

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 Persons with Disabilities and Youth.

**CLOSING DATE**

: 05 October 2026

NOTE

: 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 or all 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 submitted CVs 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. Notes 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 finalisation of the appointment, is a requirement for all SMS positions. 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.

MANAGEMENT ECHELON

<u>POST 34/10</u>	:	<u>DIRECTOR: TECHNOLOGY INNOVATION AND ARTIFICIAL INTELLIGENCE GOVERNANCE REF NO: DTIAIG</u> Nature of Appointment Permanent
<u>SALARY</u>	:	R1 317 384 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).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria, Hatfield An appropriate NQF Level 7 qualification / Degree in Information and Communication Technology (ICT) / Computer Science, Information Systems / Digital Transformation, Engineering/Innovation Management or a relevant equivalent qualification. A minimum of five (5) years' experience at Middle / Senior Management in leading digital transformation, technology adoption, or innovation ecosystem development. A postgraduate qualification (NQF Level 8 or above) in Digital Economy Studies, Technology Management, or Public Sector Innovation will be an added advantage. Skills / Competencies And Knowledge: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Problem Solving And Analysis, Client Orientation, Customer Focused Communication, Emerging Technology Integration, Internet Of Things (Iot), Cloud Computing, Big Data Analytics, Digital Transformation, ICT Ecosystem, National Digital and Future Skills Strategy 4IR Initiatives, AI Governance and Responsible AI, Emerging Technology Strategy and Foresight, Technology Policy and Regulatory Analysis, Innovation Ecosystem Development, Entrepreneurship and ICT SMME Development, Technology Commercialisation, Strategic Partnership Development and Resource Mobilisation, Public-Private Partnerships, International Technology Cooperation, Technology Investment and Financing Models, Government Policy and Legislative Processes, Technology Standards and Ethics, Innovation Procurement and Market Creation.
<u>DUTIES</u>	:	The purpose of the post is to manage and create an enabling digital environment, policy framework and innovative strategic reforms that govern the delivery of technology innovation, research and artificial intelligence governance services in line with the department's strategic objectives. The successful candidate will manage and drive the development and implementation of technologies and artificial intelligence policies and strategies to drive innovation, entrepreneurship, and economic growth in the digital sector. Research and analyse emerging technologies, market trends and industry practices to inform strategic decision-making and increase innovation in high-tech manufacturing and relevant industries. Invest in research and development (R&D), establish financing and alternative start-up scheme activities to support and promote responsible innovation practices. Facilitate access to venture capital, grants, blended finance, development finance, corporate investment and public-private partnerships, and manage intellectual property and technology transfer processes to support the commercialisation of government-supported innovation. Identify the latest emerging disruptive technologies, potential opportunities of emerging technologies applicable to government, society, and operational services and develop mitigation strategies to mitigate potential risks. Spearhead initiatives to support ICT and mobilise support and incubation to foster a culture of experimentation and creativity within society, driving forward-thinking approaches to problem-solving and service delivery. Develop and support innovation ecosystems, guiding technologies and enterprises through the continuum of research, innovation, prototyping, incubation, funding, commercialisation, market adoption and scaling. Collaborate with industry partners, research institutions, and other stakeholders to establish partnerships to drive technology adoption and innovation and stay updated on the latest technological advancements and trends. Build, negotiate and sustain strategic partnerships with multinational technology companies, research institutions, universities, international organisations, development agencies, investors and entrepreneurs, identifying mutual value and mobilising resources to convert relationships into sustainable programmes. Drive global developments and policy frameworks related to

emerging technologies to ensure alignment with national objectives and priorities. Monitor and interpret international technology policy developments within the ITU, United Nations, G20, BRICS, African Union and other relevant institutions, and translate these into South African policy responses and implementation programmes. Conduct SEIAS and manage the design of an AI governance framework to monitor compliance with relevant regulations and standards, manage risks and ensure ethical and responsible AI use. Support the establishment and maintenance of AI Institute, Hubs and Centres of Excellence, and support initiatives to develop AI applications, platforms and solutions in collaboration with entities and partners. Contributing to key result areas such as strategic functional leadership, managing human resources, managing financial resources, driving change and operational excellence, and managing and ensuring compliance.

