

## DEPARTMENT OF COMMUNICATIONS AND DIGITAL TECHNOLOGIES

*The Department is an equal opportunity organisation and intent to promote equity through the filling of these posts.*



- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to email: [recruit@dcdt.gov.za](mailto:recruit@dcdt.gov.za)
- CLOSING DATE** : 13 June 2025
- NOTE** : Applications must be submitted on a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2g/vacancies.asp> and should be accompanied by a recently updated comprehensive Curriculum Vitae. The successful candidates 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. Note: Applications received after the closing date will not be considered. Only e-mailed applications will be considered. Short listed applicants will be required to submit certified copies of all qualifications obtained and will be subjected to verification by the South African Qualifications Authority. Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit the requested documents will result in your application not being considered further. Due to the large volumes of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. All shortlisted candidates will be subjected to personnel suitability checks, including social media checks, and the successful candidate will have to undergo a full security vetting. If you have not been contacted within three (3) months of the closing date, please accept that your application was unsuccessful. Please note that CVs submitted will be destroyed after the three (3) months period. The Department complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use the personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application is unsuccessful, the Department will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Department will safeguard the security and confidentiality of all information you shared during the recruitment process. The Department reserves the right not to make appointment(s) to the advertised post(s). Candidates whose appointment/promotion/transfer will promote the achievement of employment equity within the Department, will receive preference.

## OTHER POSTS

- POST 18/01** : **DEPUTY DIRECTOR: AUDIO VISUAL MEDIA COPYRIGHTS AND SUSTAINABILITY REF NO: DDAVMCS**  
Nature of Appointment: Permanent  
The purpose of the post is to manage and create an enabling environment, policy framework and strategic reforms that ensure equitable access to digital services, promote inclusive digital access, and enable equitable and Audio Visual Media Copyrights and sustainability.
- SALARY** : R1 059 105 per annum (Level 12), (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 REQUIREMENTS** : Pretoria, Hatfield  
: An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in relevant field. A minimum of five (5) years' experience in telecommunication sector with at least three (3) years proven work experience at an Assistant Director level. Skills And Competencies: At an advanced level in Job Knowledge, Quality of work, Initiatives, Planning and executions Communication, Teamwork, Reliability, Management of Human Resources, Policy Development and Implementation, Broadcasting Industry Expertise, Programme and Project Management, Policy Development, Stakeholder Management.
- DUTIES** : The successful candidate will manage the development of the master plan, governance and regulatory framework for the audio-visual industry that ensures industry sustainability and promotion of media diversity and plurality in South Africa. Coordinate mechanisms to govern audio-visual media intellectual property rights, i.e. registration, dealing with disputes, commercial negotiations and enforcing licencing agreements and copyrights to ensure fair use, limitations and exceptions. Promote sustainable practices and ensure economic sustainability of the audio-visual industry, by fostering entrepreneurship, innovation, collaboration and supporting the development of business models and revenue streams. Mobilise resources, development of schemes and funding model policy for the audio-visual media industry. Collaborate with key stakeholders to raise awareness about audio visual media copyright laws and responsibilities and assist users and the public in understanding the rights and obligations

under copyright law. Provide oversight services to monitor the performance of the entities (strategic, operational and financial performance) to ensure business impact, financial viability and sustainability. Project Management, Manage financial resources, Driving change and operational excellence and Manage compliance.

**ENQUIRIES** : Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260

**POST 18/02** : **DEPUTY DIRECTOR: SOE POSTAL BANK REF NO: DDSPB**  
Nature of Appointment: Permanent  
The purpose of the post is to manage and create an enabling environment, policy framework and strategic reforms that ensure equitable access to digital services, promote inclusive Postal Bank.

**SALARY** : R1 059 105 per annum (Level 12), (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 undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Finance / Economics / Business Administration or relevant field. A minimum of five (5) years' experience in telecommunication sector with at least three (3) years proven work experience at an Assistant Director level. Skills And Competencies: At an advanced level in Job Knowledge, Quality of work, Initiatives, Planning and executions, Communication, Teamwork, Reliability, Management of Human Resources, Policy Development and Implementation, Operational Management, Financial Management, Data Analysis, Risk management, Stakeholder Management, Innovation and Change Management, Regulatory and Compliance Knowledge.

