GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

APPLICATIONS: The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria

FOR ATTENTION: Mr S Matshageng

CLOSING DATE: 18 October 2019

NOTE: 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 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 35/14: ASSISTANT DIRECTOR: RESEARCH REF NO: 3/1/5-19/80 (X3 POSTS)

Directorate: Research and Knowledge Management

SALARY: R376 596 per annum

CENTRE: Pretoria

REQUIREMENTS: 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: Three years of work experience in research/communication research of which one year should be at salary level seven or eight (full academic research project including all processes of research will be considered as part of experience). General managerial, project management and administration experience (related to tasks of human resources) Knowledge: Good general knowledge and interest in current and government affairs Skills: Must be well-versed in all aspects related to communication research processes as well as quantitative data analysis techniques and qualitative research Competency in quantitative research data analysis and interpretation and qualitative methodologies Proficiency in MS programmes and data analysis packages (i.e SPSS) Ability to liaise with clients and service providers Proficiency in both presentation and report writing Ability to work independently without direct supervision as well as in a team Must be able to work under pressure The post might require some travelling outside Gauteng province thus, the successful applicant must be willing to spend nights away from home.
DUTIES: The successful candidate will be required to assist with the management, planning and application of research to enhance effectiveness of government communication. Assist in providing research advice and support service to GCIS and to clients in terms of communication research. Professionally liaise with service providers and clients. Use SPSS and MS Excel program for quantitative data analysis. Interpret research results and prepare research reports (Ms Word & Ms PowerPoint) for sharing with relevant stakeholders. Present research findings at various stakeholder meetings (internal and external). Provide assistance in general managerial tasks, including financial management to ensure optimal resource management in the Directorate: Research and Knowledge Management.

ENQUIRIES: Dr Ntombifuthi Nala Tel No: (012) 473 0218

NOTE: Short-listed candidates will be subjected to a competency test. Preference will be given to Coloured male/female, Indian male/female and White male/female.

POST 35/15: REGIONAL COMMUNICATION COORDINATOR REF NO: 3/1/5-19/81
Directorate: Provincial Office Eastern Cape

SALARY: R376 596 per annum
CENTRE: Nelson Mandela Bay: Port Elizabeth

REQUIREMENTS: Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Experience: Three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) with knowledge of communication disciplines, including media liaison, research and development communication. The candidate must have an understanding of development communication and knowledge of the Eastern Cape Province with specific insights in the Nelson Mandela Bay area. Furthermore, he/she must be computer literate and be in possession of a valid Code 08 driver’s license as the work involves extensive travelling. Good knowledge of administration and finances is required.

DUTIES: The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in the Nelson Mandela area as follows: Implement key communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers (if any) as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the Metro to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures in the Metro. Further, provide communication support to various integrated service delivery models of government, including the District/Metro Based Service Delivery Model and the Thusong service centre programme. Responsible for the development and maintenance of effective high-level stakeholder relations in the region with biasness towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing service delivery articles on governments’ delivery on its mandate. Responsible for the revision and development of a regional distribution strategy for government information products. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the Metropolitan municipal area for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

ENQUIRIES: Mr N Pinyana Tel No: (043) 7222 602/09
NOTE: Preference will be given to Coloured male/female, Indian male/female and White male/female.
POST 35/16 : REGIONAL COMMUNICATION COORDINATOR REF NO: 3/1/5- 19/82
Directorate: Provincial Office Eastern Cape

SALARY : R376 596 per annum

CENTRE : Amathole District: Centane Thusong Service Centre – Centane

REQUIREMENTS : Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification
Experience: Three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) with knowledge of communication disciplines, including media liaison, research and development communication. The candidate must have an understanding of development communication, and knowledge of the Eastern Cape Province with specific insights in the Amathole District and its local Municipalities. Furthermore, he/she must be computer literate and be in possession of a valid Code 08 driver’s license as the work involves extensive travelling. Good knowledge of administration and finances is required.

DUTIES : The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in the Amathole District as follows: Implement key communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers (if any) as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level further, provide communication support to various integrated service delivery models of government, including the District based service delivery model and the Thusong service centre programme. Responsible for the development and maintenance of effective high-level stakeholder relations in the region with biasness towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing service delivery articles on governments’ delivery on its mandate. Responsible for the revision and development of a regional distribution strategy for government information products. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the District for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

ENQUIRIES : Mr N Pinyana Tel No: (043) 7222 602/09

NOTE : Preference will be given to Coloured male/female, Indian male/female and White male/female

POST 35/17 : REGIONAL COMMUNICATION COORDINATOR: LIASON REF NO: 3/1/5- 19/83
Directorate: Provincial Office Eastern Cape

SALARY : R376 596 per annum

CENTRE : Or Tambo District: Viedgesville Thusong Service Centre - Mthatha

REQUIREMENTS : Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification
Experience: Three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) with knowledge of communication disciplines, including media liaison, research and development communication. The candidate must have an understanding of development communication, and knowledge of the Eastern Cape Province with specific insights in the OR Tambo District and its local Municipalities. Furthermore, he/she must be computer literate and be in possession of a valid Code 08 driver’s license as the
work involves extensive travelling Good knowledge of administration and finances is required.

