

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 Lillian Ngoyi Street, Fedsure Forum Building, 1st floor, Pretoria CBD. Another option is to submit application through email. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. kindly note that the emailed applications and attachments should not exceed 15 MB). General enquiries may be brought to the attention of Mr Joseph Mahlangu Tel No: (012) 359 0238 / Ms Lerato Segodi Tel No: (012) 359 0073
- CLOSING DATE** : 06 June 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 17/95 : **ASSISTANT DIRECTOR: ADVOCACY AND MAINSTREAMING, RPD REF NO: DWYPD/011/2025**

SALARY : R582 444 per annum (Level 10), plus benefits
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate. Appropriate Diploma in Public Administration/Public Management/Project Management or relevant NQF 6 qualifications. 4 years' experience in disability rights inclusion of which 2 should be at supervisory level. Proven experience in the advocacy and mainstreaming environment and stakeholder management capabilities. Policy and legislative analysis for purpose of advocacy and mainstreaming. Knowledge of International treaties and domestic policies impacting on the lives of persons with disabilities; Demonstrate an understanding of disability from a socio-economics and human rights perspective; Knowledge of disability sector Advocacy and awareness programs plan Skills: Develop, and make presentations to forums; Primary Disability awareness; Transformation and Change Management; Client orientation and customer focus; effective report writing, verbal and written communication skills; Problem solving, management and organising; Advocacy and analytical; Document and financial management; Events management and organising. Secondary, Impact and influence; Networking and Relationship Building; Research and knowledge management; Service delivery innovation; Programme and project management; Critical thinking and innovation; Computer literacy (MS Office); Time management Personal Attributes. Ethical behaviour; Honestly and Integrity; Emotional Intelligence; Passion and Achievement driven; Ability to work under pressure; Ability to maintain confidentiality of information; Respect for copyrights/aversion to plagiarism.

DUTIES : Manage Stakeholder databases; Create and maintain disability databases, Develop databases management system. Coordinate disability rights awareness and inclusion campaigns; Develop standard operating procedures for advocacy material, develop disability and accessible friendly information material, Distribute and disseminate guidelines for development of disability material, Develop norms and standards for disability inclusive platforms. Provide support on the management of information platforms; Develop disability inclusive communication plan for advocacy and projects and programs, manage communication platforms by ensuring disability inclusion and accessibility, Advocate for disability inclusive platforms. Provide administrative and secretarial support services; facilitate logistics for the disability machinery, provide secretarial services for disability machineries, Provide administrative support for disability machinery meetings. Analyse policies and legislation to ensure disability compliance and constitutionality. Provide administrative and secretarial support services for disability machinery and Presidential Working Group (PWG on Disability). Organize meetings, conferences, and events for disability machinery. Prepare and distribute agendas, minutes, and reports for disability machinery and Presidential Working Group (PWG). Manage documentation and correspondence. Update databases or knowledge management systems.

ENQUIRIES : Mr Benny Palime Tel No: (012) 359 0258
APPLICATIONS : Recruitment@dwypd.gov.za

POST 17/96 : **ASSISTANT DIRECTOR: STRATEGIC PLANNING AND REPORTING REF NO: CE: DWYPD/012/2025**

SALARY : R468 459 per annum (Level 09), plus benefits
CENTRE : Pretoria

REQUIREMENTS : Degree/ National Diploma in Strategic Management or equivalent NQF 6 qualification. Minimum of 4 years' operational experience of which 2 years' must be at supervisory level. Proven experience in Public Service administration; Office Administration in executive level; Strategy Management support. Knowledge: departmental policies and applicable protocols and departmental governance framework and mandate; Administrative computer package; MISS and Public service prescripts on office and information. Skills:

effective written and verbal communication including editing, basic numeracy, computer literacy, particularly in MS Office suite and intranet, interpersonal relations, Excellent Planning and Organisation skills. Personal attributes: ethical behaviour, ability to work under pressure, emotional intelligence, ability to maintain confidentiality of information, Honesty and integrity, passion and achievement driven, respect for copyrights/aversion to plagiarism.

DUTIES : Provide support on the development of the departmental strategy and Annual Performance plans: Provide support on the arrangements for the convening of Department strategic planning sessions; Consolidate inputs from programs for the development of the departmental strategic plan; Provide support on the development of the draft strategic plan; Co-ordinate sessions with programmes for the development and review of Annual Performance Plans; and Initiate the procurement process for the printing of the final Departmental Strategic Plan and Annual Performance Plans. Provide support on the development of the departmental operational plan: Consolidation of the branch's operational plans onto the departmental plan; Quality assurance of the departmental operational plan; Analysis on the alignment of the departmental operational with strategic plan and annual performance plan; Coordinate and facilitate approval of the departmental operational plan. Provide support on the reporting process of programmes: Support programmes on quarterly reporting process; Consolidate quarterly reports from programmes; Provide supports on the analysis of quarterly reports from programmes; Support the Directorate Strategic Planning and Reporting on the development of the overall departmental performance report. Provide administrative support to the Chief Directorate: Provide document management service to the Directorate; Compile draft submissions and other correspondences for in the Directorate; Co-ordinate the submission of departmental performance report to the National Treasury and other entities.

ENQUIRIES : Ms Val Mathobela Tel No: (012) 359 0270
APPLICATIONS : Recruitment01@dwypd.gov.za

POST 17/97 : **INTERNAL AUDITOR REF NO: DWYPD/013/2025**
Re-advertisement, candidates who previously applied may re-apply

SALARY : R325 101 per annum (Level 07), plus benefits
CENTRE : Pretoria
REQUIREMENTS : National Diploma in Internal Audit and or relevant NQF level 6 qualification. Minimum of 2 years' practical experience in audit field. IIA membership. Knowledge of Global Internal Audit Standards; Internal Audit Methodology; National Treasury Internal Audit Framework; Public Finance Management Act and Treasury Regulations; Public Service Act and Public Service Regulations; Applicant must possess the following skills and personal attributes: Planning and organizing; analytical; report writing; written and verbal communication; problem solving; integrity; ability to work under pressure and produce quality results, ability to work independently and in a team; computer literacy (MS Office);. The successful applicant will be subjected to personal security vetting at a confidential level.

DUTIES : Assist with the planning of audit engagement; Perform internal audit fieldwork (execution), Reporting and communication of audit results; Follow up on implementation of audit recommendations and management audit action plans; Assist with the administrative duties of the Directorate and support services to the Audit and Risk Committee.

ENQUIRIES : Ms Vusumuzi Shongwe Tel No: (012) 359 0244
APPLICATIONS : Recruitment04@dwypd.gov.za