

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. Females (all race groups) and People with disabilities are encouraged to apply.

- APPLICATIONS** : Please forward your application via email to: Careers@dcddt.co.za (Quoting the relevant reference number in the subject line).
- CLOSING DATE** : 19 December 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/dpsa2q/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. Should you be in possession of a foreign qualification, and you are shortlisted for a position, you will be required to submit an evaluation certificate from the South African Qualifications Authority (SAQA) indicating the NQF level of the qualification. 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. All shortlisted candidates will 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. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment using the mandated DPSA SMS competency assessment tools. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo a full security vetting, enter into an employment contract as well as to sign a performance agreement. All applicants must declare any conflict or perceived conflict of interest and must disclose membership of Boards and directorships associated with. 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.

MANAGEMENT ECHELON

- POST 46/01** : **DIRECTOR-GENERAL: COMMUNICATIONS AND DIGITAL TECHNOLOGIES REF NO: DG**
(5 Year Contract)
- SALARY** : R2 068 458 per annum (Level 16), (an all-inclusive package), comprising of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.
- CENTRE REQUIREMENTS** : Pretoria, Hatfield
: A Senior Certificate, an Undergraduate Qualification and a Post Graduate Qualification (NQF level 8) as recognized by the South African Qualifications Authority (SAQA) in either of the following fields: Engineering/ Technology/ Economics/ International Relations. Applicants should have 8 to 10 years of experience at a senior managerial level (at least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996 as well as the successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov.za. Competencies: Extensive knowledge of the Electronic Communications Act, the Constitution, Public Service Act and Regulations, Public Administration Management Act, 2014 (PAMA), the Public Finance Management Act, 1999, and other relevant prescripts, in particular those governing entities within the Portfolio. Executive management experience and possess strong leadership and strategic

management capabilities. Must post thorough understanding of government policy and administrative processes. A comprehensive understanding of and experience in national ICT public policy and the international ICT regulatory and governance environment. An understanding of South Africa's ICT, telecommunications and broadcasting industries; global ICT and digital transformation trends. Sound financial and people management skills and proven change management capabilities. He/ she must be execution-oriented, goal-driven and innovative. Excellent communication skills, both verbal and written. Strategic thinker / leader / manager who can operate at various levels and in a complex stakeholder environment. Sound knowledge of the political economy in terms of the ICT sector.

DUTIES : Reporting to the Minister, the Director-General will be responsible for providing strategic leadership and direction in delivering the mandate of the Department. He/she will: Provide overall strategic leadership of the department to achieve the strategic goals and outcomes of the department. Serve as the Accounting Officer of the department in ensuring that the resources allocated to the department are optimally used to achieve the strategic objectives of the department. Coordinate and organise the resources of the Department and its entities to implement the National Development Plan (NDP) and Medium-Term Strategic Framework (MTSF) priorities pertaining to the Department of Communications and Digital Technologies. Provide strategic management of the department through coordinating the implementation of the strategic vision and direction, leading the formulation, execution, monitoring and evaluation of the strategic and annual operational plans of the Department. Strengthen the department's governance, compliance and organizational capacity to deliver on its mandate, which entails ensuring the attainment of the goal of bridging the digital divide amongst others. Ensure that at all times, the Department has the appropriate organizational structure to deliver on its plans, the required systems to track, monitor and report on its performance to the Minister and other oversight structures and control points including the Audit and Risk Committee, Parliament, etc. Ensure the State-Owned Companies (SOCs) under this department function optimally and deliver on their respective mandates. Ensure that the Department's strategic projects and programmes are implemented efficiently, timeously and in a cost-effective manner. Create a robust and agile policy review and development environment to ensure that South Africa remains a thought leader in ICT policy formulation. Lead South Africa's technical teams in regional and international ICT and related fields forums and ensure that South Africa remains a recognised policy contributor.

ENQUIRIES : MS Tania Beukes at 082 477 9895, Ms Louisa Kgang Tel No: (012) 421 7006 And Mr Thabo Rangwato Tel No: (012) 427 8533

POST 46/02 : **CHIEF DIRECTOR: INTEGRATED STRATEGIC PLANNING AND MONITORING REF NO: CDISPM**

SALARY CENTRE REQUIREMENTS : R1 308 051 per annum, (an all-inclusive package)
 : Pretoria, Hatfield
 : A undergraduate qualification in Economics/ Analytics (Business or Data) or equivalent relevant qualification at NQF Level 7, as recognized by the South African Qualifications Authority (SAQA). At least 5 -7 years' experience at a senior management level in the areas of business performance planning, coordination, and improvement as well as the successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov.za. Skills and Competencies: Knowledge of latest international, national, provincial and local trends and developments in respect of ICT, broadcasting, telecommunications and digital services legislation, policies and strategies. Knowledge and understanding of the theory and practice of disruptive business models. Knowledge of methodologies, tools and systems of Performance Monitoring and Evaluation, and Strategic Planning. Knowledge and understanding of current national and international ICT governance frameworks (statutory and strategic). Proven knowledge and understanding of modern systems of planning and performance management. Professional writing skills and proficiency in English for business. Exceptional planning, organizing and people management skills and strong conceptual, interpretive and formulation skills. The ability to multi-task, deal with ambiguity and manage change in an ever-changing environment and under pressurized circumstances. Strong communication skills. Knowledge of the following

