

DEPARTMENT OF COMMUNICATIONS AND DIGITAL TECHNOLOGIES
The Department is an equal opportunity organisation and intent to promote equity through the filling of these posts.



- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to email: recruit@dcdt.gov.za
- CLOSING DATE** : 18 July 2025
- NOTE** : Applications must be submitted on a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2g/vacancies.asp> and should be accompanied by a recently updated comprehensive Curriculum Vitae. The successful candidates must disclose particulars of all registrable financial interests and sign an employment contract within one month from the date of assumption of duty. A Performance Agreement must be concluded and signed within three months from the date of assumption of duty. Note: Applications received after the closing date will not be considered. Only e-mailed applications will be considered. Short listed applicants will be required to submit certified copies of all qualifications obtained and will be subjected to verification by the South African Qualifications Authority. Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit the requested documents will result in your application not being considered further. 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. All shortlisted candidates will be subjected to personnel suitability checks, including social media checks, and the successful candidate will have to undergo a full security vetting. If you have not been contacted within three (3) months of the closing date, please accept that your application was unsuccessful. Please note that CVs submitted will be destroyed after the three (3) months period. The Department complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use the 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 is 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.

OTHER POSTS

- POST 23/01** : **DEPUTY DIRECTOR: GLOBAL MULTILATERAL REF NO: DDGML**
 Nature of appointment: Permanent
 The purpose of the post is to implement programmes, to forge strategic relationships with Global ICT multilateral and trilateral bodies (ITU, BRICS, Broadband Commission, UPU countries) and international organisations on multilateral agreements and programmes focusing on ICT mutual interest and shared objectives.
- SALARY** : R896 436 per annum (Level 11), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
- CENTRE** : Pretoria, Hatfield
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Public Administration/Business Administration / International Relations or relevant field. A minimum of five (5) years' experience in the field with at least three (3) years' supervisory / Assistant Director level experience. Skills / Competencies and Knowledge: At

an advanced level in Research skills. Quality of work. Initiatives. Planning and executions. Communication. Teamwork. Reliability. Management of human resources. Stakeholder Management. Project Management. Emotional Intelligence. Negotiation. Geopolitical acumen. Knowledge in International Multilateral Relations.

DUTIES : The successful candidate will manage the implementation of the department's international relations strategy in line with International Relations policy and Foreign Services Act as it relates to ICT global and multilateral organisations aligned with the government's international relations and cooperation governance strategy and protocol policy framework. Manage ICT research and technical support to the Director: ICT Multilateral Relations, relating to ICT multilateral relations. Manage engagement with the Department of International Relations and Cooperation (DIRCO) to ensure compliance and adherence to the government's multilateral relations governance framework and protocols. To manage the implementation of the ICT stakeholder management plan. To manage the resource management plan for ICT Global Multilateral sector. To manage the implementation of the integrated component's business excellence programme. Provide guidance on strategies to influence global ICT multilateral platforms to position South Africa's interests. Project Management, manage financial resources, driving change and operational excellence and Manage compliance.

ENQUIRIES : Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260

POST 23/02 : **DEPUTY DIRECTOR: ICT MULTILATERAL GROUPING REF NO: DDIMG**
Nature of appointment: Permanent
The purpose of the post is to implement programmes, to forge strategic relationships with countries and international organisations on ICT multilateral agreements and programmes focusing on ICT mutual interest and shared objectives.

SALARY : R896 436 per annum (Level 11), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE : Pretoria, Hatfield
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Public Administration / Business Administration / International Relations or relevant field. A minimum of five (5) years' experience in the field with at least three (3) years' supervisory / Assistant Director level experience. Skills / Competencies and Knowledge: At an advanced level in Research skills. Quality of work. Initiatives. Planning and executions. Communication. Teamwork. Reliability. Management of Human Resources. Stakeholder Management. Project Management. Emotional Intelligence. Negotiation. Geopolitical acumen. Knowledge of International Multilateral Relations.

