose their financial interests within 30 days after assumption of duty. A pre-entry certificate obtained from National School of Government (NSG) is required for applicant for all SMS posts; full details can be sourced from: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Successful candidates shall be required to enter into a performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subject to personal security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants’ personal information and will only collect, use, and retain applicants’ personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department of Women, Youth and Persons with Disabilities is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration and preference will be given to

designated groups for respective occupational levels as identified in the Department's Employment Equity Plan.

MANAGEMENT ECHELON

POST 16/129 : **DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DWYPD/006/2023**
(Chief Directorate: Corporate Management)

SALARY : R1 105 383 per annum (Level 13), fully inclusive remuneration package
CENTRE : Pretoria
REQUIREMENTS : Appropriate degree in Human Resource Management or relevant NQF 7 qualification. 10 years proven experience in the field of human resource management of which five were at middle/senior managerial level. Knowledge of governance and compliance framework relevant to human resource management in the public service; HR strategic management and development; human resource management business processes; organisational design principles and methodologies; relevant DPSA and National Treasury directives and guidelines; provisions related to employment equity planning; guidelines related to human resource policy and planning; provisions of the PFMA, Treasury Regulations, Public Service Act and Public Service Regulations. Skills: strategic capability and leadership; diversity management; transformation and change management; client orientation and customer focus; people management and empowerment; report writing; financial administration; continuous improvement; verbal and written communication; impact and influence; problem solving and analysis; networking and relationship building; service delivery innovation; programme and project management; client orientation and customer focus; computer literacy (MS Office); conflict management and Information management.

DUTIES : Manage the provision of human resource administration, recruitment and selection services. Manage the administration of conditions of service, remuneration and employees benefits. Oversee the administration of PERSAL and maintenance of personnel information. Manage the provision of human resource utilisation and development services. Manage the development and ensure effective implementation of the performance management and development system. Manage the development and implementation of skills development strategy and programmes. Ensure compliance with the Human Resources regulatory framework. Manage the provision of human resource planning, information management and HR system management services. Manage the development, implementation and maintenance of the Human Resource policy framework to ensure institutional compliance and fair labour practices. Manage the design and development of organisational structure and ensure its alignment with the strategic goals and objectives of the Department. Manage the employment equity programme of the Department. Manage the provision of labour relations and employee health and wellness services.

ENQUIRIES : Mbhazima Shiviti at (072) 755 5249

OTHER POSTS

POST 16/130 : **DEPUTY DIRECTOR: INTERNATIONAL RELATIONS REF NO: DWYPD/007/2023**
(Directorate: International Relations)

SALARY : R958 824 per annum (Level 12), fully inclusive remuneration package
CENTRE : Pretoria
REQUIREMENTS : Appropriate diploma in International Relations, Political Science or relevant NQF 6 qualification. Six years' experience in the field of international relations and stakeholder relations of which three should be at supervisory level. Knowledge and understanding of multilateral and bilateral engagements. Principles that guide the foreign policy and international relations. Processes of preparing international reports. Global agenda on equality and the emancipation of women, youth and persons with disabilities. Processing bilateral international agreements and memoranda of understanding. Skills: client orientation and customer focus; financial management; negotiation; effective report writing, verbal and written communication; impact and influence; networking and relationship building; programme and project

