

**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. 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 Amukelane Misunwa Tel No: (012) 359 0240 / Mr Joseph Mahlangu Tel No: (012) 359 0238
- CLOSING DATE** : 23 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 19/148** : **ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: DWYPD/014/2025**

**SALARY** : R468 459 per annum (Level 09), fully inclusive remuneration package  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicant must be in possession of a Grade 12 certificate, National Diploma (NQF level 6) in Management Services/Operations/ Production Management/ Industrial Engineering/ Work Study or equivalent related qualification as recognized by SAQA; and Certificate of successful completion of National School of Government (NSG) as a Job Analyst. Minimum of four (4) years' practical experience in Organisational Development/ Effectiveness/ Work Study services of which (2) years should be at supervisory level. Knowledge and application of Batho Pele Principles. Knowledge of departmental strategic objectives and interpretation thereof. Design of functional and organisational structures. Application of the Public Service Occupational Classification System. Implementation of the Compensate Evaluate system. Regulatory and compliance requirements and procedures related to Organisational Design in the public service.

**DUTIES** : Facilitate the design and review of the organisational structure and Post Establishment; arrange meetings with relevant clients to gather relevant information regarding their request and conduct investigation (i.e. conduct functional analysis; design functional structure; determine post establishment (work measurement); design organisational structure; business process, etc); Compile and submit report based on preliminary findings and recommendations to supervisors for amendments/amend sub-ordinate report; Communicate approved recommendations of investigations with clients; Consult with the MPSA on changes to the organisational structure in compliance with the PSR of 2016, as amended; Provide support on the determination of MTEF COE cost implications of the post establishment; Provide assistance in ensuring alignment between the funded post establishment and PERSL; Provide support on change management processes to support the implementation of the organisational structure; Maintain data and provide management reports related to the Department's post establishment. Facilitate and coordinate the development and/ or review of job descriptions; Develop a template suitable for the purposes of the Department that meets DPSA compliance requirements; Facilitate the development and quality assurance of job descriptions for posts on the approved establishment; Maintain a repository of approved and signed job descriptions, and database of relevance to ensure that job descriptions remain valid and are updated at least every 60 months. Undertake evaluations of jobs on the organisational and post establishment; Conduct preliminary evaluations/benchmark exercises and present finding to the Job Evaluation Panel; Coordinate Job Evaluation Panel meetings; Provide secretarial support to the Job Evaluation Panel; Facilitate approval of grades as recommended by the Job Evaluation Panel. Facilitate Business Process management services; Analyse current business process; Make proposals on improved business process; Finalise the improved business process; Survey for monitoring and evaluation. Maintain and report on the HR Information repository; Collect, collate, analyse, interpret and report HR information; Compile monthly personnel expenditure reports; Maintain monthly Post Establishment reports; Compile and maintain Human Resource Oversight database; Compile quarterly and annual Human Resource Oversight Reports; Capture, facilitate approval and submit annual Employment Equity reports to the Department of Employment and Labour.

**ENQUIRIES** : Mr Stephen Tsolo Tel No: (012) 359 0420  
**APPLICATIONS** : [Recruitment02@dwypd.gov.za](mailto:Recruitment02@dwypd.gov.za)

<b><u>POST 19/149</u></b>	:	<b><u>ADMINISTRATIVE ASSISTANT: ECONOMIC EMPOWERMENT AND PARTICIPATION IN THE CHIEF DIRECTORATE ECONOMIC EMPOWERMENT OF WOMEN REF NO: DWYPD/015/2025</u></b>
<b><u>SALARY</u></b>	:	R269 499 per annum (Level 06), plus benefits
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate or equivalent NQF level 4 qualification. No experience required. Knowledge: Knowledge of departmental policies and applicable protocols; Regulatory framework governing the public service. Skills: effective verbal communication; basic numeracy; computer literacy, particularly in the MS Office Suit and Intranet; Interpersonal relations; general office administrative and clerical skills. Personal Attributes: Resourceful; Ability to work under stressful situation; Ability to communicate at levels; People oriented; trustworthy; punctual; hard-working; self-motivated; Ability to work independently.
<b><u>DUTIES</u></b>	:	Provide secretarial and clerical support to the office of the Chief Director. Coordinate the Chief Director's daily programme; Screen all call directed to the Chief Director; Provide secretarial support to meetings convened by the Chief Director; Liaise with internal and external stakeholders. Manage the front desk operation of the Office of the Chief Director. Receive and attend to visitors of the Office of the Chief Director; Respond to enquiries directed to the Office of the Chief Director. Render logistical support services to the office of the Chief Director. Make travel and accommodation arrangements for the office of the Chief Director; Facilitate the procurement of goods and services for the office of the Chief Director; Facilitate payment of subsistence and travel claims for the office of the Chief Director. Render administrative support to the Office. Develop and maintain an effective filing and retrieval system in the Office of the Chief Director; Effectively manage, monitor and track correspondence related to the Office of the Chief Director; Compile correspondences on behalf of the Chief Director; Compile and co-ordinate documentation for Chief Director's meetings; Develop and maintain an effective filing system in the Office of the Chief Director; Manage the leave register for the office of the Chief Director; Monitor the budget of the office of the Chief Director.
<b><u>ENQUIRIES</u></b>	:	Ms Anna Mnguni Tel No: (012) 359 0407
<b><u>APPLICATIONS</u></b>	:	<a href="mailto:Recruitment03@dwypd.gov.za">Recruitment03@dwypd.gov.za</a>