

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.

MANAGEMENT ECHELON

<u>POST 12/90</u>	:	<u>DIRECTOR GENERAL: REF NO: DWYPD/007/2026</u> (Five-year Contract)
<u>SALARY</u>	:	R2 352 642 per annum (level 16), fully inclusive remuneration package. Plus, a 10% non-pensionable HOD allowance.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicant must be in possession of a Postgraduate qualification (NQF Level 8) in Public Administration/Business Management/Social/ Economic/ Development Sciences or relevant field. Successful completion of Nyukela Public Service (SMS) Pre-Entry Programme prior appointment. Successful completion of training on Gender Mainstreaming in the Public Service course and any other appropriate training on WYPD issues as applicable to the work of the department in this regard. At least 10 years of experience at a senior managerial level, with demonstrated understanding of issues affecting women, youth, and persons with disabilities. Proven leadership and strategic management capability in the public sector or related environments. Management of strategic policy-driven programmes. Demonstrative experience in managing programmes related to women, youth and persons with disability empowerment. Knowledge of Policy formulation process within Government; Policy Development and Implementation; Public Finance Management Act; Human Resource Management requirements applicable to the Public Service, advanced understanding of women, youth and persons with disability as designated groups; understanding of Multi-lateral Obligations. Understanding of Legislative framework as applicable to the work of the Department (e.g. Constitution, National Council on Gender Based Violence and Femicide Act, 2024 (Act No.9 of 2024) National Youth Development Agency Amendment Act, 2024 (Act No.11 of 2024). South African Youth Development (SAYD) Act. 2008 (Act No.54 of 2008). Women Empowerment and Gender Equality Act (WEGE Act) etc). Core Management Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management Change management, together with process competencies namely Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication and Client Orientation and Customer Focus (Batho Pele Principles) Personal Attributes: Ability to work under stressful situations; Analytical thinking; effective interpersonal relations; highly motivated; Innovative and creative; Negotiation and facilitation; People orientated and able to function within a group; Solution orientated.
<u>DUTIES</u>	:	Provide strategic leadership and ensure that the Department is well governed, appropriately structured, human and financially resourced to deliver on the mandate; Ensure that the Department's five-year Strategic Plan and Annual Performance Plans are developed and approved; Serve as an Accounting Officer and ensure the implementation and adherence to the requirements of an Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Participate in FOSAD and all DG Cluster structures in advancing the rights of WYPD across the work of government. Ensure implementation of programmes related to mainstreaming of the rights and empowerment of women and the advancement of gender equality. Promote the implementation of strategies and programs for gender mainstreaming across government and other role players in the state; Monitor the implementation of national policies, strategies and programmes on women's empowerment and gender equality; Facilitate and advocate for the economic participation of women through preferential procurement and broad based black economic empowerment; Provide gender and age disaggregated data through research and policy analysis into development planning and service delivery; Formulate and monitor the implementation of the gender mainstreaming strategy into the whole Government; Advocate for 50/50 gender parity across all spheres, levels and structures/ organisations in the country.

Ensure the implementation of programmes related to the mainstreaming of the rights of persons with disabilities across government and society. Lead the development and alignment of national disability rights policies with global conventions (e.g., UNCRPD); Integrate disability rights across sectoral policies and National Development Plan; Guide institutional capacity building for disability mainstreaming across all spheres of government; Oversee the national disability rights monitoring and evaluation framework; Promote universal design, accessibility, and reasonable accommodation in public services and infrastructure; Coordinate inclusive programmes in education, employment, health, and social protection; Ensure full compliance with legislation such as the White Paper on the Rights of Persons with Disabilities; Advocate for disability-inclusive budgeting and resource mobilisation; Advocate for increased representation of persons with disabilities in employment towards the employment equity target of 7% by 2030. Provide strategic leadership in the development, coordination, and implementation of policies and programmes that promote the rights, empowerment, and meaningful participation of youth. Oversee the development, review, and implementation of the National Youth Policy and other youth-focused frameworks; Promote policies and programmes that support youth access to economic opportunities, including entrepreneurship, job creation, and procurement; Ensure coordination between government departments, civil society, the private sector, and development partners on youth development initiatives; Advocate for measures to address youth unemployment; Advocate for increased representation of youth employment in government towards 30% by 2030. Provide support to the Minister in fulfilment of all requirements from the oversight bodies. Provide efficient and effective support to the Minister and Deputy Minister in their executive obligations and engagements with Cabinet, PCC, IMC, Parliament, Government Ministries.

**ENQUIRIES
APPLICATIONS**

: Mbhazima Shiviti, Telephone number: (012) 359 0262
 : Applicants are urged to choose/ utilise one of the methods provided below: you may forward your application, quoting reference, addressed to: The 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 as a single scanned document/one PDF attachment to the email addresses specified for each position (Kindly note that the emailed applications and attachments should not exceed 15MB). General enquiries may be brought to the attention of Mr Zuko Bebula 012 359 0417/ Mr Joseph Mahlangu 012 359 0238 email Recruitment03@dwypd.gov.za

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 candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications received after the closing date will Not be considered or accepted. Correspondence is limited to short-listed candidates only. 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 of the advertised post. 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 skills that are generic requirements and the other must be an integrity (ethical conduct) assessment. Further, personnel suitability checks, including security vetting, competency assessment will be conducted, as such the appointment will be made subject to positive outcomes of personnel suitability checks. A Successful candidate shall be required to enter into performance agreement within three (3) months of assuming her duties in the Department, and within one (1) month of the date of her 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. 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 and affirmative action employer. In the filling of these posts, it is the intention of the Department to promote representivity in the Public Service through the filling of this position and the candidature of persons whose transfer/promotion/appointment will promote representivity will receive preference as 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. Note: Preference will be given to Women and Persons with Disabilities.

CLOSING DATE : 30 April 2026 at 16:00

OTHER POST

POST 12/91 : **DRIVER/MESSENGER POSTS REF NO: DWYPD/006/2024**

SALARY : R193 359 per annum (Level 04), plus benefits
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate or equivalent NQF 4 qualification, A valid driver's license, 1-2 years' experience as a driver/messenger. Knowledge: understanding of road traffic rules and regulations, Skills: Driving skills, Sound organisational skills, language skills and the ability to communicate well with people at different levels and from different backgrounds, basic written communication skills, Computer literacy (MS Office), Good interpersonal skills, General office administrative and clerical skills. Personal Attributes: high level of reliable, high sense of urgency, ability to work effectively under limited supervision, highly motivated, goal orientated and driven, Confidentiality, integrity and ability to act with tact and discretion.

DUTIES : Collect and deliver documents; Collect, deliver and distribute documents of the Departments; Transport employee in the Department ensure that employees and guest are transported to their destinations on time, Record kilometres when undertaking a trip; record keeping of the utilisation of the allocated motor vehicle, log sheet and petrol receipts

ENQUIRIES : Mr Vusimuzi Mahamba, Tel No: 012 359 0204
APPLICATIONS : Applicants are urged to choose/ utilise one of the methods provided below: you may forward your application, quoting reference, addressed to: The 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 as a single scanned document/one PDF attachment to the email addresses specified for each position (kindly note that the emailed applications and attachments should not exceed 15mb). General enquiries may be brought to the attention of Mr Amukelani Misunwa 012 359 0240/ Mr Joseph Mahlangu 012 359 0238 email applications Recruitment01@dwypd.gov.za

NOTES : 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 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?" 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. Short-listed candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job as part of the selection process, the logistics of which will be communicated by the Department. 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.

CLOSING DATE

: 24 April 2026 at 16:00