

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 above. 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, application 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 Amukelani Misunwa Tel No: (012) 359 0240/ Mr Joseph Mahlangu Tel No: (012) 359 0238
- CLOSING DATE** : 15 November 2024 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 must be attached 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 40/20** : **DEPUTY DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY REF NO: DWYPD/004/2021**
- SALARY** : R849 702 per annum (Level 11), full inclusive remuneration package
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 certificate, appropriate National Diploma in Computer Science/Information Systems/Information Technology or relevant NQF6 qualification. Minimum of six years' experience in IT Infrastructure, Network, Information Security, Backup and Storage Management, of which three years should be at supervisory level. Extensive knowledge of Microsoft Environment specifically M365 and Exchange Online is essential. Knowledge of hybrid cloud computing, Multi Datacentre Management, LAN/WAN configuration and support. Switches and Storage Configuration and Management. Management of policy and standard operating procedures specifically in IT Infrastructure, Network, Backup Management and Security Governance. ITIL and COBIT certification. Knowledge of IT Governance and

<u>DUTIES</u>	: Frameworks. Problem solving and analysis. Ability to administer Microsoft Exchange, Active Directory and related Microsoft Systems and Services. Ability to maintain and troubleshoot network hardware, software and peripherals. Develop plans to improve ICT Security measures within the Department. Customer relationship management. Working knowledge of the regulatory environment of information Technology and security. A valid driver's license. : Provide, manage and coordinate IT Infrastructure Environment; manage provision of data centre and facilities, implement and manage operational plans including service delivery management and performance measurement, manage day to day information technology operations, provide and manage the data centre facilities including network, security and business continuity, manage multi datacentres including Cloud hosting and continuous modernisation of ICT infrastructure. Ensure availability of server infrastructure, network and security systems; monitor and ensure IT infrastructure and network availability, stability and security. Manage changes in the IT infrastructure environment, Implement and manage the provision of support and maintenance of computer systems including applications, databases, servers, storage, desktops, networks, security, audio-visual and telecommunications, ensure availability, accessibility and maintenance of IT infrastructure systems including networks, security and business continuity. Manage and ensure the provision of ICT support services; Implement and manage IT service management, manage IT user support, provision and management of IT business continuity services including backup and restore management and disaster recovery. Manage and administer the Microsoft network environment and all related systems and Services. Ensure maintenance and support of existing technologies, review needs and demand of new technologies including modernisation of ICT server infrastructure. Manage service providers to ensure contract compliance and deliverables and performance within specified time frame. Implement and monitor departmental information to ensure data integrity; ensure the implementation of the ICT security Infrastructure and system, develop and implement Information technology security strategic plan, manage monitor the implementation of IT policies, standards and procedures, design and implement departmental information security strategic plan, manage and coordinate the development of the file plan for the Department, oversee and ensure that the management of archives is in line with the standards of National Archives Services, manage records and storage components to determine the retention period of records. Oversee and control the maintenance and application of the filling system.
<u>ENQUIRIES APPLICATIONS</u>	: Ms Malebo Kube at (081) 030 3046 : Recruitment01@dwypd.gov.za
<u>POST 40/21</u>	: <u>DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: DWYPD/005/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R849 702 per annum (Level 11), fully inclusive remuneration package : Pretoria : Applicants must be in possession of a Grade 12 certificate, relevant tertiary qualification in Internal Audit/Accounting/Financial Auditing at NQF level 7. Registration as Certified Internal Auditor or Certification in Control Self-Assessment (CCSA), Certified Government Audit Professional (GAP). 6 years proven experience in an internal audit field of which 3 were at supervisory (Assistant Director) level. Membership of the Institute of Internal Auditors. Knowledge of global Internal Audit Standards; Internal Audit Methodology; Batho Pele Principles; Public Finance Management Act (PFMA) and Treasury Regulations; Public Service Regulations; Public Service Act; National Treasury Internal Audit Frameworks; Public Sector Risk Management Framework; Framework for Managing Performance information; Standards for Professional Practice of Internal Auditors; International Financial Reporting Standards; International Accounting Practice (GRAP). Skills: Communication (verbal and written); conflict management; project management; leadership; coordination.; risk assessment; negotiation; presentation; problem solving; planning and organising; report writing; analytical.
<u>DUTIES</u>	: Manage internal audit projects: ensure the maintenance of efficient and effective controls and achieving the objectives of the department by evaluating the Department's controls/objectives, to determine their effectiveness and efficiency through internal audits; communicate the results of internal audit engagements; review, collect information and compile internal audit reports to the Accounting Officer and Audit and Risk Committee, compile progress reports against audit plan, quarterly reports and annual reports; monitor the policy and legislative framework to ensure alignment with new developments; develop and maintain internal audit methodologies policies and procedures; provide advice and guidance to role players on the requirements and implementation of internal audit methodologies policies and procedures; implement, monitor and report on the Quality Assurance Improvement Program. Develop strategic internal audit plans: identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy; participate in the development of the three year strategic risk based internal audit plan; develop the annual internal audit operational plan; participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimise duplication of effort. Keep up to date with new developments in the internal audit environment. study professional journals and publications to ensure that cognisance is taken of new developments; monitor and study relevant industry, legislative, standards changes and policy frameworks continuously; engage in relevant continuous professional development activities (tools and techniques) as required/prescribed. Provide secretariat support to Committees for which Internal Audit is responsible: facilitate the

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development of guiding frameworks for the Audit and Risk Committee; facilitate the annual schedule of committee meetings and the development of the agenda items; compile minutes of the meetings; assist with/ make inputs on the development of committee reports.

: Mr VS Shongwe at (060) 978 1749
: Recruitment02@dwypd.gov.za