

**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 350 Pretorius Street, Fedsure Forum, Tramshed, Pretoria.
- FOR ATTENTION** : Ms L Mabunda
- CLOSING DATE** : 09 December 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 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. 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. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). 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

<b><u>POST 45/192</u></b>	:	<b><u>DIRECTOR: INTERNATIONAL RELATIONS REF NO: DWYPD/006/2022</u></b>
<b><u>SALARY</u></b>	:	R1 105 383 per annum (Level 13), fully inclusive remuneration package
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 certificate, Bachelor's Degree in International Relations or Political Sciences or appropriate NQF 7 qualification in a related field. Post-graduate qualification (NQF 8) will be an added advantage. Five years' work experience at middle management level in the field of international relations and/ stakeholder relations. Proven track record of handling multiple projects at regional, continental, and international level. Understanding of the South Africa's Foreign Policy priorities. Experience in working with development partners. Knowledge of regional and international commitments for women's empowerment and gender equality, youth development and rights of persons with disabilities. Understanding of UN human rights system, African Union (AU); SADC; BRICS and other key multilateral institutions.
<b><u>DUTIES</u></b>	:	Develop, coordinate and manage implementation of the Department's International Relations Strategy and Standard Operating Procedures. Serve as the focal point for liaison with key international bodies such as the AU; SADC; BRICS; IBSA; Commonwealth, G20 and the UN. Manage coordination of multilateral relations in particular driving South Africa's participation in strategic international engagements in respect of women, youth and persons with disabilities. Oversee South Africa's regional, continental and international treaty obligations including ensuring the Department's compliance with reporting obligation for specific instruments in SADC; AU and the UN. Manage mutually beneficial bilateral relations with countries across the world with strong emphasis on servicing existing bilateral Agreements/MOUs including negotiation and conclusion of targeted bilateral ties with countries in the African continent and the rest of the world. Manage and assist with coordination of the Department's Official Development Assistance (ODA) with identified development partners across the world. Promote alignment of national laws, legislation and policies to regional and global instruments to advance regional and global integration; manage and promote participation of Women, Youth and Persons with Disabilities in bilateral and multilateral platforms to influence global agenda and decision-making; participate in Inter-Departmental structures organised by DIRCO and DoJ&CD in pursuit of South Africa's Foreign Policy imperatives; Manage human and financial resources of the Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms Lizzie Mabunda Tel No: 060 978 1558

## OTHER POST

<b><u>POST 45/193</u></b>	:	<b><u>DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: DWYPD/007/2022</u></b>
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), fully inclusive remuneration package
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 certificate National Diploma (NQF6) / Bachelor's Degree (NQF7) in Internal Audit/ Accounting/ Finance. NQF level 7 will be an added advantage. Membership of the Institution for Internal Auditors. Minimum of eight (8) years' internal audit experience of which three (3) years should be at Middle Management level. Knowledge: Internal Audit Methodology. Batho Pele Principles. Public Finance Management Act (PFMA) and Treasury Regulations. Public Service Regulations. Public Service Act. National Treasury Internal Audit Frameworks. Public Sector Risk Management Framework. Framework for Managing Performance information. Standards for the Professional Practice of Internal Auditors. International Financial Reporting Standards. International Accounting Standards. Generally Recognized Accounting Practice (GRAP) Skills: Communication (Verbal and Written). Conflict Management. Project Management. Leadership. Coordinating. Risk Assessment. Negotiation. Presentation. Problem Solving. Planning and Organizing. Report writing. Analytical.
<b><u>DUTIES</u></b>	:	Provide inputs on the development of the Rolling Three-Year Internal Audit Plan and the Annual Internal Audit Plan. Implement the internal audit plans. Conduct internal audits in line with the approved Internal Audit Plan, Department's Internal Audit Methodology and the Standards for the

Professional Practice of Internal Auditors. Manage, supervise and coordinate planning, execution of internal audit projects and facilitate reporting on internal audits. Implement and report the Internal Audit Quality Improvement Program. Facilitate the endorsement and approval of internal audit plans by the Accounting Officer and the Audit and Risk Committee. Ensure timely completion and reporting of internal audit projects. Follow up on the implementation of audit action plans to assess the progress made by management in addressing the audit findings. Compile quarterly progress reports against the annual internal audit plan. Provide secretariat services to the Audit and Risk Committee. Supervise and provide guidance during the performance of internal audits projects to promote effective and efficient use of resources and attainment of audit objectives. Identify training needs and facilitate training interventions of internal audit function. Resolve problems and challenges with minimum guidance. Assist in managing the financial and human resource of internal audit function.

**ENQUIRIES**

: Mr VS Shongwe Tel No: 060 978 1749