

GOVERNMENT COMMUNICATIONS 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. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference. Applicants with disabilities are welcome to apply.

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimoseiso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 12 May 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).

MANAGEMENT ECHELON

- POST 17/02** : **DEPUTY DIRECTOR-GENERAL: INTERGOVERNMENTAL COORDINATION & STAKEHOLDER MANAGEMENT**
Branch: Intergovernmental Coordination & Stakeholder Management
- SALARY** : All-inclusive salary package of R1 299 501 per annum of which 30% may be structured according to the individual's needs
- CENTRE** : Pretoria
- REQUIREMENTS** : Envisage for appointment to this position is a seasoned and experienced senior manager with a minimum of eight (8) to ten (10) years' experience in senior management services dealing with government policy, intergovernmental relations, stakeholder and relationship management and development communication. An appropriate 4 years undergraduate qualification (NQF8) in Public Relations/Development Communication/ Public Management or any other related qualification. Excellent writing skills with extensive report writing experience. Strong Financial and Human Resource Management skills. Computer Skills. A code 8 driver's license.
- DUTIES** : Provide effective strategic leadership and management of the Chief Directorate: Provincial Liaison, Media Engagement and Cluster Communications. Provide strategic leadership to Cluster Communication system in government and media .Build partnership with strategic stakeholders in pursuit of the GCIS' vision of access to information. Ensure effective functioning of the ICSM Branch. Supervise, lead or participate in government communication projects, including giving strategic guidance to cluster communications. Manage intergovernmental relations, as well as stakeholder management for the programme. Provide support in developing communication system at the sphere of local government as well as working closely with the office of the Director-general and communication unit in the provincial government. Ensure synergy in the work of GCIS and that of the provinces with respect to communication guided by the national communication strategy. Build

		partnership with strategic stakeholders in pursuit of the GCIS' vision of access to information.
<u>ENQUIRIES NOTE</u>	:	Mr D Liphoko, Tel no: (012) 473 0063
	:	This is a re-advertisement, applicants who previously applied for these post are encouraged to re-apply.
<u>POST 17/03</u>	:	<u>DEPUTY DIRECTOR-GENERAL: CONTENT PROCESSING AND DISSEMINATION</u>
		Branch: Content Processing and Dissemination
<u>SALARY</u>	:	All-inclusive salary package of R1 299 501 per annum of which 30% may be structured according to the individual's needs
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Envisage for appointment to this position is a seasoned and experienced senior manager with a minimum of eight (8) to ten (10) years' experience in senior management services dealing with government policy, intergovernmental relations, stakeholder and relationship management and development communication. An appropriate 4 years undergraduate qualification (NQF8) in areas such as political science, communication and research would be an advantage.
<u>DUTIES</u>	:	Effective management of the Branch: Content Processing and Dissemination and also deputies for the DG in providing leadership in Government communication. Manage the following Chief Directorates: Products and Platforms, Marketing and Distribution as well as Policy and Research. Carry out all functions delegated to him/her by the DG. Co-ordinate strategic communication planning in GCIS and across government .Oversee the content development process implemented through the Communication Service Agency, Intergovernmental Coordination and Stakeholder Management, Media Engagement and Electronic Information Resources. Coordinate the dissemination of information about GCIS services. Supervise, lead or participate in communication projects. Development of a communication strategy for government and GCIS. Oversight over production of accurate and high quality content for GCIS platforms. Strategic oversight of the media Bulk Buying. Oversee the building and maintenance of reliable knowledge base to inform communication interventions. Coherence in the work of GCIS with respect to content development and management, integrated messaging.
<u>ENQUIRIES NOTE</u>	:	Mr D Liphoko Tel no: (012) 473 0063
	:	This is a re-advertisement, applicants who previously applied for these post are encouraged to re-apply.
<u>POST 17/04</u>	:	<u>CHIEF DIRECTOR: SOCIAL SECTOR & GOVERNANCE ADMINISTRATION CLUSTER</u>
		Branch: Branch: Intergovernmental Coordination & Stakeholder Management
<u>SALARY</u>	:	All-inclusive salary package of R1 068 564 per annum of which 30% may be structured according to the individual's needs
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Applicants must be in possession of an appropriate three year Bachelor's Degree (NQF level 7) in Journalism, Media Studies, Communication or Political Sciences. A post-graduate qualification will be an added advantage. The applicant must have five (05) years' experience at a senior managerial level with extensive experience in the field of communication strategizing and campaigning, writing and development of policy documents, and sound understanding of the media environment and practices. Comprehensive knowledge of government's programme of action and understanding of communication implications derived from this. Sound knowledge of the structures and functioning of government across all the three spheres of government and be familiar with the performance monitoring and evaluation approach as adopted by government. Strategic capability and leadership, financial management, programme and project management, service delivery innovation, communication (verbal & written) skills, people management and empowerment, problem solving and analysis, stakeholder management, customer service, knowledge management and research. A valid driver's licence. Computer literate.
<u>DUTIES</u>	:	The successful candidate will be required to represent the executive leadership of the GCIS on cluster and delivery forums. Lead the implementation of governments Medium Term Strategic Framework through the development of cluster communication strategies and campaigns in partnership with the relevant lead departments. Provide daily strategic advice and guidance on issues emanating from the communication environment. Develop and oversee strategies for the