DUTIES : The successful candidate will manage the department's International Relations and Engagement strategy relating to UN ICT multilateral organisations aligned with the government's international relations and cooperation strategy and governance and protocol framework. Manage and provide research and technical support to the Director: ICT Multilateral Relations, relating to ICT UN multilateral bodies relations. Regularly engage with the Department of International Relations and Cooperation to ensure compliance and adherence to the government's multilateral relations governance framework and protocols. Manage the stakeholder management plan informed by UN Chatter, Global Digital Compact (GDC) and African Agenda 2063, World Information Society Summit (WSIS) and Sustainable Development Goals (SDGs). Manage a resource management plan for ICT Multilateral unit. Manage the integrated Component's business excellence programme. Project Management, manage financial resources, driving change and operational excellence and Manage compliance.

ENQUIRIES : Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260

<u>POST 23/03</u>	:	<p><u>DEPUTY DIRECTOR: AFRICA MULTILATERAL RELATIONS REF NO: DDAMLR</u></p> <p>Nature of appointment: Permanent</p> <p>The purpose of the post is to coordinate and implement projects/programmes that will ensure enhancement of operational and strategic relationships with African countries multilateral platforms (ATU, SADC, Smart Africa Alliance, SAPOA) and relevant international multilateral organisations on securing agreements and treaties focusing on ICT mutual interest and shared objectives.</p>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
<u>CENTRE REQUIREMENTS</u>	:	<p>Pretoria, Hatfield</p> <p>An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Economics / Public Administration / International Relations or relevant field. A minimum of five (5) years' experience in the field with at least three (3) years' supervisory / Assistant Director level experience. Skills / Competencies and Knowledge: At an advanced level in Research skills. Quality of work. Initiatives. Planning and executions. Communication. Teamwork. Reliability. Management of human resources. Project Management. Emotional Intelligence. Negotiation. Geopolitical acumen. Knowledge in Africa Multilateral Relations. Stakeholder Management.</p>
<u>DUTIES</u>	:	The successful candidate will manage the design and review of ICT governance framework, policies, standards, principles and procedures. Manage closer corporation with regional partners (SADC, ATU, SAPOA, etc.) within the SADC framework and coordinate the implementation of SADC agreements. Manage and drive the implementation of AU Protocol, Treaties, Resolutions and Agreements on ICT issues. Manage participation of the Department in AU and SADC structures, and develop strategic linkages with Departmental Units, other government departments and relevant stakeholders. Manage, formulate, implement, and review the Department's strategy on AU and SADC issues. Manage representation of the Department and its view at relevant African Union and SADC fora. Project Management, manage financial resources, driving change and operational excellence and Manage compliance.
<u>ENQUIRIES</u>	:	Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260
<u>POST 23/04</u>	:	<p><u>DEPUTY DIRECTOR: SECRETARIAT REF NO: DDS</u></p> <p>Nature of appointment: Permanent</p> <p>The purpose of the post is to manage Secretariat Support to the Office of the Director-General to strengthen governance processes.</p>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
<u>CENTRE REQUIREMENTS</u>	:	<p>Pretoria, Hatfield</p> <p>An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Public Administration / Office Management and Technology / Management or relevant field. A minimum of five (5) years' experience in administrative environment with at least three (3) years' supervisory / Assistant Director level experience. Skills / Competencies and Knowledge: At an advanced level in Job Knowledge. Quality of work. Initiatives. Planning and executions. Communication. Teamwork. Reliability. Flexibility. Reliability. Good computer skills (MS Package, i.e. Word, Excel, PowerPoint, internet and email). Coordination and organization. Analytical. Records and Data Management. Interpersonal Relations. Knowledge in Office Management. Business Reporting.</p>
<u>DUTIES</u>	:	The successful candidate will manage and implement Secretariat Support services to the management structures of the Department. Arrange meetings, draft agendas, taking minutes and communicate decisions to relevant stakeholders, and conduct follow-ups and reporting on matters arising from meetings. Manage the development of annual meeting schedules in liaison with the Ministry and Director-General's Office. Provide quality control on documents, submissions, reports and briefing documents submitted to the

Director-General. Manage policies and procedures in the areas of Secretariat Support services in the Director-General's Office within the Department to comply with applicable legislation. Project Management, manage financial resources, driving change and operational excellence and Manage compliance.

ENQUIRIES : Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260

POST 23/05 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: DDHRA**
Nature of appointment: Permanent
The purpose of the post is to manage, facilitate and coordinate the delivery of Human administration and operations services.

