

**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 Zuko Bebula Tel No: (012) 359 0417/ Mr Joseph Mahlangu Tel No: (012) 359 0238

**CLOSING DATE** : 04 April 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

#### **MANAGEMENT ECHELON**

**POST 10/61** : **DEPUTY DIRECTOR-GENERAL: MONITORING, EVALUATION, RESEARCH AND COORDINATION REF NO: DWYPD/007/2025**

**SALARY** : R1 741 770 per annum (Level 15), full inclusive remuneration package  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicant must be in possession of a Grade 12 certificate, appropriate post graduate qualification (NQF level 8) as recognised by SAQA in Social Science, Development Science or relevant qualifications; and (NQF level 9) and above qualification will be an added advantage; Certificate of Successful completion of the National School of Government's SMS Pre-Entry Programme prior appointment. A minimum of 8 years' experience at a senior managerial level. Proven experience in activism in the gender, youth and disability activism; development, review and implementation of legislation and policies on socio-economic transformation, participation and empowerment of women, youth and persons with disabilities; stakeholder management at executive and community levels; management of gender-, youth- and disability-responsive planning, budgeting, monitoring evaluation and audit. Intimate knowledge of the legislative framework and regulatory requirement related to gender, youth and disability empowerment and participation; policy formulation, interpretation and implementation within government; socio-economic policy framework; international commitments and instruments relevant to gender, youth and disability advocacy and mainstreaming; mandate and strategic objectives of the Department.

**DUTIES** : Provide transversal services in relation to Research, Knowledge Management, International Relations; Stakeholder Management and Monitoring and Evaluation for Women, Youth and Persons with Disabilities. Ensure research and knowledge management on the transformation and rights of Women, Youth and Persons with Disabilities; develop and implement a research strategy on transformation and rights of Women, Youth and Persons with Disabilities; establish and manage a centralised evidence-based knowledge hub on Women, Youth and Persons with Disabilities transformation issues. Manage and coordinate the provision of international relations, stakeholder participation and capacity building for Women, Youth and Persons with Disabilities; manage the provision of international relations promoting the rights of Women, Youth and Persons with Disabilities; manage and coordinate stakeholder participation in programmes promoting the rights of Women, Youth and Persons with Disabilities; coordinate capacity building on mainstreaming for Women, Youth and Persons with Disabilities. Ensure effective government-wide monitoring and evaluation of policy priorities towards the transformation and empowerment of Women, Youth and Persons with Disabilities; monitor the implementation of key priorities and government-wide interventions towards the transformation and empowerment of Women, Youth and Persons with Disabilities; evaluate the effectiveness and impact achieved towards the transformation and empowerment of Women, Youth and Persons with Disabilities. Management of the Branch: Monitoring, Evaluation, Research and Coordination: effective, efficient and economic management of the Budget Programme and respective Sub Programmes.

**ENQUIRIES** : Mbhazima Shiviti Tel No: (012) 359 0262  
**APPLICATIONS** : [Recruitment03@dwypd.gov.za](mailto:Recruitment03@dwypd.gov.za)

**NOTE** : Preference will be given to Women and Persons with Disabilities.

**POST 10/62** : **CHIEF DIRECTOR: INTERNATIONAL RELATIONS, STAKEHOLDER MANAGEMENT AND CAPACITY BUILDING REF NO: DWYPD/008/2025**

**SALARY CENTRE REQUIREMENTS** : R1 436 002 per annum (Level 14), fully inclusive remuneration package  
: Pretoria  
: Applicant must be in possession of a Grade 12 certificate and an appropriate undergraduate qualification (NQF level 7) in Information Management/Social Sciences, Development Science as recognised by SAQA; Certificate of Successful completion of National School of the Government's SMS Pre-Entry Programme prior appointment; A minimum of 5 years' experience at a senior managerial level. Proven experience in activism in the gender, youth and disabilities sectors; government policies and programmes analysis and consolidation; governance matters related to gender, youth and persons with disabilities; international relations, outreach programmes, stakeholder management at executive and community levels. Intimate knowledge of the legislative framework and regulatory requirements related to gender, youth and disability empowerment and participation; policy formulation, interpretation and implementation within government; international commitments and instruments relevant to gender, youth and disability advocacy and mainstreaming; mandate and strategic objectives of the Department.

