

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 268 Lilian Ngoyi Street, Fedsure Forum, Tramshed, Pretoria.
- FOR ATTENTION** : Mr Joseph Mahlangu
- CLOSING DATE** : 27 March 2023 at 16:00
- NOTES** : 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

POST 09/174 : **DIRECTOR: INTERNATIONAL RELATIONS REF NO: DWYPD/003/2023**
(Re-advertisement) applicants who meet the requirements of the post are encouraged to apply)

SALARY : R1 105 383 per annum (Level 13), fully inclusive remuneration package
CENTRE : Pretoria
REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : Mr Joseph Mahlangu at 073 817 7871

OTHER POST

POST 09/175 : **DEPUTY DIRECTOR: ADVOCACY AND MAINSTREAMING, RDP REF NO: DWYPD/004/2023**

SALARY : R766 584 per annum (Level 11), fully inclusive remuneration package
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate; A SAQA recognised NQF 6 degree in Social Sciences, Public Administration, Communications or any relevant NQF level 6 qualification. A minimum of eight (8) year's operational experience in the advocacy and mainstreaming and or communications environment with at least three (3) years should be at supervisory level. Proven experience in project planning and management; development of advocacy and communication strategies and plans; coordination of multi-stakeholder forums; and experience working with the disability sector on advocacy programs. Knowledge: sound knowledge of international treaties and domestic policies that impact the lives of persons with disabilities; understanding of disability from a social-political and human rights perspective; development of advocacy and mainstreaming strategies and plans; sound knowledge of the communications machinery of government; sound knowledge of development of advocacy material; advocacy and awareness strategies and measures; and departmental policies and applicable

protocols. Skills: Disability awareness and communication, transformation and change management, client orientation and customer focus, people management and empowerment, negotiation and effective report writing, verbal and written communication skills. Secondary: Impact and influence, network and relationship building, research and knowledge management, service delivery innovation, programme and project management, critical thinking and innovation and computer literacy (MS Office). 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.

DUTIES

: Develop and manage the overarching advocacy and mainstreaming strategy: Manage the national disability rights awareness month and campaigns; manage the 365 campaign on disability; manage and coordinate stakeholder; develop and coordinate disability rights advocacy programmes. Manage the National Disability Rights Machinery (NDRM) & Inter Provincial Forum (IPF) meetings; coordinate media and communication planning for the branch; develop project plans for Advocacy and Mainstreaming deliverables. Develop concept notes as well as project plans for advocacy campaigns: Develop overarching advocacy and mainstreaming strategy; facilitate the development of implementation advocacy and mainstreaming implementation plans; develop concept documents for all disability rights campaigns; develop concept plan for NDRM & IPF consultative meetings; establish task teams to plan and organise the meetings; liaise with all relevant stakeholders on implementation of disability rights awareness month activities and calendar. Facilitate the development of Disability Rights Information Portal: Facilitate the development of the disability rights information portal layout and maintain functionality of the site; identify and motivate for the integration of new technology system into disability rights information portal and ensure universal accessibility to various users; supervise and manage the content for all pages and provide assistance to all personnel and external organizations; update the information portal regularly and establish synergies with other relevant information portals; render the editorial functions and ensuring quality assurance of information for the portal; upload disability specific information and data into the portal (institutional documents, articles, journals, research, reports, speeches, national & international statements, events, statistics, academic information etc. Manage Disability Stakeholder Database: Database management; responsible for knowledge & information management, record keeping and dissemination of information to relevant stakeholders; handle disability related enquiries and complains; develop a disability sector comprehensive contact database. Management of the Sub Directorate. Overall supervisory management of the sub-Directorate. Perform management and governance of unit. Provision of unit reports (monthly, quarterly and annually). Management of unit leave. Input into strategic plans of departments.

ENQUIRIES

: Ms Lizzie Mabunda at 060 978 1558