

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : To apply for the above position, please apply online at <http://professionaljobcentre.gpg.gov.za/> or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House.
- FOR ATTENTION** : Ms Molebatsi Chuene (011) 240 3084 – Recruitment
- CLOSING DATE** : 06 April 2018, 12H00 No late applications will be considered.
- NOTE** : Candidates must attach their recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. NB: For assistance with online applications visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post. It is the Department intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to attach certificate of evaluation of foreign qualifications by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. Disabled people are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

MANAGEMENT ECHELON

- POST 12/86** : **DIRECTOR: ANIMAL HEALTH ADVISORY AND SUPPORT SERVICES (REF NO: REFS/002777)**
Directorate: Animal Health Advisory and Support Services
- SALARY** : R948 174 - R1 116 918 per annum (All-Inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Grade 12 and an undergraduate qualification (NQF level 7) as recognized by SAQA. Animal Health Advisory and Support (Animal Health Regulatory Functions, Advisory and Support and Primary Animal Health). Animal Health Advisory and Support Services experience with 5 years' experience at a middle/senior managerial level. Understanding legislation guiding the work of the directorate and sub programme (Research and Skills, Presentation and Information Management). Public Service Regulation, Public Finance Management Act 1999 (Act 1 of 1999), Treasury Regulations, the Public Act 1994 (Act 103 of 1994), the Labour Relations Act, 1995 (Act 66 of 1995). Good communication skills (verbal and written) and ethical behaviour. Good Planning and organising skills. Knowledge and understanding of Government reporting requirements. Knowledge and understanding of sector strategic management frameworks. Ability to work independently and under pressure. Valid drivers' license. Competencies: Client orientation and customer focus skills. Presentation skills. Computer literate. Strategic management skills. Communication (written and verbal) skills. Project management skills. Planning and organizing skills. Analytical skills. Problem solving skills. People management and empowerment skills. Facilitation skills. Financial management skills. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently.
- DUTIES** : Provide strategic direction and leadership to the directorate. Manage of directorate work stakeholder management, ensure planning, scheduling, evaluation etc. Ensure work is carried put according to quality standards, overseeing strategic projects. Lead planning process (strategy, business planning and budgeting). Manage of Human Resource, Financial and Administrative systems. Coordination with other directorate and with rest of departments on joint work and Coordination with other departments on aspects of work. Quality Management – ISO 17020 System. Ensure that sub-programmes plan and evaluate their work, ensuring high quality service delivery. Ensure annual strategic plans and business plans are developed according to the departmental cycles. Ensure that the directorate is adequately

staffed, work with management team to develop an establishment plan and advice management of post requirements. Develop budgets, control income and expenditure and cash flows. Oversee the management of documents, registry and filling in the sub directorate. Work with other directorates to plan and coordinate work where there are inter-dependencies. Commit to the compliance of the requirements of the quality management system. Attend and participate constructively in directorate and department meetings as required.

ENQUIRIES : Ms L Dhlamini, Tel No: (011) 240 2527
NOTE : preference will be to females.

POST 12/87 : **DIRECTOR: TECHNOLOGY DEVELOPMENT AND SUPPORT (REF NO: REFS/002778)**
 Directorate: Technology Development and Support

SALARY : R948 174 - R1 116 918 per annum (All-Inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 and an undergraduate qualification (NQF level 7) as recognized by SAQA in Agriculture or related/relevant field. Agriculture experience with 5 years' experience at a middle/senior managerial level. Understanding legislation guiding the work of the directorate and sub programme (Research and Skills, Presentation and Information Management including GIS). Public Service Regulation, Public Finance Management Act 1999 (Act 1 of 1999), Treasury Regulations, the Public Act 1994 (Act 103 of 1994), the Labour Relations Act, 1995 (Act 66 of 1995). Good communication skills (verbal and written) and ethical behaviour. Good Planning and organising skills. Knowledge and understanding of Government reporting requirements. Knowledge and understanding of sector strategic management frameworks. Ability to work independently and under pressure. Valid drivers' license. Competencies: Client orientation and customer focus skills. Presentation skills. Computer literate. Strategic management skills. Communication (written and verbal) skills. Project management skills. Planning and organizing skills. Analytical skills. Problem solving skills. People management and empowerment skills. Facilitation skills. Financial management skills. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently.

