



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, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to email: recruitpositions@dtps.gov.za.

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 CV and certified copies (not older than six (6) months) of **all** qualification(s), and ID document.

The successful candidates must disclose particulars of all registrable financial interests and sign employment contracts within one month from the date of assumption of duty. Performance Agreements 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. **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. ***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. Following the interview and technical exercise, 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. 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 the three (3) months 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: 23 March 2021

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

SMS POSTS (12-MONTH CONTRACT POSTS)

POSITION: HEAD OF PMO: BDM (12-MONTH CONTRACT POST)

SALARY: R1 251 183 per annum (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE: Pretoria, Hatfield

REQUIREMENTS : A relevant NQF level 7 qualification, as recognized by the South African Qualifications Authority (SAQA) with at least 5 years' relevant experience at senior managerial level. A postgraduate qualification will be an added advantage. Project coordination and management, understanding of policy environment, understanding of ICT environment, Knowledge of applicable legislations, Public Finance Management Act, Treasury Instructions, Public Service Act, and Public Service Regulations Electronic and Communication Act, Broadcasting Act, Independent Communication Authority of South Africa. Data Collection and Analysis, Broad knowledge of key 4IR. Knowledge of information management and practices, monitoring, evaluation and research methodologies. Must have good communication skills (both written and verbal), strategic capability and leadership, financial management, problem solving and analysis, people management and empowerment, project management, knowledge management, change management, service delivery

DUTIES: The successful candidate will lead the development Integrated comprehensive digital migration implementation plan to be approved by the Minister. Ensure development and management of governance instruments (MOU/SLA's) with role playing affected SoE's. Coordinate mobilisation of resources and allocation of responsibilities and tasks in line with programme requirements. Ensure execution of the approved rollout project plan. Develop and implement a holistic public education and awareness campaign programme to be hosted through the various technology platforms of the industry participants. Track progress, evaluate the programme and provide regular update reports on the digital rollout process. Work closely with other stakeholders and agencies to ensure that consumers are able to identify and purchase the correct devices. Strengthen the "Go Digital" brand in order to help consumers identify with the digital rollout programme. Conduct research to assess the impact of the public awareness on the issues surrounding switchover. Identify risks/issues and recommend mitigation strategies in the digital rollout process. Coordinate the sector implementation programme. Monitor the sustainability of the project's results. Provide feedback to Ministry and the DG and relevant structures. Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks. Reports to Project Management Team and department. Managing resources allocated to the PMO and lead a team of staff that is able to collectively deliver on agreed deliverables.

POSITION: CHIEF DIRECTOR: BROADCASTING SOE OVERSIGHT (12-MONTH CONTRACT POST)

SALARY: R1 251 183 per annum (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE: Pretoria, Hatfield

REQUIREMENTS : A relevant qualification on NQF level 7 in Commercial/Company Law or related field as recognised by the South African Qualifications Authority (SAQA) with at least 5 years' relevant experience at a senior managerial level in the public entity oversight. At an advanced level required in the following: Strategic capability and leadership, programme and project management, financial management, service delivery and innovation, problem-solving and analysis, change management. Knowledge of Applicable legislations such as: Public Finance Management Act, Treasury Regulations, Companies Act, Public Service Act, and Public Service Regulations, Electronic and Communication Act, Broadcasting Act, Independent Communication Authority of South Africa Act, Films and Publications Board Act. Knowledge and/or understanding of structure and functioning of the National Department, Parliamentary protocol processes, linkages with government clusters, client relations. Must have excellent skills in communication (both written and verbal), knowledge management, people management, client orientation and customer focus, diversity management, risk management, corporate governance. Personal attributes: Ability to work effectively and efficiently under sustained pressure; to meet tight deadlines while delivering excellent results; to communicate at senior management level; work independently; to establish and maintain networks; Innovative; resourceful and Assertive.

DUTIES : The successful candidate will ensure that public entities comply with relevant legislation; monitor and evaluate performance of the SOEs/ Entities; analysis and consideration of entities reports and ensure tabling in Parliament; ensure the implementation of the Policy Framework on the oversight of public entities; ensure compliance with funds transfer requirement/condition of the entities; and monitor organisational risks of SOEs and advise the Minister/Department on potential risks that impact on the mandate and effectiveness of public entities.

