

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 Acting 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 address specified in the relevant advertisement. (kindly note that the emailed applications and attachments should not exceed 15mb). General enquiries may be brought to the attention of Ms Lerato Segodi Tel No: (012) 359 0073/ Mr Joseph Mahlangu Tel No: (012) 359 0238
- CLOSING DATE** : 28 September 2026 at 16:00
- NOTE** : 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 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 and generic requirements and the other must be an integrity (ethical conduct) assessment. 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

ERRATUM: Kindly note that the following X3 Posts were advertised in Public Service Vacancy Circular 32 dated 04 September 2026, Researcher: Ref No DWYPD/012/2026; Senior Youth Development Officer, Ref No DWYPD/013/2026 and Information Technology Officer: Ref No DWYPD/011/2026, The closing date has been extended from 18 September 2026 to 28 September 2026. Interested applicants are encouraged to take note of the revised closing date and ensure that their applications are submitted on or before 28 September 2026.

OTHER POST

<u>POST 33/118</u>	:	<u>DEPUTY DIRECTOR: GOVERNANCE AND REGULATIONS RIGHTS OF YOUTH REF NO: DWYPD/015/2026</u>
<u>SALARY</u>	:	R1 101 468 per annum (Level 12)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Matric Certificate and an NQF7 bachelor's degree as recognised by SAQA in Youth Development, Social Sciences, Development Studies or related field. A minimum of 3 years' first level/middle management experience in youth development/stakeholder or related field. Knowledge: Legislation, governance framework and prescripts applicable; Knowledge of the National Youth Policy, NYDA Act, Stakeholder Management, Project Management, Risk Management, Protocol and Etiquette, Political processes, functions and context, Understanding and appreciation of Youth Development, Research. Skills, Primary: Project Conceptualisation and Management, Stakeholder Management, Networking and Relationship Building, Programme and project management, Effective report writing skills, Presentation and written communication skills, Impact and Influence. Secondary: Basic Budgeting and Financial Management; Problem solving and decision-making; Project management; Computer Literacy (MS Office Suite); Networking and building bonds; Impact and influence; Diversity management. 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.
<u>DUTIES</u>	:	Provide technical and advisory support to principals to make informed decisions; Support management on Parliamentary matters; Compile Cabinet Memos when requested; Develop submissions and briefing notes for the political principals, Draft speaking notes for the principals; Draft Cabinet Memorandums; Manage and coordinate national youth engagements to advance youth development; Manage national youth engagements to advance youth development; Manage the implementation of quarterly National Youth Machinery meetings, Conceptualise and manage youth development outreach projects., Facilitate participation of stakeholders in national projects to advance youth development.; Facilitate implementation, monitor, evaluate and report progress of national projects that advance youth development; Coordinate international stakeholder engagements to advance youth development. Coordinate international stakeholder engagements on youth development, and facilitate participation of stakeholders in international youth development events. Provide support in coordination of international multilateral and bilateral engagements (UN, AU, SADC, BRICS, IBSA, Commonwealth, Non-Aligned Movements, and bilateral engagements).: Facilitate implementation, monitor, evaluate and report progress of national projects that advance youth development; Facilitate implementation, monitor, evaluate and report progress of international projects that advance youth development; Report progress on bilateral and multilateral international engagements that advance youth development to stakeholders; Draft cluster and cabinet memorandums on relevant international projects and facilitate their presentation., Provide support in NYDA performance oversight. Compile quarterly NYDA Monitoring reports; Plan and monitor implementation of NYDA site visits, coordinate responses to

Parliamentary questions directed to the NYDA, and facilitate approval of the quarterly tranche payments of the NYDA. Facilitate appointment and induction of the NYDA Board. Facilitate approval and monitor implementation of the Shareholder Compact, and quality control the plans and reports of the NYDA. Supervise and ensure the effective utilisation of human and material resources; Allocate work and resources to subordinates to ensure that priorities, targets and deadlines are achieved; supervise and manage staff, including performance management, development, discipline and workplace support. Sign and submit leave forms within the prescribed timeframes.

ENQUIRIES
APPLICATIONS
NOTE

- : Mr OJ Fourie at 079 507 0127
- : Recruitment01@dwypd.gov.za
- : Preference will be given to African Female, Coloured, Female/Male, as well as persons with disabilities as these groups are underrepresented in this post.