		legislation will be an added advantage: Public Finance Management Act, Public Service Act, Electronic and Communication Act, Broadcasting Act, Independent Communication Authority of South Africa Act, Protection of Personal Information Act and related Regulations and the Minimum Information Security Standards (MISS).
<u>DUTIES</u>	:	The successful candidate will: Provide strategic management, guidance and advice in respect of the provisioning of integrated planning services. Coordinate and facilitate integrated portfolio planning and consolidation. Guide and direct the provision of planning research and analysis. Manage and engage all portfolio entities, other departments and spheres of government on ICT-driven deliverables to foster and drive an integrated ICT-planning, development and implementable strategic plan. Develop and oversee the Integrated Strategic Planning, Monitoring and Evaluation Plan for the Department that consolidate portfolio entity contributions and whole of government digital transformation. Facilitate the development of the Department's business and operational plans annually in compliance with the relevant legislation. Evaluate the performance of the department on a continuous basis against pre-determined key measurable objectives, indicators and targets. Develop and implement strategies and tools to monitor, evaluate and report on organisational performance against the strategic plans in compliance with relevant legislation. Coordinate and manage the compilation of the Departmental annual and quarterly reports. Manage human and financial resources to achieve the Chief Directorate's objectives.
<u>ENQUIRIES</u>	:	Ms Tania Beukes at 082 477 9895, Ms Louisa Kgang Tel No: (012) 421 7006 and Mr Thabo Rangwato Tel No: (012) 427 8533
<u>POST 46/03</u>	:	<u>CHIEF DIRECTOR: COMMUNICATIONS AND MARKETING REF NO: CDCM</u>
<u>SALARY</u>	:	R1 308 051 per annum, (an all-inclusive package)
<u>CENTRE</u>	:	Pretoria, Hatfield
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Marketing/ Communications/ Public Relations/ or equivalent relevant qualification at NQF level 7 as recognised by the South African Qualifications Authority (SAQA). At least 5-7 years' experience in a senior management position in the communications and marketing environment as well as the successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov.za . Experience in corporate communication will be an added advantage. Skills and Competencies: Sound knowledge of communications and marketing strategies and ability to drive execution. Professional writing skills and sound knowledge of content development including speech writing skills. Experience in the management of electronic and digital media. Brand development and management capability. Excellent communication skills and experience in public and media relations. Advanced level creativity with above-average analysis and problem-solving skills. Knowledge and understanding of government protocol system. Ability to manage parallel communication programmes and events simultaneously. Programme and project management skills. Stakeholder and people management skills. Media liaison and media interview management skills. Must be a public speaker. Proven experience of managing multi-disciplinary teams. Knowledge of the following legislation will be an added advantage: Public Finance Management Act, Public Service Act and Public Service Regulations, Electronic Communications Act, Broadcasting Act, and Independent Communication Authority of South Africa Act, as well as related Regulations and policies.
<u>DUTIES</u>	:	The successful candidate will: Ensure the development and implementation of the Department's Communication Strategy and Plan in coordination with portfolio entities. Oversee media planning and campaign coordination for the department and portfolio entities. Ensure the development and implementation of the Department's brand management strategy and plan. Ensure effective media management for the Department including analysis of media reporting patterns and trends. Manage the media production and digital media content services of the department. Manage and drive the publicity and awareness campaigns of the department's service programme. Serve as a spokesperson of the Department whilst providing high level media liaison support to the Minister and Deputy Minister. Manage the Department's outreach and public awareness programmes. Ensure there is effective management of the

Department's internal communication for alignment of all internal stakeholders and department's public image. Manage the public image of the Department in support of the Minister, Deputy Minister and Director-General. Establish and maintain stakeholder network in the ICT sector to improve the stakeholder's participation and involvement in Departmental programmes. Oversee effective resource management within the Communications and Marketing Chief Directorate in line with relevant legislation.

