

GOVERNMENT COMMUNICATION 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 Tshedimoseetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 13 July 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 26/13** : **DEPUTY DIRECTOR: RESEARCH REF NO: 3/1/5/1-18/1**
Directorate: Research and Knowledge Management
- SALARY** : All-inclusive salary package of R697 011 per annum (Level 11)
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualification: Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) in Communication Sciences/Social Sciences/ Political Sciences or Statistics. Experience: Four years public/private sector work experience in the field of research and two (2) years' experience should be at least at Management level (Assistant Director level). Academic research (full research project including all processes of research) experience will be considered in conjunction with work experience. General managerial and administration experience (related to tasks and human resources). Knowledge: Good general knowledge and interest in current and government affairs. Skills: Must be well-versed in qualitative and quantitative research techniques and procedures, data analysis techniques and interpretation. Proficiency in MS programmes. Proficiency in both verbal and written communication, as well as good proof reading and editing skills. Must have good interpersonal skills and be able to liaise with clients and service providers. Ability to work independently without direct supervision as well as in a team. Must be able to work under pressure.
- DUTIES** : Management, planning, coordination and application of research to enhance effectiveness of government communication. Provide research advice and a support service to GCIS and to clients in terms of communication research. Use and/or advice on appropriate qualitative data processes and procedures to explain, understand or interpret situations or people under investigation. Use SPSS and MS Excel programme for quantitative data analysis. Prepare

research reports (MS Word & MS PowerPoint) using research findings for sharing with relevant stakeholders. Proof read and edit subordinates' reports prior to finalisation. Professionally liaise with service providers. Provide assistance in general managerial tasks to ensure optimal resource management in the Directorate: Research and Knowledge Management. Work as part of a team in the Directorate and GCIS project teams. The post might require some travelling thus, the successful applicant must be willing to spend nights away from home.

ENQUIRIES NOTE : Dr Ntombifuthi Nala, Tel No: (012) 473-0218.
: Short-listed candidates will be subjected to a competency test using analytical software/ analysing qualitative data and report writing. A competency score of 75% will be required for a final shortlisting process.

POST 26/14 : **ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT PLATFORMS REF NO: 3/1/5/1-18/2**
Directorate: Research and Knowledge Management

SALARY CENTRE REQUIREMENTS : Commencing salary of R356 289 per annum (Level 09)
: Pretoria
: The candidate must be in possession of appropriate National Diploma (NQF level 6) or Degree (NQF level 7) in Information Science or Knowledge Management or related qualifications. Experience: Three (3) years 'relevant experience in the field and 1 year should be experience at salary level 7 or 8, implementing knowledge management programmes. Good understanding of knowledge management platforms such as CoPs and portals. Applicant must have a good working knowledge of MS office and Internet content (records-management systems, preferably MS Sharepoint. Skills; good interpersonal skills, planning, project management, organising, communication (written and spoken). Applicant should have an interest in current affairs and socio-political situation in South Africa. In addition applicant should have good editing and proofreading skills, ability to cope under pressure and keep to deadlines and good understanding of Government 's structures and functions. Previous experience in maintaining websites will be an added advantage.

DUTIES : The successful incumbent will be required to supervise the maintenance and marketing of the knowledge portal. Supervise and sustain knowledge sharing events. Provide information retrieval and supply service. Receive and respond to information enquiries related to government information. Provide training to internal staff on knowledge management policies and procedures.

ENQUIRIES NOTE : Ms J Cornelissen. Tel No: (012) 473 0114
: Shortlisted candidates will be required to undergo a practical test to determine their editing and computer skills. This practical test will be used as a further measure for shortlisting.

POST 26/15 : **MULTI-MEDIA DESIGN REF NO: 3/1/5/1-18/3**
Directorate: Media Production

SALARY CENTRE REQUIREMENTS : Commencing salary of R196 407 per annum (Level 06)
: Pretoria
: The candidate should be in a possession of a National Diploma (NQF level 6) in Multi-media design, Computer animation, Digital arts, Motion graphic design, Two or Three-dimensional design or related qualification. Experience: Two years relevant experience. The candidate must have good knowledge of various motion graphics and video editing software including Adobe Creative Suite and Final Cut Pro X. Good organisational and communication skills, the ability to work under pressure and meet deadlines, willingness to work overtime, the ability to multi-task and manage priorities in a fast-paced environment. It is expected that the candidate should have the ability to develop creative concepts, be highly motivated with an eye for detail, and ability to work in a team and function independently. The candidate must be proficient in the use of an Apple Macintosh computers.

DUTIES : The successful incumbent will be responsible for liaising with clients on projects, making technical recommendations, developing creative concepts for video productions, creating storyboards, creating multimedia elements/motion graphics in liaison with clients and other team members, keeping up-to-date with technological and software, testing video products for errors and making corrections, obtaining sign-off from clients, archiving of all multi-media products.

ENQUIRIES : Ms Cindy Ludick. Tel No: (012) 473 0048

NOTE : Short-listed candidates will be requested to provide a portfolio of evidence on a Compact Disc or DVD and will as well be subjected to a practical test.

POST 26/16 : **SENIOR SUPPLY CHAIN MANAGEMENT CLERK: PAYMENT REF NO: 3/1/5/1-18/4**
Directorate: Supply Chain Management

SALARY : Commencing salary: R196 407 per annum (Level 06)

CENTRE : Pretoria

REQUIREMENTS : Applicants should be in a possession of a recognized National Diploma (NQF Level 6) in Public Management/ Administration/ Logistics management/ Public Finance/Purchasing Management or related qualification. Experience: Applicants should have two (2) years relevant experience in the Supply Chain Management environment. Knowledge: Sound knowledge in Supply Chain Management policies, LOGIS, PFMA, Preferential Procurement Regulations, Treasury Regulations and Contract Administration. Competencies and Skills: The candidate should have the ability to work under pressure and willingness to work irregular hours. Be able to work independently and have innovative thinking. Excellent computer skills (MS Word and Excel), excellent communication skills and client service orientated and excellent writing skills.

DUTIES : The successful candidate will be responsible for responsible for receiving invoices and statements from suppliers rendering services to GCIS. Ensure distribution of all invoices to the relevant sections in head office and regional offices for signature. Follow up on invoices that were distributed but not received back within stipulated time. Capturing of invoices that comply with prescripts on LOGIS. Ensure that all outstanding invoices are paid according to the specified time or standard. Update the 0-9 file and ensure reconciliation of statements and follow up on invoices outstanding for more than one month. Opening of files for each account (Creditor). Respond to queries and enquiries as received via the SCM enquiry system. Compile statistics on invoices, payments and update expenditure control. Batch control (Filing, retrieval and recording). Submit weekly reports on the status of accounts and work processes. Ensure preparations of Commitments and Accruals for IFS and AFS.

ENQUIRIES : Ms M Ramashi Tel No: (012) 473 0194