

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** : The Director-General
- NOTE** : 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 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). All short-listed candidates for senior management posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, 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 be testing 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. Senior managers shall be required to enter into a performance agreement within three (3) months of assuming their duties in the Department. Senior managers shall within one (1) month of the date of their appointment conclude the prescribed contract of employment. 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.

MANAGEMENT ECHELON

- POST 28/84** : **DIRECTOR: COMMUNICATIONS (REF NO: DOW/006/2018)**
- SALARY** : R948 174 fully inclusive package per annum, Level 13
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate degree in Communications Science or relevant NQF level 7 qualification. A minimum 10 years' operational experience in a communications environment of which 5 were at middle management level. Proven experience in corporate marketing and communication, Government communications, organisational branding, gender mainstreaming as well as social media platforms and applications. Working knowledge of Government communication policies and approaches, Public Service Communication Machinery, South African legislative framework in relation to the mandate and functioning of the Department; departmental governance framework and mandate. Applicant must possess the following skills: gender diversities

awareness; effective report writing; verbal and written communication; financial management; problem solving and analysis; programme and project management; service delivery innovation; client orientation and customer focus; strategic capability and leadership; impact and influence; networking and relationship building; research and knowledge management; computer literacy (MS Office); transformation and change management. Attributes: ethical behaviour; honesty and integrity; emotional intelligence; passion and achievement driven; ability to work effectively under pressure; ability to maintain high level confidentiality of information and respect for copyrights/aversion to plagiarism.

DUTIES : Develop and ensure execution of the departmental communication strategy and provide support to departmental projects and events. Manage the corporate brand and promote a positive image of the Department. Develop and manage effective internal communications media. Manage external communications with relevant stakeholders and related service providers. Provide support to the Ministry regarding liaison with the media. Develop effective information education and communication material. Support communication activities and events of internal and external project partners. Ensure the dissemination of electronic and hard copy materials to relevant stakeholders. Ensure document management support and storage of communication materials and equipment. Promote a positive relationship with the media on behalf of the Department. Obtain, monitor and review stakeholder feedback and reaction. Represent the Department in intergovernmental communications forums.

ENQUIRIES : Mr J Mahlangu Tel No: (012) 359 0238

CLOSING DATE : 27 July 2018 at 16:00

OTHER POSTS

POST 28/85 : **AUDIT AND RISK COMMITTEE CHAIRPERSON (REF NO: DOW/ARC/01/2018)**
Term: The term of office is three years (part-time basis); approximate number of meetings is six per annum (four ordinary and two special meetings).

SALARY : Remuneration will be in accordance with the provisions of Treasury Regulations.

CENTRE : Pretoria

REQUIREMENTS : Appropriate three-year NQF 7 qualification (- a higher qualification will be an added advantage) in any of the following fields: Information Technology/Legal/Social Sciences/Risk Management/Accounting and Auditing. More than five years' management experience gained in information technology, risk management, performance management, financial management, corporate governance and internal/external auditing. Excellent communication skills (verbal and written) Extensive leadership and experience in serving on an Audit Committee (but not a political office bearer). Knowledge of the IIA Standards, Public Finance Management Act and its Treasury Regulations and other relevant legislation/policies, i.e. GRAP and other accounting standards. Knowledge and understanding of the roles of Internal and External Auditors. Knowledge and understanding of Information Communication Technology and Performance Information. Knowledge of the socio-economic empowerment of women and gender equality will serve as an advantage. Preference will be given to applicants who are currently serving as Audit Committee members. Applicants must not have business or personal interest with the Department of Women.

