DEPARTMENT OF WOMEN

The purpose of the Department of Women is to lead, coordinate and oversee the transformation agenda on women’s socio-economic empowerment, rights and equality through mainstreaming, monitoring and evaluation.

APPLICATIONS
The Director-General, Department of Women, Private Bag X931, Pretoria, 0001 or hand delivered at 36 Hamilton Street, Arcadia, Pretoria.

FOR ATTENTION
Ms T Siko

CLOSING DATE
05 June 2015

NOTES
Applications must be submitted on form Z83, obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive CV as well as certified copies of all qualification(s) and ID-document. Non-RSA citizens/permanent resident permit holders must attach a copy of their Permanent Residence Permit. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to make appointment(s) to the post(s). Short-listed candidates shall be required to avail themselves for interviews and competency assessments (if required) at a date and time as determined by the Department. Designated employees shall be required to disclose their financial interests. Senior managers shall be required to enter into a performance agreement within three (3) months of assuming their duties in the Department.

Note: if the applicant fails to sign the Z-83 form that will constitute an automatic disqualification. The Department of Women 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 No. 55 of 1998) will be taken into consideration. Women and persons with disabilities are encouraged to apply.

Appointment(s) will only be made on the first notch of the advertised salary level.

**POST**: Director: Media Liaison

*(contract position linked to the term of office of the Minister)*

**SALARY**: Inclusive remuneration package of R 819,126 per annum (salary level 13), plus payment of allowances for serving the Executing Authority.

**CENTRE**: Pretoria

**REQUIREMENTS**: An appropriate NQF 7 qualification in Communication or related field. Minimum of five (5) years experience in the field of public relations and communications. Proven record of media liaison, relationship building and networking. Understanding of the media. Able to analyse and keep abreast of news events. Good communication and interpersonal relations skills. Advanced writing skills. Creative and innovative thinking. Ability to coordinate and organise. Computer proficient. Research and problem solving skills. The successful applicant will be subject to personal security vetting at a top secret level.

**DUTIES**: Render media liaison services to the Ministry. Develop and implement the departmental media strategy and manage the corporate image of the Ministry. Arrange and conduct press conferences, information sessions and interviews with the media in conjunction with the Directorate: Communication. Develop and disseminate media statements on behalf of the Ministry. Compile responses to media enquiries and brief the media and parliamentary/legislative issues relating to the Ministry. Liaise with Directorate: Communication to ensure coordination and alignment of communication priorities and programmes. Monitor and analyse reporting in the media on the portfolio of the Ministry. Analyse the information gathered and prepare responses as required and advise the Ministry on appropriate steps that should be taken to respond to media reports. Liaise with
journalists/media outlets and map their areas of focus against the Ministry. Serve as member of the Senior Management Team.

ENQUIRIES : Mr M P Shiviti (telephone 012 359 0262)

POST : Director: Supply Chain Management

SALARY : Inclusive remuneration package of R 819,126 per annum (salary level 13).

CENTRE : Pretoria

REQUIREMENTS : An appropriate NQF 7 qualification in Commerce/Purchasing/Supply Chain Management. Minimum of 10 years working experience as a supply chain manager, including at least three (3) years in a middle management position in the public sector. In-depth knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), SCM Guidelines, Advanced MS Excel and PowerPoint skills. Good communication and stakeholder liaison skills. The successful applicant will be subject to personal security vetting at a top secret level.

DUTIES : Responsible for the overall management of all departmental supply chain management (SCM) processes, i.e. demand, acquisition, asset and disposal management. Review supply chain performance and make recommendations to improve efficiency and effectiveness. Develop and engineer standard operating procedures with regard to SCM (processes, procedures and delegations). Assist the CFO to establish and communicate the Department’s SCM policies, guidelines and objectives with key stakeholders. Develop and implement the supplier database. Develop and maintain contract database for all bids awarded. Monitor and evaluate the performance of suppliers. Develop and implement controls for contract management. Develop and maintain accurate and complete fixed assets register for all movable assets. Oversee the reconciliation of capital expenditure with the departmental fixed asset register. Provide strategic guidance and advice on SCM to all internal and external stakeholders. Timely provide management information and reports relating to SCM to management and oversight bodies, eg. EXCO, Top Management, MANCO, AGSA, NT, etc. Manage the
directorate’s resources including budget, human capital and assets effectively and efficiently. Serve as member of the Senior Management Team.

ENQUIRIES : Mr L Louw (telephone 012 359 0225)

POST : Director: Human Resource Management

SALARY : Inclusive remuneration package of R 819,126 per annum (salary level 13).

CENTRE : Pretoria

REQUIREMENTS : An appropriate management-related Degree or equivalent NQF 7 qualification. Minimum of five (5) years management experience. Proven experience in managing the full spectrum of human resources in the public sector. Knowledge and understanding of public service prescripts related to human resource management. Strategic management, financial administration, project management, change management, customer relations, negotiation, advanced verbal and written communication, problem solving, honesty and integrity. Ability to work under pressure. Ability to design ideas without direction. The successful applicant will be subject to personal security vetting at a secret level.