		management; computer literacy (MS Office); emotional intelligence. Ability to work under pressure.
<u>DUTIES</u>	:	Coordinate multilateral engagements, bilateral relations; international treaty obligations and compliance reporting and official development assistance that seek to promote the socio-economic empowerment of women, youth and persons with disabilities and achievement of gender equality Prepare and coordinate draft briefing and speaking notes. Coordinate the development of concept notes and country statements. Organise inter-departmental meetings and represent the Department in interdepartmental meetings. Organise pre- and post-consultation meetings for stakeholders, including developing reports on multilateral and bilateral meetings as well as back-to-office reports on meetings with key stakeholders in the country. Coordinate with the various desks in DIRCO. Process correspondence from DIRCO requesting comments, inputs and actions by the Department. Assist with the logistical arrangements for participation in multilateral meetings. Manage reporting requirements processes in fulfilment of international treaty obligations on gender equality and the advancement and rights of women, youth and persons with disabilities. Assist in the popularisation of international instruments and treaties related to gender/women, youth and disability. Coordinate bilateral partnerships, leveraging, and coordinating international development support. Facilitate and coordinate the process of concluding international agreements and Memorandum of Understanding (MOUs) as well as coordinating implementation plans and monitoring progress on implementation plans. Coordination of international reporting against APP targets and Operational Plan. Provide administrative support to the Directorate including in the preparation of presentations and reports to Executive as requested. Compile official letters for Note Verbale to DIRCO and Official Passport to Home Affairs.
<u>ENQUIRIES</u>	:	Ranji Reddy at (079) 500 5555)
<u>POST 16/131</u>	:	<u>LEGAL ADMINISTRATION OFFICER REF NO: DWYPD/008/2023</u> Directorate: Legal Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R844 572 per annum (MR-5, dependent on qualifications and experience) Pretoria LLB degree. At least 8 years appropriate post qualification legal experience. Admission as an attorney of the High Court or admission as an advocate would be an added advantage. Ability to negotiate and draft contracts, international instruments. Knowledge of women and youth empowerment legislation and rights of persons with disability laws, Promotion of Access to Information Act (PAIA), Promotion of Administrative Justice Act (PAJA), Protection of Personal Information Act (POPIA) and the Constitution. Ability to interpret the provisions of the PFMA, Treasury Regulations, the Public Service Act (PSA) and the Public Service Regulations (PSR) as well as specific environmental legislation, issues affecting the environment and general environmental law. Knowledge of the rules of the various courts, including but not limited to the rules of the various high courts and magistrate's courts. Good verbal and written communication, presentation and negotiation skills and computer literacy. Ability to work in a team and independently. Willing to work long hours and travel to the various destinations for work purposes. Possession of a valid driver's license and be able to travel.
<u>DUTIES</u>	:	Provide the Department with legal services through reviewing, drafting and developing legislation relevant to the Department's mandate; drafting and scrutinising of agreements involving the Department; managing litigation for/against the Department; render legal support to the Department on external and internal matters.
<u>ENQUIRIES</u>	:	Nondumiso Ngqulunga at (076) 792 9141
<u>POST 16/132</u>	:	<u>DEPUTY DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY REF NO: DWYPD/009/2023</u> Directorate: Information Communications Technology
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 per annum (Level 11), fully inclusive remuneration package Pretoria Appropriate diploma in Computer Science/Information Systems/Information Technology or relevant NQF6 qualification. Minimum of six years' experience in IT Infrastructure, Network, and Information Security is required of which three years should be at supervisory level. Network Operating System

Management specifically the Microsoft Environment is essential. Knowledge of hybrid cloud computing, Microsoft Office 365 and LAN/WAN support. Management of policy and standard operating procedures specifically in the area of IT Infrastructure, Network and Security Governance. ITIL and COBIT certification. Knowledge of IT Governance and Frameworks. Problem solving and analysis. Ability to administer Microsoft Active Directory and related Microsoft Systems and Services. Ability to maintain and troubleshoot network hardware, software and peripherals. Develop plans to improve ICT Security measures within the department. Customer relationship management. Working knowledge of the regulatory environment of information Technology and security. A valid driver's license.

DUTIES : Manage comprehensive technical services of infrastructure, networks and security. Manage the Microsoft environment. Manage and monitor the allocation of software licenses to ensure optimum utilisation and to minimise costs. Ensure the implementation of ICT Operational Plans and conduct investigations into the maintenance of existing technologies, availability, needs and demand of new technologies including modernisation of the infrastructure. Manage an information security risk register to address risk issues and action plans. Ensure data integrity, manage and monitor the security landscape, back-up and restoration. Deliver IT technical and operational projects. Develop and lead information security awareness and training initiatives. Provide input to the ICT Budget. Ensure compliance with all audit and risk management requirements. Lead and support the IT support team. Be flexible and innovative. People and Diversity Management.

ENQUIRIES : Malebo Kube at (081) 030 3046

POST 16/133 : **DEPUTY DIRECTOR: LABOUR RELATIONS AND EMPLOYEE HEALTH AND WELLNESS REF NO: DWYPD/010/2023**
(Directorate: Human Resource Management)

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), fully inclusive remuneration package
: Pretoria
: Appropriate diploma in Labour Law/Labour Relations/Social Sciences/Social Work/Psychology or relevant NQF6 qualification. Six years' experience in labour practices and/or employee health and wellness of which three should be at supervisory level. Legislation and regulatory requirements applicable to labour relations in the public service; collective bargaining structures and processes; dispute resolution structures. Sound knowledge of the Employee Health and Wellness Strategic Framework, HIV/AIDS policies, sick leave management and PILIR policy. Knowledge and experience in counselling and trauma debriefing. Skills: people management; problem solving and crisis management; analytical thinking; policy development; effective communication (verbal and written); excellent report writing.