DUTIES : Provide strategic direction and leadership to the directorate. Manage of directorate work Stakeholder management, ensure planning, scheduling, evaluation etc. Ensure work is carried put according to quality standards, overseeing strategic projects. Lead planning process (strategy, business planning and budgeting). Manage of Human Resource, Financial and Administrative systems. Coordination with other directorate and with rest of departments on joint work and Coordination with other departments on aspects of work. Strategic alignment between the subprograms of Production Support and Development (PSD), Agricultural Information Systems (AIS) and Resource Planning and Utilization (RPU). Ensure that all the sub-programmes in directorate Technology Development and Support (TDS) plan and evaluate their work, ensuring high quality service delivery. Ensure annual strategic plans and business plans are developed according to the departmental cycles. Ensure that the directorate is adequately staffed, work with management team to develop an establishment plan and advice management of post requirements. Develop budgets, control income and expenditure and cash flows. Oversee the management of documents, registry and filling in the sub directorate. Work with other directorates to plan and coordinate work where there are inter-dependencies. Attend and participate constructively in directorate and department meetings as required.

ENQUIRIES : Ms L Dhlamini, Tel No: (011) 240 2527
NOTE : preference will be to females.

OTHER POSTS

POST 12/88 : **DEPUTY DIRECTOR: BUILDING SERVICES (REF NO: REFS/002779)**
 Directorate: Facilities Management

SALARY : R657 558 per annum (all-inclusive package)
CENTRE : Johannesburg

<u>REQUIREMENTS</u>	:	Grade 12 and Bachelor's Degree (NQF Level 7)/ National Diploma in Property Management or equivalent in Facilities Management, Logistics, Public Administration/Management or Built Environment (NQF Level 6). Plus SAMTRAC Certificate at NQF 5. 5 years facilities management experience. Must be in possession of a valid driver's license. Competencies: Report writing and presentation skills. Government procurement processes and policies. Knowledge of Public Works processes relating to Office Leases and Parking.
<u>DUTIES</u>	:	Management of Office Leases for departmental premises including parking, cleaning and hygiene services. Implementation of OHS through planning, implementing and maintaining a SHE management system. Management of Sub-directorate budget, Regional Office Support Services, Human Resources and parking services at all offices including the Nature Reserves.
<u>ENQUIRIES</u>	:	Mr. R Rasemsetse, Tel No: (011) 240 3083
<u>POST 12/89</u>	:	<u>ASSISTANT DIRECTOR: TENDERS 1 YEAR CONTRACT (REF NO: REFS/002780)</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R334 545 per annum
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 and Bachelor's degree (NQF Level 7) or National Diploma in Financial Management/Purchasing/Logistics/Public Administration (NQF Level 6). 3 years' experience within the Supply Chain Management environment. Sound Knowledge of and practical working experience in Government Tenders, processes and procedures, the PFMA, PPPFA and Treasury Regulation, Supply Chain Management Framework, Public Service Regulations and BBBEE. Ability to work under pressure. Willingness to work irregular hours as and when required. Competencies: Attention to detail skills Analytical Thinking skills, Initiatives skills, Client Focus skills, Interactive communication skills, Problem Solving skills, Writing skill, and Computer proficiency.
<u>DUTIES</u>	:	Ensure effective and efficient tender administrative support to the Department in compliance with all applicable legislative frameworks, liaising with project managers, compiling and collating bid standard documents, co-coordinating bid advertisements, attend bid briefing session. In conjunction with the BEC Chairperson, ensure that bid evaluation committee meetings take place, prepare letters of appointment for the bid evaluation committee members and notify them of the dates accordingly. Facilitating and administering the evaluation process of bids i.e., prepare project plan for evaluation dates and brief the BEC of their roles in the evaluation process. Ensure that the calculated prices and the functionality points gained are in accordance to the preference or evaluation points system. Prepare recommendations submission to the BAC to approve and award the bids. Filling all bid documents ensuring confidentiality, preparing letters of acceptance to successful bidders and regret letters to unsuccessful bidders, responding to all bid-related queries. Prepare monthly reports of bids awarded, cancelled and in progress.
<u>ENQUIRIES</u>	:	Mr. Rassy Rasemsetse Tel No: (011) 240-3803
<u>POST 12/90</u>	:	<u>ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY (REF NO: REFS/002800)</u> Sub Directorate: Employee Health and Wellness
<u>SALARY</u>	:	R334 545 per annum (plus benefit)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 and a Bachelor's degree (NQF Level 7) or National Diploma in Safety Management (NQF Level 6). Three (3) to five (5) years' experience in Occupational Health and Safety. Valid registration with the relevant professional body. Knowledge of the PFMA, Treasury Regulations and other applicable prescripts. Knowledge of the OHS Act and applicable regulations compensation for occupational injuries and diseases Act (COIDA), understanding of the integrated EHWP framework and prescripts. Must be in possession of a valid driver's license. Competencies: Verbal and written communication, Good interpersonal skills, planning and organising, sound report writing skills and computer literacy.
<u>DUTIES</u>	:	Coordinate all SHERQ related activities for the Department and ensure proper integration of the EHWP Framework and supporting SHERQ policies.

