

DEPARTMENT OF COMMUNICATIONS AND DIGITAL TECHNOLOGIES

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

- APPLICATIONS** : Please forward your application via email to: recruit@dcdt.gov.za (Quoting the relevant reference number in the subject line).
- CLOSING DATE** : 30 September 2024
- NOTE** : Applications must be submitted on a Z83 Form (2021 version), obtainable from the website of the Department of Public Service and Administration at www.dpsa.gov.za/dpsa2g/vacancies.asp and should be accompanied by a recently updated comprehensive CV only. Only shortlisted candidates will be required to submit relevant documents on or before the day of the interview. Applications received after the closing date will not be considered. Should you be in possession of a foreign qualification, and you are shortlisted for a position, you will be required to submit an evaluation certificate from the South African Qualifications Authority (SAQA) indicating the NQF level of the qualification. Failure to submit a fully completed Z83 and an updated CV will result in your application not being considered. All qualifications are subject to verification. 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. With regard to the position in the Management Echelon (SMS post) please note the following: - All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. In addition to the technical exercise, shortlisted applicants will also be subjected to an integrity (ethical conduct) assessment. Following the interview, technical exercise and integrity assessment, the selection panel will recommend candidates to attend a generic managerial competency assessment using the mandated DPSA SMS competency assessment tools. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo a full security vetting, enter into an employment contract as well as to sign a performance agreement. All applicants must declare any conflict or perceived conflict of interest and must disclose membership of Boards and directorships associated with. If you have not been contacted within three (3) months of the closing date, please accept that your application was unsuccessful. Please note that CV's submitted will be destroyed after a three (3) month period. The Department complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your 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 was 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.

MANAGEMENT ECHELON

- POST 33/02** : **CHIEF DIRECTOR: COMMUNICATIONS AND MARKETING REF NO: CDCM**
- SALARY** : R1 436 022 per annum, (an all-inclusive package), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical aid fund and a flexible portion in terms of applicable rules). Annual progression up to a maximum package of R1 716 933 per annum is possible subject to satisfactory performance.
- CENTRE** : Pretoria, Hatfield
- REQUIREMENTS** : An undergraduate qualification in Marketing/ Communications/ Public Relations/ or equivalent relevant qualification at NQF level 7 as recognised by the South African Qualifications Authority (SAQA). At least 5-7 years'

experience in a senior management position in the communications and marketing environment, as well as the successful completion of the Public Service Senior Management Leadership Programme (Nyukela) (which is submitted prior to appointment) as endorsed by the National School of Government available as an online course on www.thensg.gov.za. Experience in corporate communication will be an added advantage. Skills And Competencies: Sound knowledge of communications and marketing strategies and ability to drive execution. Professional writing skills and sound knowledge of content development, including speech writing skills. Experience in the management of electronic and digital media. Brand development and management capability. Excellent communication skills and experience in public and media relations. Advanced level creativity with the above average analysis and problem-solving skills. Knowledge and understanding of government protocol system. Ability to manage parallel communication programmes and events simultaneously. Programme and project management skills. Stakeholder and people management skills. Media liaison and media interview management skills. Must be a public speaker. Proven experience in managing multi-disciplinary teams. Knowledge of the following legislation will be an added advantage: Public Finance Management Act, Public Service Act and Public Service Regulations, Electronic Communications Act, Broadcasting Act, and Independent Communication Authority of South Africa Act, as well as related Regulations and policies.

DUTIES : The successful candidate will: Ensure the development and implementation of the Department's Communication Strategy and Plan in coordination with portfolio entities. Oversee media planning and campaign coordination for the Department and portfolio entities. Ensure the development and implementation of the Department's brand management strategy and plan. Ensure effective media management for the Department, including analysis of media reporting patterns and trends. Manage the media production and digital media content services of the Department. Manage and drive the publicity and awareness campaigns of the Department's service programme. Serve as a spokesperson for the Department whilst providing high level media liaison support to the Minister and Deputy Minister. Manage the Department's outreach and public awareness programmes. Ensure there is effective management of the Department's internal communication for alignment of all internal stakeholders and department's public image. Manage the public image of the Department in support of the Minister, Deputy Minister and Director-General. Establish and maintain a stakeholder network in the ICT sector to improve the stakeholder's participation and involvement in Departmental programmes. Oversee effective resource management within the Communications and Marketing Chief Directorate in line with relevant legislation.

ENQUIRIES : Ms Tania Beukes at 082 477 9895, Ms Rene Naidoo Tel No: (012) 427 8141

OTHER POSTS

POST 33/03 : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: DDRM**

SALARY : R849 702 per annum (Level 11), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical aid fund and a flexible portion in terms of applicable rules). Annual progression up to a maximum package of R1 000 908 per annum is possible subject to satisfactory performance.

