

**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, in particular, the persons with disabilities and youth.***



- 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.
- CLOSING DATE** : 29 May 2026
- NOTE** : Applications must be submitted with two (2) 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, initialed and signed by the applicant. 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 on 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. Note for applicants of SMS posts: Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to the finalization of the appointment, is a requirement for all SMS positions. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment, using the mandated DPSA SMS competency assessment tools.

## MANAGEMENT ECHELON

<b><u>POST 16/06</u></b>	:	<b><u>CHIEF FINANCIAL OFFICER REF NO: CFO</u></b> Nature of Appointment: Permanent
<b><u>SALARY</u></b>	:	R1 494 900 per annum (Level 14), (the 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).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria, Hatfield An appropriate NQF level 7/ Degree in Finance/ Accounting/ or the relevant equivalent qualification as recognised by the South African Qualifications Authority. Registration as a Chartered Accountant will be an added advantage. A minimum of five (5) years' experience in financial management covering Accounting, Budgeting, Reporting and Asset Management at the Senior Managerial level. Skills / Competencies and Knowledge: Strategic Capabilities and Leadership, Government Administrative Processes, People Management and Empowerment, Programme and Project Management, Change Management, Financial Management and Stakeholder Management, Problem solving and analysis, Customer focus, Stakeholder Engagement and Relationship Management. Financial Accounting, Management Accounting, Property and Facility Management, PFMA, Treasury Regulations, PPPFA, General Recognised Accounting Practice (GRAP) and Modified Cash Standard (MSC). Supply Chain Management, Basic accounting system (BAS) and other transversal systems, Internal control, procedure, policies, Finance standard operating procedures.
<b><u>DUTIES</u></b>	:	The purpose of the post is to oversee the provision of financial management and reporting services. The successful candidate will oversee the delivery of Financial Management Services. Oversee and monitor the provision of Logistics, Travel and Asset Management Services and Supply Chain Management. Execute all responsibilities delegated by the Accounting Officer in terms of Sections 38 to 43 of the PFMA. Maintain an integrated accounting and financial management system, including financial reporting and internal control. Oversee budgetary processes (Medium term Expenditure Framework (MTEF), Adjustment Estimates of national expenditure (AENE), Estimates of National Expenditure (ENE), reprioritisation, movement of funds) within the department and ensure alignment with strategic objectives and the Departmental entities (Ensure strict adherence to the provisions of the Preferential Procurement Policy Framework Act (Act 5 of 2000). Oversee the preparation and submission of quarterly and annual financial statements, including other financial reports and liaise with National Treasury and the Auditor-General. Participate in policy formulation and review by rendering advice to the Executive Authority, Accounting Officer and Senior Management on financial matters and financial consequences thereof. Ability to robustly engage key stakeholders and relevant role players such as National Treasury, Auditor General, management, governance and oversight structures, as well as relevant entities' management in the finance environment regarding transversal financial matters. Contributing to key result areas such as strategic functional leadership, managing human resources, managing financial resources, driving change and operational excellence, as well as managing and ensuring compliance.
<b><u>ENQUIRIES</u></b>	:	Mr M Cilo Tel No: (012) 427 8514, Ms N Khosa Tel No: (012) 427 8260, Ms N Sekele Tel No: (012) 427 8599
<b><u>APPLICATIONS</u></b>	:	application link: <a href="https://forms.gle/o7TSNqp1VbVnX8qC7">https://forms.gle/o7TSNqp1VbVnX8qC7</a>
<b><u>POST 16/07</u></b>	:	<b><u>DIRECTOR: LOGISTICS, TRAVEL AND ASSET MANAGEMENT REF NO: DIRLTAM</u></b> Nature of Appointment: Permanent The purpose of the post is to manage and drive the provision of logistics, payments, orders, travel and asset management to the department.
<b><u>SALARY</u></b>	:	R1 266 714 per annum (Level 13), (the 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).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria, Hatfield An appropriate NQF level 7/ Degree in Business Financial Management/ Commerce/ Accounting/ Supply Chain Management/ Logistics/ Finance or

relevant equivalent qualification as recognised by the South African Qualifications Authority. Honours degree will be an added advantage. A minimum of five (5) years' experience in Logistics, Payments and Orders, Travel and Asset management environment at middle/senior management level. Skills / Competencies and Knowledge: Strategic Capabilities and Leadership, Government Administrative Processes, People Management and Empowerment, Financial Management, Change Management, Problem solving and analysis, Customer focus, Stakeholder Engagement and Relationship Management. Supply Chain Management, BAS and LOGIS, Fleet and Travel Management, Asset Management, PFMA, Risk Management and Modified Cash Standards.