DUTIES: The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in the OR Tambo District as follows: Implement key communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers (if any) as well as any communication interns or learners assigned to the region, including their administrative and operational functions. The Deputy Director: Provincial Liaison will ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level. Further, provide communication support to various integrated service delivery models of government, including the District based service delivery model and the Thuso service centre programme. Responsible for the development and maintenance of effective high-level stakeholder relations in the region with biasness towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing service delivery articles on governments’ delivery on its mandate. Responsible for the revision and development of a regional distribution strategy for government information products. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the District for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

ENQUIRIES: Mr Ndlelantle Pinyana Tel No: (043) 7222 602/09
NOTE: Preference will be given to Coloured male/female, Indian male/female and White male/female.

POST 35/18: REGIONAL COMMUNICATION COORDINATOR: CENTRAL KAROO DISTRICT
REF NO: 3/1/5-19/85
Directorate: Western Cape Provincial Office

SALARY: R376 596 per annum (Level 09)
CENTRE: Beaufort West

REQUIREMENTS: Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Experience: Three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) or supervisory level, with knowledge of communication disciplines, including media liaison, research and development communication. The applicant must have an understanding of development communication, and knowledge of the Western Cape Province with specific insights in the Central Karoo District and its local Municipalities.

DUTIES: The successful candidate will be responsible to support the Deputy Director: Liaison in the implementation of a strategic government communication function in the Central Karoo District as follows: implement key communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Coordinate and monitor the government communication function in the district, including the monitoring and supervision of the work of the district based Senior Communication Officers as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. The candidate will support all initiatives aimed at strengthening...
Local government communication system through interface with strategic IGR structures at local level. The candidate will further provide communication support in various integrated service delivery models of government such as the Thusong service center programme. The successful candidate will also be responsible for the development and maintenance of effective high level stakeholder relations in the region with a bias towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing articles on government developments in the region from time to time. The regional coordinator will also be responsible for the revision and development of a new regional distribution strategy for government information products. The successful candidate will additionally, on a regular basis, be required to develop local communication environment assessments of the District for use by various stakeholders and clients with required communication interventions recommended.

ENQUIRIES : Ms Geraldine Thopps Tel No: (021) 418 0533
NOTE : Preference will be given to Coloured male/female, Indian male/female and White male/female

POST 35/19 : ASSISTANT DIRECTOR: PROVINCIAL AND LOCAL LIAISON REF NO: 3/1/5-19/88
Directorate: Northern Cape Provincial Office

SALARY : R376 596 per annum (Level 09)
CENTRE : Kimberley

REQUIREMENTS : Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) in Communications or related qualification, as recognized by SAQA. Three years communication experience of which one (1) year should be experience on salary level 7 or 8, with knowledge of communication disciplines, including media liaison, research and development. The candidate must have an understanding of development communication and knowledge of the Northern Cape Province. Skills: Communication, Good interpersonal skills and Computer literacy. Some knowledge of administration and finance is required. Applicants must in possession of a valid Code 08 driver’s license as the work involves extensive travelling.

DUTIES : The successful candidate will be required to provide support in overseeing the work of the Provincial Office. Serve as the Sub-project desk for information management in the Provincial Office. Support the Deputy Director: Liaison in coordinating the implementation of projects and the monitoring and evaluation of work done by district based RCC/Senior Communication Officers. Oversee the functioning of information resource centres in the Provincial and District offices. Quality assures the corporate and branding identity of government information products. Oversee the management of the distribution function in the GCIS Provincial and District offices. The candidate will be responsible for the monitoring and evaluation of the work of the GCIS Northern Cape Office including desktop research duties and impact assessments.