SALARY : R896 436 per annum (Level 11), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE REQUIREMENTS : Pretoria, Hatfield
An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Human Resource Management / Organisational Development / Industrial Psychology or relevant field. A minimum of five (5) years' experience in human resource management environment with at least three (3) years' supervisory / Assistant Director level experience. skills / competencies and knowledge: At an advanced level in Project Management. Service Delivery Innovation. Problem Solving & Analysis. Client Orientation. Customer Focus. Communication. Employee Experience Life Cycle Operations. Business Partnering. HR Systems. Total Rewards. Data analysis. Employee Time and Attendance. Knowledge of PERSAL. HRM Policies and Procedures. HR Governance and Compliance.

DUTIES : The successful candidate will contribute to the design of HR administration and operations policies, plans, systems, standards, procedures, processes and governance thereof. Manage and monitor the administration and implementation of employee compensation, general conditions of services, benefits and incentives and related services in line with the public service prescripts. Manage and facilitate HR administration employee on boarding, off boarding/exist and other unexpected termination processes, in collaboration with the recruitment team. Manage employee communication, services, and processes relating to total rewards, time, attendance matters, and decisions, including changes, adjustments, allowances, and UIF payments, in line with public service legal prescripts. Manage and monitor the recording of employees' standard working hours (including overtime) and manage processes relating to PILIR requirements in collaboration with health and wellness and relevant managers Manage and conduct exit interviews, customer satisfaction and retention surveys to obtain feedback for continuous improvement and prepare management reports with recommendations and action plans. Assist and analyse employees' submissions to ensure compliance with prescripts relating to the performance of remunerative work outside the public service. Manage employee complaints and facilitate resolving complaints related to service/customer interaction raised by employees to HR, identify trends and provide management insights and reports. Project Management, manage financial resources, driving change and operational excellence and Manage compliance.

ENQUIRIES : Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260

POST 23/06 : **DEPUTY DIRECTOR: RECRUITMENT, HR PLANNING AND EMPLOYMENT EQUITY REF NO: DDRPEE**
Nature of appointment: Permanent
The purpose of the post is to manage, facilitate and coordinate the delivery of human resources recruitment, HR planning and employment equity services.

SALARY : R896 436 per annum (Level 11), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE REQUIREMENTS : Pretoria, Hatfield
An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Human Resource Management /

		Organizational Development / Industrial Psychology or relevant field. A minimum of five (5) years' experience in human resource management environment with at least three (3) years' supervisory / Assistant Director level experience. Skills / Competencies and Knowledge: At an advanced level in Project Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation. Customer Focus. Communication. Employee Lifecycle Operations. Talent Acquisition and Recruitment. Business Partnering. Workforce Planning. Diversity, Equity and Inclusion. Knowledge of HRM Policies and Procedures. HR Governance and Compliance.
<u>DUTIES</u>	:	The successful candidate will contribute to the design of Human Resources Recruitment, HR Planning and Employment Equity policies, plans, systems, standards, procedures, processes and governance thereof. Manage and coordinate the implementation of delivery of effective and efficient planning and employment equity services, solutions and programmes aligned with the business planning cycle which support execution of the wider business strategy and direction. Gather insights and analyse HR data alongside strategic objectives to ensure the workforce strategy aligns to business objectives and futuristic goals. Manage and coordinate all processes, communication and activities relating to attracting, recruitment, selection, appointment, contracting and on boarding in line with public service prescripts and department policies. Manage the employee on boarding processes ensuring employees work engagement from the first day of work and throughout their initial employment stages. Maintain the Delegations of Authority. Identify opportunities to enhance improvement and performance management initiatives to support the business priorities that drive innovation and improve business processes. Project Management, manage financial resources, Driving change and operational excellence and Manage compliance.
<u>ENQUIRIES</u>	:	Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260
<u>POST 23/07</u>	:	<u>DEPUTY DIRECTOR: BUDGET REF NO: DDB</u> Nature of appointment: Permanent The purpose of the post is to manage the co-ordination, preparation of and allocation of the department budget according to national and departmental priorities and in accordance to legislation and ensure the budget is aligned to the strategic plan and APP.
<u>SALARY</u>	:	R896 436 per annum (Level 11), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria, Hatfield An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Financial Accounting / Cost and Management Accounting / Public Finance or relevant field. NQF level 7 qualification will be an added advantage. A minimum of five (5) years' experience in government financial environment with at least three (3) years' supervisory / Assistant Director level experience in a budgeting environment. Relevant accreditation such as CA/CFA/AICPA/CIMA. Skills / Competencies and Knowledge: At an advanced level in Financial Reporting Standard. Quality of work. Initiatives. Planning and executions. Communication. Teamwork. Reliability. Management of human resources. BAS and LOGIS. Treasury Regulations. PFMA. Accounting Management. GRAP and GAAP. Accrual principle. Knowledge of Budgeting Management.
<u>DUTIES</u>	:	The successful candidate will Coordinate and consolidation of budget submission in respect of Medium-Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE), Adjusted Estimates of National Expenditure (AENE) as well as roll-over of funds. Preparation of budget allocation letters, coordination of forecasting and consolidation for cash flow submission for approval and ensure monthly fund requisition. Monitoring of In-Year - Monitoring (IYM) submission to National Treasury, expenditure and revenue report to the Minister to ensure correctness, completeness and compliance. Preparation of virement /shifting memo for approval by the accounting officer/National Treasury to be incorporated on the adjustment estimates and on the appropriation statement. Ensure preparation of monthly expenditure reports for reporting to the responsibility managers. Ensure transfer payments to SOE's and ensure completeness of payment documentation. Monitoring of quarterly and annual appropriation statement

