

**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 1<sup>st</sup> floor, Fedsure Forum Building, 268 Lilian Ngoyi, Street, Pretoria CBD.
- FOR ATTENTION** : Mr Amukelani Misunwa 083 406 1486
- CLOSING DATE** : 14 July 2023 at 16:00
- NOTE** : Applications must be submitted on the new Z83 form, which can be downloaded <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 post. 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 is an equal opportunity employer. In the filling of this post, 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. Appointment(s) will only be made on the first notch of the advertised salary level.

**OTHER POSTS**

- POST 22/233** : **SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING (REF NO: DWYPD/026/2023)**
- SALARY** : R359 517 per annum (level 8) basic salary plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : Minimum three-year diploma in Accounting or Financial Management (or equivalent qualification on NQF level 6). Minimum three years' experience in the full range of government finance functions, particularly in budgeting and

		expenditure environment. In-depth knowledge and understanding of government budget processes. Knowledge and experience in compiling of budgets, monitoring mechanism and detecting early warning signs of over/under spending. Sound knowledge of BAS, LOGIS and PERSAL. Sound knowledge of relevant legislations and prescripts and organising skills. Proven computer literacy, Including advanced MS Word, Excel and PowerPoint.
<b><u>DUTIES</u></b>	:	To assist with the formulation and capturing of annual MTEF inputs. Capture and maintain the departmental budget on BAS. Effect changes through approved shifting and movement of funding on BAS. Compile monthly cash flow request as prescripts. Compile statutory and regulatory financial reports, i.e. IYM reports. Assist with and capturing of the annual AENE inputs as per prescripts. Compile monthly management reports. Preparation of the Interim Financial Statements and Annual Financial Statements. Attend to internal and external audit queries. Performing BAS Syscon function.
<b><u>ENQUIRIES</u></b>	:	Mr Llewellyn Louw, at Tel No: 071 383 0559
<b><u>POST 22/234</u></b>	:	<b><u>IT TECHNICIAN: INFORMATION AND COMMUNICATION TECHNOLOGY (REF NO: DWYPD/27/2023)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R294 321 per annum (level 7) plus benefits
	:	Pretoria
	:	Grade 12 and diploma in Information Technology or relevant NQF 6 qualification. 2 years' experience in an information technology environment. Proven experience in providing IT and user support. Excellent diagnostic and problem solving. Hardware component and troubleshooting procedures. Microsoft desktop operating systems and software. Microsoft Windows Server, Microsoft Exchange and Active Director. In depth understanding of diverse computer systems and networks. Intranet security and data privacy principle. Intranet security and data privacy principles. Transversal systems. Skills: Interpersonal relations, good communication, problem solving and analytical, advanced computer literacy and IT Technician support.
<b><u>DUTIES</u></b>	:	Set up workstations and peripheral devices (routers, printers etc.), install and configure computer hardware, operating systems and applications. Ensure security and privacy of networks and computer systems. Perform hardware, software, and LAN support: Provide a reliable and stable network environment install and configure LAN and WAN devices, install and configure Wi-Fi access points. Conduct research and advice on specifications for new hardware and software and recommend best practices. Perform periodic preventative maintenance and updates: installation of latest software, drivers, patches and service packs and BIOS updates for different computer models. Install and configure computer peripherals such as Wi-Fi & LTE routers/modems, tablets, printers, scanners etc. Attend to all call logged by users in the Department (both Pretoria and Cape Town offices. Providing support for all desktops, LAN and WAN problems as well as audio-visual systems. Install, configure and troubleshoot Government Transversal Systems such as BAS, LOGIS, and PERSAL. Keeps and maintain records of all networks and computer equipment and its location (CMDB). Register network and hardware failure on IT related incidents and service requests by logging or escalating calls with external service providers. Upgrade computer components to be compatible with latest software applications.
<b><u>ENQUIRIES</u></b>	:	Ms Malebo Kube at Tel No: 081 030 3046