ENQUIRIES : Mr Marius Nagel: Tel No: (053) 8321378
NOTE : Preference will be given to Coloured male/female, Indian male/female and White male/female

POST 35/20 : REGIONAL COMMUNICATION COORDINATOR: NGAKA MODIRI MOLEMA DISTRICT (MAHIKENG) REF NO: 3/1/5-19/87
Directorate: Provincial Liaison: North West

SALARY : R376 596 per annum (Level 09)
CENTRE : Ngaka Modiri Molema District (Mahikeng)

REQUIREMENTS : Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Experience: Three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) or supervisory level, with knowledge of communication disciplines, including media liaison, research and development communication. The applicant must have an understanding of...
development communication, and knowledge of the North West Province with specific insights in the Ngaka Modiri Molema District and its local Municipalities.

**DUTIES**

The successful candidate will be responsible to support the Deputy Director: Liaison in the implementation of a strategic government communication function in the Ngaka Modiri Molema District as follows: implement key communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Provide strategic communication support in the district, including monitoring and supervision of the work of the district based communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. The candidate will support all initiatives aimed at strengthening Local government communication system through interface with strategic IGR structures at local level. The candidate will further provide communication support in various integrated service delivery models of government such as the Thusong service center programme. The successful candidate will also be responsible for the development and maintenance of effective high level stakeholder relations in the region with a bias towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing articles on government developments in the region from time to time. The regional coordinator will also be responsible for the revision and development of a new regional distribution strategy for government information products. The successful candidate will additionally, on a regular basis, be required to develop local communication environment assessments of the District for use by various stakeholders and clients with required communication interventions recommended.

**ENQUIRIES**

Ms Boitumelo Mosadi Tel No: (018 381 7071)

**NOTE**

Preference will be given to Coloured male/female, Indian male/female and White male/female

**POST 35/21**

ASSISTANT DIRECTOR: BID OFFICE REF NO: 3/1/5 – 19/90

Directorate: Supply Chain Management

(12 Months Contract)

**SALARY**

R376 596 per annum (Level 09) plus 37% in lieu of benefits

**CENTRE**

Pretoria

**REQUIREMENTS**

Applicants must be in possession of a National Diploma (NQF 6) or Degree (NQF 7) in Public Management/Administration/Logistics Management/Public Finance and Accounting or Purchasing Management environment, and three (3) years proven experience in Supply Chain Management environment. Excellent writing and communication skills, ability to manage and plan, as well as advanced computer literacy (Excel, PowerPoint and Ms Outlook). Ability to interpret and apply legislation and policies (PFMA, Preferential Procurement Regulations, BBBEE, Treasury regulations, Contracts, etc.) Supervisory skills with strong leadership qualities. Ability to work independently without close supervision. Ability to handle multiple tasks simultaneously and able to work under pressure. The incumbent should be self-driven, creative, innovative, flexible and highly motivated. Excellent coordination skills. Ability to work in a team environment. Client service orientated. Have initiative and pay close attention to detail. Have excellent communication skills, written and verbal. Ability to interact with people across all levels.

**DUTIES**

Advice clients with respect to media buying request memos, deviations and Bids. Keep track of media buying requests and spend. Ensure that media buying procurement memos are compliant to the PFMA and other regulatory legislation. Monitor the implementation of contracts of awarded in relation to tenders and or RFQ’s. Consolidation of the procurement plan of the department and develop a sourcing strategy. Monitor implementation of the procurement plan and ensure timeous reporting to relevant structures in line with departmental standard. Continuously lead capacity building presentations to internal clients on media.

Provide accurate information in relation to Annual and Interim Financial Statements (Commitments, Accruals and Payables). Provide general office support. Attending to enquiries or queries.

ENQUIRIES: Ms M Ramashi Tel No: (012) 473 0194/Mr G Storey Tel No: (012) 473 0093/Ms Midah Moreroa Tel No: (012) 473 0185

POST 35/22: SENIOR SUPPLY CHAIN MANAGEMENT OFFICER: BID OFFICE REF NO: 3/1/5 – 19/91

(12 Months Contract)

Directorate: Supply Chain Management

SALARY: R316 791 per annum (Level 08) plus 37% in lieu of benefits

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of a National Diploma (NQF 6) or Degree (NQF 7) in Public Management/Administration/Logistics Management/Public Finance and Accounting or Purchasing Management environment. Five (5) years proven experience in Supply Chain Management environment. Excellent writing and communication skills, ability to manage and plan, as well as advanced computer literacy (Excel, PowerPoint and Ms Outlook). Ability to interpret and apply legislation and policies (PFMA, Preferential Procurement Regulations, BBBEE, Treasury regulations, Contracts, etc.). Ability to work independently without close supervision. Ability to handle multiple tasks simultaneously and able to work under pressure. The incumbent should be self-driven, creative, innovative, flexible and highly motivated. Excellent co-ordination skills. Ability to work in a team environment. Client service orientated. Have initiative and pay close attention to detail. Have excellent communication skills, written and verbal. Ability to interact with people across all levels.

