

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** : 30 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 registerable 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 POSTS

- POST 15/05** : **ASSISTANT DIRECTOR: FINANCIAL ADMINISTRATOR**
Directorate: Media Buying
- SALARY** : Commencing Salary: R334 545 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) in Finance or Business Studies and at least 3 years' experience with an emphasis on the following: An in-depth knowledge and understanding of the PFMA and Procurement Policies, Client orientation and customer focus ; experience in managing a suspense account; technical knowledge and experience of the process of reconciling various accounts ; the ability to conduct desktop research to identify issues and developments and use them to introduce new innovative ways of reporting, extensive experience in financial managing and drawing up financial reports and analysis, strong knowledge of the government communication environment and government's policies and key priorities; staff management and supervision skills and experience. The ideal candidate must be able to work under pressure as part of a team and adhere to set deadlines. He/she must have excellent command of the English language. Excellent written, grammatical and communication skills. Excellent understanding of the requirements for effective financial management. Ability to generate quick financial reports. Quality driven with solid independent research skills to obtain factual information and authentic detail. He/she must have the ability to use modern electronic systems to convey information, handle multiple

tasks and cope under pressure, and coordinate work within a team environment. In addition, he/she must possess excellent interpersonal, communication, interviewing and problem solving skills. Staff management, project management and supervision skills and experience.

DUTIES : The successful incumbent will be responsible for the maintenance and expansion of the suspense account for all services required by Media Buying and its clients, and render support to the Directorate Media Buying, Finance section, SCM section, clients and service providers in terms of its Suspense Account. Financial Management of all campaigns implemented for other Departments as well as GCIS campaigns per financial year. Proper Financial Administration and record keeping of all memo on route for the approval of campaigns for other Departments as well as GCIS campaigns per financial year. Compiling financial reports for the Director and Chief Director Media Buying for reporting purposes. Compiling financial reports to Departments to enable them to answer their Parliamentary question with regard to Media Buying. Reconciliation of campaign funds for Media Planning, Departments and the Directorate: Finance Assist with Audit queries with regard to Media Buying. Assist Directorate Finance with red flags on monthly statements by checking and verifying correct allocations of expenditure and commitment against campaign with red flags, and ensure that corrections are done before it's send to relevant Departments. Confirmation of accruals and commitment on monthly, quarterly and annual basis. Ensure that all expenditures are allocated to the correct project account .Monthly budget projections for the Directorate Media Buying .Liaising with Service Providers to ensure that all invoices and proof of flighting is received and sent through for payment. Liaising with Supply Chain Management and Finance to ensure payments are processed correctly and on time. Liaising with SCM to ensure the accurate caption of the commitment register.

ENQUIRIES : Mr S Mlisa: Tel No: 012 473 0287

POST 15/06 : **ADMINISTRATIVE OFFICER**
Directorate: Security and Facilities Management

SALARY CENTRE : All-inclusive salary package: R226 611 per annum
Pretoria

REQUIREMENTS : Applicants should be in possession of an appropriate National Diploma (NQF 6) in Supply Chain Management/ Public Management / Administration / Facilities Management / Property Management/ Civil Engineering/ Electrical Engineering / Mechanical Engineering or any related qualification. Two (2) years' experience in Facilities Management/ Contract Management and experience on Ms excel. The candidate should have knowledge in GIAMA Act, OHS Act, Minimum Security Standards, Batho Pele Principles, Treasury Regulations and Government Procurement Procedures. Have understanding of the finance, Supply Chain Management and budget processes. The candidate should have the ability to interpret and apply government policies, have people management and empowerment, communication, good writing, excellent problem solving and Computer literacy skills. The candidate should be able to work in a team, priorities work and work under pressure. Driver's license is essential.

DUTIES : The successful incumbent will be responsible for the administration of day to day maintenance and building inspection, administration of preventative and statutory Maintenance SLAs, conduct OHS inspections, administration and management of head office and all GCIS regions properties leased by the department. Ensure that lease agreements are valid and compliant. Administer office accommodation rental and municipal payments, assist with the security administration. The candidate will be required to compile weekly and monthly reports and submit to the Deputy Director: Facilities. The candidate will be responsible to supervise and development of Maintenance and Facilities subordinates including cleaners and food service coordinators.

ENQUIRES : Ms Xoliswa Job Tel No: (012) 473 0334