

**DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES**

*The mandate of the department is to regulate the 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** : Ms L Mabunda
- CLOSING DATE** : 14 October 2022 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. All fields in the Z83 application form must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidates must respond "yes" or "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If "yes", details thereof must be attached to the application. It is acceptable for an applicant to indicate "not applicable" or leave blank to the question "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed and signed Z83 and a detailed Curriculum Vitae only. The communication from HR of the Department regarding the requirements for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidates 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 will submit copy only when shortlisted) it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). 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 will be subjected to a technical exercise that intends to test relevant technical elements of the job as part of the selection process, the logistics of which will be communicated by the Department. Following the interview and technical exercise for a SMS post, 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 test 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. A pre-entry certificate obtained from National School of Government (NSG) is required for applicant for all SMS posts, full details can be sourced from: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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 personal 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.

## MANAGEMENT ECHELON

**POST 36/106** : **DEPUTY DIRECTOR - GENERAL: POLICY, STAKEHOLDER COORDINATION AND KNOWLEDGE MANAGEMENT (PSCKM) REF NO: DWYPD/004/2022**

**SALARY CENTRE REQUIREMENTS** : R1 544 415 per annum (Level 15), fully inclusive remuneration package  
: Pretoria

**REQUIREMENTS** : Applicant must be in possession of a Grade 12 certificate, appropriate undergraduate qualification (NQF 7) plus a post-graduate qualification (NQF 8) in Social Sciences, Development Studies or equivalent qualifications relevant to the sectors. NQF 9 or 10 will be an added advantage. 10 years' operational experience of which eight years were at senior managerial level. Proven experience in activism in the gender, youth and disability sectors; development, review and implementation of legislation on socio-economic transformation, participation and empowerment of women, youth and persons with disabilities; stakeholder management at executive and community levels; gender-, youth- and disability-responsive planning, budgeting, monitoring, evaluation and audit. Intimate knowledge of: legislative framework and regulatory requirements related to gender, youth and disability empowerment and participation; policy formulation, interpretation and implementation within government; socio-economic policy framework; international commitments and instruments relevant to gender, youth and disability advocacy and mainstreaming; mandate and strategic objectives of the Department.

**DUTIES** : To ensure policy and stakeholder coordination and knowledge management in respect of the social transformation and economic empowerment of women, youth and persons with disabilities in South Africa; ensure effective research, policy analysis and coordination with regard to the social transformation and economic empowerment of women, youth and persons with disabilities; ensure effective coordination and outreach with all stakeholders related to the social transformation and economic empowerment of women, youth and persons with disabilities; ensure the effective management of information and knowledge related to the social transformation and economic empowerment of women, youth and persons with disabilities; ensure the effective monitoring, evaluation and reporting on the impact achieved towards the social transformation and economic empowerment of women, youth and persons with disabilities; manage the provision of international relations promoting the rights of women, youth and persons with disabilities; management of Human and Financial Resources, as well as responsible for the development of Annual Performance Plan for the Branch; risk mitigation and implementing internal control systems.

**ENQUIRIES** : Mbhazima Shiviti Tel No: (012) 359 0262

**POST 36/107** : **CHIEF DIRECTOR: STAKEHOLDER COORDINATION OUTREACH REF NO: DWYPD/005/2022**

**SALARY CENTRE REQUIREMENTS** : R1 269 951 per annum (Level 14), fully inclusive remuneration package  
: Pretoria

**REQUIREMENTS** : Applicant must be in possession of a Grade 12 certificate and an appropriate undergraduate qualification (NQF 7) in Social Sciences, Development Studies or equivalent qualifications relevant to the sectors. 10 years' operational experience of which 5 years were at a senior managerial level. Proven experience in activism in the gender, youth and disabilities sectors; government policies and programmes analysis and consolidation; governance matters related to gender, youth and persons with disabilities; international relations, outreach programmes, stakeholder management at executive and community levels; Intimate knowledge of: legislative framework and regulatory requirements related to gender, youth and disability empowerment and participation; policy formulation, interpretation and implementation within government; International commitments and instruments relevant to gender, youth and disability advocacy and mainstreaming; mandate and strategic objectives of the Department.

**DUTIES** : To ensure effective coordination, communication and outreach with all stakeholders related to the social transformation and economic empowerment of women, youth and persons with disabilities; Coordinate relations with related stakeholders in government, public service, private and economic sectors, and social and development partners; ensure effective communication of the departmental mandate, social transformation and economic empowerment of

women, youth and persons with disabilities; ensure the Department's strategic objectives and outcomes are fully understood in Clusters and related coordination processes in government; coordinate bilateral and multilateral engagement with international stakeholders; undertake dialogues and outreach initiatives that promote socio-economic empowerment and participation of women, youth and persons with disabilities; management of Human and Financial Resources, as well as responsible for the development of Annual Performance Plan for the Chief Directorate; risk mitigation and implementing internal control systems.

**ENQUIRIES**

: Mr Mbhazima Shiviti Tel No: (012) 359 0262