

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** : 07 December 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 47/06** : **INTERNAL AUDITOR REF NO: REF 3/1/5/1-18/30**
Chief Directorate: Internal Audit
- SALARY** : Commencing Salary R196 407 per annum (Level 06)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate National Diploma (NQF Level 6) or Three year Degree (NQF Level 7) in Internal Auditing or related qualification. Two years' relevant experience in auditing environment. Knowledge of the Internal Audit Standards, PFMA and Treasury Regulations, Public Sector Act and Regulations, Teammate audit software, MS Office (Excel and Word). A valid driver's licence. Oral and written communication skills. Ability to perform research, analyse and compile reports. The ability to work under pressure and willingness to work irregular hours.
- DUTIES** : The successful candidates will be responsible to inspect audit engagement audit files and ensure all work done complies with the Internal Audit methodology and internal audit standards. Assist with administrative support to the committees (Audit Committee, and the Internal Audit and Risk Committee). Ensure compliance with GCIS prescripts by ensuring monthly, quarterly and annual reports are compiled for the Internal Audit as required. Be a champion for the Unit on general organisational matters (risk, occupational, security, and audit related administration). Input, advice and improvement regarding application and interpretation of functional directives, practices and procedures. Coordinate in-house training and training materials for the Unit. Assist with the planning,

fieldwork, execution and reporting on audit engagements as per the approved Internal Audit Annual Operational Plan.

ENQUIRIES : Mr E Nedzamba. Tel No: 012 473 0166

NOTE : Preference will be given to Coloured Male/Female, Indian Male/Female, and White Male/Female.

POST 47/07 : **SENIOR SECRETARY REF NO: REF 3/1/5/1-18/16**
Chief Directorate: Cluster Communication

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

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of National Diploma (NQF 6) in Office Management, Secretarial studies or equivalent qualification. Experience: two (2) years' secretarial experience. Skills: Excellent communication and interpersonal skills, ability to manage and plan the Chief Director's diary, advanced minute taking skills during meetings, general office administration, advanced development of action plans and advanced computer literacy skill (Word, Excel, PowerPoint and Ms Outlook). Competencies: Ability to work independently and without close supervision and ability to work under pressure. The incumbent should be creative, innovative, flexible and highly motivated individual. Should also have some level of understanding of project management and coordination. Job knowledge: High degree of etiquette, working with a team, effective report writing, understanding of government's mandate and the Social Sector and Governance and Administration clusters. Compilation and collation of information from the team (including cluster coordinators and project managers etc.), as well as internal and external stakeholders. Credible and proven experience in the secretarial and administrative function of an organization.

DUTIES : Provide secretarial support and general administration support to the Chief Directorate: Cluster Communication Social Sector, and Governance & Administration Clusters. Write routine notes, memos, letters and reports. Maintain an effective filing and document tracking system (electronic and physical). Develop new ideas to change existing procedures to improve filing tasks and document tracking. Create and maintain databases of internal and external stakeholders. Effectively, coordinate internal and external meetings, appointments and events. Compile agendas and take accurate minutes during meetings. Screen phone calls, inquiries and requests and handle them when appropriate. Diary and calendar management. Receive visitors, and organise parking and refreshments. Handle travel and accommodation arrangements, Subsistence & Travel (S&T) claims and budget cashflow information. Manage leave register. Deal with incoming email often corresponding on behalf of the Chief Director. Apply relevant public service and GCIS policies and procedures when executing tasks. Assist with budget and projections administration for the office of the Chief Director. Handle catering services in the office of the Chief Director.

ENQUIRIES : Mr I Moshetsi Tel No: (012) 473 0147

NOTE : Indian Male/Female, and White Male/Female