DUTIES: Advice clients with respect to media buying and bids. Keep track of media buying requests and spend. Keep track of tenders and RFQ’s in process. Assist in the compilation of the procurement plan and monitoring thereof as well as reporting. Assist in the monitoring of operational leases of the department including 3G’s. Ensure that media buying procurement memos are compliant to the PFMA and other legislation. Continuously lead capacity building presentations to internal clients on media buying and other bid related matters. Compiling and typing of submissions/reports. Compile monthly reports on media buying and bids. Responsible for filing of bid and media buying documents. Provide accurate information in relation to Annual and Interim Financial Statements (Commitments, Accruals and Payables). Provide general office support. Attending to enquiries.

ENQUIRIES: Ms M Ramashi Tel No: (012) 473 0194 / Mr G Storey Tel No. (012) 473 0093 / Ms M Moreroa Tel No. (012) 473 0185

POST 35/23: SENIOR SUPPLY CHAIN MANAGEMENT CLERK: PAYMENTS REF NO: 3/1/5 – 19/92

(12 Months Contract)

Directorate: Supply Chain Management

SALARY: R257 508 per annum (Level 07) plus 37% in lieu of benefits

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of a National Diploma (NQF 6) or Degree (NQF 7) in Supply Chain Management, Public Management/ Administration, Logistics Public Finance and Accounting or relevant qualifications with two (2) years proven experience in Supply Chain Management. Sound knowledge and experience of LOGIS, BAS, SCM policies, PFMA, Preferential Procurement Regulations, Treasury regulations. The ability to work under stressful circumstances. Be able to work independently, and have innovative thinking. Supervisory skills with strong leadership qualities. Excellent computer skills (MSWord and Excel). Excellent
communication skills (written and verbal) Must be willing to work irregular hours Flexibility and willingness to adjust to changes in the work environment Client service orientated.

DUTIES : The successful candidate will be responsible for pre-authorization of payments on Procurement Integration He/she should ensure that payments are not processed after 30 days from receipt of valid invoices including within the standard set by the department Ensure that supplier’s information and all related information is accurate and compliant before pre-authorising payments Reconciliation of statements that reflect debit or credit balances and ensure that accounts of creditors of the department are not outstanding for more than 30 days Filing of Payment Advices Retrieving of paid payment advices for Internal/External Auditors as well as other internal clients and ensure adherence to the standards as per the communication protocol Ensure that documents arelegibly recorded and signed for before being handed over and reconciliation done to ensure that all documents are submitted Compile weekly reports in relation to your area of performance and submit to the supervisor in line with the standards set by the department Monitoring of information disclosed on IFS/AFS when processing payments during these reporting periods in order to eliminate misstatements.

ENQUIRIES : Ms M Rabodiba Tel No: (012) 473 0172/Mr G Storey Tel No: (012) 473 0185

POST 35/24 : SENIOR SUPPLY CHAIN MANAGEMENT CLERK: RECEIVING AND ISSUING & PAYMENTS REF NO: 3/1/5 – 19/93 (X2 POSTS) (12 Months Contract) Directorate: Supply Chain Management

SALARY : R208 584 per annum (Level 06) plus 37% in lieu of benefits

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a National Diploma (NQF 6) or Degree (NQF 7) in Supply Chain Management, Public Management/ Administration, Logistics Public Finance and Accounting or relevant qualifications with two (2) years proven experience in Supply Chain Management Sound knowledge and experience of LOGIS, BAS, SCM policies, PFMA, Preferential Procurement Regulations, Treasury regulations The ability to work under stressful circumstances Be able to work independently, and have innovative thinking Excellent computer skills (MSWord and Excel) Must be willing to work irregular hours Excellent Communication skills (verbal and writing) Flexibility and willingness to adjust to changes in the work environment Ability to interact with people across all levels Client service orientated.