POSITION: CHIEF DIRECTOR: ECONOMIC MODELLING & MARKET ANALYSIS (12-MONTH CONTRACT POST)

SALARY: R1 251 183 per annum (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE: Pretoria, Hatfield

REQUIREMENTS: A Bachelors degree (NQF level 7) in Economic/Econometrics/Finance as recognized by the South African Qualifications Authority (SAQA) and experience on snr managerial level of 5-7 years. Knowledge of various sectors within the ICT, Knowledge of applicable legislations, norms and standards related to the Digital Economy and Markets industries, including the Public Finance Management Act, Treasury Instructions, Public Service Act, and Public Service Regulations Electronic and Communication Act, Postal Service Act, Independent Communication Authority of South Africa Act, Competition Commission Act, Consumer Act, functioning of national, provincial and local government, structure and functioning of the Department, Parliamentary protocol processes, linkages with government clusters, departmental standards and regulations Human Resource Management's enabling provisions e.g. legislations, Cross Cultural Knowledge, client relations, Preferential Procurement Policy and Framework, Digital Markets and Industry. Communication (written and verbal), strategic capability and leadership, financial management, problem solving and analysis, people management and empowerment, project

management, knowledge management, change management, service delivery innovation. Client orientation and customer focus.

DUTIES: The successful candidate will oversee the provision of a quantitative Modelling and the Market analysis of the ICT sector in support of building the digital economy. Coordinate and manage the research activities for Economic Modelling and market Analysis and regulation of the ICT sector such as platform and services. Detail market impact and produce biannual report recommending policy intervention. Analyse the economic impact of all regulatory and policy actions and recommend policy and legislative changes. Monitor market and regulatory environment and provide support to all branches and evaluate policies to prepare appropriate proposals. Provide support in implementation of business plans. Contribute to the branches development of policies and strategies. Oversee the resources within the Economic Modelling and the market Analysis Chief Directorate in line with relevant legislation in order to reach the strategic objective of the Department of Communications and Digital Technologies.

POSITION: **DIRECTOR: BROADBAND CORE AND ACCESS NETWORK (12-MONTH CONTRACT POST)**

SALARY: R1 057 326 (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE: **Pretoria, Hatfield**

REQUIREMENTS: A relevant qualification on NQF level 7, in ICT/Electronic/Electrical Engineering, as recognised by the South African Qualifications Authority (SAQA) with at least 5 years' experience on a middle/snr managerial level. Knowledge of the ICT Sector, Electronic and Communication Act, Broadcasting Act, Independent Communication Authority of South Africa Act, Public Service Act, PFMA and other Financial Regulations, Government policies and legislation, Departmental policies & procedures, Departmental prescripts. Communication (written and verbal), strategic capability and leadership, financial management, problem solving and analysis, people management and empowerment, program and project management, knowledge management, change management, service delivery innovation, client orientation and customer focus, diversity management, risk management and corporate governance.

DUTIES : The successful candidate will manage the development and implementation of the broadband strategy in relation to core and access network. Coordinate and facilitate the implementation of broadband roll-out by key stakeholders to minimize duplication e.g. provinces, municipalities, state-owned entities and private sector. Monitor and evaluate the status and the development of various broadband network technologies and networks (e.g. fixed, wireless, mobile etc). Prepare broadband budget requests and their timeous submission, monitoring and submission of expenditure progress reports. Manage resources within the Directorate to ensure that the objectives of Broadband- Access and Core Networks Directorate and the Department are met.

POSITION: **SEIAS (SOCIAL ECONOMIC IMPACT ASSESSMENT SYSTEM) SPECIALIST (12-MONTH CONTRACT POST)**

SALARY: R1 057 326 (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE: **Pretoria, Hatfield**

REQUIREMENTS: A relevant qualification on NQF level 7, as recognized by the South African Qualifications Authority (SAQA) with at least 5 years' relevant experience on a middle/senior managerial level. **Job Knowledge:** Understanding of policy environment and of ICT environment. Knowledge of project management practices, Electronic and Communication Act. Communication (written and verbal) and communicating with diverse audience, strategic capability and leadership, strong project and programme management, problem solving and analysis, High level Human Resources and Financial Management, good interpersonal relations and ability to build trust amongst the relevant stakeholders at high level, good facilitation skills, good conflict management, knowledge management, change management, service delivery innovation.

DUTIES : The successful candidate will develop socio-economic impact assessment on the draft policies and legislation. Assist in providing guidance and support to departments in implementing socio-economic impact assessment system (SEIAS). Contribute to the branches development of policies and strategies. Undertake impact assessment post the implementation of relevant policies and strategies to inform the review and/or development of policies and strategies. Work with Branches to ensure SEIAS is done on all new and reviewed policies, laws and regulations. Assist in the continuous review of the SEIAS templates to ensure that it supports effective impact assessment processes and align adequately with national priorities. Facilitate inductions of officials to utilize the SEIAS. Provide methodological support to government around SEIAS. Assist in

the support work of the Intergovernmental Structures Community of Practice of SEIAS.

