

**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, 0002, or hand delivered at 268 Lilian Ngoyi Street, Fedsure Forum Building, 1<sup>st</sup> Floor, Pretoria, 0002.
- FOR ATTENTION** : Mr Joseph Mahlangu
- CLOSING DATE** : 17 March 2023 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 08/150</u></b>	:	<b><u>DIRECTOR: COMMUNICATIONS REF NO: DWYPD/002/2023</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, A SAQA recognised NQF 7 in media, journalism or communication or any other related field. A minimum of ten (10) years operational experience in a communications environment with at least five (5) years Middle Management experience in corporate communications, stakeholder management, media liaison or any related environment. Proven experience in corporate marketing and communication, government communications, branding and government corporate identity, social media, online communications and media engagement and liaison. Professional writing skills for media and familiarity with content best practises. Working knowledge of government communication policies and approaches, Public Service Communication machinery, South African legislative framework in relation to the mandate and functioning of the department, departmental governance frameworks and mandate. Sound knowledge in strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment, service delivery and innovation, customer orientation and service delivery and problem solving. Good understanding and exposure to government communications system. Proven experience and exposure in electronic and digital media capabilities. Excellent understanding of the work of government, tiers of government and various stakeholders. Skills: Gender awareness, youth development knowledge and sensitivity to disability rights and mainstreaming of these groups within government planning, budgeting and reporting cycles. Effective report writing, verbal and written communication, financial management, problem solving and analysis, programme and project management, service delivery innovation, client orientation and customer focus, strategic capability and leadership, impact and influence, networking and relationship building with stakeholders and the media, as well as partners, research and knowledge management, computer literacy, interest in transformation and change management. A valid driver's license and willingness to travel and work overtime. Incumbent must be self-driven, innovative and creative. Attributes: Ethical behaviour, honesty and integrity; emotional intelligence; passion and achievement driven, ability to work under pressure and manage multiple deadlines and projects simultaneously; ability to maintain high standards of work, maintain a high level of confidentiality, and respect for copyright/aversion to plagiarism.
<b><u>DUTIES</u></b>	:	Develop and ensure execution of the departmental communication strategy and provide support to departmental projects and events. Manage the corporate brand and promote a positive image of the department. Develop and manage effective internal communications. Manage external communications with relevant stakeholders and related service providers. Provide support to the Ministry regarding liaison with the media, social media, speech writing, etc. Develop effective information education and communication materials. Support communication activities and events of internal and external stakeholders. Ensure the dissemination of electronic and hard copy materials to relevant stakeholders. Ensure document management support and storage communication materials and equipment. Promote a positive relationship with the media on behalf of the department. Obtain, monitor and review stakeholder feedback and reaction. Represent the department in inter-governmental communications forums, formations like the GBVF Collective, and chair relevant forums and work streams. Oversee the planning and execution of departmental events. Ensure the provision of effective departmental communication services, managing outreach programme and coordinate adequate communications within the clusters. Provide high-level media liaison support to the Minister, Deputy Minister, and Director General. Ensure effective management of all internal and external communication initiatives of the department, including the production of publications (e.g. annual reports and internal newsletters).
<b><u>ENQUIRIES</u></b>	:	Ms Lizzie Mabunda at 060 978 1558