Facilitate hazard and risk identification, Develop risk mitigation and monitor implementation of corrective measures to prevent occupational injuries/illnesses. Develop and implement comprehensive SHERQ processes and Safety management systems. This includes consulting and providing support to the Department and managers on issues pertaining to Occupational Health and Safety compliance, implement occupational risk reduction strategies for line-driven processes, Developing and promoting ergonomics standards, fire prevention, safety evacuation procedures, standards of operation for medical surveillance and worker's compensation. Champion investigation of incidents and monitor non-compliance pertaining to SHERQ policies, OHS legislation and report to relevant stakeholders. Ensure that GDARD staff, stakeholders and contractors understand the importance of Safety Culture and their obligations. Conduct awareness activities. Assist with operational planning and identify objectives to further enhance and improve the SHERQ function within the department. Formulate budget and monitor expenditure. Reporting on all SHERQ outputs.

ENQUIRIES : Ms. M Chuene Tel No: (011) 240 3084

DEPARTMENT OF e-GOVERNMENT

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

APPLICATIONS : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at: www.gautengonline.gov.za.

CLOSING DATE : 06 April 2018

NOTE : Gauteng Department of e-Government, is inviting, strategic and innovative thinkers, who are technocrats, to champion the crafting of the strategy to deliver the modernisation mandate of the Gauteng City Region, and to support radical transformation, modernisation and re-industrialisation. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and co-ordinate activities at a strategic level. Must have a client focused attitude. Excellent writing and impeccable communication skills, as well as relationship building, people management and the ability to work under pressure.

MANAGEMENT ECHELON

POST 12/91 : **DIRECTOR: DOCUMENT AND RECORDS MANAGEMENT – REFS/002656 (5 YEAR FIXED-TERM EMPLOYMENT CONTRACT)**
Branch: Corporate Management

SALARY CENTRE REQUIREMENTS : R948 174 per annum (all-inclusive package) Level 13
: Johannesburg
: Matric plus a Post Graduate qualification in Records Management or Business Management (NQF 7). 8 – 10 years' experience in records/documents management. Minimum of 5 years' experience at middle management level. Document and Records Management experience, Public sector experience, Private sector experience and Business Management experience.

DUTIES : Manage the systems for document- and record management in E-GOV. Maintain service level agreements with GPG Departments and E-GOV Business Units. Ensure continuous improvement of the Document and Records Management strategies. Quality assure Document Management and Records Management processes and outputs. Keep abreast of Document and Records Management developments. Mentor and support DMC Shift Leaders, Team Leaders and Specialists as well as the Records Manager, Team Leaders, Specialists and staff. Maintain and improve infrastructure for Document Management in E-GOV. Develop, establish and implement infrastructure for Records Management in E-GOV with due cognizance to the following acts of the Republic of South Africa: National Archives and Records Service of South Africa (Act no 43 of 1996 as amended), Public Finance Management Act (Act no 1 of 1959), Promotion of Access to Information Act (Act no 2 of 2000), Promotion of Administrative Justice Act (Act no 3 of 2000). Ensure the integration of both the Document and Records Management

solutions for E-GOV and to maintain it after implementation. Answer and resolve complex and sensitive Document and Records Management matters. Delivery of Document and Records Management services. Quality assure DMC and RMC process implementation. Ensure ongoing development of DMC- Shift Leader, Team Leaders and Specialists, as well as Records Manager-, Team Leader and Specialist. Ensure continuous improvement of Document and Records Management strategies. Maintain service level agreements with line E-GOV Business Units and GPG entities. Ensure the provision of adequate budgets for DMC and RMC operations and manage costs in relation to those budgets. Justify unbudgeted expenditure to the satisfaction of the Chief Financial Officer. Ensure unit costing is developed and implemented and to constantly reduce unit costs for all processes of the Document and Records Management Centre, through innovative thinking and process and business reengineering. Ensure the ongoing measurement of DMC and RMC outputs and assure service delivery in terms of DMC standards and Service Level Agreements with GPG entities and E-GOV Business Units.

