

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** : 27 October 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 41/12** : **DEPUTY DIRECTOR-GENERAL: INTERGOVERNMENTAL COORDINATION & STAKEHOLDER MANAGEMENT**
Branch: Intergovernmental Coordination & Stakeholder Management
- SALARY** : All-inclusive salary package of R1 370 973 per annum of which 30% may be structured according to the individual's needs
- CENTRE REQUIREMENTS** : 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 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.

**ENQUIRIES
NOTE**

: Ms Zanele Ramatsebe Tel no: (012) 473 0472
This is a re-advertisement, applicants who previously applied for these post are encouraged to re-apply.

POST 41/13

: **DEPUTY DIRECTOR-GENERAL: CONTENT PROCESSING AND DISSEMINATION**
Branch: Content Processing and Dissemination

SALARY

: All-inclusive salary package of R1 370 973 per annum of which 30% may be structured according to the individual's needs

**CENTRE
REQUIREMENTS**

: 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.

DUTIES

: 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.

**ENQUIRIES
NOTE**

: Ms Zanele Ramatsebe Tel no: (012) 473 0472
This is a re-advertisement, applicants who previously applied for these post are encouraged to re-apply.

POST 41/14

: **CHIEF FINANCIAL OFFICER**

SALARY

: All-inclusive salary package of R1 127 334 per annum

**CENTRE
REQUIREMENTS**

: Pretoria
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 unaudited 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.

Ms Zanele Ramatsebe Tel no: (012) 473 0472

ENQUIRIES
NOTE

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