DUTIES : Manage sound labour relations and coordinate an effective and efficient Employee Health and Wellness programme in the Department. Plan, direct and co-ordinate labour relations activities in the Department. Develop and implement communication between the Department, labour unions and employees on collective bargaining matters. Ensure that departmental practices are aligned to labour legislation, administratively correct and employee sensitive. Advise management and employees on the development, application and interpretation of labour relations policies and practices. Manage collective bargaining matters. Ensure the effective resolution of grievances and disputes in the Department. Promote awareness among staff of the grievance procedures and dispute resolution processes and procedures. Coordinate disciplinary procedures in the Department. Coordinate and promote Employee Health and Wellness Programmes and awareness sessions. Promote organisational wellness through employee support and work-life balance. Conduct assessment, referrals counselling and intervention support to staff and maintain confidentiality. Develop and maintain partnerships with internal and external stakeholders. Analyse and manage data and other wellness information for reporting.

ENQUIRIES : Mbhazima Shiviti at (072) 755 5249

POST 16/134 : **ASSISTANT DIRECTOR: SOCIAL COHESION REF NO: DWYPD/011/2023**
Directorate: Advocacy and Mainstreaming for the Rights of Youth

SALARY : R527 298 per annum (Level 10)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Appropriate diploma in Behavioural Studies/ Social Science/ Gender Studies/ Youth Development or relevant NQF6 qualification. Four years' experience of which two should be at supervisory level. Ability to be initiative and identify appropriate and timely interventions; programme design, planning, and coordination skills; ability to engage with state and non-state stakeholders; basic project design, management, and implementation; knowledge of legislation and policies regulating social cohesion and youth issues; excellent report writing and presentation skills; exceptional communication and proven interpersonal relationship skills; ability to develop and manage data bases; basic financial management skills; valid driver's licence.
<u>DUTIES</u>	:	Initiate the activities that promote social cohesion and nation building at the community level; initiate, contribute to, and support the setting-up of effective open intergenerational dialogue platforms for young people; increase the level of awareness and information on issues that negatively impact on the lives of young people and cohesion within their communities, such as mental health, substance abuse, teenage pregnancies, Gender Based Violence and Femicide, xenophobic attacks, sexual and reproductive health rights, education on sexuality; ensure and oversee the mainstreaming of social cohesion issues into departmental policies and programmes; manage implementation of programmes contributing to social empowerment, social cohesion and nation building; monitor the implementation of social cohesion and nation building projects; liaise with and maintain engagements with relevant stakeholders across sectors in all the three spheres of government to effectively initiate, plan and implement social cohesion projects; report regularly on progress regarding social cohesion interventions; make input into the budget allocated to the Directorate in line with the PFMA and National Treasury Guidelines.
<u>ENQUIRIES</u>	:	Sylvia Stevens at (076) 213 9941
<u>POST 16/135</u>	:	<u>ASSISTANT DIRECTOR: EVALUATION REF NO: DWYPD/012/2023</u> Directorate: Evaluation: Women, Youth and Persons with Disabilities
<u>SALARY</u>	:	R527 298 per annum (Level 10)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Appropriate diploma in Monitoring and Evaluation, Social Sciences, Development Sciences, Economics or relevant NQF6 qualification. Four years' experience in the field of evaluations of which two should be at supervisory level. Knowledge of monitoring and evaluation systems and processes. Research methods and compilation of complex, analytical documents. Policies and practice on gender equality, women's empowerment, and gender, youth and persons with disabilities mainstreaming. Public policy and programming, including gender analysis Understanding of gender, youth and persons with disabilities programming in an economic sector, social sector and governance environment. Monitoring and evaluation theory and practice, including government outcomes planning, monitoring and evaluation policies, procedures and guidelines. Evaluation science, including evaluation typologies and theory-based evaluation. Research methods including qualitative and quantitative research. Legislation, governance frameworks and prescripts applicable to the functions of Department. Key government policy frameworks, mandates and strategic objectives. PFMA and Treasury regulations applicable to the functions of the Branch. Batho Pele principles and application thereof intergovernmental initiatives and interventions on gender equality and women's empowerment, including socio-economic empowerment programmes. Government-wide monitoring and evaluation systems. International, regional, continental and national commitments on women's empowerment gender equality, youth development and promotion of persons with disabilities.
<u>DUTIES</u>	:	Support evaluations to improve government performance, outcomes and impacts in relation to gender equality, women's empowerment, youth development and promotion of the rights of persons with disabilities. Support the development and implementation of gender, youth and persons with disabilities-responsive government evaluation policies and plans, including gender, youth and persons with disabilities departmental Evaluation Plan. Undertake policy analysis, consult on and support the development of Annual Gender Evaluation Plan. Support the development of mechanisms and institutional arrangements to facilitate gender, youth and persons with disabilities-responsiveness across the national evaluation system. Support the