and ensure accuracy for reporting to be incorporated on the Financial Statements. Monitor compliance with financial prescripts. Management of Performance and development Project Management, manage financial resources, driving change and operational excellence and Manage compliance.

ENQUIRIES : Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260

POST 23/08 : **DEPUTY DIRECTOR: IT SECURITY ARCHITECT REF NO: DDITSA**
Nature of appointment: Permanent
The purpose of the post is to manage and provide IT Security Architecture services to mitigate cybersecurity and enhance business continuity.

SALARY : R896 436 per annum (Level 11), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE REQUIREMENTS : Pretoria, Hatfield
An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Information Technology / Systems Engineering / Computer Science or relevant field. A minimum of five (5) years' experience in the information technology environment with at least three (3) years' supervisory / Assistant Director level experience. Relevant accreditation such as CRISC/CISA/ITIL/CITM/ CISSP/CGEIT. Skills / Competencies and Knowledge: At an advanced level in Service Delivery Innovation. Quality of work. Initiatives. Planning and Executions. Communication. Teamwork. Reliability. Enterprise Architecture. Solutions Architecture. IT Security. Project Management. Knowledge of Network Security Control. Cyber Security Analysis and Threat Management.

DUTIES : The successful candidate will contribute to the design, review and implementation IT governance framework, policies, standards, principles and procedures. Define and manage IT security, privacy, and data protection risk governance, including managing IT user identity, authorization and authentication mechanisms and processes. Manage and analysis cyber threat intelligence and lead risk assessments to identify and prioritize security risks. Monitor and ensure IT compliance, risks assessment and implement IT change/release impact. Monitor and report of cyber security activities to identify and respond to IT information security, network breaches and threats. Manage and maintain incident response plans for cyber security incidents. Coordinate the response to security incidents, ensuring effective resolution. Manage and provide security awareness and training programs for the Department. Manage and optimize security engineering and tools such as intrusion detection systems, firewalls, and antivirus solutions to safeguard the organization's IT infrastructure. Project Management, manage financial resources, driving change and operational excellence and Manage compliance.

ENQUIRIES : Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260

POST 23/09 : **BRANCH COORDINATOR: ADMINISTRATION BRANCH (DEPUTY DIRECTOR LEVEL) REF NO: BCA**
Nature of appointment: Permanent
The purpose of the post is to provide office management services and coordinate the branch activities in support of the office of the Deputy Director-General.