ENQUIRIES :
NOTE :

Mr. Errol Ogle, Tel No: (011) 689 6861
 Preference Will Be Given To Women and People with Disability

POST 12/92 :

DIRECTOR: STRATEGY MEDIA LIAISON AND PUBLICATION – REFS/002658 (5 YEAR FIXED-TERM EMPLOYMENT CONTRACT)
 Chief Directorate: Communication Services

SALARY :
CENTRE :
REQUIREMENTS :

R948 174 per annum (all-inclusive remuneration salary package) Level 13
 Johannesburg
 Grade 12 plus a Degree in Communications/Public Relations/Marketing/Public Administration (NQF 7). Minimum of 5 years in the Marketing and Promotions Communications/Public Relations field.

DUTIES :

Oversees development and implementation of support materials and services in the area of marketing, promotions and public relations. Directs the efforts of the marketing, promotions and public relations staff. Coordinates at the strategic and tactical levels with the other functions of the Department. Responsible for creating, implementing and measuring the success of a comprehensive marketing, promotions and public relations program that will enhance the Department's image and position within the marketplace and the general public. Facilitate internal and external communications; all departmental marketing, promotions and public relations activities and materials including publications, media relations, client acquisition and so forth. Ensure articulation of the department's desired image and position, assure consistent communication of image and position throughout the department, and assure communication of image and position to all constituencies, both internal and external. Responsible for editorial direction, design, production and distribution of all departmental publications. Coordinate media interest in the department and ensure regular contact with target media and appropriate response to media requests. Act as the department's representative with the media. Coordinate the appearance of all departmental print and electronic materials such as letterhead, use of logo, brochures, etc. Develop, coordinate and oversee programs, technical assistance and resource materials to assist chapters in the marketing, promotions and positioning of their activities. Provide counsel to chapters on marketing, promotions and public relations. Ensure that the department regularly conducts relevant market research and coordinate and oversee this activity and continuously monitor trends. Leads projects as assigned, such as cause-related marketing and special events. Develop branding, maintain and promote corporate identity. Render internal marketing campaigns. Plan, manage, and coordinate events.

ENQUIRIES :

Mr. Errol Ogle, Tel No: (011) 689 6861

POST 12/93 :

DIRECTOR: PROJECT MANAGER – REFS/002659 (5 YEAR FIXED-TERM EMPLOYMENT CONTRACT)
 Branch: ICT

SALARY :
CENTRE :
REQUIREMENTS :

R948 174 per annum (all-inclusive remuneration package)
 Johannesburg
 An NQF level 7 qualification in Business Management/Information Technology. A project certification is a necessity. 2-3 years' experience in a senior management position. Minimum of 3-5 years project management

