

DEPARTMENT OF GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM
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.

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 14 April 2017
- NOTE** : The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference. 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). "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).

OTHER POST

- POST 13/16** : **SENIOR SECRETARY GR III**
Parliamentary Office
- SALARY CENTRE REQUIREMENTS** : Commencing salary of R 171 069 per annum
Cape Town
Applicants must be in possession of a National Diploma (NQF Level 6) in Secretarial studies. At least 2 years' work experience. Excellent interpersonal skills. Good communication skills (written and oral), and exceptional organising and planning skills. Ability to work independently, under pressure and in a team. Time management and proactiveness. Problem solving skills and results orientated individual. Attention to detail. Computer literate (Microsoft Word, Power Point, Access and Excel). Report writing, compilation and collation of information. Advanced minute taking and development of action plans. Credible and proven experience in the secretarial and administrative function of an organisation.
- DUTIES** : The successful candidate will be required to provide secretarial support to the Director and general administration support to the Directorate. Provide general administrative support to the GCIS Executive and Senior Management travelling to parliament. Write routine notes, memos, letters and reports. Prepare agenda's and take minutes of project or general meetings. Maintain an effective filing and document tracking system (electronic and physical). Manage the Director's diary (electronic and manual) and maintain an appropriate schedule for appointments. Develop new ideas to change existing procedures so as to improve filing, tasking and document tracking. Create and maintain databases of internal and external stakeholders. Coordinate effective internal and external meetings, appointments and events. Compile agenda and take accurate minutes during meetings. Diary and calendar management.

ENQUIRIES

: Receive visitors, and organise parking and refreshments. Handle travel and accommodation arrangements, subsistence & Travel (S&T) claims and budget cash flow information. Manage the leave register. Study relevant public service and GCIS policies and procedures to ensure the proper application thereof. Assist with Budget and projections administration. Good telephone etiquette. Ensure a well-managed and efficiently smooth day to day running office. Ms L Cerf, Tel: (021) 465 3658.