SALARY : R896 436 per annum (Level 11), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE REQUIREMENTS : Pretoria, Hatfield
An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Public Administration / Business Management or relevant field. A minimum of five (5) years' experience in office administration / office management / project administration / executive support with at least three (3) years' supervisory / Assistant Director level experience in corporate management services environment. Skills / Competencies and Knowledge: At an advanced level in Interpersonal Relations. Quality of work. Initiatives. Planning and executions. Communication. Teamwork. Reliability. Flexibility. Reliability. Good computer skills (MS Package, i.e. Word, Excel,

- PowerPoint, internet and email). Office Management. Coordination and organization. Business Reporting. Analytical. Records and Document Management. Ability to work under constant pressure and pay attention to detail. Knowledge of relevant Public Service Act, Public Service Regulations, and Public Finance Management Act and government administrative system.
- DUTIES** : The successful candidate will Coordinate and assist in collation and submission of the branch strategic plan, annual performance plan and service delivery improvement plan. Consolidate and coordinate branch quarterly and annual performance reports and loading of portfolio of evidence in the relevant system. Follow-up on branch audit queries and ensuring that they are dealt with within specified period. Coordinating submission of documents for departmental management meetings (Manco, Min Exco, EXCO, Lekgotla, Portfolio Committees, etc.). Liaison with the Ministry, DG's office and other branches and ensuring that responses are provided within specified times. Analyse submitted documents to ensure compliance with department's template and requirements and maintain effective information management system. Provide administrative and secretarial assistance for the Branch meetings and workshops and participate in branch projects and initiatives. Provide support to the DDG in effectively overseeing and managing the various resources within the Branch, including financial, human, and physical assets. Coordination of parliamentary question processes and liaise with internal and external stakeholders. Ensure compliance with the relevant public service prescripts.
- ENQUIRIES** : Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260
- POST 23/10** : **BRANCH COORDINATOR: MEDIA AND CONTENT (DEPUTY DIRECTOR LEVEL) REF NO: BCMC**
Nature of appointment: Permanent
The purpose of the post is to provide office management services and coordinate the branch activities in support of the office of the Deputy Director-General.
- SALARY** : R896 436 per annum (Level 11), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
- CENTRE REQUIREMENTS** : Pretoria, Hatfield
: An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Public Administration / Business Management or relevant field. A minimum of five (5) years' experience in office administration / office management / project administration / executive support with at least three (3) years' supervisory / Assistant Director level experience in entity oversight and /or policy development environment. Skills / Competencies and Knowledge: At an advanced level in Interpersonal Relations. Quality of work. Initiatives. Planning and executions. Communication. Teamwork. Reliability. Flexibility. Reliability. Good computer skills (MS Package, i.e. Word, Excel, PowerPoint, internet and email). Office Management. Coordination and organization. Business Reporting. Analytical. Records and Document Management. Ability to work under constant pressure and pay attention to detail. Knowledge of Public Service Act, Public Service Regulations, and Public Finance Management Act, Treasury Regulations and government administrative system. Understanding of the media & content sector.
- DUTIES** : The successful candidate will Coordinate and assist in collation and submission of the branch strategic plan, annual performance plan and service delivery improvement plan. Consolidate and coordinate branch quarterly and annual performance reports and loading of portfolio of evidence in the relevant system. Follow-up on branch audit queries and ensuring that they are dealt with within specified period. Coordinating submission of documents for departmental management meetings (Manco, Min Exco, EXCO, Lekgotla, Portfolio Committees, etc.). Liaison with the Ministry, DG's office and other branches and ensuring that responses are provided within specified times. Analyse submitted documents to ensure compliance with department's template and requirements and maintain effective information management system. Provide administrative and secretarial assistance for the Branch meetings and workshops and participate in branch projects and initiatives. Provide support to the DDG in effectively overseeing and managing the various