effective integration of cluster communication across government. Analyse policies and documents emanating from the cluster system and write strategic documents for cluster media briefings. Support in managing strategic communication for government and Cabinet.

ENQUIRIES
NOTE

: Mr M Currin Tel no: (012) 473 0183
: This is a re-advertisement, applicants who previously applied for these post are encouraged to re-apply.

POST 17/05

: **CHIEF DIRECTOR: MEDIA ENGAGEMENT**
Branch: Branch: Intergovernmental Coordination & Stakeholder Management

SALARY

: All-inclusive salary package of R1 068 564 per annum of which 30% may be structured according to the individual's needs

CENTRE
REQUIREMENTS

: Pretoria
: Qualifications: An appropriate Bachelor's degree/national diploma in Communication/Journalism, International Relations or Political Science with strong management skills. Experience: 5 years' experience at a senior managerial level with proven, strong understanding of the communication landscape in South Africa, and more specifically the South African media landscape. Proven experience in writing and using writing capabilities to respond to media and the communication needs of the media. A track record in a public media liaison function or in the media industry would weigh heavily in a successful candidates favour. Proven experience in the management of a multi-disciplinary communications team. Job Knowledge: Knowledge and understanding of the South African political and media landscape and government's programme of action. Media and stakeholder relationship management and liaison abilities. Media analysis and ability to respond. Content management and analysis and the ability to give guidance on how to handle issues in the media. Knowledge of electronic media coverage. Understanding of the communication landscape and interest in media and communication trends including research. Competencies required: Ability to interpret and apply government policies specifically from a media perspective. Coaching, mentoring, influencing and networking skills. Provide strategic capability and leadership within the content of mentoring and financial management. Programme and Project Management. Understanding of urgent or rapid issue management functions. People management and empowerment. Ability to communicate with senior members of government and other stakeholders. Excellent writing skills. The ability to liaise with Ministerial Media Liaison Officers and heads of communication. Good stakeholder relations with an understanding and appreciation of needs of print and broadcast media.

DUTIES

: Lead a Chief Directorate which sets and influences the media agenda through a robust, proactive and efficient rapid response system. Manage the content of the engagements with government communicators and ensure the alignment of government messages. Provide communications and media support to the Cabinet spokesperson as well as government related events. Build, maintain and strengthen relationships with the media to promote platforms for government to communicate policies, programmes and plans. Provide leadership in the management of a proactive Parliamentary Office service, driven towards providing an efficient communication support to government departments in Parliament and Parliamentarians. Provide leadership of the international media liaison relationships in GCIS, including providing relevant government information and news as well as management of international coordination of media visits and accreditation. Provide leadership and operate an efficient, effective and compliant Chief Directorate.

