

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 March 2017
- NOTE** : 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). "The successful candidate must disclose to the DG particulars of all registrable financial interests".

OTHER POSTS

- POST 10/04** : **DEPUTY DIRECTOR: CONTENT DEVELOPMENT**
- SALARY** : All-inclusive salary package: R612 822 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of a recognised 3 years Degree (NQF 7) or National Diploma (NQF 6) in Communication Science, Journalism, Media Studies or English; a postgraduate qualification in the relevant fields will be an added advantage. Proven experience as a writer, editor and proof-reader; excellent verbal and written communication skills in English; a minimum four years' experience in a publishing/communication environment; good planning and project management skills; outstanding editing and proofreading skills; good interpersonal and intercultural skills; must be able to work well in a team; ability to work under pressure and meet tight deadlines; computer literacy is a requisite, especially on an Apple Mac; a good knowledge and understanding of government programmes and projects; willingness to work overtime, including weekends and public holidays, when required to meet tight deadlines. A valid driver's licence.
- DUTIES** : The successful candidate will be required to Oversee the overall production of the annual South Africa Yearbook (SAYB) and Pocket Guide to South Africa; develop, rewrite, edit and proofread content for a variety of information and strategic products such as annual reports, publications, newsletters, leaflets, posters, advertisements, exhibitions, etc; prepare publications for final sign-off; manage, coach and mentor a small team of editors/writers; update and maintain the GCIS Style Guide; coordinate the digitisation of the SAYB; manage the unit's social media accounts; liaise with external service-providers and stakeholders.
- ENQUIRIES** : Mr Elias Tibane, Tel no: 012 473 0069
- NOTE** : Interviewees will be expected to perform a practical writing, editing and proofreading test.
- POST 10/05** : **STATE ACCOUNTANT: BUDGET OFFICE**
Directorate: Finance
- SALARY** : R211 194 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a three year degree in commerce with Accounting as subject or a three year diploma in Public Finance with Cost and Management Accounting as subject, with relevant experience. Ability to work under pressure. Good communication and writing skills. Knowledge of the Budget process in the Public Service, the Basic Accounting System (BAS), National Treasury Regulations and understanding of the Public Finance Management Act (PFMA). Computer literacy in Microsoft Excel and Word.

- DUTIES** : The successful candidate will be responsible for co-ordinating, analysing, consolidating and reporting in respect of the budget and expenditure information of GCIS; ensuring that records of financial transactions are updated correctly and monitoring of expenditure against the approved budget. These functions include, amongst others, duties regarding monthly projections, virement, Medium Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE), budget functions on the Basic Accounting System (BAS), etc. The successful candidate should also be able to evaluate the performance of planned activities as indicated in the business plan against the allocated budget. Provide an administrative support service to the component.
- ENQUIRIES** : Ms K Matlala, Tel no: (012) 473-0127 / Mr H Bekker, Tel no: (012) 473-0099
- POST 10/06** : **SENIOR SUPPLY CHAIN MANAGEMENT CLERK**
Sub-Directorate: Supply Chain Management
- SALARY** : R171 069 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a 3 years Degree (NQF 7) or National Diploma (NQF 6) in Public Management/Administration/Logistics Management/ Public Finance and Accounting or Purchasing Management, with relevant experience in Supply Chain Management. Knowledge and application of the following Legislative Frameworks: PFMA and Treasury Regulations. Knowledge and understanding of Government procurement procedures and the Logis system. Very good communication and interpersonal skills, ability to work under pressure and independently. Computer literacy with knowledge of Excel, and good organizational skills.
- DUTIES** : The successful candidate will be responsible as an entry point receiving requisitions from Internal Clients online, verifying the requisitions for compliance in line with prescripts, checking and verifying suppliers on the Central Supplier Database, approving compliant requisitions on-line using SharePoint and return non-compliant requisitions back to the client quoting the prescript that is being transgressed. He/she will also be responsible for printing hard copies of compliant requisitions and submit to supervisor to distribute to the relevant officials for capturing on LOGIS, updating requisitions on SharePoint immediately with the relevant order numbers, printing SharePoint reports on outstanding requisitions to be printed and / or updated with order numbers on SharePoint, daily, and provide to supervisor. The candidate will provide monthly reports from SharePoint, assist with capturing of requests on LOGIS. Handling queries and enquiries related to requisitions and update the SCM enquiry system, and provide effective and efficient client service.
- ENQUIRIES** : Mr Enoch Phahlane Tel no: (012) 473-0075