- resources within the Branch, including financial, human, and physical assets. Coordination of parliamentary questions processes and liaise with internal and external stakeholders. Maintain an efficient database on entity oversight, policy development and other related matters of the Branch. Ensure compliance with the relevant public service prescripts.
- ENQUIRIES** : Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260
- POST 23/11** : **BRANCH COORDINATOR: DIGITAL COMMUNICATION, ACCESS AND SERVICES BRANCH (DEPUTY DIRECTOR LEVEL) REF NO: BCDCAS**
 Nature of appointment: Permanent
 The purpose of the post is to provide office management services and coordinate the branch activities in support of the office of the Deputy Director-General.
- SALARY** : R896 436 per annum (Level 11), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
- CENTRE REQUIREMENTS** : Pretoria, Hatfield
 : An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Public Administration / Business Management or relevant field. A minimum of five (5) years' experience in office administration / office management / project administration / executive support with at least three (3) years' supervisory / Assistant Director level experience in information communications technology (ICT) environment. Skills / Competencies and Knowledge: At an advanced level in Interpersonal Relations. Quality of work. Initiatives. Planning and executions. Communication. Teamwork. Reliability. Flexibility. Reliability. Good computer skills (MS Package, i.e. Word, Excel, PowerPoint, internet and email). Office Management. Coordination and organization. Business Reporting. Analytical. Records and Document Management. Ability to work under constant pressure and pay attention to detail. Knowledge of Public Service Act, Public Service Regulations, and Public Finance Management Act and government administrative system.
- DUTIES** : The successful candidate will Coordinate and assist in collation and submission of the branch strategic plan, annual performance plan and service delivery improvement plan. Consolidate and coordinate branch quarterly and annual performance reports and loading of portfolio of evidence in the relevant system. Follow-up on branch audit queries and ensuring that they are dealt with within specified period. Coordinating submission of documents for departmental management meetings (Manco, Min Exco, EXCO, Lekgotla, Portfolio Committees, etc.). Liaison with the Ministry, DG's office and other branches and ensuring that responses are provided within specified times. Analyse submitted documents to ensure compliance with department's template and requirements and maintain effective information management system. Provide administrative and secretarial assistance for the Branch meetings and workshops and participate in branch projects and initiatives. Provide support to the DDG in effectively overseeing and managing the various resources within the Branch, including financial, human, and physical assets. Coordination of parliamentary question processes and liaise with internal and external stakeholders. Ensure compliance with the relevant public service prescripts.
- ENQUIRIES** : Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260
- POST 23/12** : **ASSISTANT DIRECTOR: SKILLS DEVELOPMENT REF NO: ASDSD**
 Nature of appointment: Permanent
 The purpose of the post is to facilitate the implementation of skills development processes and activities to build the skills capacity of the Department.
- SALARY** : R468 459 per annum (Level 09)
- CENTRE REQUIREMENTS** : Pretoria, Hatfield
 : An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Human Resource Management / Human Resource Development or relevant field. NQF level 7 qualification will be an added advantage. A minimum of three (3) years' experience in human resource development environment with at least two (2) years' supervisory level

<u>DUTIES</u>	: experience. Successful completion of an accredited Skills Development Facilitator programme will be an added advantage. Skills / Competencies and Knowledge: Quality of work. Flexibility. Planning and Execution. Communication skills. Teamwork. Reliability. Management of Human Resources. Project Management. Problem Solving and Analysis. Customer Focus. Facilitation skills and Coordination. HR Business Partnering. HR Governance and Compliance. Knowledge of HRD Information Systems. HCM/HRD Policies, Legislations, Prescripts, Directives and Procedures.
<u>ENQUIRIES</u>	: The successful candidate will administer and coordinate skills development processes and activities, including the Workplace Skills Plan (WSP) and assist with the required reporting. Support processes to identify training needs to inform the development of training plans. Capture information on the relevant skills development reporting and information systems and maintain an effective filing system for learning and development programmes (Short Training Programmes, Bursaries and Professional Membership). Coordinate initiatives to conduct skills audits and assist with developing the department's skills framework and profile. Administer and coordinate training and development processes (Short Training Programmes, Bursaries and Professional Membership Fees) for DCDT in line with HRD and SCM policies and procedures. Providing technical and administrative support for Departmental Training Committee meetings. Coordinate and follow up on employees' enrolments in learning courses/training, tracking attendance and course/learning completion, including departmental. Provide support with the implementation of the DCDT Induction Programme and coordinate the NSG Compulsory Induction Programmes (CIP). Provide support with the coordination and monitoring of the Departmental Internship Programme. Implement activities to support HRD interventions, e.g., in-house or corporate training programmes, to facilitate staff development. Participate in the evaluation and impact assessment of training and development in the Department. Provide support in the development and review of HRD (Skills Development) policies. Management of resources (human and financial) allocated to the sub-directorate. Effective project management, manage financial resources, Driving change and operational excellence and Manage compliance.
<u>POST 23/13</u>	: <u>SENIOR INFORMATION SYSTEM OFFICER REF NO: SISO</u> Nature of appointment: Permanent The purpose of the post is to facilitate the delivery of IT business solutions services.
<u>SALARY CENTRE REQUIREMENTS</u>	: R397 116 per annum (Level 08) : Pretoria, Hatfield : An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Information Technology / System Engineering / Computer Science or relevant field. A minimum of two (2) years' experience in the information technology environment. Relevant accreditation such as CISA/ITIL/CITM/ CISSP. Skills / Competencies and Knowledge: Strong Programming skills. Quality of work. Flexibility. Planning and executions. Communication. Teamwork. Reliability. Management of human resources. Data management. IT programming. Cybersecurity. IT Networking. IT system design. Analytical skills. Knowledge of Office 365 Applications. C#. ASP.Net. Microsoft Power BI. Power Apps. Power Automate. Dataverse. SharePoint and Microsoft SQL.
<u>DUTIES</u>	: The successful candidate will understand business requirements and constraints on IT systems solutions. Design, implement and integrate information systems solutions to support business requirements. Conduct demand planning, solution deployment processes and continually explore and assess options for value-add. Build, modify, test and integrate service/solution designs and components that supports critical business processes. Implement systems management and integration functions that improves compute applications. Facilitate the reviewal of computer system capabilities, workflow, and schedule limitations. Troubleshoot program and system malfunctions to restore normal functioning. Facilitate the development of integrated production and inventory control and cost analysis systems. Document Technical Design specifications. Project Management Framework: Prince2. Manage financial