ENQUIRIES
NOTE

: Mr M Currin Tel no: (012) 473 0183
: This is a re-advertisement, applicants who previously applied for these post are encouraged to re-apply.

POST 17/06

: **DIRECTOR: CLUSTER COMMUNICATION: GOVERNANCE AND ADMINISTRATION (G&A) CLUSTER AND SOCIAL PROTECTION, COMMUNITY AND HUMAN DEVELOPMENT (SPCHD) CLUSTER**
Branch: Intergovernmental Coordination & Stakeholder Management

SALARY

: All-inclusive salary package of R898 743 per annum of which 30% may be structured according to the individual's needs

CENTRE
REQUIREMENTS

: Pretoria
: Applicants should be in possession of a three-year Bachelor's degree in either Communications/Public Relations or related qualification. Experience: At least 5

years' experience at a middle/senior management level with extensive experience in and knowledge of development communication, proven leadership capabilities, and sound managerial, interpersonal and project management skills. 5 years' experience in government communication, of which at least 2 - 3 years should be at management level. Experience should include communication strategizing as well as content development and report writing. The candidate must have a sound knowledge of the functioning of government, structures and the communication system. A comprehensive understanding of policies, programmes and priorities of government and the ability to stay informed with all developments in the broad environment and current affairs, especially in relation to the above-mentioned clusters. Ability to interact with communicators across government and other stakeholders and content for use in various communication products. The development of content strategies, questions and answers, factsheets, reports and other documents as required. Analyse policies and documents emanating from the cluster system. Good interpersonal skills, including ability to build and maintain strategic partnerships. The candidate should have excellent verbal and written communication skills, good interpersonal skills, including ability to interface with various stakeholders within the private and public sectors. Must have a valid driver's licence and be computer literate. The successful candidate must have experience in the Government communication system, clusters or other similar structures but also a sound understanding of the Outcomes Based Approach to performance monitoring.

DUTIES

: Provide effective strategic and dedicated support and coordinate all activities relating to both the G&A and the SPCHD clusters to ensure better performance of the communication system. Facilitate and develop strategic communication content for both clusters, G&A and SPCHD. Ensure a review and align the GCP, communication strategies for clusters, campaigns projects and other activities. Drive the implementation of the clusters communication programme of actions and provide regular reports. Ensure plans are in place to handle issues emanating from the communication and media environment and through the Government Rapid Response system. Research and develop high level communication documents in support of key post cabinet, cluster, and internal communication fora about programmes and policies of government and their communication implications. Facilitate and coordinate the monthly communication cluster meetings toward the development of a strategic agenda for government communications priorities within the cluster. Coordinate the participation of government communication in already established platforms for better and effective communication. Ensure the timely development of the monthly reports to Directors-General and other fora. Ensure an effective management of the Internal Communicators' Forum and cascade information to internal audiences. Monitoring the implementation of developed communication plans (GCP), strategies for government to deliver on its key objectives. Evaluate the effectiveness of the communication forums that are convened and coordinated by the Chief Directorate Cluster Communication. Participate in the induction programmes within and outside GCIS. People development and management. Manage budgets and ensuring that expenditure is within limits. Provide leadership and operate an efficient, effective and compliant Directorate.

**ENQUIRIES
NOTE**

: Mr T Ramotse Tel no: (012) 473 0204
 : This is a re-advertisement, applicants who previously applied for these post are encouraged to re-apply.

