ANNEXURE F

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

The mandate of the Department is to regulate socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities.

APPLICATIONS: Forward your application, stating the relevant reference number to: The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001, or hand delivered at 36 Hamilton Street, Arcadia, Pretoria.

FOR ATTENTION: Ms L Mabunda

CLOSING DATE: 12 February 2021 at 16:00

NOTE: Applications must be submitted on new Z83 form, which can be downloaded at www.dpsa.gov.za-vacancies. Received applications using the incorrect application for employment (Z83) will not be considered. Each application for employment form must be duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Application must be accompanied by a comprehensive CV as well as original certified copies of all qualification(s) and ID-document that were certified not longer than six (6) months previously. 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 fill and/or make an appointment to any of the advertised posts. Short-listed candidates may 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 for Senior Management posts, the selection panel may 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. No appointment shall be made to any SMS post without the appointee completed the pre-entry certificate (Nyukela) and must be in possession thereof prior to taking up the post. Full detail can be sourced from: http://www.thensg.gov.za/training-course/sms-pre-entry-programme. Designated employees shall be required to disclose their financial interests within 30 days after assumption of duty. 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 security vetting. The Department is responsible for coordination, enforcement and monitoring implementation of the National Strategic Plan on Gender-based Violence and Femicide (NSP on GBVF). For this purpose, the following fixed-term contract appointments, to provide technical and administrative support, will be made from assumption of duty till 31 March 2023. 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. Women and persons with disabilities in particular are encouraged to apply.

MANAGEMENT ECHELON

POST 03/42: DIRECTOR: GBVF SECRETARIAT REF NO: DWYPD/001/2021

(Salary post until 31 March 2023)

SALARY: R1 057 328 per annum (Level 13), (all-inclusive remuneration package)

CENTRE: Arcadia, Pretoria

REQUIREMENTS: Appropriate undergraduate qualification (NQF level 7) in Social Sciences, Public Health or related disciplines. Post-graduate qualification (NQF level 8)
in Public Policy/Governance/Implementation Science will be an added advantage. Minimum of five (5) years’ relevant experience at middle/senior management level including field experience in the area of GBVF; integration of GBVF issues in policy and programming at national, provincial and local levels; in-depth knowledge and expertise on GBVF, research, practice, including national, regional and international instruments.

**DUTIES**

Core Functions
- Provide technical and administrative support to NSP on GBVF implementation;
- Manage regular reporting to the Chief Director: Governance Transformation, Justice and Security (GTJS);
- Manage the preparation of programme status reports for various entities;
- Manage the conceptualisation, and conducting of evidence based research in GBVF sector with the main goal of developing evidence based programmatic interventions to eradicate GBVF;
- Coordinate programming, resourcing and monitoring and evaluation coherence to respective NSP on GBVF pillars and the Gender Responsive Planning, Budgeting, Monitoring and Evaluation and Auditing Framework.

**ENQUIRIES**

Ms E Maluleke  Tel No: (012) 359 0276

**OTHER POSTS**

**POST 03/43**

**DEPUTY DIRECTOR: RESEARCH, MONITORING AND EVALUATION, GBVF SECRETARIAT REF NO: DWYPD/002/2021**

(Contract post until 31 March 2023)

**SALARY**

R733 257 per annum (Level 11), (all-inclusive remuneration package)

**CENTRE**

Arcadia, Pretoria

**REQUIREMENTS**

Appropriate undergraduate qualification (NQF level 7) in Social Science/Public Health or related discipline. Post-Graduate qualification (NQF level 8) in Monitoring and Evaluation will be an added advantage. Minimum of 5 years’ relevant experience of which 3 years were at supervisory level. Demonstrative experience in complex monitoring and evaluation systems and programmes; report writing for multi stakeholder teams; development of research proposals, conducting research and using research findings to inform programme plans and policies; development and implementation of monitoring and evaluation systems.

**DUTIES**

- Manage research on GBVF and write research reports;
- Conduct monitoring and evaluation of GBVF initiatives implemented by various stakeholders and identify gaps and make recommendations to maximise effectiveness;
- Develop manuals for capacity building on the NSP on GBVF, including the monitoring and evaluation framework; establish mechanisms for data collection and for coordinating reporting from various stakeholders; develop, review, and facilitate maintenance of NSP on GBVF monitoring and evaluation tools and systems;
- Facilitate development of quality improvement (QI) and quality assurance (QA) systems and tools to support NSP on GBVF implementation.

**ENQUIRIES**

Ms E Maluleke  Tel No: (012) 359 0276

**POST 03/44**

**DEPUTY DIRECTOR: COORDINATION AND STAKEHOLDER MANAGEMENT, GBVF SECRETARIAT REF NO: DWYPD/003/2021**

(Contract post until 31 March 2023)

**SALARY**

R733 257 per annum (Level 11), (all-inclusive remuneration package)

**CENTRE**

Arcadia, Pretoria

**REQUIREMENTS**

Appropriate undergraduate qualification (NQF level 7) in Social Science/Public Health or related discipline. Post-Graduate qualification (NQF level 8) in Governance and Management will be an added advantage. Minimum of 5 years’ relevant experience of which 3 years were at supervisory level. Demonstrative experience in coordination of multi-disciplinary stakeholders; organisation of multi stakeholder forums to operate efficiently and effectively towards the achievement of shared objectives; development of information systems and tools to enable seamless integration of multi stakeholder efforts; development of information, communication, education materials, and database management.

**DUTIES**

- Coordinate initiatives of NSP on GBVF stakeholders to ensure effectiveness and efficiency; develop systems and plans to ensure effective coordination of NSP on GBVF; coordinate programming, resourcing, monitoring coherence to respective NSP on GBVF pillars and the Gender Responsive Planning, Budgeting, Monitoring and Evaluation and Auditing Framework; assist in the monitoring of NSP on GBVF pillars operations; oversee the maintenance of the
database of stakeholders involved in GBVF sector; ensure effective participation of all sectors involved in NSP on GBVF; provide technical support to national, provincial and local NSP on GBVF Coordination Structures.

ENQUIRIES : Ms E Maluleke Tel No: (012) 359 0276

POST 03/45 : SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: DWYPD/005/2021

SALARY : R316 791 per annum (Level 08) plus benefits

CENTRE : Arcadia, Pretoria

REQUIREMENTS : Three (3) year diploma in Accounting or Financial Management or equivalent qualification (NQF level 6). Minimum of three (3) years' experience in the full range of government finance functions, particularly in budgeting and expenditure environment. In-depth knowledge and understanding of government budget processes. Knowledge and experience in compiling of budgets, monitoring mechanism and detecting early warning signs of over/under spending. Sound knowledge of BAS, LOGIS and PERSAL. Sound knowledge of relevant legislations and prescripts and organising skills. Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

DUTIES : To assist with the formulation and capturing of annual MTEF inputs. Capture and maintain the departmental budget on BAS. Effect changes through approved shifting and movement of funding on BAS. Compile monthly cash flow request as per prescripts. Compile statutory and regulatory financial reports i.e. IYM reports. Assist with and capturing of the annual ENE inputs as per prescripts. Compile monthly management reports. Preparation of the Interim Financial Statements and Annual Financial Statements. Attend to internal and external audit queries. Performing BAS Syscon function.

ENQUIRIES : Mr Llewellyn Louw Tel No: (012) 359 0232