

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.

- 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** : 01 November 2019
- NOTE** : Applicants with disabilities are welcome to apply Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents The completed and signed form Z83 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 The department reserves the right to fill or not to fill/not to fill the vacant post The successful candidates will enter into a contract with the GCIS that will be reviewed based on performance, and must be in possession of their own transport and appropriate computer equipment and software.

OTHER POSTS

- POST 37/13** : **SPORT AND RECREATION COORDINATOR REF NO: 3/1/5-19/68**
Directorate: Human Resource Development
- SALARY** : R208 584 per annum (Level 06)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate National Diploma (NQF level 6), Bachelor's Degree (NQF level 7) in Sport Administration/Sciences or an equivalent related qualification in the field of sport and recreation Two (2) years' experience in the field of sports programmes implementation, including the management thereof would be an added advantage. A valid driver's license Code 08 driver's license. The candidate should have understanding of different sport and recreational activities related areas: movement development, provide recreation leisure activities, sport and recreation marketing, provide first aid, provide advice on lifestyle nutrition and provide physical activity classes and wellness. Computer literacy, Communication skills (verbal and written), ability to work independently and within a team, ability to provide Fitness

Instructor classes and ability to work under pressure to meet deadlines It will be an advantage for the candidate to have thorough knowledge of the South African sporting environment. The candidate must have experience in planning and project management. Skills in effective verbal and written communication. Monitor gender mainstreaming in all departmental programmes and project to ensure that women and men benefits by collecting data of various projects. Ensure implementation of calendar events campaigns and programmers initiated by National and Provincial government e.g National Women's Month, 16 Days of Activism on No Violence against Women & Children, Big Walk etc.

DUTIES : Coordination of sporting codes to increase the number of participants in sports and recreational activities. Maintain a comprehensive database of all stakeholders relevant to departmental recreation activities Development and maintenance of delivery mechanisms to increase the number of participants in sport and recreation activities. Assist with the efficient delivery of departmental recreation activities. To assist with the monitoring and evaluation of the increase in number of participants in sport and recreation activities. Monitor the number of participant's departmental recreation activities. Report regularly on the status and progress of departmental sport recreation activities, and the number of people participating in them. Development and implementation of interventions to increase the number of participants on sport and recreation activities. Liaise with internal stakeholders in order to increase the number of participants in sport and recreation activities. Compile data from departmental programmes in line with gender mainstreaming and women empowerment. Assist with the coordination of calendar events campaign and programmes.

ENQUIRIES : Ms M Spaumer Tel No: (012) 473 0184
NOTE : Preference will be given to Coloured male/female, Indian male/female and White male/female

POST 37/14 : **FOOD SERVICE AID COORDINATOR REF NO: 3/1/5-19/67**
Directorate: Security & Facilities Management

SALARY : R122 595 per annum (Level 03)
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a minimum qualification of Grade 12. Must be able to read, write, and communicate in English. Experience in food service aid and cleaning will be an advantage. Must have good interpersonal skills and be able to work under pressure and even longer hours when required.

DUTIES : The successful candidate will be required to prepare boardroom for meetings. Clean kitchen utensils and dish clothes after the meetings. Collection of dirty cups and dishes in the offices and washing them. Responsible for cleaning of water bottles and filling them daily with fresh water. Safe keeping of kitchen utensils. Cleaning of microwaves, fridges, trolleys and kitchen cupboards. Relieving on other floors when required Replace toilet papers, hand paper towels, hand soap and seat wipes in the toilets.

ENQUIRIES : Ms X Job Tel No: (012) 473 0334
NOTE : Preference will be given to Coloured male/female, Indian male/female and White male/female.