development of guidelines on gender, youth and persons with disabilities mainstreaming within the National Evaluation System including the National Evaluation Plan, Provincial Evaluation Plans and Departmental Evaluation Plans. Undertake the evaluation of policies, programmes and institutions to improve performance on gender equality, women's empowerment, youth development and promotion of the rights of persons with disabilities including rapid evaluations to improve results and programme outcomes in key areas. Undertake analysis and assessment of inception reports including evaluation design and methods, theory of change and understanding of substantive theory and provide feedback to the evaluator. Provide ongoing oversight over evaluation process including ethics, evaluation instruments etc. Present evaluation findings and recommendations to key stakeholders and lead Department. Facilitate development of improvement plan arising from evaluation findings. Submission of final evaluation for independent quality assessment. Support the development of gender, youth and persons with disabilities evaluation database and systems to improve the evaluability of key programmes affecting gender equality, women's empowerment, youth development and promotion of the rights of persons with disabilities.

- ENQUIRIES** : Phumlani Tembe at (072) 525 0641
- POST 16/136** : **ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS REF NO: DWYPD/013/2023 3**
Directorate: International Relations
- SALARY CENTRE REQUIREMENTS** : R527 298 per annum (Level 10)
: Pretoria
: Appropriate diploma in International Relations, Political Science or relevant NQF 6 qualification. Four years' experience in the field of international relations and stakeholder relations of which two should be at supervisory level. Knowledge of multilateral and bilateral engagements; principles that guide the foreign policy and international relations; processes of preparing international reports; global agenda on equality and the emancipation of women youth and persons with disabilities; processing bilateral international agreements and memoranda of understanding. Effective report writing, verbal and written communication skills. Research and knowledge management. Computer literacy (MS Office).
- DUTIES** : Support the coordinate multilateral relations, bilateral relations and official development assistance that seek to promote the socio-economic empowerment of women, youth and persons with disabilities and equality as well as to support international reporting obligations on international instruments. Coordinate the Department's optimal participation and interaction in multilateral fora on equality and women, youth and persons with disabilities' empowerment. Prepare and coordinate draft briefing and speaking notes. Coordinate the development of concept notes and country statement. Organise inter-departmental meetings and represent the Department in interdepartmental meetings. Organise pre-and post-consultation meetings for stakeholders. Process correspondence from DIRCO requesting comments and inputs by the Department. Assist with the logistical arrangements for participation in multilateral meetings. Support the management of reporting requirements processes in fulfilment of international treaty obligations on equality and the advance of women, youth and persons with disabilities. Assist in the development of the country reports. Support the coordination of bilateral partnerships and leveraging and coordinating international development support. Ensure timeous arrangement of accommodation, ground transport and flights for domestic and international travel. Assist with the compilation of official letters for Note Verbale to DIRCO and Official Passport to Home Affairs.
- ENQUIRIES** : Kele Moruane at (072) 525 0269
- POST 16/137** : **ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT REF. NO: DWYPD/014/2023**
Directorate: Knowledge Management
- SALARY CENTRE REQUIREMENTS** : R527 298 per annum (Level 10)
: Pretoria
: Appropriate diploma in Information Science, Information Technology or Knowledge Management or Library Management or relevant NQF6 qualification. Four years' experience in information and knowledge

management of which two should be at supervisory level. Knowledge and understanding of legislation, governance framework and prescripts applicable to the functions of the Knowledge Management. Knowledge of legislation related to the mandate and strategic objectives of the Department; public service information and records management frameworks; understanding of knowledge management systems; knowledge and application of knowledge management software (industry standards); understanding of inventory management system and project management system; knowledge of document and content management system; advance knowledge of computer programmes.

