

**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** : 16 March 2018
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The completed and signed Z83 form 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). Where a valid driver's license is a requirement, applicants must attach a certified copy of such licence. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, e-mailed or copied 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".

**OTHER POSTS**

- POST 09/07** : **SENIOR FACILITIES MANAGEMENT CLERK (WAREHOUSE)**  
Directorate: Security and Facilities Management
- SALARY** : Commencing Salary of R183 558 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of a National Diploma (NQF 6) in Management/Administration/Logistics Management or relevant equivalent qualification and at least two (2) years' stores/warehouse experience. The candidate must have the knowledge of the treasury Regulations, LOGIS, PFMA. Excellent communication and interpersonal relation skills. Computer Literacy (MS WORD and EXCEL). Ability to work well under pressure and willingness to work irregular hours. Knowledge of LOGIS will added advantage. He/ she must have good verbal communication and interpersonal skills, and ability to work under pressure and independently.
- DUTIES** : The successful candidate will be responsible for receiving of all ordered items both physically and electronically on LOGIS. Issuing of stock from warehouse and also on the system LOGIS. Replenishment of stock for Facility Management. Verify and receive stock delivered by supplier. Update Bin Cards when issuing or receiving stock and regular spot checks in warehouse. Follow-up with service providers on outstanding deliveries and invoices. Handling both internal and external enquiries. Keep records of orders for stationery. Assist in Asset Management Section
- ENQUIRIES** : Mr Mendrick Mlondobozi Tel: 012 473 0182

**POST 09/08** : **TRADESMAN AID**  
Directorate: Security and Facilities Management

**SALARY** : Commencing Salary of R107 886 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 or equivalent qualification. A plumbing/ electrical certificate will be added advantage. Basic Skills in Maintenance Services (plumbing, electrical, etc.) Sound interpersonal skills. Ability to liaise with team members, clients and members of the public. Customer focused. Computer literate

**DUTIES** : The successful candidate will be required to fix and repair minor damages in and around the building. Replacement of globes/bulbs and starters. Repair damaged and broken furniture. Inspect the facilities on daily basis and report all defects to the Supervisor. Unblock toilets. Move furniture in the building. Assist with any other cleaning and maintenance services. Keep a register of all maintenance work conducted in all the buildings. Team leader / member of the cleaning / maintenance team. Setting up of chairs and tables at the Auditorium

**ENQUIRIES** : Ms Xoliswa Job Tel: (012) 473 0334