

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.



- 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 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, dated and signed by the applicant.
- CLOSING DATE** : 16 November 2026
- NOTE** : 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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.

OTHER POST

<u>POST 39/01</u>	:	<u>REGISTRY CLERK REF NO: REGCLE</u> Nature of Appointment: Permanent
<u>SALARY</u>	:	R237 453 101 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria, Hatfield
<u>REQUIREMENTS</u>	:	National Senior Certificate / Grade 12 (NQF level 4) as recognised by the South African Qualifications Authority. No work experience required. Skills / Competencies and Knowledge: Basic Job knowledge in terms of exposure to a Registry Environment and knowledge of Electronic and Manual Filing and Administration. Skills: Communication (verbal and written), Interpersonal Relations, Flexibility, Planning and Organising, Technical Competencies, Document management (Manual and Electronic), Archiving, Communications, Record keeping. Computer Literacy.
<u>DUTIES</u>	:	The purpose of the post is to render effective and efficient administrative clerical services to support the delivery of registry and document management services. The successful candidate will render general clerical support services, including registering, stamping, sorting and distribution of incoming and outgoing physical and electronic documents and mail. Open new files and register them in the Register of Files Opened, and close files and register them according to the registry procedure manual and file plan. Replace worn-out file covers as and when required. Manage a SharePoint folder for Ministry documents. Complete control sheets, report files that are due for disposal, and record all documents to be scanned in the Register of Scanned Documents. issue and issue, and receive (physical and electronic) files. Photocopy and scan records as requested. Arrange and pack records as per transfer list and conduct logistical arrangements for the transfer of archival records. Driving change and operational excellence and ensuring compliance in own area of work.
<u>ENQUIRIES</u>	:	Mr M Cilo Tel No: (012) 427 8514, Ms N Khosa Tel No: (012) 427 8260, Ms N Sekele Tel No: (012) 427 8599
<u>APPLICATIONS</u>	:	Link: CLICK HERE
<u>NOTE</u>	:	EE Targets: Persons with Disabilities and Youth (Male and Female) applicants to be addressed.