

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.



CLOSING DATE : 12 June 2026

NOTE : 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 (2) attachments: 1. A Z83 Form (2021 version), obtainable from the DPSA website (Z83 editable) and 2. A recently updated comprehensive Curriculum Vitae. If either of these two attachments are not submitted, the applicant's application will be disqualified. 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.

OTHER POSTS

POST 18/19 : **DEPUTY DIRECTOR: ICT DATA GOVERNANCE, RISK AND COMPLIANCE (REF: DDDGRC)**

SALARY : R1 101 468 per annum (Level 12) (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).

<u>CENTRE REQUIREMENTS</u>	:	Pretoria, Hatfield
	:	An appropriate NQF level 6 qualification in Information Technology / Computer Science / Electronic Engineering 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 / middle managerial level or equivalent working experience in Information Communication Technology, Digital Government or Digital Transformation environment. Skills / Competencies And Knowledge: Job knowledge, Quality of work, Initiatives, Planning and executions, Communication, Teamwork, Reliability, Data governance principles, Metadata management and interoperability frameworks, Data management tools and platforms to support secure data handling, Risk Management, Project Management, Software Development in Java/PHP/Python.
<u>DUTIES</u>	:	The purpose of the post is to support the implementation of data governance frameworks, policies, and standards by coordinating operational data management activities, ensuring compliance with legal and regulatory requirements and enabling secure and ethical use of government digital data assets in support of digital government and digital transformation. The successful candidate will support the rollout, operationalisation, and continuous improvement of data governance frameworks, including master data management, metadata, and data catalogue implementation. Monitor and evaluate data quality, integrity, and security across ICT systems, ensuring timely identification and resolution of risks or non-compliance issues. Promote and apply digital government principles (openness, transparency, citizen-centricity, and interoperability) in all data-related initiatives and systems. Support in monitoring adherence to relevant legislation (e.g., POPIA, PFMA, and ICT regulations) and industry standards for data protection, retention, and ethical use. Contribute to building institutional capacity in data governance and support initiatives to strengthen interoperability of systems across the department and SOEs. Ensure departmental adherence to data protection regulations and support the enforcement of national and international standards on data governance and cybersecurity. Lead the technical and governance aspects of implementing and monitoring the digital transformation roadmap's data exchanger and related MOSIP integration projects. Provide input and technical support in the oversight of related DCDT State-Owned Entities (SOEs), ensuring alignment with departmental data governance, compliance and integration standards. Identify and report emerging risks in data governance, security, and compliance, and recommend corrective or preventative actions to senior management. Contributing to key result areas such as project management, manage financial resources, driving change and operational excellence and manage compliance.
<u>ENQUIRIES</u>	:	Mr M Cilo +27 12 427 8514, Ms N Khosa +27 12 427 8260, Ms N Sekele +27 12 427 8599
<u>APPLICATION</u>	:	Link CLICK HERE
<u>POST 18/20</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT (REF: ASDFM)</u> Nature Of Appointment: Permanent
<u>SALARY</u>	:	R487 197 per annum (Level 9)
<u>CENTRE</u>	:	Pretoria, Hatfield
<u>REQUIREMENTS</u>	:	An appropriate NQF level 6 qualification in Facilities Management / Logistics Management / Safety Management or relevant equivalent qualification as recognised by the South African Qualifications Authority. A minimum of three (3) years' experience at supervisory level within the field of Facilities Management / Safety Management environment. Skills / Competencies And Knowledge: Communications, Computer skills report writing, Client Orientation and customer focus, Honesty and integrity, Service delivery innovation, Interpersonal skills, Confidentiality, Maintenance and repairs, Time management, Stress management, Understanding of HIRA, Understand accommodation needs analysis process, Compilation of User Asset Management Plan, Emergency planning and business continuity, Property management, SAMTRAC, Workplace incident investigation.
<u>DUTIES</u>	:	The purpose of the post is to provide facilities, auxiliary and occupational health and safety services to the Department. The successful candidate will ensure that facilities and auxiliary services are managed. Conduct SHE awareness sessions for management on health and safety practices and legislation, establish and maintain SHE committees. Investigate, report accidents and

