

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. 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 X745, Pretoria 0001, or hand deliver to Tshedimoseiso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 11 August 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 30/10** : **CHIEF FINANCIAL OFFICER**
- SALARY** : All-inclusive salary package of R1 068 564 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate three year Bachelor's Degree (NQF level 7) in the field of Financial Management, with at least 5 years proven experience in a senior managerial position. Advanced financial analytical skills and innovativeness. Adequate financial management and knowledge of registry, asset management and supply chain management (SCM). Five years' work experience in financial and supply chain management environment. Strong managerial and communication skills (written and verbal). Thorough knowledge of the Financial Prescripts of the Public Service, Registry and Supply Chain Management, and communication trends including research.
- DUTIES** : The successful candidate will be responsible for the provision of sound financial, supply chain and auxiliary services management to enable Departmental Management to make informed decisions. He / she will ensure an effective budget (MTEF adjusted and compiled), and the preparation of interim financial and unqualified annual financial statements. Maintaining an effective Supply Management System. Ensuring proper maintenance of systems of internal control, cash management, liabilities management and expenditure and revenue management. Identifying, managing and implementing risk and risk mitigation plans for the achievement of GCIS objectives Furthermore, for the incumbent will ensure overall management and control of the Chief-Directorate, Financial

Management. Providing strategic advice to the Department in respect of Financial Management. Overseeing the budgeting and expenditure monitoring processes. Presenting the monthly financial reports to the Budget Committee and the Executive Committee. Ensuring the timeous submissions of Government Communication and Information System's financial documentation to National Treasury. Providing professional financial advice to the line function managers. Ensuring full compliance to the PFMA, SCM Regulations, Treasury Regulations and all the relevant Acts relating to Auxiliary Services.

ENQUIRIES : Ms Zanele Ramatsebe Tel no: (012) 473 0472/0011

POST 30/11 : **DIRECTOR: SOCIAL MEDIA**
Chief Directorate: Products and Platforms

SALARY : All-inclusive salary package of R898 743 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a three year Bachelor's Degree (NQF level 7) in Journalism or related qualification with at least five years proven experience of online media. He/she must have thorough, broad and up to date knowledge of the news environment and government programmes. Journalism experience in online media. Extensive knowledge of web-development and upgrading of copy on-line. Ability to dress news and information contained in publications to make them attractive to the readers online. Ability to turn dry, dull facts and information into interesting and readable stories. The ideal candidate must be able to work under pressure, and respect deadlines. He/she must have an excellent command of the English language, grammar, construction of sentences and understand the requirements for effective writing. Excellent oral and written communication skill. Excellent interpersonal skills, determined, resilient and pay meticulous attention to detail. Be willing to work long hours. Computer literate. A valid driver's license.

DUTIES : The successful candidate will be required to give strategic direction to the GCIS's social media initiative. Develop and maintain a social media strategy for GCIS. Build audience development programmes to grow Government's social media audience. Ensure that the use of social media in GCIS integrates with Government and GCIS's communication strategies. Develop and maintain policy guidelines for the use of social media in GCIS and government. Give guidance on the use of social media to other Government departments and entities. Plan and execute continuous and proactive (long-term) social media engagement to ensure a continuous presence on social media platforms. Plan and execute social media campaigns in support of specific government initiatives, programme and activities. Work closely with the GCIS video, radio and photo units to ensure that social media platforms contain relevant multimedia content. Keep abreast of developments and trends in social media technologies, tools and applications, and of social media practices in general and in Government to ensure that GCIS is well positioned to stay in front of developments. Respond immediately to contentious issues about government in the social media domain. Update, maintain, improve and develop the Government Service, and Information Portal. Update, maintain, improve and develop the GCIS and related websites. Contribute to the quality of government web publishing and participate in forums and GCIS projects. Provide leadership and management to Directorate.

ENQUIRIES : Ms Tasneem Carrim Tel no: (012) 473 0298

OTHER POSTS

POST 30/12 : **MONITORING AND EVALUATION OFFICER**
One-Year Contract
Directorate: Strategic Planning and Performance Monitoring

SALARY : R226 611 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants should be in possession of a National Diploma (NQF 6) in Public Administration or related field, with minimum two years' experience strategic planning and performance reporting within the public sector. Knowledge and understanding of Government strategic planning and performance reporting

frameworks. Experience in verification of programme performance information. Ability to work independently and make sound decisions with minimum supervision. General knowledge of government mandate and an interest in strategic management processes. Excellent interpersonal skills. Proven report –writing skills. Ability to interact and communicate with people of all level. A proven team player. High level of computer literacy. Excellent power point presentation skills.

DUTIES : The successful candidate will be responsible for the coordination of monthly and quarterly departmental performance reporting process. Ensure all compliance reports are signed off for submission to oversight bodies. Upload the departmental Annual Performance Plan and Operational Plans to the Organisational Performance Management System (OPMS). Compile the evidence for the MPAT strategic management KRA. Ensure that managers upload the supporting evidence for quarterly targets on the OPMS. Verify the evidence uploaded and follow-up with managers where necessary. Compile evidence verification reports and make recommendations for improvement. Follow-up with managers on implementation of corrective actions for quarterly reports. Conduct training for new users as the OPMS system administrator. Coordinate M&E field visits to identified projects.

ENQUIRIES : Mr Mhlengi Mkhize Tel no: (012) 473 0376

POST 30/13 : **CHIEF REGISTRY CLERK**
Directorate: Security and Facilities Management

SALARY : R226 611 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants should be in possession of a National Diploma (NQF 6) Information science / Records Management, or related qualification, and 2 to 3 years' experience in records/registry environment, Have management knowledge of the National Archives Act 43 of South Africa as well as other Archives legislation. Have knowledge and understanding of registry procedures and filing systems. Ability to work under pressure and function as team member. Have good communication, planning interpersonal, problem solving and listening skills. Have computer skills in Ms Office, PowerPoint, outlook and Excel. Have excellent management, supervision, project management and organizational skills

DUTIES : The successful incumbent will be responsible to manage registry activities in the Directorate on a daily basis. Supervise the maintenance of filing plans according to the National Archives and Records Service of South Africa Act, 1996. Control records management activities in the registry. Ensure that subject description and other information of files are correct. Control receipt and opening of correspondence and other documents. Supervise activities of the subordinates regularly. Update and maintain records management and documents classification systems. Regularly review existing Manual File plan to be in line with Electronic filing system. Maintain safe custody and protection of files and records. Identify files and records for archiving. Allocate file reference numbers. Provide advice and guidance to Registry clerks on the day to day functions of the Registry. Responsible for the administration and supervision of all registry procedures. Handle leave applications of subordinates. Compile work plans for subordinates. Manage courier services contract. Supervise personnel and provide training where necessary and monitor the implementation of the approved file plan.

ENQUIRIES : Ms X Job Tel no: (012) 473 0334/ Mr A Tshirangwana Tel no: (012) 473 0439