

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 Lilian Ngoyi, Street, Fedsure Forum Building, 1st floor, Pretoria CBD.
- FOR ATTENTION** : Mr Amukelani Misunwa at 083 406 1486
- CLOSING DATE** : 13 October 2023
- 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 documents 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. 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 POST

- POST 35/71** : **ASSISTANT DIRECTOR: STRATEGIC PLANNING AND REPORTING REF NO: DWYPD/029/2023**
- SALARY** : R424 104 per annum (Level 09), basic salary, plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : Degree/ National Diploma in Strategic Management or equivalent NQF 6 qualification. Minimum of 4 years’ operational experience of which 2 years’ must be at supervisory level. Proven experience in Public Service

administration; Office Administration in executive level; Strategy Management support. Knowledge: departmental policies and applicable protocols and departmental governance framework and mandate; Administrative computer package; MISS and Public service prescripts on office and information. Skills: effective written and verbal communication, basic numeracy, computer literacy, particularly in MS Office suite and intranet, interpersonal relations, Excellent Planning and Organisation skills. Personal attributes: ethical behaviour, ability to work under pressure, emotional intelligence, ability to maintain confidentiality of information, Honesty and integrity, passion and achievement driven, respect for copyrights/aversion to plagiarism.

DUTIES

: Provide support on the development of the departmental strategy and Annual Performance plans– Provide support on the arrangements for the convening of Department strategic planning sessions; Consolidate inputs from programs for the development of the departmental strategic plan; Provide support on the development of the draft strategic plan; Co-ordinate sessions with programmes for the development and review of Annual Performance Plans; and Initiate the procurement process for the printing of the final Departmental Strategic Plan and Annual Performance Plans. Provide support on the development of the departmental operational plan. Consolidation of the branches' operational plans onto the departmental plan; Quality assurance of the departmental operational plan; Analysis on the alignment of the departmental operational with strategic plan and annual performance plan; Coordinate and facilitate approval of the departmental operational plan. Provide support on the reporting process of programmes- Support programmes on quarterly reporting process; Consolidate quarterly reports from programmes; Provide support on the analysis of quarterly reports from programmes; Support the Directorate Strategic Planning and Reporting on the development of the overall departmental performance report. Provide administrative support to the Chief Directorate- Provide document management service to the Directorate; Compile draft submissions and other correspondences for in the Directorate; Co-ordinate the submission of departmental performance reports to the National Treasury and other entities.

ENQUIRIES

: Ms Ntombifuthi Mahlobo at 060 978 1770