report hazards, incidents, injuries and health issues within the workplace. Develop physical facilities strategy for the department. Facilitate the renewal of lease and procurement of alternative accommodation. Assist with the provision of cleaning and pest control services. Facilitate the implementation of the Business Continuity Plan. Assist with the payment of lease rentals and municipal services. Develop physical security strategy for the department. Ensure facilities, and hygiene policies are in place and up to date. Contributing to key result areas such as project management, manage financial resources, driving change and operational excellence and ensure compliance.

ENQUIRIES : Mr M Cilo +27 12 427 8514, Ms N Khosa +27 12 427 8260, Ms N Sekele +27 12 427 8599

APPLICATION : Link: [CLICK HERE](#)

POST 18/21 : **ASSISTANT DIRECTOR: SALARIES AND PAYROLL (REF: ASDSP)**
Nature Of Appointment: Permanent

SALARY CENTRE : R487 197 per annum (Level 9)
: Pretoria, Hatfield

REQUIREMENTS : An appropriate NQF level 7 qualification in Financial Management / Accounting / Financial Sciences or relevant equivalent qualification as recognised by the South African Qualifications Authority. A minimum of three (3) years relevant supervisory experience in Salaries environment. Experience of working on SARS Easy file for submission of EMP201 and EMP501 an added advantage. Skills / Competencies And Knowledge: Communications, Computer skills report writing, Client Orientation and customer focus, Honesty and integrity, Service delivery innovation, Interpersonal skills, Confidentiality, PERSAL, BAS, Vulindela, Public Finance Management Act (PFMA), Treasury regulations, Modified Cash Standards, Income Tax Act), Financial reporting, Payroll management, Salary administration, Debt Management, Data analysis.

DUTIES : The purpose of the post is to maintain and monitor proper payroll management, salary-related payments and debt collection. The successful candidate will ensure the accurate and timely processing of payroll, including salaries, allowances, deductions and benefits. Assist employees with calculation of both foreign and local S&T claims. Check and authorize travel and subsistence claims on the PERSAL system to ensure that claims are correctly paid. Reconciliation of debt, S&T Advance and salary related suspense accounts: requesting BAS reports of salary related suspense accounts; clearing all possible transactions; calculating manual tax to be paid over to SARS; ensuring SARS payment is processed in time; reconciling monthly tax; ensuring total tax paid corresponds with amount on EMP201; attending to AA88, requesting PERSAL reports and clearing all tax exceptions monthly. Ensuring IRP5 accumulations are updated weekly. Authorising all debt created on BAS; ensuring continued follow up on all debt cases. Administer employee remuneration in line with approved salary structures, and relevant public service frameworks. Ensure payroll compliance with applicable legislation such as the Public Finance Management Act (PFMA) and Treasury Regulations, tax laws, and labour regulations. Facilitate salary-related transactions on the PERSAL system to ensure that employees are correctly paid. Perform monthly payroll reconciliations, verify payroll accuracy, and prepare payroll reports for management and audit purposes. Implement and maintain internal controls to prevent payroll fraud, errors, and irregular payments within their area of responsibility. Perform salary controller functions for PERSAL, attend PERSAL forum meetings and implement PERSAL notices and new developments. Attend to request for payslips and IRP5 certificates and other salary related reports. Compile and submit to SARS bi-annual and annual tax reconciliations for the department. Compile and submits inputs to the annual and Interim Financial Statements in accordance with Modified Cash Standards. Assist with calculations of VAT on imported services. Contributing to key result areas such as project management, managing financial resources, driving change and operational excellence and manage compliance. Allocating work to subordinates; supervising the salary office; responding to salary related enquiries; assisting with audit queries

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