DUTIES : Provide knowledge management functions and provide information services in line with the Department's mandate, knowledge and information needs. Provide assistance in the implementation of effective knowledge and information management services for women, youth and persons with disabilities. Support the development and implementation of an integrated knowledge management system for the Department. Promote and monitor the use of knowledge and information within the Department. Maintain solutions that promote knowledge sharing and platforms that assist in informed decision-making. Maintain knowledge bases, webpages and the electronic document management system and ensure controlled access and security to sensitive information and documents. Promote and facilitate knowledge sharing, retention and contribution to the organisational intellectual capital. Evaluate the value of knowledge management initiatives and produce reports and briefings related to knowledge and information activities and projects. Administration of daily Knowledge Management functions and activities. Provide an information service to internal and external clients.

ENQUIRIES : Thivhulawi Mukwevho Tel No: (082) 382 6959

POST 16/138 : **ASSISTANT DIRECTOR: GOVERNANCE AND REGULATION FOR RIGHTS OF PERSONS WITH DISABILITIES REF NO: DWYPD/015/2023**
Chief Directorate: Governance and Regulation for the Rights of Persons with Disabilities

SALARY CENTRE REQUIREMENTS : R527 298 per annum (Level 10)
: Pretoria
: Appropriate diploma in Social Sciences, Disability Studies, Law, Monitoring and Evaluation, Public Policy and Research or relevant NQF6 qualification. A postgraduate qualification will be an added advantage. Four years' experience in research, project management, monitoring and evaluation, performance reporting, of which two should be at supervisory level. Working knowledge and understanding of: national and international disability legislative and policy framework and understanding of the rights, needs and challenges of persons with disabilities; financial management, supply chain management, audit and risk management; research processes and project management. Skills: report writing; time management, analytical; stakeholder coordination; excellent written and verbal communication and presentation. Valid driver's license (not a pre-requisite for disabled applicants). Willingness to travel and ability to work outside working hours and to work under pressure.

DUTIES : To support and participate in monitoring and evaluation, compliance and reporting, research and coordination of progress in the implementation of international and national legislation and policies in respect of the Rights of Persons with Disabilities. Monitor and evaluate the implementation of the White Paper on the Rights of Persons with Disabilities, United Nations Convention on the Rights of Persons with Disabilities and other relevant Human Rights Treaty Obligations Instruments; develop monitoring and evaluation tools, templates and frameworks; coordinate, analyse and develop performance reports (national, continental and international); provide technical support on reporting guidelines and requirements to all spheres of government and conduct training workshops; coordinate stakeholders including national and provincial government departments, disability sector, civil society organisations and private sector; conduct analysis of Draft Annual Performance Plans of government departments through a disability inclusive lens; research and draft responses to ministerial enquiries and parliamentary questions as required; liaise with service providers and partners; draft submissions, letters, concept notes, MOUs, presentations and Terms of Reference as required; develop project plans and coordinate and report on implementation; compile monthly

and quarterly financial reports; perform secretariat function to project steering committees.

ENQUIRIES : Praveena Sukhraj-Ely Tel No: (081) 310 3722

POST 16/139 : **ASSISTANT DIRECTOR: ADVOCACY AND MAINSTREAMING, RIGHTS OF PERSONS WITH DISABILITIES REF NO: DWYPD/016/2023**
Chief Directorate: Advocacy and Mainstreaming for the Rights of Persons with Disabilities

SALARY CENTRE REQUIREMENTS : R527 298 per annum (Level 10)
: Pretoria
: Appropriate diploma in Public Administration/Public Management/legal or policy analysis/database development and management/project management/Advocacy and stakeholder management or relevant NQF 6 qualification. Four years' experience in disability rights inclusion of which two should be at supervisory level. Demonstrative experience in the advocacy and mainstreaming environment and stakeholder management capabilities. Policy and legislative analysis and research environment. Skills: policy and legislative analysis and research; project planning, management and organising; advocacy and analytical; document and financial management; events management and organising; database collation, development and management; stakeholder engagement; resource planning; problem solving and supervisory; time management; effective communication (verbal and written). Willingness to travel and / or work irregular hours. Ability to work under pressure.

