

DEPARTMENT OF COMMUNICATIONS AND DIGITAL TECHNOLOGIES

The Department is an equal opportunity department and the Department's intention is to promote equity through the filling of these posts.

- APPLICATIONS** : Please forward your application via email to: recruitministry@dtps.gov.za (quoting the relevant reference in the subject line).
- CLOSING DATE** : 10 June 2022
- NOTE** : Applications must be submitted on a Z83 Form (2021 version), obtainable from the website of the department of Public Service and Administration at www.dpsa.gov.za/dpsa2g/vacancies.asp and should be accompanied by a recently updated comprehensive CV only. Only shortlisted candidates will be required to submit relevant documents on or before the day of the interview. Applications received after the closing date will not be considered. Only e-mailed applications will be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit a fully completed Z83 and an updated CV will result in your application not being considered. All qualifications are subject to verification. Due to the large volumes of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date, please accept that your application was unsuccessful. Please note that CV's submitted will be destroyed after a three (3) month period. The Department reserves the right not to make appointment(s) to the advertised post(s). Candidates whose appointment/promotion/transfer will promote the achievement of employment equity within the Department, will receive preference.

OTHER POSTS

- POST 19/27** : **REGISTRY CLERK**
Office of the Deputy Minister
- SALARY** : R176 310 per annum, (A total package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 or equivalent qualification as recognised by the South African Qualifications Authority (SAQA) and 1-2 years' experience. Working knowledge of record management, record keeping and archive procedures. Basic computer skills. Knowledge of the National Archives Act and the Minimum Information Security (MIS) prescripts and procedures. Remain up to date with regard to the applicable prescripts/policies and procedures that apply to his/her work terrain and the office of the Deputy Minister.
- DUTIES** : The successful candidate will provide a registry service to the office of the Deputy Minister. Ensure the smooth, efficient and effective flow of documents (receive and distribute) between the office of the Deputy Minister, the Minister and the department and other structures like cluster committees, external role players, etc. (i) Receive and distribute post and documents. (ii) Record documents in the required databases/registers. File all documents in accordance with the relevant prescripts such as the National Archives Act and the MIS prescripts. Render a general support function in the office of the Deputy Minister (logistical arrangements, assist with the distribution of Cabinet/Executive Council memoranda and assist with document reproduction and facsimile services. Control stocks and stationery as chief user clerk for the Deputy Minister's office.
- ENQUIRIES** : Ms Tania Beukes +27 12 427 8284, Ms Louisa Kgang +12 421 7006, Mr Thabo Rangwato +27 12 427 8533
- POST 19/28** : **DRIVER/MESSENGER**
Office of the Deputy Minister
- SALARY** : R124 434 per annum, (A total package)
- CENTRE** : Pretoria

- REQUIREMENTS** : A Grade 10 qualification. A valid driver's license. 1-2 years' experience as a driver/messenger. Knowledge of government processes and protocol. Good communications skills, interpersonal relations, map reading.
- DUTIES** : The successful candidate will render a driving and related support function in the office of the Deputy Minister. Collect and deliver documents. This would, amongst other, entail the following: collect, deliver and distribute documents and parcels for the office of the Deputy Minister. Transport employees in the office of the Deputy Minister and guests. Render a general support function to enhance the functioning of the office.
- ENQUIRIES** : Ms Tania Beukes +27 12 427 8284, Ms Louisa Kgang +12 421 7006, Mr Thabo Rangwato +27 12 427 8533