

DEPARTMENT OF COMMUNICATIONS AND DIGITAL TECHNOLOGIES

The Department is an equal opportunity organisation and intends to promote equity through the filling of these posts. Candidates whose appointment/promotion/transfer will promote the achievement of employment equity within the Department, will receive preference.



- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the link quoted in the specific advertisement below. This link requires applicants to use a Google account. Applications must be submitted with two attachments: 1. A Z83 Form (2021 version), obtainable from the DPSA website (Z83 editable) and 2. A recently updated comprehensive Curriculum Vitae. Each post advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant.
- CLOSING DATE** : 22 December 2025
- NOTE** : Applications received after the closing date will not be considered. Only shortlisted candidates will be required to submit certified copies of qualifications obtained and other related documents on or before the day of the interview, following communication from Human Resources and will be subjected to verification by the South African Qualifications Authority. Candidates in possession of a foreign qualification must also provide an evaluation certificate issued by the South African Qualifications Authority (SAQA), at own expense. Failure to submit the requested documents will result in the application not being considered further. Due to the anticipated large volume of responses, correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. After the pre-entry assessments, an oral interview will be conducted. Suitable candidates will be subjected to personnel suitability checks (criminal record, citizenship, credit record checks, qualification verification and employment verification). By responding to the advertisement, applicants consent to the collection, processing and storing of their Personal Information in accordance with the Protection of Personal Information Act (POPIA) Act No. 4 of 2013. Candidates will therefore be required to give consent in terms of the POPI Act in order for the Department to conduct the verifications. Information will be used for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for and will not be shared with third parties without prior consent, unless required by law. All applicants must declare any conflict or perceived conflict of interest and must disclose membership of Boards and directorships associated with. If you have not been contacted within six (6) months of the closing date, please accept that your application was unsuccessful. The CVs submitted will be destroyed as legislated in the National Archives Act. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide the requested information will result in your application not being considered further. The Department reserves the right not to make an appointment to the advertised post(s). The successful candidate must disclose particulars of all registrable financial interests and sign an employment contract within one month from the date of assumption of duty. A Performance Agreement must be concluded and signed within three months from the date of assumption of duty.

OTHER POSTS

- POST 45/16** : **DEPUTY DIRECTOR: BROADCASTING TECHNOLOGIES AND STRATEGIES REF NO: DDBTS**
Nature of Appointment: Permanent
- SALARY** : R1 059 105 per annum (Level 12), (this all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria, Hatfield
	:	An undergraduate qualification (NQF level 6/7) Degree in Broadcasting/ Telecommunications/ ICT/ Engineering or relevant field, as recognized by the South African Qualifications Authority. A minimum of three (3) years' experience in Broadcasting/ Telecommunications/ ICT/ Engineering relevant environment at Assistant Director/ Supervisory level. Skills / Competencies and Knowledge: Core competencies: Understanding of digital broadcasting; Understanding of signal distribution; Understanding Broadcast engineering principles; Acceptance of responsibility; Communication; Initiatives; Job Knowledge; Planning and execution; Quality of work; Reliability; Teamwork. Technical competencies: Broadcasting Infrastructure Development; Broadcasting engineering; Digital Migration Expertise; Stakeholder Management and Collaboration; Monitoring and Evaluation.
<u>DUTIES</u>	:	To manage and coordinate the design and implementation of Broadcasting Technologies programmes and strategies to support the achievement of the DCDT strategic objectives. The successful candidate will: Contribute technical insights to the development of Broadcasting Technologies programmes, strategies and plans. Coordinate the planning and implementation of national broadcasting infrastructure projects. Coordinate the implementation of South Africa's digital migration strategy from analogue to digital broadcasting and manage the efficient use of broadcasting spectrum to enhance service quality and expand access. Provide support on the development and review of policies, regulations, and technical standards that govern broadcasting services and technologies, ensuring alignment with national and international broadcasting frameworks. Support the initiatives related to the adoption and integration of emerging broadcasting technologies, such as IPTV, OTT (Over-the-Top) services, and 5G broadcasting, ensuring innovation and modernization within the sector. Collaborate with industry stakeholders, including public and private broadcasters, content creators, regulatory bodies (ICASA), and international broadcasting organizations, to foster partnerships and drive broadcasting infrastructure development. Conduct oversight monitoring on the implementation of projects and programmes within the broadcasting infrastructure directorate. In addition to the above, the key result areas also require: Project Management, Managing financial resources, Driving change and operational excellence and Managing compliance.
<u>ENQUIRIES</u>	:	Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144
<u>APPLICATIONS</u>		Application Link <u>Deputy Director: Broadcasting Technologies and Strategies</u>
<u>POST 45/17</u>	:	<u>DEPUTY DIRECTOR: SPECTRUM PLANNING REF NO: DDSP</u> Nature of Appointment: Permanent The purpose of the post is to manage and coordinate the implementation of Spectrum Planning services in support of the DCDT strategic objectives.
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), (this all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria, Hatfield
	:	An undergraduate qualification (NQF level 7) Degree in Science/ Electrical Engineering/ ICT or relevant field, as recognized by the South African Qualifications Authority. A minimum of three (3) years' experience in Science/ Electrical Engineering/ ICT or relevant environment at Assistant Director/ Supervisory level. Skills / Competencies and Knowledge: Core competencies: In-depth knowledge of radio frequency propagation, modulation and signal timing; Interference management; Awareness of emerging technologies; Understanding how spectrum affect market dynamics; Understanding the economic and social value of spectrum; Evidence-based analysis; Policy development; Legal and Regulatory framework knowledge; International Coordination. Technical competencies: Understanding propagation models, compatibility of different frequency bands; Spectrum Management and Planning; Policy and Regulatory Development; Technical Radiocommunication Expertise; Project Management; Understanding coexistence studies; Policy Analysis.
<u>DUTIES</u>	:	The successful candidate will: Conduct market research, drafting policies and legislation, in spectrum. Support in the development of national policies, guidelines and goal for spectrum use. Contribute technical insights to the development and review of radio frequency spectrum policy and strategy in line

