

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

The mandate of the Department is to lead on socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities through mainstreaming, advocacy, monitoring and evaluation.

- APPLICATIONS** : The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001, or hand delivered at 268 Lillian Ngoyi Street, Fedsure Forum Building, 1st Floor, Tramshed, Pretoria.
- FOR ATTENTION** : Lizzy Mabunda at 060 978 1558
- CLOSING DATE** : 26 June 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 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. Non-RSA citizens/permanent resident permit holders must submit a copy thereof only if shortlisted. Any foreign acquired qualification 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. Shortlisted candidates may 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 (Nyukela) obtained from National School of Government (NSG) is required for applicant for all SMS posts when shortlisted; 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

designated groups for respective occupational levels as identified in the Department's Employment Equity Plan.

MANAGEMENT ECHELON

POST 20/234 : **CHIEF DIRECTOR: INTERNATIONAL RELATIONS, STAKEHOLDER MANAGEMENT AND CAPACITY BUILDING REF NO: DWYPD/024/2023**

Chief Directorate: International Relations, Stakeholder Management and Capacity Building

SALARY CENTRE REQUIREMENTS : R1 371 558 per annum (Level 14), fully inclusive remuneration package
: Pretoria

: Applicant must be in possession of a Grade 12 certificate and an appropriate undergraduate qualification (NQF level 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 manage and coordinate the provision of international relations, stakeholder participation and capacity building for Women, Youth and Persons with Disabilities. Manage the provision of international relations promoting the Rights of Women, Youth and Persons with Disabilities; promote alignment of national laws, legislation and policies to global, regional and sub-regional instruments to advance global integration; coordinate reporting on South Africa's compliance with and performance in relation to national, international, regional and continental commitments; facilitate the establishment of mutually beneficial bilateral relations with strategic countries; manage and promote participation of Women, Youth and Persons with Disabilities in bilateral and multilateral platforms to influence global agenda and decision-making. Manage and coordinate stakeholder participation in programmes promoting the Rights of Women, Youth and Persons with Disabilities; manage and coordinate inter-governmental relations to advance the Rights of Women, Youth and Persons with Disabilities; develop interactive platforms for Women, Youth and Persons with Disabilities to articulate their concerns, needs and challenges; engage other stakeholders on socio-economic transformation and implementation of Rights of Women, Youth and Persons with Disabilities; coordinate case management and establish referral and follow-up mechanisms; develop and maintain stakeholder databases; coordinate National Machineries for Women, Youth and Persons with Disabilities; provide technical support and advisory services to stakeholders across all spheres of Government on transformation and Rights of Women, Youth and Persons with Disabilities. Coordinate capacity building on mainstreaming for Women, Youth and Persons with Disabilities. Manage human and financial resources of the Sub Programme; manage the Annual Performance Plan and Operational Plan for the Chief Directorate; manage risk mitigation and implementation of internal control systems.

ENQUIRIES : Mbhazima Shiviti at (072) 755 5249

POST 20/235 : **DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DWYPD/025/2023**

Chief Directorate: Corporate Management

(Applicant who previously applied are encouraged to apply)

SALARY CENTRE REQUIREMENTS : R1 162 200 per annum (Level 13), fully inclusive remuneration package
: Pretoria

: Appropriate degree in Human Resource Management or relevant NQF 7 qualification. 10 years proven experience in the field of human resource management of which five were at middle/senior managerial level. Knowledge of governance and compliance framework relevant to human resource

management in the public service; HR strategic management and development; human resource management business processes; organisational design principles and methodologies; relevant DPISA and National Treasury directives and guidelines; provisions related to employment equity planning; guidelines related to human resource policy and planning; provisions of the PFMA, Treasury Regulations, Public Service Act and Public Service Regulations. Skills: strategic capability and leadership; diversity management; transformation and change management; client orientation and customer focus; people management and empowerment; report writing; financial administration, continuous improvement; verbal and written communication; impact and influence; problem solving and analysis; networking and relationship building; service delivery innovation; programme and project management; computer literacy (MS Office); conflict management and information management.

DUTIES

: Manage the provision of human resource administration, recruitment and selection services. Manage the administration of conditions of service, remuneration and employees benefits. Oversee the administration of PERSAL and maintenance of personnel information. Manage the development and ensure effective implementation of the performance management and development system. Manage the development and implementation of skills development strategy and programmes. Ensure compliance with the Human Resources regulatory framework. Manage the provision of human resource planning, information management and HR system management services. Manage the development, implementation and maintenance of the Human Resources policy framework to ensure institutional compliance and fair labour practices. Manage the design and development of organisational structure and ensure its alignment with the strategic goals and objectives of the Department. Manage the employment equity programme of the Department. Manage the provision of labour relations and employee health and wellness services.

ENQUIRIES

: Mbhazima Shiviti at (072) 755 5249