

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 above. 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, application 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).
- FOR ATTENTION** : Mr Zuko Bebula at 060 969 4039
- CLOSING DATE** : 07 February 2025 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 must be attached 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. 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. Short-listed candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job as part of the selection process, the logistics of which will be communicated by the Department. Following the interview and technical exercise for a SMS post, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. A pre-entry certificate obtained from National School of Government (NSG) is required prior to appointment of successful candidates to all SMS posts; full details can be sourced from: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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. All shortlisted candidates will be subjected to personal security vetting. 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 employer. In the filling of these posts, 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 and preference will be given to Women, Youth and Persons with Disabilities.

MANAGEMENT ECHELON

- POST 02/106** : **DIRECTOR: STRATEGIC PLANNING AND REPORTING REF NO: DWYPD/001/2025**
- SALARY** : R1 216 824 per annum (Level 13), full inclusive remuneration package
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicant must be in possession of a Grade 12 certificate plus a relevant undergraduate NQF level 7 qualification in Management Sciences, Strategic Management or Social Sciences. A post-graduate qualification (NQF level 8) will be an advantage. 8 years' practical experience related to respective field of which 5 years are at a middle/senior managerial level. Proven experience in

strategic planning and reporting, development of organisational goals and targets; managing organisational performance and programme management. Detailed knowledge of departmental governance framework and mandate, departmental policies and applicable protocols, strategic development and performance monitoring, risk management, SA legislative framework as it relates to the departmental mandate and functioning, departmental business processes, Department's strategic objectives and interpretation thereof.

DUTIES

: Provide support to the development and coordination of departmental Strategic and Annual Performance Plans and Reports: develop policy and standard operating procedures aligned to strategic planning and reporting frameworks in the public service; provide guidance to management on the implementation of the policy and standard operating procedures on strategic planning and reporting, co-ordinate the development of Strategic Plans, Annual Performance Plans and Operational Plans, provide support to the development of the SMART principles for performance indicators, prepare presentations on performance against Strategic Plans and Annual Performance Plans; ensure alignment with government planning prescripts and compliance requirements, attend to NT, DPME and AG-SA comments on Strategic Plans and Annual Performance Plans, consolidate inputs and facilitate approval of Strategic Plans and Annual Performance Plans. Manage the development and implementation of data collection and reporting tools for the monitoring and evaluation of performance information: develop and manage monitoring and evaluation templates, coordinate the management of performance information collection and reporting systems, report on and integrate the outputs of components, monitor the implementation of corrective measures. Gather, verify, consolidate and analyse information on the departmental strategy and generate reports on performance; management of quarterly and annual reports, ensure quality and accuracy of performance reports, draft performance analysis reports and non-compliance reports, manage timeous reporting and submission of performance reports, and analyse performance evidence files.

**ENQUIRIES
APPLICATIONS
NOTE**

: Ms Val Mathobela at 072 756 2709
: Recruitment03@dwypd.gov.za
: Preference will be given to Women and Persons with Disabilities.

POST 02/107

DIRECTOR: MONITORING REF NO: DWYPD/002/2025

**SALARY
CENTRE
REQUIREMENTS**

: R1 216 824 per annum (Level 13), fully inclusive remuneration package
: Pretoria
: Applicant must be in possession of a Grade 12 certificate plus a relevant undergraduate NQF level 7 qualification in Social Science/ Development Studies / Management or related to the mandate of the Department. A post-graduate in monitoring and evaluation qualification (NQF level 8) will be an advantage. 8 years' practical experience related to respective field of which 5 years are at a middle/senior managerial level. Proven experience in gender, youth and/or disability fields; legislative and governance policies and frameworks related to women, youth and persons with disabilities; impact and outcome monitoring and evaluation (M&E) methodologies and frameworks, Monitoring Evaluation, Accountability and Learning (MEAL) methodologies; Monitoring, Evaluation and Learning Methodologies (MEL); mainstreaming of gender, youth and disability, experience of developing monitoring, evaluation and learning systems and tools for projects and programmes.

DUTIES

: Establish framework, systems and processes to monitor the performance of sector departments on the socio-economic empowerment of women, youth and persons with disabilities towards equality; develop the Monitoring Evaluation and Learning system and processes for socio-economic participation and transformation of Women, Youth and Persons with Disabilities; manage monitoring and learning inputs into other work of the Department/Units for new programmes/reviewed programme activities ensuring monitoring and learning is an integral component of the Department; ensure provision of technical support to the design of methodologies and tools that will ensure the availability of clear and accurate data and information government-wide; consult and capacitate sector departments and relevant stakeholders on the monitoring system for the socio-economic transformation and empowerment of women, youth and persons with disabilities; track progress towards the achievement of established annual goals and objectives and ensure accurate and timely reporting on the socio-economic transformation and empowerment of women, youth and persons with disabilities; coordinate all other monitoring reports including narrative information as well as tracking of required objectives and indicators; establish and maintain effective communication systems for reporting, including a clear matrix of all reports with timelines, assigned staff, and intended recipients. Conduct monitoring interventions on the social transformation and economic empowerment of women, youth and persons with disabilities; develop and monitor the integrated monitoring framework and plan for socio-economic transformation and empowerment of women, youth and persons with disabilities; conduct various types of monitoring interventions including on site monitoring intervention on the socio-economic transformation and empowerment of women, youth and persons with disabilities; analyse sector department's Annual Performance Plans (APP's) and Annual Reports for planning, implementation and reporting on the indicators and target for the socio-economic transformation and empowerment of women, youth and persons with disabilities; verify and validate achievements against the plans implementation and reports; develop reports on the impact of the implementation of planned projects and programmes on socio-economic empowerment and promotion of equality for women, youth and persons with disabilities;

consolidate and compile assessment reports on sector departments performance; develop and maintain data storage and analysis systems including managing contracts and relationship with service providers if required. Coordinate the implementation of the Gender Responsive Planning, Budgeting, Monitoring, Evaluation and Auditing Framework (GRPBMEAF); develop and review relevant tools and systems to guide and support the coordination and reporting of the GRPBMEAF government wide; develop organisational reporting processes to ensure internal and external learning strengthen accountability on the implementation of the GRPBMEAF; develop and maintain data storage and analysis systems including managing contacts and relationships with service providers if required, Coordinate and consult with stakeholders on all the work relating to the successful implementation of the GRPBMEAF government wide; verify and validate reported GRPBMEAF information/data; prepare reviews and reports on the findings, proposed actions and interventions to improve institutionalisation of GRPBMEAF.

ENQUIRIES
APPLICATIONS
NOTE

- : Ms Dineo Mmako at 072 525 0441
- : Recruitment04@dwypd.gov.za
- : Preference will be given to Women and Persons with Disabilities.