with related legislation, strategy to support the implement of radiocommunication services. Assist in facilitating the allocation of spectrum for government services including spectrum for security services in line with related legislation. Review and supporting the implementation of guidelines to ensure effective participation at international fora, such as ITU, SADC and ATU. Provide support in the development of bilateral and multilateral agreements to facilitate cross border radio frequency spectrum coordination. Assist with oversight services to monitor the performance of the entities (strategic, operational and financial performance) to ensure business impact, financial viability and sustainability. Coordinate the submission of government services spectrum users during the development of radio regulations (i.e. spectrum regulations, national radio frequency plan, etc.) Assist with facilitating engagement with all stakeholders, including private companies, government agencies, and the public, to understand and address needs of various spectrum users. Contribute technical insights to the development of country positions to support the review and revision the radio regulations, the international treaty governing the use of the radio-frequency spectrum and the geostationary-satellite and non-geostationary-satellite orbits. Research spectrum policy trends and market requirements. In addition to the above, the key result areas also require: Project Management, Managing financial resources, Driving change and operational excellence and Managing compliance.

ENQUIRIES : Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144

APPLICATIONS : Application Link Deputy Director: Spectrum Planning

POST 45/18 : **ASSISTANT DIRECTOR: SATELLITE AND SPACE COMMUNICATION SERVICES REF NO: ASDSSCS**

Nature of Appointment: Permanent

The purpose of the post is to facilitate the implementation of Satellite and Space Communication services systems, processes and activities in the Department.

SALARY : R582 444 per annum (Level 10)

CENTRE : Pretoria, Hatfield

REQUIREMENTS : An undergraduate qualification (minimum on NQF level 6) as recognized by the South African Qualifications Authority in Science/ Electrical Engineering/ Satellite Communication or relevant field. Minimum of 3 years' experience in Science/ Electrical Engineering/ Satellite Communication or related environment. Professional Certification, if relevant. Skills / Competencies and Knowledge: Core competencies: Understanding the basics of satellite link design and earth stations; Understanding how satellite systems integrate with terrestrial networks; Inference Analysis and Coordination; Understanding Constellations and new satellite applications to ensure forward policy looking; Knowledge of legislations, viz Electronic Communications Act; International Regulations, familiarity with ITU. Technical competencies: Satellite Communication basics; Radio frequency Management; Project Management; Software Tools; Orbital Mechanics & Thermodynamics; Electronics & Communications Systems; Report writing, input towards policy development and draft technical reports.

