

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)

- 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** : 24 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 07/39** : **DEPUTY DIRECTOR: INTERNAL AUDIT**
Chief Directorate: Internal Audit
- SALARY** : All-inclusive remuneration package R612 822
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3-year Bachelor's degree or diploma in Internal Audit/Accounting, majoring in Accounting and Auditing/Internal Auditing. Post-graduate qualification will be an added advantage. At least 5 years of auditing experience of which two years must be at a junior management/supervisory level. Knowledge and understanding of legislative and regulatory framework in the Public Service. Public Finance Management Act, Public Service Act and related regulations, as well as the Accounting and Auditing Standards applicable to the Public Sector. Skills: Excellent communication skills (verbal, presentation and report writing). Knowledge of project planning and management. Problem solving and analysis. Facilitation and coordination skills. Honest and integrity. Teamwork, interpersonal relations and flexibility.
- DUTIES** : Develop an annual operational plan for financial, and compliance audits in line with the PFMA and Public Service Act. Supervise, support and review audit engagements and assess audit results against audit engagements objectives and scope. Determination of audits engagements resources and resources allocation. Perform high level and other audit engagements as and when necessary from time to time. Evaluate audit conclusions and recommendations, compile draft and final audit reports. Perform follow-ups on management action plans. Compile progress reports and where applicable, attend the Internal Audit and Risk Committee, the Audit and Risk Committee and management meetings to present audit and progress reports as required.
- ENQUIRIES** : Mr D Modiba Tel no: 012 473 0308
- POST 07/40** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**
Directorate: Human Resource Management
- SALARY** : R311 784 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of a 3 years Degree (NQF 7) or National Diploma (NQF 6) in Human Resources Management or related qualification. At least 2 -3 years' experience in the related field which includes supervisory

experience. Knowledge and application of the following legislator frameworks: Public Service Regulations, Public Service Act, HR Prescripts, Labour Relations Act and the Employment Equity Act. Understanding of efficiency promotion including the development of organisational structure, Job profile design and Job evaluation, Organisational behaviour, Organisational Design, Bargaining Resolutions. The ability to communicate well (verbally and in writing) with people at various levels. Good telephone etiquette. Creativity. Problem-solving, interpretation, analytical, listening administrative, planning, organising, execution, reliability and reporting skills. Good interpersonal relations. Computer literacy in MS Office software. Knowledge of Persal. Willingness to travel and work after hours. A valid driver's licence.

DUTIES

: The successful candidate will be required to provide Human Resource Management with regard to the recruitment and selection processes which includes monitoring the filling of vacant posts within the set timeframes. Manage recruitment and selection (advertisements, transfers, verification of qualifications, secretariat functions at interviews, reporting the outcomes of recruitment and selection). Oversee personal suitability checks (criminal, credit, citizenship, etc.). Compile submissions for the approval of appointments. Provide advice to clients regarding recruitment and selection. Coordinate, facilitate and monitor development of job profiles in the Department. Conduct organizational development investigations. Manage and conduct job evaluation processes in the Department. Management of Organisational Structure and maintain post establishment and post structure of the Department aligned to the approved organisational structure.

ENQUIRIES

: Ms Z Ramatsebe: Tel no: (012) 473 0472