<u>ENQUIRIES</u>	:	Ms N Sekele Tel No: (012) 427 8599, Ms N Khosa Tel No: (012) 427 8260, Mr M Cilo at 068 227 5029
<u>APPLICATIONS</u>	:	Application Link <u>CLICK HERE</u>
<u>POST 34/11</u>	:	<u>DIRECTOR: PARLIAMENTARY, CABINET AND CLUSTER SUPPORT REF NO: DPCCS</u> Nature of Appointment Permanent
<u>SALARY</u>	:	R1 317 384 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).
<u>CENTRE</u>	:	Pretoria, Hatfield
<u>REQUIREMENTS</u>	:	An appropriate NQF Level 7 qualification / Degree in Public Administration / Political Science / Law or Management or relevant equivalent qualification as recognised by the South African Qualifications Authority. A minimum of five (5) years' experience at Middle / Senior Management level in Parliamentary and Cabinet environment. Skills / Competencies And Knowledge: Strategic Capability and Leadership, People management and Empowerment, Programme and project Management, Financial Management, Change Management, Problem Solving and Analysis, Client Orientation, Customer Focused Communication, Analytic and Problem-Solving Skills, E-Cabinet system for Cabinet Work, Government Administrative Processes, Continuous Learning, Agility and Adaptability, Public Service Regulations Act, Public Financial Management Act, RSA Constitution, Labour Legislation.
<u>DUTIES</u>	:	The purpose of the post is to manage and drive the provision of effective and efficient Parliamentary, Cabinet and Cluster services in support of the Director-General. The successful candidate will manage and drive all parliamentary processes relating to the department, including preparing and submitting parliamentary questions (PQs), briefing notes, and responses to committee requests, to ensure compliance with parliamentary rules and timelines. Manage and drive the flow of parliamentary questions (oral and written); ensure quality control, accuracy, and compliance with deadlines; track progress and maintain the central PQ management system; support/facilitate preparation for parliamentary meetings, debates, and committee sittings. Manage the coordination of cabinet memoranda/submissions; ensure documents meet secretariat standards and are submitted within timelines; prepare briefing packs for the Director-General ahead of cabinet/committee meetings; and track post-cabinet decisions and monitor departmental implementation. Provision of administrative support to the department and Ministry in relation to Cabinet/Cluster and Parliamentary work and enable seamless integration of content to be submitted to Cabinet/Cluster. Manage EXCO/MANCO related requests. Drive adherence to governance systems and processes, model the culture of the Department, manage DGO staff based in the Parliamentary office in Cape Town and manage Directorate risks. Manage and drive the department's participation in Parliamentary Portfolio and Select Committee meetings, including preparation of presentations, briefing documents, and follow-up actions. Act as a key point of contact with the Cabinet Secretariat; Parliamentary Committees, Ministry, Cluster departments, and senior management in the department. Identify emerging risks raised in Parliament for the department and advise the Director-General on mitigation actions, ensure rapid response mechanisms for urgent PQs. Review and ensure the quality, accuracy, and policy alignment of all Parliamentary and Cabinet submissions, briefing notes, speeches and reports before submission to the Executive Authority. Contributing to key result areas such as strategic

functional leadership, managing human resources, managing financial resources, driving change and operational excellence, and managing and ensuring compliance.

ENQUIRIES : Ms N Sekele Tel No: (012) 427 8599, Ms N Khosa Tel No: (012) 427 8260, Mr M Cilo at 068 227 5029

APPLICATIONS : Application Link [CLICK HERE](#)

OTHER POSTS

POST 34/12 : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: DDER**
Nature of Appointment Permanent

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 7 qualification/Degree in Labour Relations/ Labour Law / Human Resources Management or a relevant equivalent field as recognised by the South African Qualifications Authority. A minimum of three (3) years' experience at Assistant Director/Middle Management level in delivering labour relations services. PERSAL proficiency. Skills / Competencies And Knowledge: Job knowledge, Quality of Work, Initiatives; Planning and Executions, Communication, Teamwork, Reliability, Ability to Meet Deadlines, Ability to Work Under Pressure, Service Delivery Innovation, Project Management, Report Writing, Investigation, Problem Solving and Analysis, Negotiation, Discipline Management, Collective bargaining, Conflict and Dispute Resolution, Research, Data analysis, Presentation, Facilitation, Honesty, Integrity Business partnering, HCM Systems, HCM Policies And Procedures.