DUTIES : The purpose of the post is to facilitate the implementation of Satellite and Space Communication services systems, processes and activities in the Department. The successful candidate will: Assist in project managing satellite communications initiatives and drafting projects documentation to engage with national stakeholders, including satellite operators, broadcasters, government departments, and space agencies, to ensure alignment with national priorities for space communication. Contribute to the planning, allocation, and management of radio frequency spectrum for satellite communications, ensuring optimal and efficient use of satellite frequencies. Compile records of satellite infrastructure projects contributing to national communication goals and the broader digital transformation agenda. Contribute to providing technical guidance on innovation and research in satellite communication technologies, supporting the development of new satellite services for public, private, and government use. Facilitate and coordinate stakeholders' contributions to queries 'and analysis required from time to time of the directorate of Satellite and Space Communication Services and preparing reports as may be required by stakeholders for progress tracking and status

		reporting to provide regular updates. In addition to the above, the key result areas also require: Project Management, Managing financial resources, Driving change and operational excellence and Managing compliance.
<u>ENQUIRIES</u>	:	Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144
<u>APPLICATIONS</u>	:	Application Link <u>Assistant Director: Satellite and Space Communication Services</u>
<u>NOTE</u>	:	Persons younger than 35 Years of age, are encouraged to apply.
<u>POST 45/19</u>	:	<u>ASSISTANT DIRECTOR: GRAPHIC DESIGN (REF: ASDGD)</u> Nature of Appointment: Permanent
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria, Hatfield
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6/7), as recognized by the South African Qualifications Authority, in Graphic Design / Multimedia Design / Marketing or relevant field. A minimum of three (3) years' experience in graphic design, of which two (2) years' must be at a supervisory level. Skills / Competencies and Knowledge: Strong communication, client orientation, and customer-focus skills. Excellent report writing and interpersonal skills. High levels of integrity, confidentiality and service delivery innovation. Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign, Acrobat Pro). Solid understanding of typography, colour theory, layout design, and digital asset creation. Ability to work across iOS, Windows, and cloud-based storage. Knowledge of HTML/CSS is advantageous. Strong organisational skills and ability to manage multiple projects in a fast-paced environment.
<u>DUTIES</u>	:	The purpose of the post is to implement graphic design services to support the Department's communication objectives across digital, print and social media platforms. The successful candidate will play a central role in delivering the Department's visual communication strategy across digital, print, and social media platforms. Key responsibilities include: executing graphic design activities that support the Department's broader communication objectives. Conceptualising, planning, and producing creative design projects aligned with the Department's visual identity and digital transformation objectives. Developing graphic designs for both internal and external Departmental programmes and events. Creating high quality digital assets, using Adobe Creative Suite. Ensuring excellence in typography, imagery, layout and overall visual communication. Working closely with internal clients to define briefs, objectives, and project requirements. Presenting ideas, concepts, and artwork to clients for feedback and approval. Staying abreast of emerging design trends, technologies and industry best-practices. Standardising templates, forms and documents according to brand guidelines. Managing and organising departmental libraries of photographs, images and vector files. Review production outputs with external service providers to ensure quality. Contributing to key result areas such as Project Management, Financial Resource Management, Driving Change and Operational Excellence, and Managing Information.
<u>ENQUIRIES</u>	:	Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144
<u>APPLICATIONS</u>	:	Application Link <u>Assistant Director: Graphic Design</u>
<u>NOTE</u>	:	Persons younger than 35 Years of age, are encouraged to apply.
<u>POST 45/20</u>	:	<u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: ASDDM</u> Nature of Appointment: Permanent
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria, Hatfield
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6 / 7) as recognized by the South African Qualifications Authority in Supply Chain Management / Logistics Management/ Procurement/ Finance or relevant field. NQF level 7 qualification will be an added advantage. A minimum of three (3) years' experience in the Supply Chain Management environment, of which at least two (2) years' at supervisory level. Skills / Competencies And Knowledge: Job Knowledge, Technical Skills, Acceptance of Responsibility, Quality of work, Reliability, Initiative, Communication, Computer skills, Report writing, Client Orientation and customer focus, Honesty and integrity, Service Delivery Innovation, Interpersonal Skills Confidentiality, Management of Human Resources,

