

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** : 13 April 2018
- 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 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. Failure to submit all the requested documents will result in the application not being considered. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. 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. "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).

OTHER POST

- POST 13/05** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT**
Directorate: Human Resource Management
- SALARY** : R657 558 – R774 576 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 and a three year National Diploma/Bachelor's degree in Human Resource management or an equivalent Qualification; Four (4) years human resources administration experience, with two (2) years at supervisory level. Knowledge and understanding of the current public service legislations, regulations and policies. Excellent communication (verbal & written) and interpersonal skills. Demonstrate ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use PERSAL and provide expert advisory support to users; Computer literacy in MS Office; A valid driver's license. Skills and competencies: Computer literacy. Good verbal and written communication skills. Strong leadership skills. Project management skills. Good inter-personal relations skills. Problem solving skills. Presentation skills. Self-disciplined and able to work under pressure with minimum supervision. People management and Supervisory skills. Policy Development and Report writing skills.
- DUTIES** : Manage the Conditions of Service in accordance with the relevant prescripts; Coordinate implementation of the approved post and staff establishment; Manage employee records; Manage Audits and implement corrective measures; Establish systems to ensure successful implementation of Human Resource strategies and plans; Manage conditions of service and benefits for all levels including, SMS and MMS employees. Responsible for policy implementation and compliance on leave, long service, PILIR, GEHS, Medical

Assistance, IOD, overtime, resettlement benefits and terminations; Monitor and evaluate quality of information captured on Persal; Manage Employee Performance Management and Development System (EPMDS); Provide analysed data to management. Develop and review HR Policies; interpret HR Policies and prescripts; Establish systems to improve customer engagement on HR issues at National and Provincial Offices; Report weekly, monthly, quarterly and annually; Supervise staff and manage their performance according to the Performance management system.

ENQUIRIES

: Ms Zanele Ramatsebe (012) 473 0472