

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** :
- Applicants are urged to choose/ utilise one of the methods provided below: you may forward your application, quoting reference, addressed to: The Acting Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001. Alternatively, applications may also be hand delivered to 268 Lilian Ngoyi Street, Fedsure Forum Building, 1st floor, Pretoria CBD. Another option is to submit application through email. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Kindly note that the emailed applications and attachments should not exceed 15 MB). General enquiries may be brought to the attention of Mr Joseph Mahlangu Tel No: (012) 359 0238/ Mr Amukelani Misunwa Tel No: (012) 359 0240
- CLOSING DATE** :
- 06 February 2026 at 16:00
- NOTE** :
- Applications must be submitted on new Z83 form, which can be downloaded from: <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 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 whether you are conducting business with the state. If "Yes", details thereof only shortlisted candidates will submit Declaration form for conducting business with the state when shortlisted 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?" Applicants 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. Non-RSA citizens/permanent resident permit holders must submit a copy only when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of the 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical that and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful candidates 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. Designated employees shall be required to disclose their financial interest within 30 days after assumption of duty. 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 and preference will be given to Women, Youth and Persons with Disabilities.

OTHER POSTS

<u>POST 02/144</u>	:	<u>PARLIAMENTARY AND CABINET SUPPORT REF NO: DWYPD/003/2026</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), fully inclusive remuneration package
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate, an appropriate National Diploma or Degree or equivalent qualification at NQF level 6/7. A minimum of 3-5 years' experience at management level. Knowledge: Knowledge of Minister's operations; Proven management competencies; broad knowledge and understanding of the functional areas covered by the executive authority's portfolio; Working knowledge of the political and parliamentary processes in South Africa. Skills: Communication skills (Verbal and Written); Computer literacy (MS Office); Strategic leadership; Financial management; Project and programme management; Change management; Knowledge management; Customer relations management; Negotiation and facilitation; Advanced verbal and written communication; Problem solving and crisis management; Research; Networking; Decision Making; People management; Good interpersonal skills; Diversity management. Personal Attributes: Analytical thinking; Innovative and creation; Effective Interpersonal relations; Ability to work effectively under stressful situations; solution orientated, ability to design ideas without direction; Systematic and proactive; Visionary and strategist; Assertive; Adaptable and flexible; People orientated and able to function within a group; Highly motivated, goal orientated and driven; High sense of urgency; Confidentiality; Integrity.
<u>DUTIES</u>	:	Monitor events in Parliament/the legislature to identify matters that have a bearing on the portfolio of the Minister: Peruse documents like Hansard speeches, minutes of portfolio and standing committees, and monitor meetings of legislative structures to identify matters that have a bearing on the portfolio of the Minister; Liaise with structures like portfolio and standing committees on matters that have a bearing on the portfolio of the Minister and brief departments on decisions taken. Monitor events in Cabinet/Executive council to identify matters that have a bearing portfolio of the Minister: Peruse documents like minutes of Cabinet and cluster committees and monitor meetings of the executive structures to identify matters that have a bearing on the portfolio of the Minister; Liaise with structures, by attending meetings, like cluster and cabinet committees.
<u>ENQUIRIES</u>	:	Ms Val Mathobela Tel No: (012) 359 0270
<u>APPLICATIONS</u>	:	Recruitment01@dwypd.gov.za
<u>NOTE</u>	:	Preference will be given to African Females, Coloureds, as well as Persons with Disabilities.
<u>POST 02/145</u>	:	<u>ADMINISTRATIVE SUPPORT AND COORDINATION REF NO: DWYPD/001/2026</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), fully inclusive remuneration package
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate, an appropriate National Diploma or Degree in Public Administration or equivalent qualification at NQF level 6. A minimum of 3 years' experience should be at First level (Assistant Director)/Middle Management level in a related field. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Working experience/knowledge of Ministry operations. Proven experience in rendering administrative support to executive. In-depth knowledge and understanding of the functional areas covered by the Minister's portfolio; The political and parliamentary processes in South Africa; Departmental policies and applicable protocols; Departmental governance framework and mandate; Administrative computer packages; Departmental strategic objectives; Relevant prescripts applicable to the Ministry i.e. MISS; Batho Pele Principles and practice thereof; Public Service prescripts on office and information management. Skills: Strategic leadership; Financial management; Project and programme management; Change management; Knowledge management; Customer relations management; Negotiation and facilitation; Advanced verbal and

written communication; Problem solving and crisis management; Research; Networking; Decision making; People management; Computer literacy (MS Office); Good interpersonal skills; Diversity Management. Personal attributes: Analytical thinking; Innovative and creation; Effective Interpersonal relations; Ability to work effectively under stressful situations; solution orientated- ability to design ideas without direction; Systematic and proactive; Visionary and strategist; Assertive; Adaptable and flexible; People orientated and able to function within a group; Highly motivated, goal orientated and driven; High sense of urgency; Confidentiality; Integrity.

DUTIES

: Manage the administrative activities within the office of the Minister: Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority; Compile correspondence, submissions and cabinet memoranda as required; Study, edit and comment on submissions to be submitted to the executive authority for consideration; Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority; Manage logistical support in the office of the executive authority; Develop, implement and maintain a filing system for the office of the executive authority; Manage the registry of the office of the executive authority; Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification. Liaise with internal and external role players with regard to matters relating to the portfolio of the Minister: Brief the Chief of Staff on matters with regard to the executive authority's portfolio on the agenda of Cabinet/executive council; Liaise with senior managers in the institutions within the executive authority's portfolio; Co-ordinate the activities of the executive authority's office. Render a Cabinet/executive council support service to the Minister: Manage the distribution of memoranda to Cabinet/executive council members; Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees; Keep record of decisions of Cabinet/executive council and alert the Chief of Staff and executive authority of actions to be taken and due dates. Supervise employees: General supervision of the employees in the office of the executive authority; Quality control of the work delivered by supervisees; Advise supervisees with regard to all aspects of the work; Serve as the formal disciplinary authority with regard to supervisees; Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Coordinate the Minister's constituency work and stakeholder relations: Support Parliamentary Constituency office; Strengthen the relation between the Minister and the community in her constituency; Support the Minister with her political responsibilities; Advise the Minister on client engagement status; Lead specific outreach initiatives, dialogues and other forms of engagement to understand key concerns.

ENQUIRIES APPLICATIONS NOTE

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: Recruitment01@dwypd.gov.za
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