**DUTIES** : The successful candidate will maintain effective relationships with key stakeholders, including government agencies, financial institutions, and industry partners. Manage postal financial services adherence to all relevant regulatory and compliance requirements. Manage the development of policies to regulate the Postal Financial Services/Postal Bank environment and drive the relevant SEIAS processes to ensure legal aspects of the legislative framework and stakeholder input are considered. Contribute to the provision of research on Postal Financial Services/Postal Bank insights and trends to support technological innovation and digital transformation in Postal Financial Services/Postal Bank environment. Monitor the performance of the entities (strategic, operational and financial performance) to ensure business impact, financial viability and sustainability. Manage and maintain partnerships and collaboration with key partners to enable and accelerate the delivery of current and future postal services requirements. Collaborate and engage with international community, sector role players, businesses, and consumers to address complex challenges and opportunities of the Postal Financial Services/Postal Bank. Project Management, Manage financial resources, Driving change and operational excellence and Manage compliance.

**ENQUIRIES** : Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 12 427 8260

**POST 18/03** : **DEPUTY DIRECTOR: SOE POSTAL REF NO: DDSOEP**  
Nature of Appointment: Permanent  
The purpose of the post is to manage and create an enabling environment, policy framework and strategic reforms that ensure equitable access to digital services, promote inclusive SOE Postal.

**SALARY** : R1 059 105 per annum (Level 12), (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 undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Engineering Technology / Public Policy or relevant field. A minimum of five (5) years' experience in telecommunication sector with at least three (3) years proven work experience at an Assistant Director level. Skills And Competencies: At an advanced level in Job Knowledge, Quality of work, Initiatives, Planning and executions, Communication, Teamwork, Reliability, Management of Human Resources, Policy Development and Implementation, Operational Management, Financial Management, Data Analysis, Risk management, Stakeholder Management, Innovation and Change Management, Regulatory and Compliance Knowledge.

**DUTIES** : The successful candidate will manage the implementation of strategic plans and policies for postal services. Manage the development policies to create an enabling postal services environment and drive the relevant SEIAS processes to ensure legal aspects of the legislative framework and stakeholder input are considered. Contribute to the provision of research on Postal Financial Services/Postal Bank insights and trends to support technological innovation and digital transformation in Postal Financial Services/Postal Bank environment Collaborate with stakeholders, including government agencies, private sector partners, and service providers, to address challenges and promote innovation. Manage and maintain partnerships and collaboration with key partners to enable and accelerate the delivery of current and future postal services requirements. Project Management, Manage financial resources, Driving change and operational excellence and Manage compliance.