		Treasury Regulations, Treasury instruction notes, Supply Chain Management Framework, PFMA, Audit investigation, Risk Management, Budgeting Management, Modified Cash Standards, SCM framework, Human Resource Management, SCM Guide for Accounting Officers.
<u>DUTIES</u>	:	The purpose of the post is to coordinate the development, implementation, and monitoring of the departmental demand management plan in line with the Public Finance Management Act (PFMA), National Treasury Regulations, and Supply Chain Management (SCM) frameworks. The successful candidate will: coordinate (synergize), review, research, analyse and plan the procurement needs of the department. Research the relevant identified needs in line with the Supply Chain strategy. Analyse requirements, undertake research, determine and develop proposals for implementation. Assess the results of the research on the market, interpret and develop proposals for procurement methodology, ensure compliance with quality requirements and determine whether specifications should contain any special conditions. Coordinate review, collect and collate information for the annual procurement plan. Collect information from the relevant role players according to the prescribed template. Check and analyse the information, confirm the availability of the budget, and confirm alignment with strategic and other objectives. Determine whether a specification for the relevant commodity exists. Compile and publish request for proposals as required. Serve as a secretariat in the Bid Evaluation and Bid Adjudication Committees. Conduct supplier evaluation and implement procurement policies and procedures in line with the relevant prescripts and legislation. Perform general quality assurance of information in the supplier database (e.g. check and verify supporting documents). Added advantage will be experience in ensuring the submission of the specification to the Bid Specification Committee; including verifying correctness of bid documents before advertising and facilitate arrangements and coordination of tender briefing sessions, preparing tender documents upon receipt from the Bid Specification Committee. Administer the Bid Evaluation processes and the Bid adjudication processes; facilitating the reconciliation of submission register with the tender documents received. In addition to the above, the key result areas also require: Project Management, Managing financial resources, Driving change and operational excellence and Managing compliance.
<u>ENQUIRIES</u>	:	Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144
<u>APPLICATIONS</u>	:	Application Link Assistant Director: Demand Management
<u>NOTE</u>	:	Persons younger than 35 Years of age, are encouraged to apply.
<u>POST 45/21</u>	:	<u>ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: ASDAM</u> Nature of Appointment: Permanent
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria, Hatfield
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6 / 7) as recognized by the South African Qualifications Authority in Supply Chain Management / Logistics Management / Procurement / Finance or relevant field. A minimum of three (3) years' experience in supply chain management environment of which at least two (2) years' at supervisory level. Skills / Competencies And Knowledge: Communications, Computer skills, Report writing, Client Orientation and Customer Focus, Honesty and integrity, Service delivery innovation, Interpersonal skills, Confidentiality, Central Supplier Database, E-Tender portal, Preferential Procurement Frameworks, Treasury Regulations, Public Finance Management Act, Broad-Based Black Economic Empowerment, Treasury instructions.
<u>DUTIES</u>	:	The purpose of the post is to facilitate the procurement of goods and services and review summary of quotation specification as well as all documents by the supplier in order to comply with prescribed requirements. The successful candidate will: manage sourcing of quotations from accredited suppliers through the Central Supplier Database, conduct supplier evaluation and implement procurement policies and procedures in line with relevant prescripts and legislations, facilitate the recording of goods requisitions from the initiator on the requisition register, ensure submission of the specification to the Bid Specification Committee, verify the correctness of bid documents before advertising and facilitate arrangements and coordination of tender briefing sessions, prepare tender documents upon receipt from the Bid Specification Committee, administer the Bid Evaluation processes and the Bid Adjudication

