ANNEXURE N

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: 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: Mr Joseph Mahlangu Tel No: (012) 359 0238

CLOSING DATE: 23 April 2021 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. Each application for employment form must be duly signed 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 documentation 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. 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 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 Women, Youth and Persons with Disabilities.

OTHER POST

POST 12/70: ASSISTANT EXECUTIVE PERSONAL ASSISTANT: OFFICE OF THE DIRECTOR-GENERAL REF NO: DWYPD/008/2021

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

CENTRE: Pretoria

REQUIREMENTS: Appropriate National Diploma in Office Administration or a relevant NQF 6 qualification. Minimum four (4) years' secretarial/personal assistant experience as well as providing administrative support services. Knowledge of applicable legislative and regulatory requirements, policies and standards, with specific reference to the Public Finance Management Act and Treasury Regulations, financial administration and budgeting. Applicant must possess the following skills and attributes: effective written and verbal communication, problem solving and decision making, good telephone etiquette, sound organisational, basic numeracy, computer literacy, particularly in the MS Office Suite; effective interpersonal relations; punctual, hard-working self-motivated and able to work independently; understanding of finance and human resource matters.

DUTIES: Provide personal assistance to the Director-General. Render administrative support to the office of the Director-General. Ensure that effective and ongoing verbal and written communication is maintained from the office of the Director-General to other components and departments. Coordinate the Director-General’s daily programme. Support Cluster meetings. Organise meetings and act as secretary. Screen all calls directed to the Director General and direct appropriately. Make travel, accommodation and other logistical arrangements on behalf of the Director-General, both local and international. Prepare required documents for official travel and visits. Liaise with internal and external stakeholders. Assist in managing correspondence in the office of the Director-General and support the communicated thereof within the Department. Coordinate procurement processes for the office of the Director-General.

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