ENQUIRIES : Ms Tania Beukes at 082 477 9895, Ms Louisa Kgang Tel No: (012) 421 7006 and Mr Thabo Rangwato Tel No: (012) 427 8533

POST 46/04 : **CHIEF FINANCIAL OFFICER REF NO: CFO**

SALARY : R1 308 051 per annum, (an all-inclusive package)

CENTRE : Pretoria, Hatfield

REQUIREMENTS : Applicants must be in possession of an undergraduate qualification in Finance / Accounting, or an equivalent qualification at NQF level 7 as recognised by the South African Qualifications Authority (SAQA). Registration as a Chartered Accountant (South Africa) will be an added advantage. Knowledge of the Public Finance Management Act (PFMA), Company's Act, and Preferential Procurement Policy Framework (PPPFA), Treasury Regulations, relevant government policies regulating financial management in government and Generally, Recognised Accounting Practices (GRAP). At least 5 years of experience at a senior management level, coupled with extensive management experience in the field of financial management covering Accounting, Budgeting, Reporting, Asset Management and Supply Chain Management as well as the successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov.za.
Competencies and Skills: Excellent knowledge of financial management, budgeting principles, contract management, and supply chain management systems. Expert knowledge of Basic Accounting Systems, procedures and controls within the private and public sectors; Extensive experience in financial accounting, management accounting, cost accounting, internal controls, internal and external audit, information systems and Supply Chain Management. Knowledge and understanding of Facilities and Property management. Ability to establish good working relations with key stakeholders such as the National Treasury and Auditor-General of South Africa. Excellent communication skills (written and verbal). Client orientation and customer focus, honesty and integrity, and time management skills. Excellent project management, problem solving, report writing, computer and analytic skills are key to this post.

DUTIES : Oversee and provide overall management in the implementation of financial management and reporting services. Oversee and manage the provisioning of assets and supply chain management services. Provide overall management and facilitation of properties and facilities management services. Provide overall management and strategic direction in the chief directorate; Execute all responsibilities delegated by the Accounting Officer in terms of Sections 38 to 43 of the PFMA; Maintain an integrated accounting and financial management system, including financial reporting and internal control; Oversee the budgetary process within the Department and ensure alignment to Departmental strategic objectives, Departmental entities as well as exercise budgetary control and provide early warning arrangements at strategic level; Oversee the preparation and submission of quarterly and annual financial statements including other financial reports and liaise with National Treasury and the Auditor-General in this regard; Participate in policy formulation and review by rendering advice to the Executing Authority, Accounting Officer and Senior Management on financial matters and financial consequences thereof; Oversee the development, revision and alignment of Department of Communications and Digital; Technologies financial policies, priorities and processes according to legislation, Public Service Regulations and national and international best practices; Liaise with CFO's of other Government departments and entities and ensure speedy recovery of expenditure incurred by the Department on behalf of other Departments or entities; and liaise with the relevant role-players in the financial environment regarding transversal financial matters.

ENQUIRIES : Ms Tania Beukes at 082 477 9895, Ms Louisa Kgang Tel No: (012) 421 7006 And Mr Thabo Rangwato Tel No: (012) 427 8533

POST 46/05 : **CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: CDHRM**

SALARY : R1 308 051 per annum, (an all-inclusive package)

CENTRE : Hatfield, Pretoria

REQUIREMENTS : An undergraduate qualification in Public Administration/ Human Resources Management/ Human Capital Management or equivalent qualification at NQF level 7 as recognized by the South African Qualifications Authority (SAQA). A post-graduate qualification will be an added advantage. At least 5-7 years' relevant experience at a senior management level in the Human Resources environment as well as the successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov.za. The following will serve as a recommendation: Knowledge of Public Finance Management Act (PFMA), Public Service Act, Public Service Regulations, and ICT sector specific legislation, excellent communication (both written and verbal) skills, interpersonal relations, programme and project management, and financial management. Skills and Competencies: Full competency at an advanced level required in the following: Basic Conditions of Employment Act, Employment Equity Act and Labour Relations Act and related policies, COIDA, HR policies and general knowledge of HR related standards, practices, processes, and procedures. Specialized knowledge of personnel provisioning and utilization processes, conditions of service, service benefits and terminations of service, and functioning of personnel information systems. Strong capabilities in: change management, people management, client orientation and customer focussed, diversity management and risk management.

DUTIES : The successful candidate will: Render human resource management and development services in the department; Render human resource planning and administration services to ensure human resources provisioning for current and future needs. Provide strategic support to the department on HR practices and policies. Manage the recruitment and selection process including managing conditions of service and remuneration of employees and promote and maintain sound employee relations. Develop and improve the department's and sector capacity development through the management of the training and development processes and programmes of the department. Develop, manage and monitor the implementation of the Performance Management Development System (PMDS) in the department and ensure organisational development solutions. Provide management advisory and organisational design service and ensure the implementation of change management processes. Manage and promote employee health and wellness and occupational health and safety programmes. Provide high level management advice and strategic support to the Minister, Director-General, Senior Management and other role players to ensure compliance with regulatory frameworks and public service directives. Manage all resources (human, financial, assets) within the Chief Directorate to ensure that they are optimally utilized and directed towards meeting the objectives of the Chief Directorate.

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