

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 10 February 2017
- NOTE** : GCIS is an equal opportunity employer. Applicants with disabilities are welcome to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting.

OTHER POSTS

- POST 04/16** : **DEPUTY DIRECTOR: STRATEGIC PLANNING AND PERFORMANCE MONITORING**
Directorate: Strategic Planning & Performance Management
- SALARY CENTRE REQUIREMENTS** : All-inclusive remuneration package R612 822 per annum
: Pretoria
: Three years tertiary qualification in Public Administration or related field. At least three years' experience in strategic management within the public sector. Knowledge and experience in strategic management, business and operational planning. Experience in data collection and analysis to generate clear and concise management reports. An ability to effectively and timely coordinate the submission of all organisational planning documents. Sound understanding of government policy. Good understanding of legislative frameworks governing planning and reporting in the public sector. Excellent report writing skills and ability to write high level reports to management. Proven capability to facilitate strategic and business planning session for branches. Experience in alignment of policy to the departmental strategy. Ability to interact and communicate with people of all level. A proven team player. High level of computer literacy. Excellent power point presentation skills.
- DUTIES** : The incumbent will be required to conduct secondary data analysis and literature-based research on political, social, economic, technological and industry trends that may impact on the organisation. Prepare summaries of government policy documents and reports and conduct additional background research that will inform the organisational situational environment. Assist in setting SMART targets for the strategic objectives and indicators. Assist in developing the multi-year strategic, and annual performance plan in line with relevant legislation. Coordinate the process of cascading the departmental annual performance plan into the operational plan and performance plans. Ensure the timeous submission of the departmental plans and reports to the oversight bodies. Assist in coordinating the departmental strategic planning sessions. Develop, implement and maintain reporting tools to monitor performance towards the achievement of outputs and systematically and objectively evaluate evidence against achievements. Provide performance information for the ENE and support the development of the financial

case of the department. The successful incumbent must be able to work under pressure without constant supervision and meet deadlines. All shortlisted candidates will be required to undertake a technical assessment.

ENQUIRIES : Ms. Karabo Sebati Tel no: 012 473 0123

POST 04/17 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION**
Directorate: Human Resources Management

SALARY : R311 784 per annum (Excluding Benefits)
CENTRE : Pretoria

REQUIREMENTS : Qualifications: A 3 years Degree (NQF 7) or National Diploma (NQF 6) in HRM or related field. Knowledge and Experience: Minimum 3 - 4 years' experience on a supervisory level in HR environment is required. Extensive knowledge and experience in PERSAL system and has completed Personnel Controllers' Course; Personnel Administration course and Establishment. Extensive knowledge and experience in the supervision of work emanating from the operations of service benefits, conditions of service, termination of service and performance management administration. Extensive practical experience of MMS and SMS package structuring. Competencies: Client orientation & customer focus. Programme and project management ,people management and empowerment. Financial management. Excellent writing skills and good report writing. Ability to interpret, analyze and apply policies. Working independently and organizing skills. Must be computer literate. Ability to multitask, work under pressure and be detailed conscious.

DUTIES : Supervision of the administration of all service conditions and Benefits. i.e Appointments; Transfers; Promotions, Probations; Home Owners Allowances Leave; Long Service Recognition; Pension, Service Bonus; EPMDs; ILL Health Retirements; Service Terminations and administration PILIR processes within the Department. MMS and SMS packages restructuring, processing allowances (Overtime; standby; acting /secretary/HOD/and rental). Ensure an effective Personnel registry is provided to the department. Provide an effective information service regarding Human Resource Administration matters. Maintenance and understanding of PERSAL staff establishment. Performs functions of the Departmental Personnel Controller. Administration of employment equity statistics of the department and other general administration duties. Provide data for the drafting of Human Resource Plan. Draft, revise and implement HR Policies.

ENQUIRIES : Mr Z Ramatsebe, Tel no: (012) 473 0472