POSITION: **IT SPECIALIST: GOVERNANCE AND DIGITAL TRANSFORMATION (12-MONTH CONTRACT POST)**

SALARY: R1 057 326 (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE: **Pretoria, Hatfield**

REQUIREMENTS: A qualification in Information Systems on NQF level 7, as recognized by the South African Qualifications Authority (SAQA) with at least 3-5 years experience in IT applications or systems development. Knowledge in Information Technology, Information systems, Business Analysis, IT frameworks and standards (SDLC, COBIT, ITIL, TOGAF)GCIS web development guidelines, ICT legislations, frameworks, and policies, Application of information legislations: Promotion of Access to Information Act, Copy Right Act, Public Service Act, PFMA and other Financial Regulations, Government Policies, Public service regulations, Policy analysis and development. Communication Act. Communication (written and verbal), strategic capability and leadership, problem solving and analysis, people management and empowerment, programme and project management, knowledge management, change management, application development, database development and administration, client orientation and customer focus, diversity management, risk management, corporate governance and service delivery innovation.

DUTIES: The successful candidate will manage the implementation of the departmental digital transformation strategy within the department. Develop business enabling systems and applications which will enable the department to be a paperless organisation by eliciting business requirements and implement related application. The post further develops and manage digital transformation related project plans and policies and monitor its implementation and related IT governance, Risk and Compliance requirements. Develop IT related project plans and monitor implementation of the digital transformation strategy. Develop policies, processes and related governance, risk and compliance documentation to ensure IT is audit compliant. Manage, coordinate and monitor database of all IT audits. Establish and manage IT governance structures -IT steering committee and ensure compliance with all government IT prescripts such as the IT Governance Policy Framework, COBIT, etc. Gather user requirements using best practice methodologies like BABOK OR RELATED Business Analysis requirements gathering techniques. Ensure development of business enabling applications and systems to ensure digitalization of manual business processes using System Development Life Cycle (SDLC). Coordinate and manage the departmental web-based applications and intranet development including the Enterprise Content management (ECM) system. Manage the departmental Microsoft and other related license to ensure compliance to license obligations and its use within the Department. Provide electronic and collaborative communication channels to facilitate interaction between the Department, portfolio organizations, government departments and stakeholders.

POSITION: **MONITORING AND EVALUATION SPECIALIST(BDM) (12-MONTH CONTRACT POST)**

SALARY: R1 057 326 (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE: **Pretoria, Hatfield**

REQUIREMENTS: A Bachelors Degree in Public Administration, Statistics, Broadcasting, Information Technology or Project Management on NQF level 7 as recognized by SAQA with at least 5 years' experience on middle/snr managerial level. A Post Graduate degree will be an added advantage. Knowledge of Electronic and Communication Act, Broadcasting Act, Independent Communication Authority of South Africa Act, Public Service Act, PFMA and other Financial Regulations, Government Policies, Departmental policies & procedures, Public service regulations, Policy analysis and development.

Communication (written and verbal), strategic capability and leadership, financial management, problem solving and analysis, people management and empowerment, interpersonal skills, project coordination and management, knowledge management, change management, data collection and analysis, diversity management, management skills, client orientation and customer focus, risk management, project governance and service delivery innovation.

DUTIES: The successful candidate will monitor and evaluate the implementation of the Broadcasting Digital Migration programme at national, provincial, district and local municipality levels. Put monitoring and evaluation (M&E) system in place including data collection, analysis and review and ensure that its functioning satisfactorily. Regularly review and revise the system so that it is adapted appropriately to changing operating contexts of the programme. Ensure that relevant and timely Monitoring and Evaluation information is provided in a user-friendly format to key stakeholders, including beneficiary communities, CARE senior management and donors. Develop monitoring and impact indicator for the project success. Develop and strengthen monitoring, inspection and evaluation procedures to be done by the Project Coordinators. Monitor all

programme activities, expenditures and progress towards achieving the project output. Recommend further improvement of the logical framework. Monitor and evaluate overall progress on the achievement of results. Provide feedback to Ministry and DG and relevant structures. Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks. Report to Project personnel with M & E tools and in supporting them in their use. Preparation of monthly MIS reports. Assist Programme management Office with preparing other relevant reports. Prepare issues Log and Risk Log for the programme.

NON-SMS POSTS (12-MONTH CONTRACT POSTS)

POSITION: PROJECT COORDINATORS (BDM) X 3 (12-MONTH CONTRACT POSTS)

SALARY: R869 007 (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE: Pretoria, Hatfield

REQUIREMENTS : A relevant qualification in Broadcasting, Information Technology or Project Management on NQF level 7, as recognized by the South African Qualifications Authority (SAQA), with at least 3-5 years' experience in a project-based environment. Knowledge in developing plans and implementation thereof. Ability to work effectively both independently and as part of a team. Electronic and Communication Act, Broadcasting Act, Independent Communication Authority of South Africa Act, Public Service Act, PFMA and other Financial Regulations, Government Policies, Departmental policies & procedures, Public service regulations, Policy analysis and development. Communication (written and verbal), interpersonal relations, monitoring and evaluation, problem solving and analysis, people management and empowerment, project coordination and management, project governance, financial management, knowledge management, diversity management, change management, risk management, client orientation and customer focused, service delivery innovation.