POST 17/07

: **DIRECTOR: RAPID RESPONSE**
 Branch: Intergovernmental Coordination & Stakeholder Management

SALARY

: All-inclusive salary package of R898 743 per annum of which 30% may be structured according to the individual's needs

**CENTRE
REQUIREMENTS**

: Pretoria
 : Qualification: An appropriate 3-year Degree/ National Diploma in Communication Science/Development Communication/Journalism /Media Studies/Political Science (NQF level 7 as recognized by SAQA. Experience: Five (5) years' experience at a middle/senior management level with extensive experience in the field of media monitoring including, electronic, print and social media platforms, to identify issues that are likely to impact the communication environment and specifically the reputation of government. Experience in developing and facilitating the implementation of the rapid response management strategies. Skills: Ability to interpret research, excellent writing skills and the ability to deliver editorial and technical writing output. High level of accuracy and attention to detail, good

organizational and team working skills, building and maintaining relationships, analytical and quick thinking, ability to adhere to strict deadlines and ability to influence decisions at executive level. Writing and facilitation as well as sound communication and good interpersonal skills. Job Knowledge: Extensive knowledge of Public Service Regulatory framework. Competencies required: Influencing and networking abilities. Financial management. Programme and project management. Ability to communicate with senior members of government and other stakeholders. Excellent writing skills. Communication (both written and oral). Innovative, strategic and creative thinking. Computer literacy. A code 8 driver's license.

DUTIES

: Daily monitoring of print, electronic and social media platforms to identify stories that are likely to impact government. Conduct keyword research including cataloguing and indexing of issues which impact the manner in which government is perceived and understood. Provide strategic advice to GCIS management and where necessary the system of government communication and provide appropriate action/solutions/recommendations on issues in the media landscape. Lead daily rapid response meetings, make recommendations and facilitate follow-through. Input and influence the content of the media analysis reports identifying focus areas. Minute by minute participation in conversations related to government and its brand, answer comments, be a mediator in the various platforms in place for Government Issue management. Create content for feeds and snippets in various social media sites. Create and update daily, weekly and monthly reports. Provide strategic leadership and advice on issues emanating from the daily conferences and identify communication opportunities and platforms in the media and oversee implementation thereof. Oversee the drafting of proactive and reactive communication content. Provide strategic direction to ensure the strengthening of synergies with other relevant units within GCIS. Oversee the process of media monitoring and development of Rapid Response agenda and recommendations. Provide leadership and operate an efficient, effective and compliant directorate.

ENQUIRIES

: Mr M Currin, Tel no: (012) 473 0183

NOTE

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POST 17/08

PROVINCIAL DIRECTOR FREE STATE

Branch: Intergovernmental Coordination & Stakeholder Management

SALARY

: All-inclusive salary package of R898 743 per annum of which 30% may be structured according to the individual's needs

CENTRE

: Free State

REQUIREMENTS

: A seasoned manager with an appropriate Bachelor's degree or equivalent tertiary qualification. Experience: At least 5 years of experience at a middle/senior management level with extensive experience in and knowledge of development communication, proven leadership capabilities, and sound interpersonal and project management skills. Experience in coordinating multi-media communication campaigns. Sound knowledge of the Public Finance Management Act. Knowledge: Comprehensive knowledge of the Free State province, including socio-economic and development dynamics as well as the programmes and priorities of government. Must have a valid driver's license and be computer literate.

DUTIES

: Provide strategic leadership and management to the GCIS Provincial Directorate in the Free State Province. Deliver communication campaigns in line with the government communication programme and provincial communication programme. Provide support for the extension of the government communication system to the local government sphere. Support provincial government in the rollout and promotion of a government-wide access strategy including the establishment of Thusong Service Centres. Develop and maintain communication partnerships with provincial stakeholders from government and civil society. All the shortlisted candidates will be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistical of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment.

ENQUIRIES

: Mr M Currin Tel no: (012) 473 0183/ Ms G Thopps Tel no: (012) 473 0096

NOTE

: This is a re-advertisement, applicants who previously applied for these post are encouraged to re-apply.

