DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.

APPLICATIONS: Applications quoting reference number must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretona, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0001. Faxed and emailed applications will not be considered. Applications should also be submitted online at www.ejob.gov.za and it should be accompanied by a comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver’s license.

CLOSING DATE: 27 May 2019

NOTE: The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.) Proof of citizenship if not RSA citizen, a comprehensive CV indicating duration of appropriate experience and three reference persons with the following information: name and contact numbers, an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records.

OTHER POST

POST 16/46: ASSISTANT DIRECTOR: ICT STAKEHOLDER MANAGEMENT REF NO: DPSA/19/008

SALARY: R376 596 per annum (Level 09) (All-inclusive package). Annual Progression up to maximum salary of R443 601 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of basic salary, the state’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.

CENTRE: Pretoria

REQUIREMENTS: A 3-year Diploma or Degree in Communications, Public Relations, Project Management or relevant qualification at NQF Level 6 coupled with relevant experience in stakeholder relations management, research capabilities, writing skills and analytical skills. 3-5 years’ experience in Events and/or Project Management. 3 years’ experience working with stakeholders and sponsors within the ICT environment preferably in the public sector. Proven organizational and project management skills. Experience in writing briefs and basic communication material such as newsletters, above average computer literacy, Ability to interact with stakeholders at different levels. Good communication skills including written and spoken English. Should hold a valid driver’s license.

DUTIES: Support the Directorate by ensuring effective participation of stakeholders in the implementation of ICT projects in Government. Ensure structured and programme oriented partnership with stakeholders by maintaining sound relations with the ICT industry. Manage and coordinate stakeholder engagements, forums, events, learning networks and conferences. Administer and update the stakeholder contact database. Prepare stakeholder engagement and project reports. Organize funding and sponsorship for stakeholder events. Work with the Government Information Technology Officers Council (GITOC) on issues pertaining to stakeholder management. Coordinate visits of advocacy groups, researchers,
donors, partners etc. Conduct research in preparation for stakeholder engagements, prepare briefing notes and contribution to publications.

ENQUIRIES

: Ms A Swalivha Tel No: (012) 336-1369