ANNEXURE H

DEPARTMENT OF SCIENCE, TECHNOLOGY AND INNOVATION

The Department of Science, Technology and Innovation is an employer committed to employment equity, and coloured people, white women, and people with disabilities are encouraged to apply for these posts.

CLOSING DATE : 19 September 2025

NOTE : Applications quoting the relevant reference number must be made on a fully completed, signed, dated and initialed Z83 form, which can be downloaded from https://www.dpsa.gov.za/dpsa2g/documents/ep/2020/Approved%20New%20Z83%20form%20Gazetted%206%20Nov%202020.pdf. The Z83 form must be accompanied by an up-to-date curriculum vitae (including three contactable referees). Applications will not be considered if they are submitted on an old Z83 form (effective before January 2021), are incomplete, or are not signed, initialed and dated. Please submit only the Z83 and CV as one combined document, not any attachments or requests for acknowledgement of receipt. Human Resources will request certified documents from shortlisted candidates on or before the day of the interview. Applications must be emailed to the address specified for the particular post. There will be a criminal record check on shortlisted candidates, and their citizenship, previous employment, creditworthiness and qualifications will be verified. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The Department will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the Department. The Department reserves the right not to make any appointment.

OTHER POSTS

POST 32/57 : **PARLIAMENTARY AND CABINET SUPPORT OFFICER REF NO: DSTI 2025/01**

SALARY : R896 436 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : An appropriate NQF level 6 qualification. A minimum of three years' experience at assistant director or middle management level. Knowledge of ministerial operations. Broad knowledge and understanding of the functional areas covered by an executive authority's portfolio. Proven management competencies. Working knowledge of political and parliamentary processes in South Africa. Computer literacy and good verbal and written communication skills.

DUTIES : Monitor events in Parliament and in Cabinet to identify matters that have a bearing on the Minister's portfolio. Render an efficient and effective parliamentary service. Coordinate and control movements between the Pretoria and Cape Town offices for Parliamentary sessions (where applicable). Study the relevant public service and departmental prescripts, policies and other documents to ensure that they are properly understood and applied.

ENQUIRIES : Ms Dolly Masuku at 067 358 5859

APPLICATIONS : Applications must be emailed to pcs@dsti.gov.za

POST 32/58 : **DEPUTY DIRECTOR: ADMINISTRATION IN THE OFFICE OF THE DIRECTOR-GENERAL REF NO: DSTI 2025/02**

SALARY : R896 436 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : An NQF level 6 qualification in office management, public administration, business management or other relevant field. A minimum of three years' experience in a secretarial or administrative environment in a senior manager's office. Excellent knowledge of government and parliamentary processes. Knowledge of departmental processes, procedures, policies and protocols. Knowledge of the Public Financial Management Act and Public Service Regulations. Excellent organisational and time-management skills. Excellent verbal and written communication skills. Good computer skills and telephone etiquette. Strong negotiation skills. Ability to work under pressure and meet deadlines. Ability to work with diverse people. Ability to work with and in teams. Ability to multitask. Punctual, reliable and attentive to detail.

DUTIES	:	Plan, organise and coordinate the Director-General's diary. Provide the Director-General with secretarial, administrative, document and record-management, and other operational support. Coordinate the Director-General's travel and accommodation, as well as other logistical arrangements.
ENQUIRIES	:	Ms Dolly Masuku at 067 358 5859
APPLICATIONS	:	Applications must be emailed to dda@dsti.gov.za
POST 32/59	:	**DEPUTY DIRECTOR: SECRETARIAT SUPPORT IN THE OFFICE OF THE DIRECTOR-GENERAL REF NO: DSTI 2025/03**
SALARY	:	R896 436 per annum, (all-inclusive remuneration package)
CENTRE	:	Pretoria
REQUIREMENTS	:	An NQF level 6 qualification in public administration, office management, business administration, business management or other related qualification. A minimum of three years' experience in a secretarial or administrative environment. Knowledge of government, cabinet and parliamentary processes. Knowledge and understanding of government policies, processes and procedures. Knowledge and understanding of the national system of innovation. Good knowledge and understanding of the Public Finance Management Act and Public Service Regulations. Knowledge of the Minimum Information Security Standards. Financial, stakeholder liaison, negotiation and problem-solving skills. Ability to work with diverse people. Ability to work under pressure, independently and in a team. Customer and service orientation. Project management.
DUTIES	:	Provide secretarial services during executive meetings and bilateral meetings with DSTI entities. Monitor the implementation of executive meeting decisions. Provide support in the coordination of parliamentary processes. Provide secretarial support for ministerial management meetings. Manage subordinates. Providing strategic support to the Director-General. Coordination, implementation and monitoring of ad hoc projects as delegated and per deadlines.
ENQUIRIES	:	Ms Dolly Masuku at 067 358 5859
APPLICATIONS	:	Applications must be emailed to ddsso@dsti.gov.za