

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 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 Ms Lerato Segodi 012 359 0073/ Mr Joseph Mahlangu 012 359 0238
- CLOSING DATE** : 12 June 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. Applications received after the closing date will NOT be considered or accepted. Correspondence is limited to short-listed candidates only; should you not hear from us within six weeks of the closing date, please consider your application unsuccessful. 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 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 transfer/promotion/appointment will made subject to positive outcomes of personnel suitability checks. 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. 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

OTHER POST

POST 18/108 : **ASSISTANT DIRECTOR: SOCIAL GOVERNANCE AND REGULATIONS FOR THE RIGHTS OF WOMEN (REF NO: DWYPD/007/2026)**

Re-advertisement, Applicants who previously applied for the post are encouraged not to re-apply, as their applications will still be considered.

SALARY
CENTRE

: R605 742 per annum (Level 10), plus benefits
: Pretoria

REQUIREMENTS

: Applicants must be in possession of a Grade 12 certificate and Bachelor's degree (NQF Level 7) in Social or Human Sciences, Development Studies, or Social Work. A valid driver's licence is required; however, this requirement is not applicable to persons with disabilities. In addition, applicants must have a minimum of three (3) years' supervisory experience in a related field. Knowledge: Initiatives that promote women's social justice, empowerment and participation; Gender related policies and frameworks; Departmental policies, system protocols; knowledge, understanding and practice of Batho Pele Principles. Skills: Problem solving and decision making; Time management; Planning and organising; Customer focus and responsiveness; Good report writing, verbal and written communication skills; Computer Literacy (MS Office Suite); Diversity awareness; Applied strategic thinking; Continuous improvement; People management and development; Team leadership. Secondary: Basic Budgeting and Financial Management; Project management; Networking and building bonds; Impact and influence; Diversity management. Personal Attributes: Ability to perform effectively under pressure; Analytical thinking; Good interpersonal and communication; Results focused; High emotional intelligence; Solutions oriented; Passion and drive; Honesty and Integrity; Ability to maintain confidentiality of information.

DUTIES

: Coordinate the development and implementation of the policies and legislations on social justice, empowerment and transformation of Women: Provide inputs in the drafting of new policies or legislative proposals that promote social justice, Women's empowerment, Gender equality and transformation; Identify gaps or challenges on the existing policies and propose amendments where possible; Conduct research and gender analysis to inform policy content; Collect data to ensure proposed laws align with constitutional provisions and international commitments; Attend briefings with stakeholders on policies identified for implementation; Compile reports on implemented programmes. Participate in the development and implementation of a regulatory framework on social justice, empowerment and participation of Women: Participate in the consultation with relevant departments regarding the review of the Nation Strategic Plan on Gender based Violence and Femicide and Gender machinery framework; Participate in the coordination of designated provincial stakeholders to ensure the effective implementation of the Nation Strategic Plan on Gender based Violence and Femicide and Gender machinery framework. Coordinate Stakeholders: Develop, update and maintain the database of stakeholders; Follow-up and ensure that the stakeholders implement the recommended decisions by the structures; Resolve queries referred by stakeholders and provide information where necessary; Ensure that the stakeholders participate in the programme implementation; Handle enquiries on GBV related issues. Support the process of developing and implementing monitoring and evaluation systems: Collect and collate information on programmes initiatives. Create data base and generate information one stop shop models. Develop project reporting templates. Coordinate reporting by stakeholders and DWYPD(Provincial) and ensure the reports are submitted on time. Serve as secretariat support for the programme and engagements with stakeholders: Provide administrative support for the Unit. Provide logistical arrangement support for the unit and the projects. Provide general office support to the unit.

ENQUIRIES

: Ms Nomsa Nabo, Telephone No: 072 525 0096

NOTE : Preference will be given to, Coloureds, Women, Youth and Persons with Disabilities.

APPLICATIONS : Recruitment01@dwypd.gov.za