DUTIES : To manage, facilitate and implement advocacy and mainstreaming projects and plans. Develop and manage Advocacy plans and projects. Manage and coordinate stakeholders. Provide support on policy and legislative analysis and research. Develop presentations in line with projects. Coordinate, develop and manage stakeholder projects and provide reports thereof. Create, develop and database management process and system. Coordinate procurement of goods and services. Facilitate monthly, quarterly and annual reporting on management related matters. Handle queries from internal and external clients relating to supply chain matters. Monitor compliance about the implementation, interpretation and application of administrative policies. Promote adherence to policies such as Public Finance Management Act, Procurement, Human Resource, Transport and Records Management policies. Coordinate all training requirements and activities.

ENQUIRIES : Benny Palime at (072) 525 0711

POST 16/140 : **ASSISTANT DIRECTOR: ECONOMIC EMPOWERMENT REF NO: DWYPD/017/2023**
Directorate: Governance and Regulation for Economic Justice and Empowerment of Women

SALARY CENTRE REQUIREMENTS : R527 298 per annum (Level 10)
: Pretoria
: Appropriate diploma in Humanities Studies, Social Sciences, Economics or relevant NQF6 qualification. Four years' experience of which two should be at supervisory level. Policies, strategies and programmes that mainstream the economic empowerment and participation of women. Policy formulation process within government; intergovernmental functioning and gender critical stakeholders; business and financial environment and stakeholders; government and private sector economics of scale; mandate and strategic objectives of the Department. Skills: effective written and verbal communication; planning and organising; computer literacy (MS Office Suite); gender diversities awareness.

DUTIES : Provide support on the promotion of policies and programmes that mainstream the economic empowerment and participation of women. Initiate and conceptualise the facilitation of economic empowerment strategies across government departments to ensure economic growth and inclusion with equitable gender benefit. Provide support in the implementation and promotion of policies or programmes that mainstream the economic empowerment and participation of women. Apply relevant knowledge that relates to and further enhances information dissemination, work organisation and organisational support. Provide documents that will improve or develop concepts of programmes, policy, theories and operational methods. Draft terms of

reference where applicable for task teams. Liaise with relevant external clients/departments/provincial administrations, colleagues and the public to further enhance the quality of outputs and the correspondence of relevant programme and policy topics. Provide support towards developing intervention plans for policies and programmes of economic opportunity that seek to create developmental access for women and promote gender equality in the mainstream economy through promoting women's access to funding opportunities in industrialisation and beneficiation. Engage in economic opportunities that are accessible to women to promote gender inclusion and equity. Analyse reports that contain descriptive, analytical, and evaluative content for implementations that may be submitted for approval and use for departmental purposes. Identify and source reports from various sources that pertain to the aims and objectives of the Department. Provide support through initiating the compilation of progress reports on initiatives aimed at women's economic empowerment and participation. Provide progress reports on the developments of existing as well as initiated programmes and policies that aim to improve the economic empowerment and participation of women in the mainstream economy.

ENQUIRIES : Prince Booi Tel No: (083) 243 3591

POST 16/141 : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: DWYPD/018/2023**
Chief Directorate: Financial Management

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Pretoria
: Appropriate diploma in Accounting/Auditing/Internal Auditing or relevant NQF6 qualification. Four years' experience of which two should be at supervisory level. Computer skills; knowledge of the Public Finance Management Act, Treasury Regulations and Financial Systems (BAS, Persal, LOGIS) Understand and apply commercial and financial principles. Readiness to make decisions; take the initiative and originate action; good communication and interpersonal relations; successfully adapts to changing demands and conditions.

DUTIES : Develop, implement, and monitor effective functioning of the system of internal control in the office of the Chief Financial Officer: implement internal control policies and procedures; monitor compliance with PFMA, Treasury Regulation, policies, and National Treasury directives; coordinate internal control processes; conduct internal control awareness campaign programmes, conduct workshops, roadshows and information sharing sessions. Coordination of audit: coordinate assurance processes (e.g. audit committee process, response to external and internal auditor's queries and management responses); coordinate development of post-audit implementation action plans and follow-up thereof; generate follow-up audit reports on non-implemented audit findings for submission to relevant managers/supervisors. Implement and monitor preventative controls in financial transactions: identify ineffective internal controls system (e.g. BAS, LOGIS, PERSAL); report internal control deficiencies with recommendations to Chief Financial Officer; report detected unauthorised, irregular, fruitless and wasteful expenditure.

