

**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** : 17 August 2018
- NOTE** : Applications must be submitted with Z83 form, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The completed and signed Z83 form 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 POST**
- POST 31/33** : **SENIOR ADMINISTRATION CLERK REF NO: 3/1/5/1 – 18/23**  
Directorate: Northern Cape Provincial Office  
(This is a re-advertisement and candidates who applied previously do not need to re-apply)
- SALARY** : Commencing salary of R163 563 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
- NOTE** : Preference will be given to person with disability.