DUTIES : The Audit and Risk Committee is an advisory committee that assists the Department by performing oversight in respect of internal controls, risk management and governance. The Committee reports to the Executive Authority on a quarterly basis. The Committee will carry out its responsibilities as legislated by the Public Finance Management Act and

Treasury Regulations, and operate according to the approved Audit and Risk Committee Charter. The Committee is expected to advise the Department on, amongst other: internal audits, internal controls, accounting policies, risk management, adequacy, reliability and accuracy of financial and performance information, performance monitoring, corporate governance, compliance with relevant/applicable legislation, issues raised by the Auditor-General South Africa, examine and review the financial statements and performance information reports before final approval. The Chairperson shall chair meetings of the Audit and Risk Committee and lead a constructive dialogue with management, internal and external auditors. Initiate the annual assessment of the Audit Committee and take the measures to correct the weaknesses underlined by the assessment

**ENQUIRIES
NOTE**

: Mr V Shongwe Tel No: (012) 359 0244
 : The Department of Women hereby invites applications from suitably qualified and interested individuals to serve on its Audit and Risk Committee in line with the provisions of Section 76(4) and 77 of the Public Finance Management Act, 1 of 1999, read with Chapter 3.1 of the Treasury Regulations. Applications must be accompanied by a comprehensive CV (including two recent and contactable referees) as well as 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 position. Applicants must note that further checks may be conducted if they are shortlisted and their appointment is subject to positive outcomes on these checks, which includes security clearance, security vetting, qualification verification and criminal record verification. Appointment in the position will be provisional, pending the issue of security clearance. Should a security clearance not be granted, appointment will be re-considered/terminated. Successful candidates will be required to enter into a contract with the Department. 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 are encouraged to apply.

CLOSING DATE

: 03 August 2018 at 16:00

POST 28/86

AUDIT AND RISK COMMITTEE MEMBER (REF NO: DOW/ARC/02/2018) (X2 POSTS)

Term: The term of office is three years (part-time basis); approximate number of meetings is six per annum (four ordinary and two special meetings).

SALARY

: Remuneration will be in accordance with the provisions of Treasury Regulations.

CENTRE

: Pretoria

REQUIREMENTS

: Appropriate three-year NQF 7 qualification (- a higher qualification will be an added advantage) in any of the following fields: Information Technology/Legal/Social Sciences/Risk Management/Accounting and Auditing. More than five years' management experience gained in information technology, risk management, performance management, financial management, corporate governance and internal/external auditing. Excellent communication skills (verbal and written). Extensive leadership and experience in serving on an Audit Committee (but not a political office bearer). Knowledge of the IIA Standards, Public Finance

Management Act and its Treasury Regulations and other relevant legislation/policies, i.e. GRAP and other accounting standards. Knowledge and understanding of the roles of Internal and External Auditors. Knowledge and understanding of Information Communication Technology and Performance Information. Knowledge of the socio-economic empowerment of women and gender equality will serve as an advantage. Preference will be given to applicants who are currently serving as Audit Committee members. Applicants must not have business or personal interest with the Department of Women.

DUTIES

: The Audit and Risk Committee is an advisory committee that assists the Department by performing oversight in respect of internal controls, risk management and governance. The Committee reports to the Executive Authority on a quarterly basis. The Committee will carry out its responsibilities as legislated by the Public Finance Management Act and Treasury Regulations, and operate according to the approved Audit and Risk Committee Charter. The Committee is expected to advise the Department on, amongst other: internal audits, internal controls, accounting policies, risk management, adequacy, reliability and accuracy of financial and performance information, performance monitoring, corporate governance, compliance with relevant/applicable legislation issues raised by the Auditor-General South Africa, examine and review the financial statements and performance information reports before final approval.

**ENQUIRIES
NOTE**

: Mr V Shongwe Tel No: (012) 359 0244

: The Department of Women hereby invites applications from suitably qualified and interested individuals to serve on its Audit and Risk Committee in line with the provisions of Section 76(4) and 77 of the Public Finance Management Act, 1 of 1999, read with Chapter 3.1 of the Treasury Regulations. Applications must be accompanied by a comprehensive CV (including two recent and contactable referees) as well as 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 position. Applicants must note that further checks may be conducted if they are shortlisted and their appointment is subject to positive outcomes on these checks, which includes security clearance, security vetting, qualification verification and criminal record verification. Appointment in the position will be provisional, pending the issue of security clearance. Should a security clearance not be granted, appointment will be re-considered/terminated. Successful candidates will be required to enter into a contract with the Department. 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 are encouraged to apply.

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