

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 Tshedimotsetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 29 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 24/06** : **SENIOR ADMINISTRATION CLERK**
Directorate: Northern Cape Provincial Office
- SALARY** : Commencing salary of R152 862 per annum (Level 05)
- CENTRE** : Kimberley
- REQUIREMENTS** : Applicants should be in possession of an appropriate Grade 12 Certificate and Higher Education Certificate (NQF level 5) in Accounting, Business Studies or related qualification. One (1) year experience including internship or learnership. Skills and Competencies: job knowledge, interpersonal relations; flexibility; teamwork; computer; planning and organisation; language; good verbal and written communication skills.
- DUTIES** : The successful candidate incumbent will be responsible to render effective archive management to the Provincial Office and districts and fleet management. Support the provincial management on human resource operations, supply chain management and financial management.
- ENQUIRIES** : Mr M Nagel, Tel No: (053) 8321378
- POST 24/07** : **FOOD SERVICE AID**
Directorate: Security and Facilities Management
- SALARY** : Commencing salary of R107 886 per annum (Level 03)
- CENTRE** : Pretoria

- REQUIREMENTS** : Applicants must be in possession of an appropriate Grade 12 certificate. Further qualifications in food service and cleaning industry will be added advantage. Experience: General exposure in food service aid and cleaning services. Applicant must be able to read, write and communicate in English. Applicant should have good interpersonal and communication skills. Ability to work under pressure and even longer hours when required.
- DUTIES** : The successful candidate will be responsible for setting up of boardrooms for meetings. Cleaning of kitchen utensils and dish cloths after meetings. Cleaning of staff member's cutlery and crockery. Responsible for cleaning of water bottles and filling them with fresh water daily. Safe keeping of kitchen utensils. Cleaning of offices, microwaves, fridges, trolleys and kitchen cupboards. Relieving on other floors when required. Replace toilet papers, hand paper towels, hand soap and seat wipes in the toilets for afterhours meetings.
- ENQUIRIES** : Ms X Job. Tel No: 012 473 0334