

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.

<u>APPLICATIONS</u>	:	Applicants are urged to submit the applications using this URL https://recruitment.dwypd.gov.za/ General enquiries may be brought to the attention of Mr Zuko Bebola Tel No: (012) 359 0417/ Mr Joseph Mahlangu Tel No: (012) 359 0238
<u>CLOSING DATE</u>	:	28 August 2026 at 16:00
<u>NOTE</u>	:	All fields in the Z83 application form on https://recruitment.dwypd.gov.za/ 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 the Declaration form for conducting business with the state when shortlisted for 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 Curriculum Vitae. The communication from HR of the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only the 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; 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 Qualifications 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 for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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 be 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

MANAGEMENT ECHELON

POST 28/77 : **CHIEF DIRECTOR: RESEARCH, AND KNOWLEDGE MANAGEMENT REF NO: DWYPD/010/2026**

SALARY : R1 554 696 per annum (Level 14), fully inclusive remuneration package
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's Degree (NQF level 7) qualifications in Social Sciences, Policy, Research, Knowledge Management, Economics, Development Studies, or a related field. A postgraduate degree (NQF 8 and above) in Policy, Research, Knowledge Management, Economics, Development Studies, or a related field shall be an added advantage. Certificate of successful completion of National School of the Government's SMS Pre-Entry programme prior appointment. A minimum of 5 years' experience in research, policy development and analysis or knowledge management experience at a senior management level; Skills: Research and analytical skills, Report writing skills, Communication skills (written and verbal), Computer skills, Programme and Project Management Skills, Strategic Planning, Financial Management, Change Management; knowledge; Research coordination, Policy development, analysis and evidence synthesis, Stakeholder engagement and negotiation, Knowledge management systems. Personal Attributes. Ethical behaviour; honesty and Integrity; Emotional Intelligence; Passion and Achievement driven; Ability to work under pressure; Ability to maintain confidentiality of information; Respect for copyrights/ aversion to plagiarism.

DUTIES : Provide strategic leadership and manage the development and implementation of policy, research and knowledge management strategies, plans and product; Lead the strategic positioning of policy, research and knowledge management in support of the Department's mandate on women, youth and persons with disabilities, Develop and manage the Chief Directorate's strategic and operational plans, annual targets, performance indicators and reporting obligations, Ensure alignment of the Chief Directorate's work with the Constitution, MTDP, NDP, GRPBMEAF, NSP on GBVF, departmental APP and relevant departmental and sector priorities, Provide evidence-informed strategic advice to the Minister, Director-General, Deputy Director-General and departmental governance structures, Ensure that outputs of the Chief Directorate strengthen mainstreaming, institutionalisation and accountability for women, youth and persons with disabilities priorities across government. Lead the development of a research agenda and manage research undertakings on the transformation and rights of women, youth and persons with disabilities; Lead the development and periodic review of a national and departmental research agenda on women, youth and persons with disabilities, manage the design, commissioning, implementation and quality assurance of research studies, evaluations, evidence reviews and analytical reports, ensure that research methodologies are rights-based, ethical, credible, scientifically sound and appropriate for public policy use, promote the use of disaggregated data, including sex, age, disability, geography and other relevant variables where available, manage local, regional and international benchmarking on empowerment, inclusion, equality and transformation. Ensure that research findings are translated into practical recommendations for policy, planning, budgeting, monitoring and evaluation. Lead policy analysis, evidence synthesis and the development of policy knowledge products to support departmental and intergovernmental decision-making; Lead policy analysis on matters affecting women, youth and persons with disabilities, manage the development of policy briefs, discussion documents, analytical notes, status reports, Cabinet inputs, parliamentary inputs and technical advisory products, ensure that departmental policy positions are evidence-based, constitutionally grounded and aligned with applicable national, regional and international obligations, analyse the implications of government policies, plans, budgets and programmes for women, youth and persons with disabilities, provide technical input into policy formulation, policy review, impact assessment and implementation monitoring processes, ensure that evidence from research, monitoring and evaluation is used to inform policy advice and executive decision-making. Manage knowledge management systems, repositories, evidence-use products and dissemination mechanisms; Lead the development

and implementation of a knowledge management strategy for the Department, manage systems for collecting, organising, storing, protecting and disseminating institutional knowledge, research outputs and evidence products., establish and maintain knowledge repositories, databases, dashboards, learning platforms and evidence-use mechanisms, ensure that departmental knowledge products are accessible, credible, current and useful for decision-making, promote a culture of knowledge-sharing, learning and evidence use across the Department and relevant stakeholders, manage the translation of research and policy analysis into user-friendly products such as briefs, summaries, presentations, learning notes and executive reports. Coordinate strategic partnerships with government departments, Chapter 9 institutions, academia, research institutions, civil society and international partners; Build and manage strategic partnerships to strengthen policy, research, evidence generation and knowledge management, coordinate engagements with national departments, provinces, municipalities, public entities, Chapter 9 institutions, academia, research councils, civil society and development partners, represent the Department in technical committees, research forums, policy platforms, intergovernmental structures and knowledge-sharing forums, facilitate collaboration on studies, policy analysis, data sharing, capacity-building and evidence-use initiatives, ensure that partnerships advance the Department's mandate and protect the credibility, independence and integrity of departmental evidence products. Manage stakeholder inputs into research, policy and knowledge products, ensuring that contributions are properly considered and documented. Manage human, financial and other resources in line with the PFMA, Treasury Regulations, Public Service Act, Public Service Regulations and departmental delegations, Manage the Chief Directorate's human resources, budget, assets, procurement inputs, operational risks and performance obligations.

ENQUIRIES
NOTE

- : Mr Dire Segathle Tel No: (012) 359 0394
- : Preference will be given to women, youth and persons with disabilities from African males, Coloured (female and male)