

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

- 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** : 01 December 2017
- NOTE** : 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 encouraged 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 originally 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. No faxed or e-mailed applications will 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. 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. 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".

MANAGEMENT ECHELON

- POST 46/04** : **DIRECTOR: HUMAN RESOURCE DEVELOPMENT**
Branch: Corporate Services. Chief Directorate: Human Resources
- SALARY** : All-inclusive salary package of R948 174 per annum of which 30% may be structured according to the individual's needs
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three (3) year Degree 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** : Mr K Semakane Tel: 012 473 0128
- POST 46/05** : **DIRECTOR: INFORMATION TECHNOLOGY**
Branch: Corporate Service. Chief Directorate: Information Management and Technology
- SALARY** : All-inclusive salary package of R948 174 per annum of which 30% may be structured according to the individual's needs
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three (3) year Degree in Computer Science or Information Technology (IT) or equivalent qualification (NQF level 7).Experience: Five (5) years' experience at a middle/senior managerial level in an IT environment and at least 10 years relevant experience in IT service management environment. Extensive technical experience in an IT environment that has included an IT service desk, networks, datacenter and web infrastructure. Extensive knowledge of the Microsoft, Open Source and Apple MAC technologies and systems. A good working knowledge and understanding of an IT Service Management environment. A good understanding and knowledge of datacenters, Wide and Local Area Networks (WAN's and LAN's) and the Internet and Web infrastructure. Experience and exposure to IT Service Management, COBIT and the ITIL frameworks, a certification will be desirable. Knowledge of IT Security and Architecture and IT management experience. People management skills, client and service delivery orientation and focus. IT financial and procurement management experience. Good interpersonal skills, ability to work well in a team and independently. Logical and analytical thinking, as well as problem solving and innovative. Communications, documentation and project management skills. A valid driver's licence.
- DUTIES** : Manage and direct the staff and operations of the IT directorate that includes electronic office and audio visual support, enterprise servers and network administration and support nationally, as well as the web servers and infrastructure support. Contribute towards the development and implementation of the Information Management and Technology (IM&T) Strategy and IT Operational Plans. Continuously develop, coach, mentor and lead the IT staff. Ensure timely reporting on the activities of the directorate and the service levels and utilisation of the IT services and infrastructure. Manage service levels and the delivery of the State IT Agency and IT Service Providers. Evaluate, investigate and apply new technologies to enhance Information Technology and Information Management within the GCIS. Serve on project teams and related forums.
- ENQUIRIES** : Mr T Vandayar Tel No: 012 473 0304