- POST 17/09** : **PROVINCIAL DIRECTOR NORTHWEST**
Branch: Intergovernmental Coordination & Stakeholder Management
- SALARY** : All-inclusive salary package of R898 743 per annum of which 30% may be structured according to the individual's needs
- CENTRE** : Mafikeng
- REQUIREMENTS** : Qualification: An appropriate 3-year Bachelor's Degree/National Diploma in Development Communication/ Journalism/ Political Studies or Communication. Experience: Five (5) years' experience at a middle/senior managerial level with extensive experience and knowledge of development communication, proven leadership capabilities and managerial skills, as well as skills to monitor and coordinate multi media campaigns, and project management skills. Knowledge: Sound knowledge of the Public Finance Management Act. Comprehensive knowledge of the North West province, including socio-economic, historical and development dynamics as well as the programmes and priorities of government. Skills: Must be well-versed in all aspects related to communication processes and good computer skills. Ability to liaise with clients and service providers. Proficiency in both verbal and written communication. Ability to work independently as well as in a team. Must be able to work under pressure. Must have a valid driver's license.
- DUTIES** : Provide strategic leadership and management to the GCIS Provincial Directorate in the North West Province. Deliver communication campaigns in line with the government communication programme and provincial communication programme. Provide support for the extension of the government communication system to the local government sphere. Support provincial government in the rollout and promotion of a government-wide access strategy including the establishment of Thusong Service Centres. Develop and maintain communication partnerships with provincial stakeholders from government and civil society. All the shortlisted candidates will be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. 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.
- ENQUIRIES** : Mr M Currin, Tel no: (012) 473 0183.
- NOTE** : This is a re-advertisement, applicants who previously applied for these post are encouraged to re-apply.
- POST 17/10** : **DIRECTOR: HUMAN RESOURCE DEVELOPMENT**
Branch: Corporate Services
- SALARY** : All-inclusive salary package of R898 743 per annum of which 30% may be structured according to the individual's needs
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3-year Degree/ National Diploma in Human Resources Management/ Development/ Training & Development/Public Administration/ Public Management or equivalent qualification (NQF level 7 as recognized by SAQA. Experience: Five (5) years' experience at a middle/senior managerial level with extensive experience in the field of Human Resource Development (HRD), managerial experience and financial management. Skills: Writing and facilitation as well as sound communication and good interpersonal skills. Job Knowledge: Extensive knowledge of Public Service Regulatory framework. Extensive knowledge of education, training and development practices. All applicable training and development Acts-. SAQA and all relevant SETA's. National Skills Development Strategy. Human Resources Development in the Public Service, Gender mainstreaming, Disability issues and Employee Health and Wellness Programme. Competencies required: Influencing and networking abilities. Financial management. Programme and project management. Ability to communicate with senior members of government and other stakeholders. Excellent writing skills. Innovative and creative thinking. Programme and project management. Communication (both written and oral). Innovative, strategic and creative thinking. Computer literacy. A code 8 driver's license.