**DUTIES** : To manage and coordinate the provision of international relations, stakeholder participation and capacity building for Women, Youth and Persons with Disabilities. Manage the provision of international relations promoting the rights of Women, Youth and Persons with Disabilities; promote alignment of national laws, legislation and policies to global, regional and sub-regional instruments to advance global integration; coordinate reporting on South Africa's compliance with and performance in relation to national, international, regional and continental commitments; facilitate the establishment of mutually beneficial bilateral relations with strategic countries; manage and promote participation of Women, Youth and Persons with Disabilities in bilateral and multilateral platforms to influence global agenda and decision-making. Manage and coordinate stakeholder participation in programmes promoting the rights of Women, Youth and Persons with Disabilities; manage and coordinate inter-governmental relations to advance the rights of Women, Youth and Persons with Disabilities; develop interactive platforms for Women, Youth and Persons with Disabilities to articulate their concerns, needs and challenges; engage other stakeholders on socio-economic transformation and implementation of rights of Women, Youth and Persons with Disabilities; coordinate case management and establish referral and follow-up mechanisms; develop and maintain stakeholder databases; coordinate National Machineries for Women, Youth and Persons with Disabilities; provide technical support and advisory services to stakeholders across all spheres of Government on transformation and rights of Women, Youth and Persons with Disabilities; coordinate capacity building on mainstreaming for Women, Youth and Persons with Disabilities. Management of the Sub Programme: manage the human and financial resources of the Chief Directorate; manage and report the strategic performance; manage risk mitigation and implement internal control systems.

**ENQUIRIES APPLICATIONS NOTE** : Mbhazima Shiviti Tel No: (012) 359 0262  
: [Recruitment01@dwypd.gov.za](mailto:Recruitment01@dwypd.gov.za)  
: Preference will be given to Women and Persons with Disabilities.

**POST 10/63** : **DIRECTOR: SECURITY AND WORK ENVIRONMENT MANAGEMENT REF NO: DWYPD/009/2025**

**SALARY** : R1 216 824 per annum (Level 13), fully inclusive remuneration package

**CENTRE**  
**REQUIREMENTS**

: Pretoria  
: Applicant must be in possession of a Grade 12 certificate and an appropriate Bachelor's degree (NQF level 7) in Security Administration/ Management/Policing as recognised by SAQA; Certificate of Successful completion of National School of the Government's SMS Pre-Entry Programme prior appointment; Registration with PSIRA will be added advantage. A minimum of 5 years experience at a middle/senior managerial level. Knowledge of Legislative framework on security and the MISS document, Provisions of the Public Finance Management Act (PFMA) Public service Act and Regulations, Employment Equity Act, Departmental policies and applicable protocols; Departmental governance framework and mandate, Security Management, SA legislative framework especially the National Strategic Intelligence Act of 1994 as amended, Occupational Health and Safety, Regulations and SHERQ, Department's Strategic objectives.

**DUTIES**

: Manage the leasing, allocation, maintenance, refurbishment and renovation of offices in the Department; manage the implementation of lease contract and ensure proper documentation, engage with the Department of Public Works and Infrastructure and other service providers on issues pertaining to facilities, plan and manage office allocation and inter-office movement, respond to emergency and systems failures, plan and manage the cleaning, maintenance, refurbishment and renovations and fleet management; Ensure compliance with environmental health and safety standards in the Department; conduct health and safety awareness campaigns, ensure that evacuation drills are conducted annually, develop and implement healthy safety policies, ensure that health and safety equipment and clothing is allocated to safety officers, ensure the appointment and training of the OHS Committee members in line with Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended, develop and implement the Contingency Plan for evacuation purposes; Manage the provision of physical and information security in the Department; ensure the implementation of the Minimum Information Security, Standards document, ensure the implementation of access and egress and egress control, ensure effective implementation of protection information measures, ensure the security screening and vetting of personnel, contractors and consultants, engage SAPS and State Security Agency on physical and information security appraisals, ensure the application of Technical Surveillance Counter Measures (TSCM) in relevant offices, ensure the establishment and appointment of the security committee members, manage the Service Level Agreement (SLA) with appointed service provider; Oversee waste disposal, cleaning, parking and fleet management in the Department; Coordination of security cluster during Departmental event; ensure the application for the categorization of the event by SAPS, application to SSA for accreditation and security screening of service provider and ensure that the Department appoints qualified Health Inspector for events.

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

: Mbhazima Shiviti Tel No: (012) 359 0262  
: [Recruitment04@dwypd.gov.za](mailto:Recruitment04@dwypd.gov.za)  
: Preference will be given to Women and Persons with Disabilities.