DUTIES : Manage the design and maintenance of employee relations policies, plans, systems, guidelines, procedures, and processes, in line with the relevant public service prescripts, and monitor compliance. Provide advice on all ER legislative framework and processes, including rights and obligations, interpretation of policies and labour law, and facilitate capacity-building programs to empower employees on ER matters and supervisors on discipline management. Obtain mandates where required and represent the department in relevant ER structures, hearings and labour relations forums. Manage conciliation/arbitration cases, as well as the implementation of arbitration awards and Labour Court judgments. Coordinate and monitor labour disputes in collaboration with legal services/state attorney on litigation cases. Manage and conduct ER investigations, draft charge sheets, and ensure resolutions/outcomes are approved, communicated and implemented. Facilitate the resolution of employee grievances and disputes to maintain a harmonious work environment and promote a positive work culture. Facilitate disciplinary/consequence management processes and ensure finalisation of cases, including referral of criminal cases to relevant law enforcement agencies. Manage and facilitate the department's collective bargaining processes and agreements, including consulting on topics, providing data and developing action plans. Establish and maintain partnerships and regularly liaise with organised labour. Manage and facilitate appeal processes, including appointing appeal committee members, investigators/initiators, and chairpersons, and obtaining necessary approvals and communication of final outcomes. Prepare and facilitate the approval and submission of monthly, quarterly and annual ER statistics and reports to relevant internal and external stakeholders. Contribute to key result areas such as project management, managing financial resources, driving change and operational excellence and managing compliance.

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

APPLICATIONS : Application Link [CLICK HERE](#)

<u>POST 34/13</u>	:	<u>DEPUTY DIRECTOR: PERFORMANCE IMPROVEMENT, BUSINESS PROCESSES AND GOVERNANCE COMPLIANCE REF NO: DDPBG</u> Nature of Appointment Permanent
<u>SALARY</u>	:	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.
<u>CENTRE</u>	:	Pretoria, Hatfield
<u>REQUIREMENTS</u>	:	An appropriate NQF level 7 qualifications / Degree in Risk Management / Governance and Compliance / Operational Management/Quality Management or relevant equivalent qualification as recognised by the South African Qualifications Authority. A minimum of three (3) years' experience at Assistant Director/Middle Management level in a Governance and Compliance environment. Training certificate in Business Process Management or related training. Skills / Competencies and Knowledge: Job knowledge, Quality of Work, Initiative, Planning and Execution, Communication, Teamwork, Reliability, Service Delivery Innovation, Governance and Compliance, Policy Coordination, Business Process Analysis and Mapping, Quality Management/Assurance, Stakeholder Engagement, Benchmarking, Research.
<u>DUTIES</u>	:	The purpose of the post is to coordinate, facilitate and monitor the delivery of governance frameworks and performance improvement initiatives. The successful candidate will facilitate the review and implementation of governance frameworks and assess the governance structure to embed sound governance in the Department. Establish and coordinate governance and compliance committee (GCC) activities and provide operational and secretariat services to the committee. Coordinate processes and advise functional areas on developing and maintaining policies. Business Processes and Standard Operating Procedures (SOPs) in line with approved guidelines and a risk-based approach. Maintain a comprehensive, up-to-date database of policy, SOP, and business process blueprints and registers to ensure consistency, accuracy, and accessibility, and to monitor compliance. Identify and advise on processes that could be reengineered, in collaboration with the business units and IT, to improve operational effectiveness. Facilitate the establishment of quality standards for programme delivery to ensure outcomes meet defined standards. Manage the development of governance terms of reference and charters and monitor their effective rollout and adoption across the Department. Assist in interfacing with oversight structures through effective processing of their recommendation. Assist with enterprise project management administrative activities where required. Contributing to key result areas such as project management, managing financial resources, driving change and operational excellence and managing compliance.
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