

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 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 addresses specified for each position (kindly note that the emailed applications and attachments should not exceed 15mb). General enquiries may be brought to the attention of Mr Amukelani Misunwa Tel No: (012) 359 0240/ Mr Joseph Mahlangu Tel No: (012) 012 359 0238
- CLOSING DATE** : 07 March 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 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. 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. 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.

OTHER POSTS

- POST 07/95** : **REGISTRY CLERK REF NO: DWYPD/004/2025 (X2 POSTS)**
- SALARY** : R216 417 per annum (Level 05), plus benefits
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate or equivalent NQF 4 qualifications, No experience required. Knowledge of registry duties, practices as well as the ability to capture data, knowledge of storage and retrieval procedures in terms of the working environment, understanding of the work in registry.
- DUTIES** : Provide efficient registry counter services by attending to client queries and handling incoming calls and inquiries; attend to clients, handle telephonic and other enquiries received, receive and register hand delivered mail/files; Manage incoming and outgoing correspondence by receiving, sorting, registering and dispatching mail and official documents; Receive all mail, sort, register and dispatch mail, distribute notices on registry issues; Maintain an and effective filing and record management system; Opening, closing, storing and retrieving files per the approved filing plan, filing/storage, tracing (electronically/manually) and retrieval of documents and files, complete index cards for all files; Operate and maintain office machines including scanners, binding equipment, photocopies for registry functions; Conduct regular file audits and spot checks to ensure compliance with registry protocols and records management policies; undertake spot checks on post to ensure no private post in included, lock post in postbag for messengers to deliver to post Office; Process documents for archiving and/disposal in accordance with the National Archives and records Service Act, including the preparation of list for records transfer; Keep updated registry records, including logs for personal files, incoming and outgoing documents and reference numbers; Assist in travel and logistical arrangements for the ICT staff as required.
- ENQUIRIES** : Mr John Madela Tel No: (012) 359 0250
APPLICATIONS : Recruitment02@dwypd.gov.za
- POST 07/96** : **DRIVER/MESSENGER REF NO: DWYPD/003/2025 (X2 POSTS)**
- SALARY** : R183 279 per annum (Level 04), plus benefits
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate or equivalent NQF 4 qualification, A valid driver's license, 1-2 years' experience as a driver/messenger. Knowledge: understanding of road traffic rules and regulations, Skills: Driving skills, Sound organisational skills, language skills and the ability to communicate well with people at different levels and from different backgrounds, basic written communication skills, Computer literacy (MS Office), Good interpersonal skills, General office administrative and clerical skills. Personal Attributes: high level of reliable, high sense of urgency, ability to work effectively under limited supervision, highly motivated, goal orientated and driven, Confidentiality, integrity and ability to act with tact and discretion.
- DUTIES** : Collect and deliver documents; Collect, deliver and distribute documents of the Departments; Transport employee in the Department ensure that employees and guest are transported to their destinations on time, Record kilometres when undertaking a trip; record keeping of the utilisation of the allocated motor vehicle, log sheet and petrol receipts.
- ENQUIRIES** : Mr Vusimuzi Mahamba Tel No: (012) 359 0204
APPLICATIONS : Recruitment03@dwypd.gov.za
- POST 07/97** : **FOOD SERVICE AID REF NO: DWYPD/005/2025 (X2 POSTS)**
- SALARY** : R155 148 per annum (Level 03), plus benefits
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of NQF 1 and 2 General Certificate/Elementary Certificate, No experience required. Knowledge of repetitive tasks; Basic Skills of Numeracy, Literacy, language and Operating equipment.
- DUTIES** : Clean kitchen utensils and equipment, provide catering support services, keep stock of kitchen utensils and equipment, apply hygiene and safety measures,

maintain quality control measures of all food provided, removal of garbage disposal, prepare food, snack and beverages (water, tea, coffee, milk sugar and cold drinks, setup and convey crockery, cutlery and equipment to dining areas, serve food and beverages, responsible for food supplies and report waste and losses

ENQUIRIES
APPLICATIONS

: Mr Vusimuzi Mahamba Tel No: (012) 359 0240
: Recruitment_268@dwypd.gov.za