- DUTIES** : The successful candidate will: Manage and drive the development and implementation of logistics, payments, orders, travel and asset management policies, strategy and services. Manage the acquisition, use, maintenance, losses, and disposal of assets in line with relevant policies, prescripts, legislation, and instruction notes. Manage and drive the preparation of monthly, quarterly, and annual asset reconciliations between the Asset Register and ledger and report in the financial statements (AFS). Submit various compliance reports to National Treasury, Management and AFS. Manage and coordinate logistics services (the processing of LOGIS orders and payments). Liaise with service providers and review, verify, and audit invoices and performance reports to ensure compliance with contractual terms, value for money, and effective service delivery. Manage and direct the coordination of fleet and asset management processes and procedures in the Department. Manage and process warranty claims, authorise returns, reverse logistics and stock transfers. Manage and drive the ordering, delivery, and checking and the efficient flow of goods in and out of the stores. Manage, inform, guide and advise departmental employees on asset and inventory disposal management processes to promote correct implementation of sound disposal management practices. Manage travel management, from orders to payments to reporting. Manage and direct the maintenance of the invoice tracking system to ensure payments are made within 30 days. Contributing to key result areas such as strategic functional leadership, managing human resources, managing financial resources and driving change and operational excellence. Responsible for governance and compliance within the Directorate, implementation and reporting thereof.
- ENQUIRIES** : Mr M Cilo Tel No: (012) 427 8514, Ms N Khosa Tel No: (012) 427 8260, Ms N Sekele Tel No: (012) 427 8599
- APPLICATIONS** : application link: <https://forms.gle/YhKxzshv2cs4Gfiw7>

#### OTHER POSTS

- POST 16/08** : **PARLIAMENTARY AND CABINET SUPPORT REF NO: PCS**  
Nature of Appointment: Permanent  
The purpose of the post is to provide administrative support to the executive authority on matters relating to Parliament / the legislature and Cabinet / executive council.
- SALARY** : R932 292 per annum (Level 11), (the 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).
- CENTRE** : Pretoria, Hatfield
- REQUIREMENTS** : An appropriate NQF level 6 / 7 qualification in Political Science / Public Administration / Business Administration or relevant equivalent qualification as recognised by the South African Qualifications Authority. A minimum of five (5) years' experience of which three (3) years should be at an Assistant Director level / middle management or equivalent working experience in Office Administration environment. Skills / Competencies and Knowledge: Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio, knowledge of Minister's operations, proven management competencies, working knowledge of the political and parliamentary processes in South Africa, computer literacy and communication skills (verbal and written).
- DUTIES** : The successful candidate will monitor events in Parliament / legislature to identify matters that have a bearing on the portfolio of the Minister, this will inter alia entail peruse 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 that have a bearing on the portfolio of the Minister and brief departments on decision taken. Render an efficient and effective parliamentary service, this will inter alia entail facilitate timeous and appropriate responses to parliamentary questions in the format prescribed by Parliament / the legislature and ensure departmental representation in parliamentary events, compile cabinet memoranda, speeches, submissions, briefing notes and other documents as required, gazette and table draft bills emanating from the portfolio of the Minister, provide advice and support in terms of policy and procedure to the department in respect of key parliamentary events like the tabling of the budget vote of the Minister. Co-ordinate and control movements between the Pretoria and Cape Town offices for Parliamentary sessions where required. Manage and oversee the packing, dispatching and unpacking official documents and equipment in Pretoria and Cape Town. Manage the movement of households to and from Cape Town. Study the relevant public service and departmental prescripts / policies and other documents to ensure that the application therefore is understood properly. Remain up to date with regards to the applicable prescripts / policies and proc ensures that the Minister apply terrain. Remain abreast with the procedures and processes applicable to the Minister.

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**APPLICATIONS** : application link: <https://forms.gle/VXa4tH9X7iFNLKqB6>

**POST 16/09** : **REGISTRY CLERK REF NO: REGCLE**

Nature of Appointment: Permanent

The purpose of the post is to render effective and efficient administrative clerical services to support the delivery of registry and document management services.

**SALARY** : R237 453 per annum (Level 05)

**CENTRE** : Pretoria, Hatfield

**REQUIREMENTS** : National Senior Certificate / Grade 12 (NQF level 4) as recognised by the South African Qualifications Authority. No work experience required. Skills / Competencies and Knowledge: Basic Job knowledge, Communication (verbal and written), Interpersonal Relations, Flexibility, Planning and Organizing.

**DUTIES** : The successful candidate will render general clerical support services, including registering, stamping, sorting and distribution of incoming and outgoing documents and mail. Open new files and register them in the Register of Files Opened and close files and register them in the according to registry procedure manual and file plan. Replace worn-out file covers as and when required. Complete control sheets, report files that are due for disposal, record all documents to be scanned in the Register of Scanned Documents. Retrieve, issue, receive files, photocopy and scan records as requested. Arrange and pack records as per transfer list and conduct logistical arrangements for the transfer of archival records. Driving change and operational excellence and manage compliance.

**ENQUIRIES** : Mr M Cilo Tel No: (012) 427 8514, Ms N Khosa Tel No: (012) 427 8260, Ms N Sekele Tel No: (012) 427 8599

**APPLICATIONS** : application link: <https://forms.gle/EK1o92gWpk2XJN1m7>