- resources, driving change and operational excellence and Manage compliance.
- ENQUIRIES** : Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260
- POST 23/14** : **SENIOR BUSINESS ANALYST OFFICER REF NO: SBAO**
 Nature of appointment: Permanent
 The purpose of the post is to facilitate the delivery of business analysis services.
- SALARY CENTRE REQUIREMENTS** : R397 116 per annum (Level 08)
 : Pretoria, Hatfield
 : An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Information Technology / System Engineering / Computer Science or relevant field. A minimum of two (2) years' experience in the information technology environment. Relevant accreditation such as CCBA/CBAP. Business Analysis certification will be an added advantage. Skills / Competencies and Knowledge: Quality of work. Flexibility. Planning and executions Communication. Teamwork. Reliability. Management of human resources. Data Analysis and Visualization. IT programming. Structured Query Language (SQL). Business Intelligence (BI) Tools (Tableau and Power BI). Knowledge of Application Programming Interfaces. Cloud Computing. Data Mapping.
- DUTIES** : The successful candidate will understand business requirements and constraints on IT systems solutions. Document business, user and functional requirements. Design, implement and integrate information systems solutions to support business requirements. Contribute to the design and architecture of BI solutions. Conduct basic data analysis to extract meaningful insights from available datasets. Facilitate the development of reports and dashboards based on business requirements. Contribute to the design and layout of reports and dashboards. Support data quality initiatives by validating and ensuring the accuracy of BI outputs. Facilitate the identification and fixing problems with data quality. Facilitate knowledge sharing through maintenance accurate data. Document test scenarios in line with user requirements and facilitate user acceptance testing (UATs). Develop user manuals for applications and conduct User Training. Facilitate Change management activities. Project Management, Manage financial resources, driving change and operational excellence and Manage compliance.
- ENQUIRIES** : Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260
- POST 23/15** : **ADMINISTRATIVE OFFICER: HUMAN CAPITAL MANAGEMENT AND DEVELOPMENT REF NO: AOHCMD**
 Nature of appointment: Permanent
 The purpose of the post is to provide secretarial and administrative support services to the unit.
- SALARY CENTRE REQUIREMENTS** : R325 101 per annum (Level 07)
 : Pretoria, Hatfield
 : An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Public Administration / Office Administration or relevant field. A minimum of one (1) to two (2) years' secretarial and administrative support experience in human resource management (HRM) environment. Skills / Competencies and Knowledge: Good Computer Skills (MS Package, i.e. Word, Excel, PowerPoint, Internet and Email). Listening. Planning and Organisation. Good Verbal and Written Communication. Records Management. Interpersonal Relations. Flexibility. Basic knowledge of Public Service Prescripts related to HRM, such as Public Service Act, Public Service Regulations, Public Finance Management Act, practices and processes.
- DUTIES** : The successful candidate will provide administrative and secretarial support services, including liaison with internal/external stakeholders as directed and coordination of meetings or workshops. Serve as a Chief User Clerk and coordinate the procurement of stationery and computer consumables. Support manager in preparing and collating financial, procurement and operational plans and reports. Handle correspondences, enquiries and maintain effective filing system. Check invoices for correctness and certify them for payment. Make bookings for venues, accommodation, meetings, workshops, travel