		experience. Minimum of 3 years information technology experience. Experience within government service will be an added advantage. Key Performance: the Director: Project Manager will support organizational strategic priorities by applying strong business and project management skills across the entire lifecycle, from business case to project planning to execution and closing of a project. The incumbent will work with senior government officials and business leaders in developing business cases and implementation plans for major initiatives, game changers and flagship projects within the province. The Director: Project Manager will develop, drive and implement these long-term multi-year and large budget projects. Other required skills: motivation, delegation, negotiations, conflict resolution, change management, decision making, planning and organization, controlling, human resources management, accountability, risk identification, leadership.
<u>DUTIES</u>	:	prepare baseline management documents. Design and apply an appropriate project management framework for the project. Perform effective project planning through the utilization of the accepted project management tools and methodologies. Plan and monitor the project by leading scope definition, communications plans and project schedules. Manage project risks, including the development of contingency plans. Implement and manage project changes and interventions to achieve project outputs. Manage multiple project team's staff and external resources (in-direct reports). Liaise and communicate with key stakeholders (e.g. senior government and business leaders, primary suppliers). Manage project administration and internal operations. Contribute specialist business skills as required by the major project. Oversee and manage projects executed and implemented by project managers (direct reports). Exercise prudent budget management, control and monitoring when implementing major projects.
<u>ENQUIRIES NOTE</u>	:	Mr. Errol Ogle, Tel No: (011) 689 6861
	:	Preference Will Be Given To Women and People with Disability
<u>POST 12/94</u>	:	<u>DIRECTOR: INFORMATION SECURITY –REFS/002660 (5 YEAR FIXED-TERM EMPLOYMENT CONTRACT)</u> Branch: ICT
<u>SALARY CENTRE REQUIREMENTS</u>	:	R948 174 per annum (all-inclusive package) Level 13
	:	Johannesburg
	:	Grade 12 certificate plus a SAQA recognised NQF 7 qualification in Information Technology. Professional certification in CISSP, CISA or CISM. A minimum of 5 years working experience at a Middle Management level in a role relating to Information Security. Knowledge of relevant Public Service Regulatory Framework.
<u>DUTIES</u>	:	Develop and maintain Information Security Strategy in support of business strategy and direction. Obtain senior management commitment and support for Information Security throughout the department. Ensure that definitions of roles and responsibilities throughout the Department include Information Security governance. Establish reporting and communication channels that support Information Security governance activities. Identify current and potential legal and regulatory issues affecting Information Security and assess their impact on the Department. Establish and maintain comprehensive Information Security policies, standards and procedures that support business goals and objectives. Policy development and formulation.
<u>ENQUIRIES NOTE</u>	:	Mr. Errol Ogle, Tel No: (011) 689 6861
	:	Preference Will Be Given To Women and People with Disability
<u>POST 12/95</u>	:	<u>DIRECTOR: APPLICATIONS DEVELOPMENT – REFS/002661 (5 YEAR FIXED-TERM EMPLOYMENT CONTRACT)</u> Branch: ICT
<u>SALARY CENTRE REQUIREMENTS</u>	:	R948 174 per annum (all-inclusive remuneration package)
	:	Johannesburg
	:	Grade 12 Certificate plus a SAQA recognized NQF level 7 qualification in Information Technology. Minimum of five years' experience at a Middle Management level in a role related to Applications Development. Knowledge of ITIL Service Management and COBIT essential. Experience in managing and developing employees. Large scale project management experience. Some experience in a volume driven processing centre environment will be an advantage.

- DUTIES** : Assume management responsibility for the analysis, evaluation, development, testing and implementation of Business Applications. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs. Recommend, develop and administer policies and procedures. Plan, direct, coordinate and review the work plan for the Applications team. Assign work activities, projects and programs. Review and evaluate work products, methods and procedures. Meet with team to identify and resolve problems. Analyse business systems to determine effectiveness. Coordinate and conduct user group education sessions for Applications team. Prepare various documentation including project reports, process and user manuals and procedures related or relevant to applications. Participate in the employee interview/selection process. Quality Assurance for payment authorisation Applications management.
- ENQUIRIES** : Mr. Errol Ogle, Tel No: (011) 689 6861
- NOTE** : Preference Will Be Given To Women and People with Disability

