

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)

GCIS is an equal opportunity employer and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the department through filling these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X745, Pretoria 0001, or hand deliver to Tshedimoseiso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 31 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, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance". All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. (Criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants with disabilities are welcome to apply.

OTHER POSTS

- POST 11/07** : **PRODUCTION ASSISTANT: VUK'UZENZELE**
- 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 Public Relations, Journalism, Advertising and Communications or equivalent qualification. At least 2 years' experience in publishing (print or online) of a glossy corporate magazine, newspaper, website and/or social media environment. Proven experience in a publishing environment. Good organisational and communication skills. Basic article\feature writing skills. Source and liaise with potential advertisers. Sourcing, overall management and briefing of freelancers. Sourcing of appropriate images and photos for the publications. Ability to work under pressure and meet deadlines. Ability to multi-task and manage priorities in a fast-paced environment. Should be highly motivated with an eye for detail. Excellent coordination and analytical skills. Experience in disseminating information on Social media platforms. Excellent report writing skills. Must be willing to work long and after hours as and when required. A valid driver's licence.
- DUTIES** : The successful candidate will be required to provide the editorial support to the editorial team. Provide support to the graphic design team as and when required. Collaborate with the editorial team on the required images and photographs for the newspaper, magazine and the newsletter per edition. Assist editors and writers with information research towards the development of content. Coordinate and prepare editorial meetings and taking of minutes thereof. Assist the Graphic Designer in doing some of the design work in accordance with the product development guidelines of GCIS. Liaise with the Translation Unit to ensure that the translation process runs smoothly. Manage the Vuk'uzenzele Reader Response System and the on-line subscribers. Establish and maintain working relations with internal and external

information providers in order to build relevant network of information for the benefit of the clients. • Manage content dissemination via social media platforms. Conceptualise and handle visual execution of all design briefs. Provide comprehensive briefs to photographers and illustration artists. Liaise with reproduction houses, feature writers, sub-editors, advertisers and printing companies on production related matters. Assist with the updating of the website when required to do so. Responsible for archiving all visuals and publications produced, Ms Dorris Simpson, Tel no: (012) 473 0065

ENQUIRIES

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POST 11/08

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ASSISTANT DIRECTOR: CONTENT AND KNOWLEDGE MANAGEMENT
Mpumalanga Provincial Office

SALARY
CENTRE

:

R311 784 per annum
Mbombela (Nelspruit)

REQUIREMENTS

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Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) or equivalent qualification and/or sufficient communication experience with knowledge of communication disciplines, including media liaison, research and development. The candidate must have an understanding of development communication and knowledge of the Mpumalanga Province. He/she must be computer literate, and be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Some knowledge of administration and finance is required.

DUTIES

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The successful candidate will be required to provide support in overseeing the work of the Provincial Office. Serve as the Sub-project desk for information management in the Provincial Office. Support the Deputy Director: Liaison in coordinating the implementation of projects and the monitoring and evaluation of work done by district based RCC/Senior Communication Officers. Oversee the functioning of information resource centres in the Provincial and District offices. Quality assures the corporate and branding identity of government information products. Oversee the management of the distribution function in the GCIS Provincial and District offices. The candidate will be responsible for the monitoring and evaluation of the work of the GCIS Mpumalanga Office including desktop research duties and impact assessments.

ENQUIRIES

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Mr J Nkosi Tel no: 013 753 2397

POST 11/09

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ADMINISTRATIVE OFFICER: MPUMALANGA PROVINCIAL OFFICE
Mpumalanga Provincial Office

SALARY
CENTRE

:

R211 194 per annum
Mbombela (Nelspruit)

REQUIREMENTS

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Applicants should be in possession of an appropriate three year Degree (NQF 7) or National Diploma (NQF 6) in Public Administration or related field, with at least two years relevant experience. He/she must have knowledge of the PFMA, and tender procedures. Must be computer literate, and be in possession of a valid Code 08 driver's licence.

DUTIES

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The successful candidate will be responsible for procurement, asset control and disposal in respect of A-class accountable items, budgeting and financial management at provincial level. The candidate will be responsible for the procurement of goods and services, capturing orders and maintaining the database. Other duties will include support in the provisioning of GG and subsidised transport services in the Provincial Office, provision of monthly administrative reports to the Head Office and to the Provincial Director on administrative matters with other departments as well as the public and service providers for the Mpumalanga provincial GCIS. He/she will be responsible for training and guidance on administrative matters to communication officers, the secretary, part-time workers and interns. Providing support in terms of lease agreements for the GCIS provincial office as well as district offices, supporting Provincial Director in evaluating staff under his/her supervision, providing support regarding personnel matters to the Head Office from the Mpumalanga GCIS Provincial Office. Providing support in compiling monthly budget projections and record keeping of budget expenditure, handling and controlling all financial matters for the Mpumalanga GCIS and information resource centres located in Thusong Service Centres and elsewhere.

ENQUIRIES

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Mr J Nkosi Tel no: (013) 753 2397

POST 11/10 : **WORK STUDY OFFICER**
(One year contract)
Directorate: Human Resource Management, Pretoria

SALARY : R211 194 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a National Diploma (NQF 6) in Organisation and Work Study/ Management or related qualification. At least 1-2 years relevant experience. Proof of formal training in Job Evaluation System. Work study and work study techniques. Knowledge of Human Resource legislation and Government Transformation Imperatives. Public Service Act, Public Service Regulations, Labour Relations Act and Employee Equity Act. Analytical thinking, creative and innovative, ability to interpret and apply policies. Good communication, presentation skills and ability to conduct research. Knowledge of Persal. Computer and report writing skills. Ability to work under pressure. Ability to function independently and work as part of the team. Good interpersonal relations. A driver's license.

DUTIES : The successful candidate will be required to conduct work-study investigations. Submit complete reports on proposed organisational structures. Conduct job evaluations on the current approved evaluate Job Evaluation system. Present investigation results to the Job Evaluation Panels. Oversee job evaluation administrative processes. Execute work organisation interventions (organisational structures, post provisions, etc.). Execute job/work analyses to provide advice on: job evaluation processes and procedures, business process re-engineering, job description and specification and job evaluation. Assist with/participate in the administration of efficiency related management systems (approved establishment, job evaluation administration, etc.). Advise on the implementation of the finding of interventions and job/work/process analyses investigations. Administer the post establishment on PERSAL.

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

POST 11/11 : **SENIOR SUPPLY CHAIN MANAGEMENT CLERK**
(One-year contract)

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

POST 11/12 : **SENIOR ASSET MANAGEMENT CLERK GR III**
Directorate: Facilities & Security Management

SALARY : R171 069 per annum
CENTRE : Pretoria

- REQUIREMENTS** : Applicants should be in possession of a National Diploma (NQF 6) in Public Management/Administration/Logistics Management, or equivalent qualification. Excellent communication and interpersonal skills. Computer literacy. Ability to work well under pressure. Knowledge of LOGIS and proven experience in facilities environment and asset management through LOGIS. Valid driver's licence and be prepared to travel to Provincial offices.
- DUTIES** : The successful candidate will be responsible for ensuring proper control of Departmental Assets, developing and implementing action plans for assets management in terms of asset verification, disposal management, etc. Barcoding of departmental assets. Handling asset related queries. Conducting asset verification in head office and provincial offices. Compiling of monthly report for Logis and Bas. Updating of inventory control sheet for all directorates within Head Office. Liaise with Head Office and Provincial Offices with regards to asset disposal. Regular updating of asset registers.
- ENQUIRIES** : Mr Mendrick Mlondobozi Tel no: (012) 473 0182