

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.

<u>APPLICATIONS</u>	:	Applicants are urged to submit the applications using this URL https://recruitment.dwypd.gov.za/ General enquiries may be brought to the attention of Mr Zuko Bebola Tel No: (012) 359 0417
<u>CLOSING DATE</u>	:	18 September 2026 at 16:00
<u>NOTES</u>	:	All fields in the Z83 application form on https://recruitment.dwypd.gov.za/ 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. Applications received after the closing date will NOT be considered or accepted. Correspondence is limited to short-listed candidates only; should you not hear from us within six weeks of the closing date, please consider your application unsuccessful. 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. Further, personnel suitability checks, including security vetting, competency assessment will be conducted, as such transfer/promotion/appointment will made subject to positive outcomes of personnel suitability checks. 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. 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 and affirmative action employer. In the filling of these posts, It is the intention of the Department to promote representivity in the Public Service through the filling of this position and the candidature of persons whose transfer/promotion/appointment will promote representivity will receive preference as 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

OTHER POSTS

<u>POST 32/164</u>	:	<u>RESEARCHER REF NO: DWYPD/012/2026</u>
<u>SALARY</u>	:	R413 001 per annum (Level 08), plus benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Matric Certificate and National Diploma/Degree in Social Sciences, Development Sciences, Public Administration/Management or a relevant NQF 6 qualification. A minimum of 3 years practical experience in the research field. Knowledge: Legislation, governance framework and prescripts applicable to research and policy; Policy research and analysis; Policy research and analysis; PMFA and Treasury regulations; Batho Pele principles and application thereof; Research methodologies, data collection, synthesis and analyses; Knowledge management and Data Literacy. Skills, Primary: Diversity awareness, Analytical and report writing skills, verbal and written communication skills; Applied strategic thinking; Customer focus and responsiveness; Planning and organising; Continuous improvement; People management and development; Team leadership. Secondary: Basic Budgeting and Financial Management; Problem solving and decision-making; Project management; Computer Literacy (MS Office Suite); Networking and building bonds; Impact and influence; Diversity 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.
<u>DUTIES</u>	:	Contribute to the implementation of the research agenda related to women youth and persons with disabilities' socio-economic empowerment and gender equality; Collect and analyse research data; Analyse qualitative and quantitative data using appropriate tools and techniques; Participate in the compilation of research executive summaries, reports and presentation; Conduct literature reviews; Prepare and update research data; Provide relevant research papers and/or reports; Provide research assistance and support to the Directorate. Provide inputs and support in the review and analysis of policies/bills/legislation/research/reports: Conduct analysis of identified policies/bills/legislation/research reports, provide inputs and where necessary, identify areas of possible review; Participate in forums or meetings for policy dialogues and discussions; Ensure research complies with ethical standards and relevant regulations; Collaborate with team members, stakeholders, and external partners. Render Information Knowledge Management support: Provide assistance with data capturing activities; Maintain the Research, Legislation and Policy Register records for the department; Assist with the identification and maintenance of relevant stakeholders and audience for dissemination of research findings; Support the implementation and operationalization of the Departmental Knowledge Management Strategy, as well as relevant DPSA knowledge management directives, policies, and circulars, to promote effective knowledge-sharing, retention, and management practices across the department; Facilitate and coordinate the participation of subject matter experts in contributing, reviewing, and maintaining knowledge products within the departmental knowledge hub, ensuring that information is accurate, relevant, and aligned with organizational knowledge-management standards. Render Administrative and Secretarial support to the Directorate: Assist with setting up of interviews; Provide assistance with copywriting and editing of documents; Maintain administrative records; Assist with drafting of submissions; Prepare/write/type/documents, presentations, memorandums, letters and reports on behalf of the Directorate; Arrange meetings, take minutes and compile reports; Maintain internal and external stakeholder relationships.
<u>ENQUIRIES</u>	:	Ms Ntando Buthelezi at 066 077 7002
<u>NOTE</u>	:	Preference will be given to African Male/ Female, Coloured, Female/Male, White female/Male, Youth as well as persons with disabilities as these groups are underrepresented in this post.
<u>POST 32/165</u>	:	<u>SENIOR YOUTH DEVELOPMENT OFFICER REF NO: DWYPD/013/2026</u>
<u>SALARY</u>	:	R413 001 per annum (Level 08), plus benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Matric Certificate and National Diploma/Degree (NQF6/7) in Youth Development, or Social Sciences, or a relevant NQF 6/7 qualification. A valid