DUTIES: Provide strategic leadership and support to the development, implementation and reporting of action plans in support of the Department’s strategic human resource management. Develop human resource policies and strategies. Ensure the alignment of the organisational structures with the Department’s strategic plan. Ensure that Organisational Development and Job Evaluation functions are carried out effectively. Render efficient and effective human resource administration services. Promote the optimal performance and development of human resources. Promote sound labour relations and manage employee health and wellness programme. Oversee and provide support to the designated operational and delegated management responsibilities of the HRM Directorate. Ensure the realisation of performance outcomes and optimise the achievement of
service delivery and performance standards. Serve as member of the Senior Management Team.

**ENQUIRIES** : Mr MP Shiviti (telephone 012 359 0262)

**POST** : Director: Communication

**SALARY** : Inclusive remuneration package of R 819,126 per annum (salary level 13).

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate NQF 7 qualification in Communication, Marketing or related field. Minimum of five (5) years experience in the field of gender activism, public relations and communications. Able to advocate for the socio-economic participation and empowerment of women. Proven record of relationship building and networking. Advanced written and verbal communication and interpersonal relations skills. Creative and innovative thinking. Ability to coordinate and organise. Computer proficient. Research and problem solving skills. Ability to work under pressure. Ability to design ideas without direction. The successful applicant will be subject to personal security vetting at a secret level.

**DUTIES:**

Provide internal and external communication management services. Promote stakeholder relations and outreach initiatives. Provide events management services. Support communication priorities and programmes. Monitor and analyse reporting in the media of the Department. Ensure effective internal (printed and electronic) communications. Conduct communication research and analyses. Manage special communication projects. Ensure the realisation of performance outcomes and optimise the achievement of service delivery and performance standards. Serve as member of the Senior Management Team.

**ENQUIRIES** : Mr MP Shiviti (telephone 012 359 0262)
POST: Deputy Director: Human Resource Development

SALARY: Inclusive remuneration package of R 532,278 per annum (salary level 11).

CENTRE: Pretoria

REQUIREMENTS: An appropriate three (3) year tertiary qualification in Human Resource Management or relevant NQF 6 qualification. Minimum of five (5) years experience in human resource development as well as working with performance management and development systems. Three (3) years supervisory experience. Knowledge of the Public Service Act and Regulations, National Skills Development Strategy, Employment Equity Act, Skills Development Act and PMDS processes. Applied strategic thinking, effective verbal and written communication, project management, planning and organising, problem solving, decision-making and interpersonal relations. The successful applicant will be subject to personal security vetting at a secret level.

DUTIES: Develop, implement and review skills development programmes, policies and strategies, including internships. Develop, implement and report on the departmental Workplace Skills Plan and HRD Plan. Coordinate departmental training and skills development programmes. Coordinate the allocation of management of departmental bursaries. Support, coordinate and report on the implementation of Performance Management and Development Systems. Provide support to Performance Moderation Committees.

ENQUIRIES: Mr MP Shiviti (telephone 012 359 0262)
POST :  Deputy Director: Management Accounting

SALARY :  Inclusive remuneration package of R 532,278 per annum (salary level 11).

CENTRE :  Pretoria

REQUIREMENTS :  An appropriate three (3) year tertiary qualification in Accounting or Financial Management or equivalent NQF 6 qualification. A post-graduate qualification will be an added advantage. Minimum of five (5) years supervisory experience in the full range of government finance functions, particularly in the budgeting and expenditure environment. Sound knowledge of relevant legislations and prescripts (including PFMA, Treasury Regulations, DORA, etc). Thorough knowledge and understanding of government budget processes. Knowledge and experience in monitoring mechanisms and detection of early warning signs of over/under spending. Knowledge of BAS, LOGIS and PERSAL. Good communication, organisational, supervisory and people management skills. Proven computer literacy, including advanced MS Word, Excel and PowerPoint. Proven analytical and numeracy skills. The successful applicant will be subject to personal security vetting at a confidential level.


ENQUIRIES :  Mr L Louw (telephone 012 359 0232)
POST: Assistant Executive Personal Assistant: Office of the Director-General-ODG

SALARY: Basic remuneration package of R 227,802 per annum (salary level 8).

CENTRE: Pretoria

REQUIREMENTS: An appropriate administration-related or equivalent NQF 6 qualification. Minimum of three (3) years experience in administrative and clerical systems. Knowledge and understanding of public service prescripts related to office and information management. Effective verbal and written communication, planning and organising, problem solving, decision-making and interpersonal relations. Ability to work under pressure without supervision. The successful applicant will be subject to personal security vetting at a secret level.

DUTIES: Provide personal assistance to the Director-General. Provide clerical support services to the ODG. Support secretarial services to the ODG and other governance structures that are chaired by the DG. Manage the front desk operation of the ODG. Screen all telephonic call directed to the ODG. Make travel, accommodation, logistical and financial arrangements for the ODG. Process correspondence related to the ODG. Schedule and support meetings and appointments related to the ODG.

ENQUIRIES: Mr N Kose (telephone 012 359 0104)