		process, facilitate the reconciliation of submission register with the tender documents received, serve as a secretariat in the Bid Evaluation and Bid Adjudication Committees. In addition to the above, the key result areas also require: Project Management, Managing financial resources, Driving change and operational excellence and Managing compliance.
<u>ENQUIRIES</u>	:	Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144
<u>APPLICATIONS</u>	:	Application Link <u>Assistant Director: Acquisition</u>
<u>NOTE</u>	:	Persons younger than 35 Years of age, are encouraged to apply.
<u>POST 45/22</u>	:	<u>ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: ASDCM</u> Nature of Appointment: Permanent
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria, Hatfield
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6 / 7) as recognized by the South African Qualifications Authority in Supply Chain Management / Logistics Management or relevant field. A minimum of three (3) years' experience in supply chain management environment, of which at least two (2) years' at supervisory level. Skills / Competencies And Knowledge: Communications, Computer skills, Report writing, Client Orientation and Customer Focus, Honesty and integrity, Service delivery innovation, Interpersonal skills, Confidentiality, Central Supplier Database, E-Tender Portal, Preferential Procurement Frameworks, Treasury Regulations, Public Finance Management Act, Broad-Based Black Economic Empowerment, Treasury Instructions.
<u>DUTIES</u>	:	The purpose of the post is to draft and review contracts /service level agreements / addendums and to manage contract life cycles by attending to contractual queries, issuing notices of default and termination. The successful candidate will: assist with service level agreements/contractual legalities, policies and practices for internal users and clients, analyse contract, SLA requirements, special provisions, terms and conditions of applicable laws, regulations, policies and business processes. Create and review measurable vendor performance evaluation documents. Capturing and uploading contract/SLA and notices of terminations. Attend to variation and expansion of contract, amendment of contract conditions, price adjustments, contract cancellations and restrictions. Propose and advise on remedial actions in case of poor or non-performance by service providers. Assist in prevention or resolving contractual disputes and propose the implementation of remedial plan. Monitor and compile monthly reports on the performance of appointed contractors. Issue notices of expiry of contracts timely and facilitate the review and close-up meetings. Serve as a secretariat in the Bid Evaluation and Bid Adjudication Committees. Conduct supplier evaluation and implement procurement policies and procedures in line with the relevant prescripts and legislations. Added advantage will be experience in ensuring the submission of the specification to the Bid Specification Committee; including verifying correctness of bid documents before advertising and facilitate arrangements and coordination of tender briefing sessions, preparing tender documents upon receipt from the Bid Specification Committee. Administer the Bid Evaluation processes and the Bid adjudication processes; facilitating the reconciliation of submission register with the tender documents received. In addition to the above, the key result areas also require: Project Management, Managing financial resources, Driving change and operational excellence and Managing compliance.
<u>ENQUIRIES</u>	:	Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144
<u>APPLICATIONS</u>	:	Application Link <u>Assistant Director: Contract Management</u>
<u>NOTE</u>	:	Persons younger than 35 Years of age, are encouraged to apply.
<u>POST 45/23</u>	:	<u>SENIOR ADMINISTRATION OFFICER: QUALITY AND INTEGRATED ASSURANCE REF NO: SAOQIA</u> Nature of Appointment: Permanent
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria, Hatfield
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Internal Auditing/ Auditing/ Commerce/ Accounting. A minimum of three (3) years' experience in auditing or internal

audit quality assurance. The following are recommended certifications: CIA/ CISA/ CGEIT/ CRMA/ CA. Skills / Competencies And Knowledge: Communications, Computer skills, Report writing, Client Orientation and customer focus, Honesty and integrity, Service delivery innovation. Technical competencies: Corporate Governance and Business Acumen; Compliance, IT, and Performance Audit; Risk Management and Quality Assurance; and Evaluation of internal controls.

DUTIES

: The purpose of the post is to manage and provide quality assurance and audit committee technical support; integrated assurance and portfolio integrated audit action plan services. The successful candidate will: Conduct the implementation of the Quality Assurance and Improvement Programme (including CD:IA Capacity Development), which includes conducting the implementation of the Internal Quality Assurance and Improvement Program (incl. – Plans, Tools, Peer Reviews, Assessment of Internal Audit Engagements prior to internal audit report sign off). Conduct the provision of the Departmental Audit Committee and Portfolio Integrated Audit Committee Forum, secretariat and technical support services. Conduct the provision of Integrated Assurance Services, which includes conducting the coordination of the implementation of the IAF and ensure that the strategic role of the Internal Audit Activity is adequately fulfilled. Conduct the provision of portfolio integrated audit action plan coordination, assessments and reporting. In addition to the above, the key result areas also require: Driving change and operational excellence and managing compliance.

ENQUIRIES

: Ms T Beukes at 082 477 9895, Ms N Khosa +27 12 427 8260, Ms K Beckers +27 12 427 8144

APPLICATIONS

: Application Link Senior Administrative Officer: Quality Assurance and Integrated Assurance

NOTE

: Persons younger than 35 Years of age, are encouraged to apply.