DUTIES : The successful candidate will be responsible for receiving invoices from suppliers Distributing invoices to relevant sections and do follow up on the outstanding invoices within the standards set by the department Capturing of payments and invoices on Procurement Integration and BAS within the standards set by the department Adhere to payments turnaround time Ensure that payments are not processed after 30 days from the date of receipt of valid invoices including within the standard set by the department Ensure that supplier’s information and all related information is accurate and compliant before capturing payments and or invoices on the system Ensure that information is also inputted accurately on the system Filing of Payment Advices Retrieving of paid payment advices for Internal/External Auditors as well as other internal clients and ensure adherence to the standards as per the communication protocol and standards set by the department Ensure that documents are legibly recorded and signed for before being handed over and reconciliation done to ensure that all documents are submitted Reconciliation of statements that reflect debit or credit balances and ensure that accounts of creditors of the department are not outstanding for more than 30 days Attending to enquiries/queries relating to payments and invoices Follow-up on outstanding invoices with the relevant sections for invoices submitted for signature and with suppliers where invoices are not submitted Inputs to the IFS/AFS and follow-up with the relevant sections for confirmation of commitments and accruals Arrange meetings with travel agencies and or other suppliers on a monthly basis Submit weekly reports on area of responsibility to the relevant seniors within the directorate.
ENQUIRIES: Ms M Rabodiba Tel No: (012) 473 0172 / Ms M Ramashi Tel No: (012) 473 0194/Mr G Storey (012) 473 0093

POST 35/25: SENIOR SUPPLY CHAIN MANAGEMENT CLERK: PAYMENTS PRE-AUTHORISER REF NO: 3/1/5 – 19/94
(12 Months Contract)
Directorate: Supply Chain management

SALARY: R208 584 per annum (Level 06) plus 37% in lieu of benefits
CENTRE: Pretoria
REQUIREMENTS:
Qualifications: Applicants must be in possession of a three-year National Diploma (NQF 6)/Degree in Supply Chain Management, Public Management/Administration, Logistics Public Finance and Accounting or relevant qualifications Two (2) years proven experience in Supply Chain Management Sound knowledge and experience of LOGIS, BAS, SCM policies, PFMA, Preferential Procurement Regulations, Treasury Regulations He/she should have the ability to work under stressful circumstances Be able to work independently, and have innovative thinking Supervisory skills with strong leadership qualities Excellent computer skills (MSWord and Excel) Excellent communication skills (written and verbal) Must be willing to work irregular hours Flexibility and willingness to adjust to changes in the work environment Client service orientated.

DUTIES: The successful candidate will be responsible for Pre-Authorization of payments on Procurement Integration Ensure that payments are not processed after 30 days from receipt of valid invoices including within the standard set by the department Ensure that supplier’s information and all related information is accurate and compliant before pre-authorising payments Reconciliation of statements that reflect debit or credit balances and ensure that accounts of creditors of the department are not outstanding for more than 30 days Filing and of payment advices. Retrieving of paid payment advices for Internal/External Auditors as well as other internal clients and ensure adherence to the standards as per the communication protocol Ensure that documents are legibly recorded and signed for before being handed over and reconciliation done to ensure that all documents are submitted Submit weekly reports in relation to your area of performance and submit to the supervisor in line with the standards set by the department Monitoring of information disclosed on IFS/AFS when processing payments during these reporting periods to in order to eliminate misstatements.

ENQUIRIES: Ms M Rabodiba Tel No: (012) 473 0172/Mr G Storey Tel No: (012) 473 0185

INTERNSHIP PROGRAMME FOR 2019/2020
Government Communication and Information System would like to invite qualifying graduates to apply to participate in an Internship programme in the 2019/2020 financial year. The internship is meant to provide work exposure to sixteen (16) graduates for a period of twenty four (24) months. Applicants must be unemployed and never participated in an internship programme previously Placement in the organisation after the programme is not guaranteed.

OTHER POSTS
POST 35/26: DIGITAL MEDIA REF NO: 3/1/5 – 19/95
(24-months contract)
Directorate: Digital Media
STIPEND: R6 747.75 per month
CENTRE: Pretoria (Hatfield)
REQUIREMENTS: Recognised three-year National Diploma/Bachelor’s in Communication Science, Journalism or Media Studies, as recognised by SAQA Computer literacy, website and social media knowledge; Good interpersonal and intercultural skills: Ability to work under pressure and meet tight deadlines.
ENQUIRIES: Ms Joy Sauli Tel No: (012) 473 0118
POST 35/27: HUMAN RESOURCE MANAGEMENT REF NO: 3/1/5 – 19/96
(24-months contract)
Directorate: Human Management

STIPEND: R6747.75 per month

CENTRE: Pretoria (Hatfield)

REQUIREMENTS: Applicants must be in possession of a National Diploma (NQF 6) or Degree (NQF 7) in Human Resource Management or relevant qualification as recognized by SAQA the incumbent should be an organized and process driven individual. The ideal candidate must be able to work under pressure and as part of a team and adhere to set deadlines. He/she must have excellent command of the English language, excellent written, grammatical and communication skills, self-motivated and driven individual with strong interpersonal communication skills. Knowledge of HR principles practices and legislation and Human Resources analytics skills.

ENQUIRIES: Ms Z Ngwenya Tel No: (012) 473 0472