CENTRE REQUIREMENTS : Pretoria, Hatfield
: A National Diploma or degree in Risk Management or Auditing or Accounting as recognized by the South African Qualifications Authority (SAQA), with at least 5 years of experience in Risk management of which 3 years must be at the supervisory level. Knowledge of the Public Sector Risk Management legislation/framework, COSO Framework, ISO 31000 and Supporting Guide 73, New Zealand/Australian Standards, other relevant legislations, norms and standards related to Risk Management, including the Public Finance Management Act, Treasury Regulations, Public Service Act, Public Service Regulations and the Minimum Information Security Standards (MISS) Act, Linkages with government clusters, Departmental Policies and Procedures, Programme and Project Management, People Management and Empowerment, strategic capability and leadership, stakeholder relations, financial management, Preferential Procurement Policy and Framework, and the ICT Industry. Must have good communication skills (both verbal and

- written), operational management, job knowledge, technical skills, acceptance of responsibility, quality of work, reliability, initiative, interpersonal relationships, flexibility, teamwork, planning and execution, delegation and empowerment and management of resources.
- DUTIES** : The successful candidate will develop, review and implement risk management frameworks (policies, strategies, methodologies, implementation plans, procedures, etc). The candidate will facilitate and coordinate the Departmental Risk Management (DRM) systems and processes in order to assist management to achieve the set objectives of the Department. Facilitate Departmental operational risk assessments and assist management with the development of risk mitigation strategies. Facilitate monitoring of key risks matters across the Department. Conduct training awareness on risk management to improve the effectiveness of risk management processes. Provide assistance to management in establishing and communicating the Departmental Risk Management objectives, policies and strategies. Assist management in integrating risk management with the process of developing Departmental strategy.
- ENQUIRIES** : Ms Tania Beukes at 082 477 9895, Ms Rene Naidoo Tel No: (012) 427 8141
- POST 33/04** : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND COORDINATION**
REF NO: DDASC
- SALARY** : R849 702 per annum (Level 11), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical aid fund and a flexible portion in terms of applicable rules). Annual progression up to a maximum package of R1 000 908 per annum is possible subject to satisfactory performance.
- CENTRE** : Pretoria, Hatfield
- REQUIREMENTS** : An appropriate Degree or equivalent qualification at NQF level 6 as recognized by the South African Qualifications Authority (SAQA) and 3 years' experience below middle management (Assistant Director)/ middle management level. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Computer literacy. Must have good communication skills (both verbal and written), operational management, job knowledge, technical skills, acceptance of responsibility, quality of work, reliability, initiative, interpersonal relationships, flexibility, teamwork, planning and execution, delegation, empowerment and management of resources.
- DUTIES** : The successful candidate will manage the administrative support and coordination of activities within the office of the executive authority, such as to develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority, compile correspondence, submissions and cabinet memoranda as required and study, edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage logistical support in the office of the executive authority. Develop, implement and maintain a filing system and manage the registry of the office of the executive authority. Ensure that documents are classified in accordance with the MISS prescripts and are handled in accordance with their classification. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority, such as briefing the Chief of Staff on matters with regard to the executive authority's portfolio on the agenda of the Cabinet/executive council, liaise with senior managers in the institutions within the executive authority's portfolio and coordinate the activities of the executive authority's office. Render a Cabinet/executive council support service to the executive authority. This will inter-alia entail the management of the distribution of memoranda to Cabinet/executive council members, the distribution of documents and submissions to the relevant legislature and standing/portfolio committees and record-keeping of decisions of the Cabinet/Executive Council and alert the Chief of Staff and executive authority of actions to be taken and due dates. Supervision of employees in the office of the executive authority, quality control of the work delivered and advise supervisees with regard to all aspects of the work.
- ENQUIRIES** : Ms Tania Beukes at 082 477 9895, Ms Rene Naidoo Tel No: (012) 427 8141

POST 33/05 : **PERSONAL ASSISTANT TO DEPUTY DIRECTOR-GENERAL (X2 POSTS)**
REF NO: PA

SALARY : R308 154 per annum (Level 07). Annual progression up to a maximum salary of R362 994 per annum is possible subject to satisfactory performance.

CENTRE : Pretoria, Hatfield

REQUIREMENTS : A Senior Certificate and a Diploma in Office Management / Office Administration / Business Administration at a minimum of NQF level 5 as recognised by SAQA. Minimum of 3 years' experience in rendering support services to senior management or Office Administration in a similar working environment. Knowledge of the Public Service Regulations. Sound knowledge of Microsoft Office suite. Be prepared to work extra hours.

DUTIES : The successful candidate will render administrative and secretarial support services to the Deputy Director-General (DDG) for the smooth running of the office and to enable the DDG to carry out the functions effectively. Manage the flow of information to and from the DDG's office for easy tracking of documents. Maintain document management system to ensure easy accessibility of documents. Manage the diary to ensure that the office of the DDG is run efficiently. Liaise with stakeholders on behalf of the DDG to fast-track activities. Follow-up on all decisions and instructions taken in meetings to ensure that appropriate responses are provided in time. Provide logistical support and coordinate and administer the payment of financial and procurement claims for the Branch.

ENQUIRIES : Ms Tania Beukes at 082 477 9895, Ms Rene Naidoo Tel No: (012) 427 8141