

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** : 08 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).

OTHER POSTS

- POST 21/03** : **DEPUTY DIRECTOR: LABOUR RELATIONS AND HUMAN RESOURCE PLANNING**
Directorate: Human Resource Management
- SALARY** : R657 558 - R774 576 per annum (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 and a three year National Diploma/Bachelor's degree in Labour Relations Management. Four (4) years relevant experience of which two (2) years must be at management level. Advanced analytical and problem solving skills. Knowledge of Employment Legislations and Public Service Regulatory Framework, Knowledge of Professional Ethics infrastructure in the Public Service. Strong understanding of policy formulation, interpretation, and implementation. Knowledge of Human Resource best practices. Ability to plan, organize and conduct research and analyse policies. Computer Literacy with knowledge of MS Access and Project will be an added advantage. Dispute resolution and conflict management competencies. Strong investigative and report writing skills. Good communication skills (facilitation, negotiation, presentation, verbal and written). A valid driver's license and willingness to travel.
- DUTIES** : Develop departmental strategies and systems relating to dispute resolution mechanisms, including policies, procedures and processes. Monitor and evaluate implementation and compliance with collective agreements, policies

and legislations. Render advisory services to management and employees at all branches and divisions of the Department. Provide Labour Relations training. Represent the Department in conciliation and arbitration proceedings. Facilitate the management of discipline and grievances in the Department. Conduct research and benchmarking initiatives for the best practices and Labour Relations practices accordingly. Promote high standard of Professional ethics and Code of Conduct in the Department. Oversee, co-ordinate and manage the overall HR Planning, Recruitment and Selection Processes of the Department. Advice and consult with management as well as relevant stakeholders on planning, formulating and implementing the HR Plan, Recruitment and Selection principles and practices relevant to the Department. Render expert advice on the screening of most suitable candidates in line with Employment Equity prescripts in order to support the strategic objectives and post requirements of the Department's core mandate. Provide leadership / advice to management and line functions with regard to recruitment and selection processes. Coordinate, compile and submit HR Plan and HR Planning reports of the Department within prescribed timeframes. Ensure compliance with relevant Recruitment legislation. Compile weekly, monthly, quarterly and annual reports on Labour Related Cases and H/R Plan, Recruitment and Selection Processes. Supervise staff and manage their performance according to the Performance Management System.

ENQUIRIES : Ms Zanele Ramatsebe Tel No: (012) 473 0472

POST 21/04 : **PERSONNEL OFFICER: ETHICS**
Directorate: Human Resource Management

SALARY : Commencing salary of R152 862 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a grade 12 and a National Higher Certificate (NQF 5) in the field of Human Resource/ Professional Ethics/ Social Science, Public Management and Administration or Development. At least one (1) year relevant experience. Relevant Public Service policies, procedures and processes. Computer and report writing skills. Data Capturing. Data and records management. Knowledge of PERSAL will be an added advantage. Excellent in Microsoft office software, Ability to analyse statistics, ability to work under pressure. Ability to function independently and work as part of the team Strong personal and professional ethics. Good communication skills; Good interpersonal relations. Customer Service (Batho Pele Principles).

DUTIES : Facilitate disclosure of financial interests for the department. Register designated employees on the eDisclosure system. Evaluate completeness and accuracy on disclosed information. Verify applications of other Remunerative work. Administer Human Resource information system. Capture and update data on the computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Facilitate ethics meetings and produce accurate minutes. Retrieve information as and when required. Respond to all enquiries effectively, efficiently and professionally. Compile routine statistical information/reports.

ENQUIRIES : Ms Z Ramatsebe: Tel No: (012) 473 0472