DUTIES: The successful candidate will provide support to the implementation of the project plan in provinces. Manage the development of the plan and the implementation process of the programme. Coordinate programme meetings at national, provincial, district and local municipalities. Assist with monitoring and evaluation of the programme implementation at national, provincial district and local municipalities in line with approves plan. Coordinate the switch off programme with national, provincial and local stakeholders. Manage the non-subsidised market engagement and enrolment. Suggest strategies to the Project Manager for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks. Recommend further improvement of the logical framework to the Project Manager. Support the Project Manager with the monitoring and evaluation of overall progress on achievement of results. Support the Project Manager with monitoring the sustainability of the project's results.

POSITION: SPECIALIST ICT STRATEGY (DIGITAL ECONOMY MASTERPLAN) (12-MONTH CONTRACT POST)

SALARY: R869 007 (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE: Pretoria, Hatfield

REQUIREMENTS : A relevant qualification in Economics/Statistics/ Econometrics on NQF level 7, as recognized by the South African Qualifications Authority (SAQA), with at least 3-5 years' experience in the field of monitoring and evaluation. Demonstrable experience with development finance institutions (DFI's). Understanding of ICT and Digital economy environment, knowledge of applicable legislations, norms and standards related to the ICT industry, including the Public Finance Management Act, Treasury Instructions, Public Service Act, and Public Service Regulations Electronic and Communication Act, National Integrated ICT Policy White Paper, Electronic Communications Act, etc., Functioning of national, provincial and local government, Structure and functioning of the Department, Linkages with government clusters, Departmental standards and regulations Human Resource Management's enabling provisions e.g. legislations, Cross Cultural Knowledge, Client relations. Communication (written and verbal), report writing, problem solving and analysis, people management and empowerment, project management, knowledge management, financial analysis, financial marketing analysis, stakeholder management, change management, service delivery innovation.

DUTIES: The successful candidate will support the Chief Directorate to manage, monitor and evaluate the digital economy masterplan implementation and its programs. Develop programme performance indicators within the Chief Directorate. Manage the development of the digital economy implementation plan. Coordinate the implementation of the Digital Economy Masterplan. Coordinate with stakeholders the programs related to digital economy to support the country's economic recovery

programme. Manage the generation and consolidation of high level monthly and quarterly reports on the implementation of the Digital Economy Masterplan. Monitor, evaluate and review the implementation of the digital economy programme of action.

POSITION: SOCIAL MEDIA SPECIALIST (12-MONTH CONTRACT POST)

SALARY: A basic salary of R257 508 per annum

CENTRE: Pretoria, Hatfield

REQUIREMENTS : A relevant qualification on NQF Level 6 in Communications, Marketing, Business, New Media or Public Relations as recognized by the South African Qualifications Authority (SAQA), either in journalism, public relations, communication, or marketing with at least 3 years' relevant experience within the environment. Knowledge of digital marketing trends, marketing strategy, Electronic and Communication Act, Broadcasting Act, Independent Communication Authority of South Africa Act, Public Service Act, PFMA and other Financial Regulations, Government Policies, Departmental policies & procedures, Public service regulations, Policy analysis and development. Communication (written and verbal), creative mindset, presentation skills, interpersonal relations, understanding how content works on a social web, tactics and execution, proven working experience in social media marketing or as a Digital Media Specialist, excellent consulting, writing, editing (photo/video/text), demonstrable social networking experience and social analytics tools knowledge, adequate knowledge of web design, web development, CRO and SEO, knowledge of online marketing and good understanding of major marketing channels, knowledge management, change management, financial management, risk management, problem solving, people management, service delivery innovation, client orientation and customer focus, diversity management.

DUTIES: The successful candidate will be responsible for planning, implementing and monitoring the Broadcasting Digital Migration (BDM) Social Media strategy. Build and execute social media strategy through competitive research, platform determination, benchmarking, messaging- and audience identification. Generate, edit, publish and share daily content (original text, images, video or HTML) that builds meaningful connections and encourages community members to take action. Set up and optimize- BDM pages within each platform to increase the visibility of the department's/project's social content. Moderate all user-generated content in line with the moderation policy for each community. Create editorial calendars and syndication schedules. Monitor Search Engine Optimization (SOE), Conversion Rate Optimization (CRO) and suggest content optimization. Continuously improve by capturing and analyzing the appropriate social data/metrics, insights and best practices and then acting on the information