

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** : 01 June 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).

MANAGEMENT ECHELON

- POST 20/04** : **DIRECTOR-GENERAL: GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS) (FIVE-YEAR RENEWABLE CONTRACT)**
- SALARY** : All-inclusive salary package of R1 782 687 per annum of which 30% may be structured according to the individual's needs
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualifications: A degree and post graduate degree (NQF level 8) as recognised by SAQA. Experience: 8-10 years at senior management level of which at least three (3) years' experience must be within any organ of State as defined in the Constitution, Act 108 of 1996. Skills: Excellent written and verbal communication skills and the ability to interact with people at all levels. Strong creative, strategic, analytical, organizational and interpersonal skills at all levels. Innovative and creative thinking, computer literacy. Job Knowledge: Extensive knowledge of the South African communications landscape. An understanding of government communication discipline. An in-depth knowledge and understanding of government policies and programmes. Competencies Required: Strategic capability and leadership, financial management, problem solving and analysis, people management and empowerment, project management, knowledge management, change management, service delivery innovation.
- DUTIES** : Reporting to the Minister, the Director-General will be responsible for providing strategic leadership and direction in delivering the mandate of the Department. Serve as a spokesperson of Cabinet and government. Provide leadership in the development of generic communication strategies across government's national departments. Ensure integration, coherence and standard performance of communication within national government and across all spheres of government. Ensure the implementation of development communication. Enhance government's communication platforms, products and services in order to grow the voice of government. Lead the media bulk buying strategy of government and realise the intended savings. Oversee the function of GCIS and act as the Accounting Officer.

ENQUIRIES : Provide effective and timely support to the Minister and Deputy Minister, including
NOTE : participation in the Forum of South African Directors-General Cluster's work.
Mr Keitumetse Semakane, Tel No: 012 473 0128/ 0796961826
The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement with the Minister within three months from the date of assumption of duty.

OTHER POST

POST 20/05 : **SENIOR SECRETARY**
Directorate: Free State Provincial Liaison

SALARY : Commencing Salary R183 558 per annum
CENTRE : Bloemfontein
REQUIREMENTS : Applicants must be in possession of National Diploma in Office Management, Secretarial studies or equivalent qualification plus two years' secretarial experience. Skills: Good communication skills, ability to manage and plan the Provincial Director's diary, advanced minute taking skills during staff meetings, general office administration, advanced development of action plans and advanced computer literacy skill (Excel, PowerPoint and Ms Outlook). Competencies: Ability to work independently and without close supervision and ability to work under pressure. The incumbent should be creative, innovative, flexible and highly motivated individual. Should also have some level of understanding of project management and coordination. Job knowledge: High degree of etiquette, working with a team, effective report writing, compilation and collation of information from key clients, including district-based Regional Communication Coordinators and Senior Communication Officers. Credible and proven experience in the secretarial and administrative function of an organization.

DUTIES : Provide secretarial /reception support to the Provincial Office. Administer and support the overall functions of the directorate. Management of the Information Resource Centre and organizing regular outreach activities and distribution of government information products. Provide logistical support to the Provincial Director's stakeholder meetings. Ensure record management in the provincial office assisting the Administrative Officer. Managing the internal filing system according to the GCIS file approved plan. Providing general secretarial and administrative management of the office

ENQUIRIES : Ms L Sehlabaka. Tel No: (051) 448 4504