ENQUIRIES : Desree Legwale at (083) 532 7393

POST 16/142 : **ASSISTANT DIRECTOR: ANTI CORRUPTION, ETHICS AND INTEGRITYMANAGEMENT REF NO: DWYPD/019/2023**
Sub-Directorate: Risk and Integrity Management

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Pretoria
: Appropriate diploma in Risk Management/Auditing/Forensics or relevant NQF6 qualification. Four years' experience in Risk Management/Integrity and Ethics/Fraud Prevention Environment/Audit of which two should be at supervisory level. Demonstrate knowledge of all the legislation pertaining to anti-corruption in the public service (Public Service Regulations, Public Finance Management Act, Public Service Act and Treasury Regulations). Sound working knowledge of the legislative requirements relating to risk management. Completion of online course on Ethics in the Public Service. Skills: effective communication (verbal and written); report writing; ability to

		liaise with and coordinate stakeholder engagement; facilitation and presentation.
<u>DUTIES</u>	:	Provide support with regard to the implementation of anti-corruption, ethics and integrity management, risk management and business continuity management functions within Department. Coordinate and implement anti-corruption, ethics and integrity management plans. Assist with the coordination and secretariat functions of Risk Management Committee meetings. Implement financial disclosure in the Department in line with prescribed regulations. Facilitate policy review by benchmarking on best practices on ethics, integrity management and risk management frameworks. Assist in the implementation of business continuity management. Consolidate and verify quarterly reporting information. Conduct awareness to employees of the Department on anti-corruption, ethics, integrity management and risk management. Maintain fraud and corruption database. Assist in the implementation of the e-Disclosure framework.
<u>ENQUIRIES</u>	:	Ntombifuthi Mahlobo at (060) 978 1770
<u>POST 16/143</u>	:	<u>ASSISTANT DIRECTOR: COMMUNICATIONS REF NO: DWYPD/020/2023</u> Directorate: Communications
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Pretoria Appropriate diploma in Communications, Journalism, Media Studies or related fields or relevant NQF6 qualification. Post-graduate qualification (NQF level 8 or higher) in related fields will serve as an added advantage. Four years' experience in the communication environment of which two should be at supervisory level. Demonstrative ability to utilise all forms of media, including press releases and digital campaigns, print materials, social media, audio and video communications. Knowledge of Public Finance Management Act (PFMA); legislations relating to gender, youth and disability; project management; Batho Pele Principles; business processes linked to government procurement; Government Communication Information System. Skills: branding management; editing and technical ability linked to photography; report writing; planning and organising; interpersonal; computer literacy; language proficiency; event management; time management and managing multiple deadlines; be a team player, responsive to a dynamic and challenging environment in government communications.
<u>DUTIES</u>	:	Provide media liaison and public management services relating to media relations, drafting of media advisories, statements and opinion pieces, including planning of media briefings, working with GCIS and other partners. Develop content for and manage the social media accounts of the Department. Provide public relations and media liaison services in the build up to, during and post- events, also working with GCIS and partners. Provide project management support to units and partners involved in planning events with the Department. Develop business documents such as submissions, specification documents, communications plans, and related documents to ensure the business of communications is managed throughout the planning and execution of events and activities. Lend hands-on support in the execution of events, including but not limited to branding, AV and stage set up. Support both Department and Ministry in events planning and execution. Develop monthly, quarterly and post-event reports. Work with the team to develop content for internal communications, prepare presentation and present at meetings and management committees when required.
<u>ENQUIRIES</u>	:	Val Mathobela at (072) 756 2709
<u>POST 16/144</u>	:	<u>ASSISTANT DIRECTOR: OPERATIONAL AUDITS REF NO: DWYPD/021/2023</u> (Directorate: Internal Audit)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Pretoria Appropriate diploma in Internal Audit/Auditing /Accounting or relevant NQF6 qualification. Membership with the Institution for Internal Auditors. Four years' experience in Internal/External Audit of which two should be at supervisory level. Standards for the Professional Practice of Internal Auditors. Operational Audit. Audit of Predetermined Objectives. Public Finance Management Act (PFMA) and Treasury Regulations. Public Service Act and Public Service