- DUTIES** : Develop internal capacity as well as employee wellness, gender mainstreaming, disability management and Management Development programmes within Government Communication and Information System. Provide leadership in Employee Health and Wellness. Provide leadership in Gender Mainstreaming and management of EWD. Provide leadership in HRD matters. Provide leadership in financial, human resource and administrative management of the directorate. Ensure efficiency in management and administration of training matters. Promote proper training practices in terms of applicable legislative framework. Manage the accreditation of the departmental training courses. Manage and coordinate the induction of new staff. Manage and implement the roll-out of internship/ Learnership programmes. Manage the implementation and maintenance of comprehensive human resource training and development strategy. Manage the administration of training and development with relevant SETA's. Manage the implementation of all policies related to Human Resources Development and Employee Health and Wellness Programme. Ensure that training courses and workshops attended are in line with the individual development plans. Manage and coordinate the budget of the directorate.
- ENQUIRIES NOTE** : Mr K Semakane Tel no: (012) 473 0128
: This is a re-advertisement, applicants who previously applied for these post are encouraged to re-apply.
- POST 17/11** : **DIRECTOR: VUK'UZENZELE DIRECTORATE**
Branch: Content Processing & Dissemination
- SALARY** : All-inclusive salary package of R898 743 per annum of which 30% may be structured according to the individual's needs
- CENTRE REQUIREMENTS** : Pretoria
: Applicants must be in possession of an appropriate three year Bachelor's Degree (NQF level 7) or with five years sufficient experience on middle management services level in related field. Knowledge of financial administrative processes, supply chain management, and staff administration. Knowledge of Public Service Regularity Frameworks, and Directives. Good Client orientation and customer focus, programme and project management, organizing and coordination skills, writing, and communication skills. Experience regarding all aspects of office management, the management of human and financial resources. Excellent time management, and extensive report writing experience. The ability to multi-task and manage priorities in a fast-paced environment. Strong financial and human resource management skills. Computer skills. A code 8 driver's license.
- DUTIES** : The successful candidate will be required to manage the overall production process of two (2) publications (Vuk'uzenzele Government Newspaper and Public Sector Manager magazine). Provide strategic leadership to the Directorate: Vuk'uzenzele within the Chief Directorate: Products and Platforms. Lead and coordinate the production of Vuk'uzenzele newspaper and Public Sector Manager magazine. To publish bi-monthly editions of Vuk'uzenzele newspaper and monthly Public Sector Manager Magazine. Lead the directorate in the editorial planning of both publications to ensure that the content is relevant for the target audience. Participate in the editorial planning of other products and platforms in the Chief Directorate. Lead the development of the editorial content for both publications. Provide overall management and administration of the Directorate in the following areas: Financial administration, e.g. developing budgets, compiling and monitoring financial projections and operational expenditure. Supply Chain Management, e.g. managing the supplier environment with respect to sourcing of quotations, developing briefs and specifications for outsourcing of publication services, compiling memoranda and submission for procurement purposes, trafficking delivery of outsourced products and services. Taking care of the day to day business operations of the office, e.g. correspondence, preparing and dealing with minutes, memos and reports, staff administration, including performance management etc. Manage tender procurement processes and contracts in the directorate.
- ENQUIRIES NOTE** : Ms T Carrim Tel no: (012) 473 0298
: This is a re-advertisement, applicants who previously applied for these post are encouraged to re-apply.

OTHER POSTS

- POST 17/12** : **ASSISTANT DIRECTOR: CONTENT AND KNOWLEDGE MANAGEMENT**
Directorate: Provincial Liaison Northern Cape
- SALARY** : R311 784 per annum
CENTRE : Kimberley
REQUIREMENTS : 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 Northern Cape 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** : 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 Northern Cape Office including desktop research duties and impact assessments.
- ENQUIRIES** : Mr M Nagel: Tel no: (053) 8321378
- POST 17/13** : **SYSTEM SUPPORT**
One Year Contract
Directorate: Information Management Systems
- SALARY** : R211 194 per annum
CENTRE : Pretoria
REQUIREMENTS : Qualifications: Applicants must be in possession of an appropriate National Diploma (NQF level 6), preferably in Information Technology, specialising in System Development or related qualification, with relevant experience in system support or information technology. The candidate must have good System Support skill; Good logical and analytical thinking; Problem solving skills; System Testing skill; Good communication skills (written and oral); Good interpersonal skill; Documentation skill; Fair understanding of project management, and A fast learner on Information Systems.
- DUTIES** : The successful candidate will be responsible for supporting users with GCIS internal Information Management Systems, especially SharePoint support and Training. Assisting the Directorate: Information Management Systems (IMS) to manage IM Systems projects. Assist the Directorate to do the administration tasks. Test the new systems developed and test on the Enhancements for the existing systems.
- ENQUIRIES** : Ms Chen Tel no: (012) 473 0043