		driver's licence is required; however, this requirement is not applicable to persons with disabilities. Applicants must have a minimum of three (3) years' practical experience in youth development programme/field. Knowledge: Legislation, governance framework and prescripts applicable to the Youth Sector; Risk management; NYP2030, NYDA Act, PFMA and Treasury regulations; Batho Pele principles and application thereof; Research methodologies and analyses; Knowledge management and Data Literacy. Skills: Primary; Diversity awareness; Effective report writing, verbal and written communication skills; Applied strategic thinking; Customer focus and responsiveness; Planning and organising; Continuous improvement; People management and development; Team Leadership. Secondary: Basic Budgeting and Financial Management; Problem solving and decision-making; Project management; Computer Literacy (MS Office Suite); Networking and building bonds; Impact Influence; Diversity management. Personal Attributes: Ethical behaviour; Honesty 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.
<u>DUTIES</u>	:	Organise, mobilise and engage youth stakeholders: Drafting proposals, concept documents and submissions on youth stakeholder engagements; Compile reports on national and international engagements conducted; Compile reports and outcomes of stakeholder meetings; Oversee convening of stakeholder meetings and ensure that invitations, agenda, and minutes are compiled, signed and approved; Monitor meeting decision and compile status reports; Organise the National Youth Machinery meetings and compile a report; Participate in and support the Provincial and Local Youth Forums; Consolidate National Youth Month Programmes of Activities of stakeholders; Participate in the Youth Month National Task Team. Manage youth development stakeholder database: Update stakeholder database after every stakeholder engagement; Share the database with the stakeholders where necessary. Support youth engagement policies and strategies: Make input into the drafting of National Youth Machinery Framework and consolidate inputs; Make input into the drafting of youth work professionalisation policy; Participate in the consultation process of youth work professionalisation policy consolidate inputs; Distribute the youth work professionalisation policy to stakeholders; Ensure finalisation of the constitution for the association for professionalisation of youth workers; Ensure registration of the youth workers' Association. Support political principals on national and international engagements: Coordinate the National Youth Engagements; Coordinate International Stakeholder Engagement (BRICKS, Commonwealth, SADCA, UN, EU and IBSA); Attend meetings on national and international engagements and provide reports to the unit; Provide inputs notes for political principals; Develop submissions and briefing notes for the political principals for national and international engagements. Provide support and manage youth projects to advance youth development: Manage the professionalization of youth work project; Support the young women's projects; Support on the ethical leadership and student representative council project; Facilitate social ills interventions to address the vulnerability of young people; Facilitate capacity building interventions for youth focal points.
<u>ENQUIRIES</u>	:	Mr OJ Fourie at 079 507 0127
<u>NOTE</u>	:	Preference will be given to African females, Coloured, (Males/Female,) Indians, (Male/Female), White (Male/Female), Youth as well as Persons with Disabilities, as these groups are underrepresented in this post.
<u>POST 32/166</u>	:	<u>INFORMATION TECHNOLOGY TECHNICIAN REF NO: DWYPD/011/2026</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07), plus benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Matric Certificate and National Diploma/Diploma (NQF6) in Information Technology or a relevant NQF 6 qualification. ITIL Foundations Certificate, certified ITIL, MCSE, A+, N+ will be an added advantage. A valid driver's licence is required; however, this requirement is not applicable to persons with disabilities. A minimum of 2 years' experience in an information technology environment. Knowledge: Working knowledge of the policy and regulatory environment of information technology and security; Android and iPads mobile devices; LAN/WAN support; In-depth knowledge of performing hardware and software support for Windows. Skills: Interpersonal relations skills; Good communication Skills; Problem solving and analytical Skills; Advanced Computer Literacy; IT Technical support skills. Personal Attributes: Ethical

behaviour; Honestly and Integrity; Conscientious and proactiveness; Ability to work under pressure; Ability to work independently; Ability to maintain confidentiality of information.

DUTIES

: Provide network connectivity to all computer users: Ensure accessible of WAN dependent functions; Ensure accessible of LAN dependent functions; Report on WAN functionality and connectivity changes and performance status; Report on LAN functionality and connectivity changes and performance status. Maintain Sever Room Infrastructure: Report faults of the server room within an hour to the supervisor; Ensure cleanness of the server room; Manage access to the server rooms; Update and Maintain server room access register. Maintain security and privacy of networks and computer systems: Install and upgrade anti-virus software to ensure security at the user level; Ensure the installation of the correct Operating Systems Version and Patches; Monitor Anti-Virus & Patches updates and escalate where updates are not received; Monitor & ensure connectivity of the GUP Server and escalate where it is not online. Install, configure and troubleshoot computer systems: Perform troubleshooting to diagnose and resolve computer problems; Repair or replace damaged hardware; Install and configure hardware and software components to ensure usability; Upgrade the entire system to enable compatible software on all computers; Performing tests and evaluations on new software and hardware. Provide IT service desk support services: Respond incoming calls, emails and walk in; Log calls for the queries/incidents received; Provide the client with the IT Reference number for tracking issues; Provide support to users and be the first point of contact for error reporting; Transfer or escalate unresolved incidents to the relevant units/service provider; Make certain that all queries are attended to timeously in alignment with a faster turnaround time for service delivery; Monitor the progress of the record life cycle; keep users informed of the progress of their queries. Manage, implement and maintain IT security controls to protect the department's data integrity and ensure continuity of service: Perform and monitor daily, weekly, and monthly backups of departmental systems, servers, databases, and Microsoft 365 services; Verify backup completion reports and promptly resolve backup failures; Conduct quarterly backup restore tests to validate data recoverability and integrity; Perform quarterly Disaster Recovery (DR) tests and document results; Maintain offsite and cloud-based backup repositories to ensure business continuity; Monitor Veeam Backup and Replication operations and ensure successful backup execution.

ENQUIRIES

: Mr Mpolokeng Masiya at 079 8924 694

NOTE

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