

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** : 05 October 2018
- NOTE** : Applications must be submitted with Z83 form, obtainable from any Public Service Department or on the internet at 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 POSTS

- POST 38/07** : **CONTENT COORDINATOR REF NO: 3/1/5/1-18/6**
Directorate: Programme Support
(This is a re-advertisement and candidates who applied previously do not need to re- apply)
- SALARY** : Commencing salary of R242 475 per annum (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : The applicant should be in possession of a National Diploma (NQF level 6) or three years Degree (NQF level 7) in Communications, Media Studies Journalism / Public Relations, or related equivalent qualification as recognized by SAQA. Experience: Two (2) years relevant experience in the field of Communications. Knowledge of MS Office suite programs. Emphasis is placed on writing, analytical, Planning and organizing skills. The ideal candidate should have general knowledge and a strong feel for the current affairs and socio-political situation in South Africa. The ability to work under pressure and with minimum supervision. The applicant should have good command of the English language. It is vital for the applicant to have a good understanding of government issues and programmes and to be able to articulate these appropriately. Knowledge of the Izimbizo programme of government and all other public participation platforms. High telephone etiquette and ability to follow-up as well as adhere to deadlines. Applicants must have good facilitation, stakeholder management, communication, interpersonal and project management skills and be able to work well in a team. Applicant must be willing to work in a fast-

- paced and stressful environment which may require them to occasionally work overtime/on weekends or public holidays.
- DUTIES** : The successful candidate will be expected to provide effective coordination and administrative support to the Director and Deputy Director Programme Support. Monitor the development communication activations in provinces and profile them through the social media unit. Monitor the implementation of the Izimbizo programme across government (National, provincial and local). Coordinate the Izimbizo e-platform training nationally, provincially and locally. Serve as the Izimbizo e-platform administrator. Monitor the issues status report on the data repository instrument (e-platform). Maintain an updated Izimbizo stakeholder databases. Monitor the implementation of feedback mechanism for Izimbizo events. Support the coordination of the Minister and Deputy Minister of Communications Izimbizo programmes including of the President and Deputy President. Capture the Izimbizo action plan and progress reports into the e-platform. Compile the quarterly and semester Izimbizo report. Support the management of Izimbizo stakeholder partnerships in line with the Inter-governmental Relations prescripts. Write articles. Coordinate the national Izimbizo calendar. Provide assistance to ad hoc projects when assigned. Ensure the instantaneous escalation of synchronised provincial coalface projects to national platforms.
- ENQUIRIES NOTE** : Mr Moferefere Moloi Tel No: (012) 473-0189
: Preference will be given to a Person with Disability
- POST 38/08** : **SENIOR SUPPLY CHAIN MANAGEMENT CLERK: PROCUREMENT- REF NO: 3/1/5/1 – 18/17**
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : Commencing salary of R196 407 per annum (Level 06)
: Pretoria
: Applicants must be in possession of a National Diploma (NQF 6) or Degree (NQF 7) in Finance and Economics, Economic Management Sciences, Logistics Management, Purchasing and Public Management. At least two (2) years' work experience. Knowledge of Supply Chain Management policies, PFMA, Preferential Procurement Regulations, Treasury Regulations. 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). Be flexibility and willing to adjust to changes in the work environment, excellent communication skills and client service orientated and excellent writing skills.
- DUTIES** : The successful candidate will be responsible to assist as entry point in receiving requisitions from internal clients online. Verifying requisitions for compliance in line with prescripts. Check and verify suppliers on Central Suppliers Database. Approve compliant requisitions on-line using SharePoint and return non-compliant requisitions back to the clients. Capture requisitions and petty cash on LOGIS. Approve procurement advises generated and authorise requisitions on the LOGIS System. Ensure that all requisitions captured and authorized are compliant with legislation. Update the e-requisitions received with order numbers once generated. Monitor the requisitions received to ensure that this are finalised within the approved standard and write reports. Capture new suppliers on corporate reference data, advice clients with respect to procurement and attending to enquiries.
- ENQUIRIES** : Ms V Basket Tel No: (012) 473 0378