

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** : 03 December 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. Applicants must submit copies of qualifications, identity document and drivers license (where applicable) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the Department regarding the requirements for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate 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 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. 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. 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 Women, Youth and Persons with Disabilities.

OTHER POST

- POST 41/76** : **ASSISTANT DIRECTOR: STRATEGIC PLANNING AND REPORTING REF NO: DWYPD/013/2021**
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : 36 Hamilton Street, Arcadia, Pretoria
- REQUIREMENTS** : Degree/National Diploma in Strategic Management or equivalent NQF level 6 qualification. 4 years' operational experience of which 2 years must be at supervisory level. Proven experience in public service administration, office administration in executive level and strategy management support. In-depth knowledge and understanding of public service policies and applicable protocols, particularly with regard to strategic planning processes; relevant and applicable

directives related to strategic planning and reporting; government strategic framework and objectives; MISS; Batho Pele Principles and practice thereof; Mandate and strategic objectives of the Department; Knowledge, understanding and practice of Batho Pele Principles; Public Service prescripts on office and information management. Skills-effective written and verbal communication skills; excellent typing skills; attention to detail; concern for quality; customer focus, etiquette (telephone and reception of people); planning and organising skills; research and information gathering; basic numeracy; computer literacy (MS Office Suite); interpersonal relations; analytical thinking; results focus; gender diversities awareness and language proficiency. Personal Attributes-ethical behaviour; honesty and integrity; emotional intelligence; passion and achievement driven; ability to work under pressure; ability to maintain confidentiality of information; Respect for copyrights/ aversion to plagiarism

DUTIES

: To provide support on the development of the departmental Strategic and Annual Performance Plans, development of departmental operational plans, planning, reporting, monitoring of programmes in line with the DWYPD policies and Standard Operation Procedures, provide administrative support to the Chief Directorate ODG and ensure compliance with prescribed deadlines.

ENQUIRIES

: Mr Amukelani Misunwa Tel No: (012) 359 0240