		arrangements and take care of the required logistical arrangements. Process all the relevant claims, package and distribute relevant documents. Receive and register correspondence addressed to the office, and respond to relevant telephonic, verbal, and documented queries. Comply with the relevant public service prescripts. Maintain an efficient database in the Chief Directorate.
<u>ENQUIRIES</u>	:	Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260
<u>POST 23/16</u>	:	<u>ADMINISTRATIVE OFFICER: LEGAL SERVICES AND LEGISLATIVE DRAFTING REF NO: AOLSLD</u> Nature of appointment: Permanent The purpose of the post is to provide secretarial and administrative support services to the unit.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Pretoria, Hatfield An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Public Administration / Office Administration or relevant field. A minimum of one (1) to two (2) years' secretarial and administrative support experience in the corporate services management environment. Skills/Competencies and Knowledge: Good Computer Skills (MS Package, i.e. Word, Excel, PowerPoint, Internet and Email). Listening. Planning and Organisation. Good Verbal and Written Communication. Records Management. Interpersonal Relations. Flexibility. Basic knowledge of Public Service Prescripts such as Public Service Act, Public Service Regulations, Public Finance Management Act, practices and processes.
<u>DUTIES</u>	:	The successful candidate will provide administrative and secretarial support services, including liaison with internal/external stakeholders as directed and coordination of meetings or workshops. Serve as a Chief User Clerk and coordinate the procurement of stationery and computer consumables. Support manager in preparing and collating financial, procurement and operational plans and reports. Handle correspondences, enquiries and maintain effective filing system. Check invoices for correctness and certify them for payment. Make bookings for venues, accommodation, meetings, workshops, travel arrangements and take care of the required logistical arrangements. Process all the relevant claims, package and distribute relevant documents. Receive and register correspondence addressed to the office, and respond to relevant telephonic, verbal, and documented queries. Comply with the relevant public service prescripts. Maintain an efficient database in the Chief Directorate.
<u>ENQUIRIES</u>	:	Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260
<u>POST 23/17</u>	:	<u>ADMINISTRATIVE OFFICER: CYBERSECURITY AND INTERNET GOVERNANCE REF NO: AOCSIG</u> Nature of appointment: Permanent The purpose of the post is to provide secretarial and administrative support services to the unit.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Pretoria, Hatfield An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Public Administration / Office Administration or relevant field. A minimum of one (1) to two (2) years' secretarial and administrative support experience in information communication technology (ICT) environment. Skills / Competencies and Knowledge: Good Computer Skills (MS Package, i.e. Word, Excel, PowerPoint, Internet and Email). Listening. Planning and Organisation. Good Verbal and Written Communication. Records Management. Interpersonal Relations. Flexibility. Basic knowledge of Public Service Prescripts such as Public Service Act, Public Service Regulations, Public Finance Management Act, practices and processes.
<u>DUTIES</u>	:	The successful candidate will provide administrative and secretarial support services, including liaison with internal/external stakeholders as directed and coordination of meetings or workshops. Serve as a Chief User Clerk and coordinate the procurement of stationery and computer consumables. Support manager in preparing and collating financial, procurement and operational plans and reports. Handle correspondences, enquiries and maintain effective

filing system. Check invoices for correctness and certify them for payment. Make bookings for venues, accommodation, meetings, workshops, travel arrangements and take care of the required logistical arrangements. Process all the relevant claims, package and distribute relevant documents. Receive and register correspondence addressed to the office, and respond to relevant telephonic, verbal, and documented queries. Comply with the relevant public service prescripts. Maintain an efficient database in the Chief Directorate.

ENQUIRIES

: Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260