

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** : Email address: recruitment@dwypd.gov.za or hand delivery to 268 Lilian Ngoyi, Street, Fedsure Forum Building, 1st floor, Pretoria CBD or to be posted to The Director-General, Department of Women, Youth and Persons with Disabilities Private Bag X931, Pretoria, 0001.
- FOR ATTENTION** : Mr Amukelani Misunwa
- CLOSING DATE** : 24 June 2024 at 16:00
- NOTE** : Applications must be submitted on new Z83 form, which can be downloaded <http://www.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 must be signed noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidate must respond "Yes "or "no "to the question are you conducting business with the state? If "yes, details thereof must be attached to the application. It is acceptable for applicant to indicate "not applicable" or leave a blank to the question "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?" Applicant are not required to submit copies of qualifications and other relevant documents but must submit the completed and signed Z83 and detailed Curricula Vitae. The communication from HR of the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate 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 responsibilities to have all foreign qualification 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 make appointment(s) to the post(s). Successful candidate shall be required to enter into 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 subjected 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 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 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. Appointment(s) will only be made on the first notch of the advertised salary level.

OTHER POSTS

- POST 20/30** : **DEPUTY DIRECTOR: HUMAN RESOURCE POLICY AND PLANNING REF NO: DWYPD/002/2024**
- SALARY** : R849 702 per annum (Level 11), fully inclusive package
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma of at least three (3) years in Human Resource Management or relevant NQF 6 qualifications. Six (6) years' practical experience in the field of strategic Human Resource Management services, of which three (3) should be at supervisory level. Knowledge: HRM regulatory and compliance framework applicable to the public service. DPSA guidelines and directives

related to Human Resources Management. Departmental policies and applicable protocols and business processes. Relevant collective agreements. Department's strategic objective and the interpretation thereof. Batho Pele Principles and practice thereof. Skills: Applied strategic thinking. Budget and Financial Management. Computer literacy (MS Office Suite). Continuous improvements. Customer focus and responsiveness. Diversity Management. Effective report writing, verbal and written communication and presentation skills. Gender diversities awareness. People management and development. Planning and organising. Policy development. Problem solving and decision-making. Project management. Team leadership. Personal attributes: ability to maintain confidential information. Ability to work under pressure. Emotional intelligence. Ethical behaviour. Honesty and integrity. Impact and influence. Networking and team building. Passion and achievement driven. Respect for copyrights/aversion to plagiarism.

- DUTIES** :
- Design and maintain the organisational structure and post establishment of the Department by developing and coordinating approval of the departmental structure and post establishment in support of the strategic goals, facilitate the development of job descriptions for all approved posts, supporting the grading of jobs' appropriate salary levels. Facilitate the development and maintenance of the human resource policy framework to ensure institutional compliance and fair labour practices. Coordinate, monitor and report on human resource planning to support the workforce requirements of the Department by developing and maintaining the MTEF HR Plan, compiling and sending HR Plan Implementation Reports, supporting the development, implementation and reporting of the Employment Equity Plan, supporting the submission of annual EE reports to the Department of Labour. Monitor expenditure against the CoE budget and provide relevant reports by ensuring alignment between the approved post establishment and baseline CoE allocations made to the Department over the full MTEF period, by monitoring expenditure against the CoE Budget, including all additional commitments, and make report on the status of the budget over the annualised period, by monitoring expenditure against the CoE Budget, including all additional commitments, and making a report on the status of the budget over the annualised period, preparing presentations, in collaboration with the Director: HRM, for the Budget Committee on the status of the CoE Budget. Manage human resource information, by developing and maintaining a post establishment database of real-time data on posts and incumbents, maintaining accuracy of personnel profiles and remuneration packages, maintaining database of staff movements and placements into and out of the Department, ensuring accuracy of PERSAL establishment records and reports, analysing and providing reports on representation and equity across all occupations and levels, supporting the development, quality assurance and audit of the quarterly and annual HR Oversight Reports, Supporting the finalisation of Part D of the Annual Report. Manage resources of the Unit. Quality assure documents for the Directorate
- ENQUIRIES** :
- NOTE** :
- Mr Zuko Bebula at 060 969 4039
- Preference will be given to African females, African males, coloured males and Indian males and Persons with Disabilities.

POST 20/31 : **INTERNAL AUDITOR REF NO: DWYPD/003/2024**

- SALARY** :
- CENTRE** :
- REQUIREMENTS** :
- R308 154 per annum (Level 07), plus benefits
 Pretoria
 National Diploma in Internal Audit and or relevant NQF level 6 qualification. Minimum of 2 years' practical experience in audit field. IIA membership. Knowledge of Global Internal Audit Standards; Internal Audit Methodology; National Treasury Internal Audit Framework; Public Finance Management Act and Treasury Regulations; Public Service Act and Public Service Regulations; Applicant must possess the following skills and personal attributes: Planning and organizing; analytical; report writing; written and verbal communication; problem solving; integrity; ability to work under pressure and produce quality results, ability to work independently and in a team; computer literacy (MS Office);. The successful applicant will be subjected to personal security vetting at a confidential level.

- DUTIES** :
- Assist with the planning of audit engagement; Perform internal audit fieldwork (execution), Reporting and communication of audit results; Follow up on implementation of audit recommendations and management audit action

plans; Assist with the administrative duties of the Directorate and support services to the Audit and Risk Committee.

ENQUIRIES : Ms Nomthandazo Chuene at 083 406 6496
NOTE : Preference will be given to females, and Persons with Disabilities.

POST 20/32 : **ADMINISTRATIVE ASSISTANT: OFFICE OF THE DIRECTOR- GENERAL**
REF NO: DWYPD/004/2024

SALARY : R255 450 per annum (Level 06), plus benefits
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate. National Certificate in Office Administration or equivalent NQF level 5 qualification. No experience required. Knowledge: Knowledge of departmental policies and applicable protocols; Regulatory framework governing the public service. Skills: effective verbal communication; basic numeracy; computer literacy, particularly in the MS Office Suit and Intranet; Interpersonal relations; general office administrative and clerical skills. Personal Attributes: Resourceful; Ability to work under stressful situation; Ability to communicate at levels; People oriented; trustworthy; punctual; hard-working; self-motivated; Ability to work independently.

DUTIES : Provide secretarial and clerical support to the office of the Chief Director. Manage the front desk operation of the Office of the Chief Director. Render logistical support services to the office of the Chief Director. Render administrative support to the Office.

ENQUIRIES : Ms Val Mathobela at 072 756 2709
NOTE : Preference will be given to females, and Persons with Disabilities.