

Department of Communications and Digital Technologies

The Department is an equal opportunity department and the Department's intention is to promote equity through the filling of these posts.

APPLICATIONS: Please forward your application via email to: recruit-posts@dtps.gov.za (quoting the relevant reference in the subject line).

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 and certified copies (not older than six (6) months) of all qualification(s), statement(s) of results and ID document/Passport. Applications received after the closing date will not be considered. **e-mailed applications will be considered.** 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.** 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. 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 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.

CLOSING DATE: 3 July 2021

ENQUIRIES : Ms Mathope Thusi +27 12 421 7100, Ms Tania Beukes +27 12 427 8184, Ms Louisa Kgang +12 421 7006

POST: DISTRICT DEVELOPMENT MODEL (DDM) SPECIALIST (12-MONTH CONTRACT)

SALARY: An all-inclusive package of R1 057 326 per annum

CENTRE: Pretoria, Hatfield

REQUIREMENTS: An NQF 7 qualification in Social Science or related field. More than 5 years proven record in working on multi-facet projects. Well-developed Programme and Project management skills. Strategic capability and leadership, people management and empowerment, financial management, knowledge of the PFMA. Ability to operate under pressure and work independently. Excellent verbal and written communication skills. Well-developed analytical skills. Be computer Literate. A valid driver's license. Be able to work well as part of a team.

DUTIES: The successful candidate will be responsible for coordination of all the Department's interventions implemented at district and metropolitan (local government) level through the District Development Model (DDM). He/ she will be responsible to design, plan, manage, implement the Annual Performance Plan for the DDM as well as the quarterly and monthly work plans. Responsible for developing and consolidating strategic plans for capacity building initiatives and support programmes at district and local levels across the different functional areas, i.e. institutional development, governance, infrastructure delivery, development

planning, local economic development etc. Audit of all capacity building support services, initiatives and programmes in the districts by various government entities, partners and service providers. Provide regular reports about the performance of the districts to inform planning and further interventions. Matching identified capacity support needs of district municipalities with available programmes in the department and services offered and address any gaps working with technical leads. Coordinate the delivery of standardised and customised capacity building and change management programmes to ensure the successful implementation support initiatives. Coordinates and monitors completion of assigned initiatives, activity plans in the performance management system and manages data collection to track, analyse, monitor and evaluate implementation of initiatives. Evaluates initiatives performance, recommends changes and improvements. Establish partnerships and liaise with all entities involved in the implementation of DDM.

POST: **DISTRICT DEVELOPMENT MODEL (DDM) COORDINATOR (TWO POSTS) (12 MONTH CONTRACT)**

SALARY: **An all-inclusive package of R869 007 per annum**

CENTRE : Pretoria, Hatfield

REQUIREMENTS: An NQF Level 6 qualification in Public Management, Social Science, Public relations or equivalent. A Project Management qualification would be an added advantage. Proven track record in project management in a community development field. More than 3 years' work experience in a multi-facet project environment. Ability to work independently. Excellent verbal and written communication skills. Well-developed analytical skills. Be computer Literate. A valid driver's license. Be able to work well as part of a team. Experience in working in local government would be an added advantage.

DUTIES: The successful candidate will be responsible to coordinate programs implemented by the Department and its entities in various districts and metro spaces countrywide. He/ she will be responsible to design, plan, implement and monitor key projects implemented by DCDT and its entities in the identified districts. Liaise with entities, provincial, district and local municipalities. Monitor implementation of projects by the Department and its entities. Implement a clear monitoring and evaluation system to track progress. Enhance public participation/engagement in provinces and affected municipalities. Engage with municipalities external entities on compliance issues. Respond to emergency situations outside of standard working hours. Represent the Department in Intergovernmental Forums on DDM.