<b><u>ENQUIRIES</u></b>	:	Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260
<b><u>POST 18/04</u></b>	:	<b><u>DEPUTY DIRECTOR: PAYMENTS AND ORDERS (LOGISTICS) REF NO: DDPO</u></b> Nature of Appointment: Permanent The purpose of the post is to implement Logistics policies and SOPs and manage the warehouse, the processing of orders and payments in line with policies, PFMA, Treasury Regulations and related prescripts and legislative framework in the Department.
<b><u>SALARY</u></b>	:	R896 436 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).
<b><u>CENTRE</u></b>	:	Pretoria, Hatfield
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Business / Commerce / Accounting / Finance / Supply Chain Management / Logistics or relevant field. NQF level 7 qualification will an added advantage. A minimum of five (5) years' experience in Commercial environment with at least three (3) years proven work experience at an Assistant Director level. Relevant accreditation such as CFA/AICPA/CIMA. Skills And Competencies: At an advanced level in Job Knowledge, Quality of work, Initiatives, Planning and executions, Communication, Teamwork, Reliability, Management of Human Resources, BAS and LOGIS, Treasury Regulations, PFMA, Accounting Management, GRAP and GAAP, Audit investigation, Risk Management, Budgeting management, International, Financial Reporting Standard, Assets management.
<b><u>DUTIES</u></b>	:	The successful candidate will manage and drive the development and implementation of policies, delegations, systems, and processes for logistics, and voice and data management. Manage the warehouse. Manage the logistics function in Supply Chain Management (processing of orders and payments of goods and services). Manage the invoice receiving and tracking system. Manage the maintenance of LOGIS. Review and monitor the implementation of policies and procedures, SCM prescripts, PFMA and Treasury Regulations and other related legislative framework. Project Management, Manage financial resources, Driving change and operational excellence and Manage compliance.
<b><u>ENQUIRIES</u></b>	:	Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260
<b><u>POST 18/05</u></b>	:	<b><u>ASSISTANT DIRECTOR: IT SERVICE DESK REF NO: ASDITS</u></b> Nature of Appointment: Permanent The purpose of the post is to facilitate the delivery of a single point of contact for IT support and related services to formalise communication.
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Pretoria, Hatfield
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Information Technology / System Engineering / Computer Science or relevant field. A minimum of three (3) years' experience in information technology environment with at least two (2) years proven work experience at supervisory level. Relevant accreditation such as CRISC/CISA/ITIL/CITM/ CISSP/CGEIT. Skills And Competencies: Job Knowledge, Quality of work, Flexibility, Planning and executions, Communication, Teamwork, Reliability, Management of Human Resources, Client IT Technical Support, IT End User Support, IT software and hardware installation, Service Delivery Innovation, Problem Solving & Analysis, Client Orientation, Customer Focus.
<b><u>DUTIES</u></b>	:	The successful candidate will log IT service requests promptly. Assign IT service requests to technicians and administrators promptly and make follow-ups. Escalate services requests violating SLA metrics to the IT Service manager. Prepare IT Helpdesk reports. Log service requests with hardware service providers where necessary. Diagnose and troubleshoot technical issues reported by end-users. Respond to service desk tickets and inquiries promptly and professionally. Assist with the setup, configuration, and maintenance of computer hardware and software. Install and update software applications as needed. Escalate complex technical issues to higher-level support teams or supervisors as needed. Assist in maintaining an accurate inventory of IT equipment, including computers, peripherals, and mobile devices. Update inventory records as needed. Assist with user account creation, modification, and deactivation in accordance with security policies. Handle account access and permissions based on established procedures. Collect feedback from end-users regarding the quality of support services. Identify recurring issues and communicate them to higher-level support for resolution Monitor network performance, traffic, and connectivity. Project Management, Manage financial resources, Driving change and operational excellence and Manage compliance.
<b><u>ENQUIRIES</u></b>	:	Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260

<b><u>POST 18/06</u></b>	:	<b><u>ASSISTANT DIRECTOR: LOSS CONTROL AND BAS SYSTEM CONTROL REF NO: ASDLCBSC</u></b> Nature of Appointment: Permanent The purpose of the post is to implement procedures and systems to prevent losses, management of irregular expenditure, fruitless and wasteful expenditure as well as unauthorized expenditure.
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Pretoria, Hatfield
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Business / Commerce / Accounting / Finance or relevant field. NQF level 7 qualification will an added advantage. A minimum of three (3) years' experience in commercial environment with at least two (2) years proven work experience at supervisory level. Skills And Competencies: Job Knowledge, Quality of work, Flexibility, Planning and executions, Communication, Teamwork, Reliability, Management of Human Resources, Treasury Regulations, circulars and frameworks, PFMA, Accounting Management, Audit investigation, Risk Management, Budgeting management, Assets management.
<b><u>DUTIES</u></b>	:	The successful candidate will management of Irregular Expenditure, Fruitless and Wasteful Expenditure. Management of damages and losses to departmental assets and hired vehicles. Presenting of cases to the Loss Control Committee and execution of recommendations. Provide monthly, quarterly and annual report in line with PFMA and for purposes of quarterly financial statements, annual financial statements, Audit Committee, Risk and Ethics Committee and Operational Plan. Maintain suspense account for control purposes. Serve as the BAS System Controller for the Department. Project Management, Manage financial resources, Driving change and operational excellence and Manage compliance.
<b><u>ENQUIRIES</u></b>	:	Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260