OTHER POSTS

- POST 12/96** : **DEPUTY DIRECTOR: CORPORATE COMMUNICATIONS –REFS/002803**
Directorate: Corporate Communications
- SALARY** : R657 558 per annum (all-inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus appropriate National Diploma/NQF level 6 equivalent qualification with 3-5 years communication experience or Matric plus 8-9 years' experience in Communications. Public sector communication experience.
- DUTIES** : Four quarterly editions of the Imbumba publication which are strategic, professional in design and content and produced and distributed effectively and timeously. Twelve weekly electronic newsletters. A professional e-Government intranet website updated regularly with news, including a services database and other information required by visitors, and standards for Departmental websites. Well-written and produced GPG campaign media including booklets, posters, pamphlets and other media to promote the key messages, services and activities of GPG among the people of Gauteng. Directories of e-Government services. Sourcing professional DTP, media design, video and photographic services for the e-Government. Print, electronic and radio advertisements. E-Government and Office of the CEO media. Marketing and advertising strategy. Communication subunit is effectively managed. Manage and promote the e-Government brand and corporate identity. Manage the content and timeous and professional production of Imbumba publication in line with strategic e-Government communication imperatives and design standards. Management of the e-Government website and adherence to standards by Departmental websites. Manage the production of e-Government media including booklets, posters, pamphlets, service directories and other media to promote the key messages, services and activities of e-Government among the public. Promote and monitor adherence to professional standards and GPG corporate identity and facilitate the necessary capacity building. Source and manage the provision of professional DTP, media design, video and photographic services for e-Government. Develop and implement effective marketing and advertising strategies, including through print, electronic media and radio advertisements. Management of the Subunit of communication services.
- ENQUIRIES** : Ms. Sithembile Buthelezi, Tel: (011) 689 6527 or Mr. Themba Psungo, Tel: (011) 689 6980
- POST 12/97** : **ASSIANT DIRECTOR: CONTENT MANAGEMENT – EDITORIAL – REFS/002793**
Directorate: Strategy and Media Liaison
- SALARY** : R334 545 per annum (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus a National Diploma in Journalism, Communications or relevant NQF level 6 qualification with minimum of 2-3 years' experience in Journalism or Communications OR Matric plus 6-7 years' experience in Journalism/Communications. Public sector communication experience.
- DUTIES** : Research and develop content for the print and electronic media. Writing and rewriting of content. Oversee language translation quality control measures.

- Checking facts. Editing of information. Subbing. Proofing of pages. Quality check media created by the team. Ensure that the message relayed is clear. Select articles to be included in the print and electronic media. Coordinate inputs and set deadlines for submissions. Issues management.
- ENQUIRIES** : Ms. Sithembile Buthelezi, Tel: (011) 689 6527 or Mr. Themba Psungo, Tel: (011) 689 6980
- POST 12/98** : **ASSISTANT DIRECTOR: CORPORATE COMMUNICATION – REFS/002794**
Directorate: Strategy and Media Liaison
- SALARY CENTRE REQUIREMENTS** : R334 545 per annum (plus benefits)
: Johannesburg
: Matric plus a National Diploma in Marketing, Communications, Brand Management or relevant NQF level 6 qualification, with 2-3 years' experience in Communications, OR Matric plus 6-7 years' experience in Communications. Public Sector Communication experience.
- DUTIES** : Manage and promote e-Government brand and corporate identity. Manage the content and timeous and professional production of internal newsletter publication in line with strategic e-Government communication imperative and design standards. Management of the e-Government website and adherence to standards by Departmental websites. Manage the production of e-Government print material including booklets, posters, pamphlets, service directories and other print material to promote the key messages, services and activities of e-Government among the public. Promote and monitor adherence to professional standards and GPG corporate identity and facilitate the necessary capacity building. Develop and implement effective marketing and advertising strategies, including through print, electronic media and radio advertisements. Ensure the professional execution of events and campaigns in accordance with a defined e-Government communications strategy. Communication subunit is effectively managed. Manage stakeholder (internal and external) database. Coordinate web projects across business units. Working with a cross- departmental team to maintain and develop the master calendar.
- ENQUIRIES** : Ms. Sithembile Buthelezi, Tel: (011) 689 6527 or Mr. Themba Psungo, Tel: (011) 689 6980
- POST 12/99** : **PRACTITIONER: DOCUMENT MANAGEMENT CENTRE (4 POSTS) (RE-ADVERT) REFS/002802**
Directorate: Document Management Centre
Please note that this is a re-advert, those who applied before are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R183 558 per annum (plus benefits) Level 6
: Johannesburg
: Matric plus relevant NQF 6 tertiary qualification with 1-2 years' experience in Document Management/ Clerical experience/ Administration or Matric plus 3-4 years' experience in Document Management/ Clerical experience/ Administration.
- DUTIES** : Receipt, categorize, verification, registration, data capturing and scanning of all inbound mandates received from GPG Departments within the stipulated services level agreement. Categorization of mandates in accordance to mandate type and processing area. Registration of mandates onto Document Management System. Data capturing of metadata in line with mandate requirement. Preparation for scanning purposes. Image capturing/scanning of mandates and verification prior to delivery to processing business units. Identification of inaccurate routing within document management processes for Team Leader intervention.
- ENQUIRIES** : Ms. Sithembile Buthelezi, Tel: (011) 689 6527 or Mr. Themba Psungo, Tel: (011) 689 6980
- NOTE** : Persons with disability are encouraged to apply.