

DEPARTMENT OF WOMEN

The purpose of the Department of Women is to lead, coordinate and oversee the transformation agenda on women's socio-economic empowerment, rights and equality through mainstreaming, monitoring and evaluation.

- APPLICATIONS** : The Director-General, Department of Women, Private Bag X931, Pretoria, 0001, or hand delivered at 36 Hamilton Street, Arcadia, Pretoria.
- FOR ATTENTION** : Ms Thoriso Siko
- CLOSING DATE** : 19 January 2018: note that posts are intended to be filled from April 2018.
- NOTES** : Applications must be submitted on form Z83, obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive CV as well as original certified copies of all qualification(s) and ID-document. Non-RSA citizens/ permanent resident permit holders must attach a copy of their Permanent Residence Permit. 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. 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 make appointment(s) to the post(s). Note: If the applicant fails to sign the Z-83 form that will constitute an automatic disqualification. The Department of Women 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. Women and persons with disabilities in particular are encouraged to apply. Appointment(s) will only be made on the first notch of the advertised salary level.
- ENQUIRIES** : Ms Thoriso Siko telephone 012 359 0225

OTHER POSTS

- POST 01/73** : **COMMUNICATION OFFICER (REFERENCE: DOW/014/2017)**
- SALARY** : R 226,611 basic salary plus applicable benefits (salary level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate diploma in communications, journalism, public relation or relevant NQF 6 qualification. 3 years operational experience in marketing and communication. Proven experience in: government communication, organisational branding, gender mainstreaming, social media platforms and applications. Advanced knowledge of: public service communication machinery; provisions of public service legislation, including but not limited to the Protection of Access to Information Act and Minimum Information Security Standards; Batho Pele principles and practice. Primary skills: gender diversities awareness; effective report writing, verbal and written communication; knowledge management; problem solving and analysis; service delivery innovation; client orientation and customer focus; ability to work with line functional experts to add value to the Department's work; ability to effectively work under tight deadlines and stressful situations. Attributes: ethical behavior; honesty and integrity; emotional intelligence; passion and achievement driven; ability to maintain confidentiality of information; respect for copyrights/aversion to plagiarism. The successful applicant will be subject to personal security vetting at a secret level.
- DUTIES** : To provide internal and external communications support to the Department: provide support on the maintenance of internal and external communications with departmental project collaborators, external stakeholders and communication service providers; provide support on the execution of the departmental communication strategy; provide support on the co-ordination of communication activities and events of internal and external project partners; provide support on the dissemination of departmental information to relevant stakeholders; provide document management support and storage of communication materials and equipment.

POST 01/74 : **SENIOR SECRETARY, ECONOMIC EMPOWERMENT AND PARTICIPATION
(REFERENCE: DOW/015/2017)**

SALARY : R 183,558 basic salary plus applicable benefits (salary level 06)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate or equivalent NQF 4 qualification plus a Secretarial Certificate or similar qualification. 2 years administrative support experience. Proven experience in: secretarial support. Knowledge of: departmental policies and applicable protocols; regulatory framework governing the public service. Primary skills: effective verbal communication; basic numeracy; computer literacy, particularly in MS Office Suite and Intranet; general office administrative and clerical skills; ability to effectively work under tight deadlines and stressful situations. Attributes: ability to communicate at all levels, resourceful, people orientated, trustworthy, punctual, hard-working, self-motivated, ability to work independently. The successful applicant will be subject to personal security vetting at a secret level.

DUTIES : To provide secretarial support to the Chief Directorate Economic Empowerment and Participation: provide secretarial and clerical support; manage the front desk operation of the office; render logistical support services; render administrative support to the office.