		Regulations. National Treasury Internal Audit Frameworks. Public Sector Risk Management Framework. Batho Pele Principles. International Financial Reporting Standards. International Accounting Standards. Generally Recognised Accounting Practice (GRAP). Skills: communication (both verbal and written); analytical; planning and organising; problem solving; computer literacy; conflict management.
<u>DUTIES</u>	:	Plan internal audit projects. Execute internal audit projects. Communicate audit results. Supervise junior internal audit staff members. Assist with the administrative duties of the Directorate: Internal Audit.
<u>ENQUIRIES</u>	:	Nomthandazo Chuene at (083) 406 6496
<u>POST 16/145</u>	:	<u>ASSISTANT DIRECTOR: SCM REF NO: DWYPD/022/2023</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Appropriate diploma in Supply Chain/Logistics/Finance or relevant NQF6 qualification Four years' experience of which two should be at supervisory level. Demonstrative in-depth knowledge of SCM legislative environment applicable to government procurement and the development, implementation and monitoring of related policies and procedures; excellent operational management skills; good interpersonal relations and written and verbal communication skills; ability to maintain high levels of confidentiality and to prioritise work in high-pressure environments. Sound knowledge of LOGIS and Microsoft Office applications (especially Microsoft Excel).
<u>DUTIES</u>	:	Provide effective and efficient demand and acquisition management services to the Department and coordinate, review, undertake and implement the supply chain demand management framework and policies through research, analysis and planning of procurement requirements, the collating of information for the annual procurement plan ensuring that funds are available and the review and compilation of specifications. SCM Management Performance: ensure approval and authorisation of quotations and tenders. Operations Performance: ensure all quotations and tenders comply with delegations and legislations. Governance and Internal Controls: update policies and respond to audit queries and risk management. Operational functions: monitor and oversee requests for quotation, proposal and tenders. SCM record keeping and reporting. Ensure the deviation register is updated monthly. Monitor and oversee requests for quotation, proposal and tenders - process to meet SCM timelines as per the SCM service delivery metrics.
<u>ENQUIRIES</u>	:	Margaretha Jooste at (067) 420 6882
<u>POST 16/146</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: DWYPD/023/2023</u> Directorate: Financial Management
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Appropriate diploma in Financial Accounting/Public Finance and Accounting or relevant NQF6 qualification. Four years' experience of which two should be at supervisory level. Knowledge of Financial Accounting in government; Financial Accounting prescripts, policies and practices; government financial systems (PERSAL & BAS); Public Financial Management Act, Treasury Regulation, Public service Act Preferential Procurement Policy Framework Act and related regulations. Skills: financial reporting, communication (verbal and written), stakeholder and customer focus, interpersonal, presentation, conflict management, planning and organising and project management. Proficient in MS packages.
<u>DUTIES</u>	:	Coordinate, review and undertake the implementation of financial accounting systems and procedures in line with relevant legislation, regulations frameworks and departmental policies and procedures. Reconcile, administer, safeguard and file documents; manage the identification and resolution of all discrepancies between documents filed and transactions processed through the accounting system as per Treasury Regulations 8. 11 and 17.1; filing and archiving practices and review on a test basis the availability of source documents for recorded transactions; master-file Information (payroll, creditors, debtors and assets) maintained on the accounting system; verify SCOA, budget, amounts and allocations on payment advice/claims;

administration of financial accounts: review relevance, accuracy and validity of adjusted journal entries captured; reconciliations, including General and subsidy ledger reconciliation; tax reconciliation; reconciliation between BAS and other systems (LOGIS and PERSAL); timely and accurate clearing of suspense accounts and reports on un-cleared items as per Treasury Regulations 17.1.2; capturing of inter-departmental payments/ claims and review supporting documents; distribution of payrolls before the pay dates; review, analyse and implement changes and enhancements to the PERSAL system to ensure optimal efficiency; compile, review and analyse the information provided on reports as per the required timelines; compile liaise with auditors, coordinate and consolidate responses to queries, and manage follow-ups on the implementation of recommendations.

ENQUIRIES

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Llewellyn Louw at (071) 383 0559