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 & Festi streets, Hatfield, Pretoria.

FOR ATTENTION: Mr S Matshageng

CLOSING DATE: 22 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 original 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 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 40/09: ADMINISTRATIVE OFFICER REF NO: 3/1/5-19/77
Directorate: Provincial and Local Liaison

SALARY: R257 508 per annum (Level 07)

CENTRE: Durban

REQUIREMENTS: Applicants must be in possession of an appropriate National Diploma (NQF level 6) or Bachelor’s Degree (NQF level 7) in Administration or related equivalent qualification as recognised by SAQA. He/she should have at least two years’ experience in administration. Special requirements/skills needed: Excellent interpersonal skills. Good communication skills (written and oral), and exceptional organising and planning skills. Ability to work independently, under pressure and in a team. Time management and pro-activeness. Problem solving skills and results orientated individual. Attention to detail. Computer literate (Microsoft Word, Power Point, Access and Excel). Job Knowledge: He/she must have an understanding of the Public Finance Management Act and Central Supplier Database.

DUTIES: The incumbent will be responsible for the following: supply chain management i.e procurement, asset control and disposal, be responsible for
monthly budgeting and financial management at provincial level. The official will be responsible for the procurement of goods and services in line with relevant departmental policies. The official will be responsible for capturing orders and maintaining the database. Other duties will include support in the provisioning of transport services in the Provincial Office. Provision of monthly administrative reports to Head Office and to the Provincial Director on administrative matters. Training and guidance on administrative matters to communication officers, the secretary, part-time workers and interns. Support in terms of lease agreements for the Provincial as well as District offices. Supporting the Provincial Director in finalisation of HRIMS and EPMDs submissions by all staff in the Directorate. Support Provincial Director regarding personnel matters and record-keeping. Support in compiling monthly budget projections and record-keeping of budget and expenditure. Handling and controlling all financial matters for the KwaZulu-Natal provincial office and districts located in the Thusong Service Centres and elsewhere.

**ENQUIRIES**
Ms N Mngadi Tel No: (031) 301 6787

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

**POST 40/10**
**SENIOR FACILITIES MANAGEMENT CLERK (WAREHOUSE) REF NO:**
3/1/5-19/66
Directorate: Security and Facilities Management

**SALARY**
R208 584 per annum (Level 06)

**CENTRE**
Pretoria

**REQUIREMENTS**
Applicants should be in possession of a National Diploma (NQF 6) in Management/Administration/Logistics Management or relevant equivalent qualification and at least two (2) years' stores/warehouse experience. The candidate must have the knowledge of the treasury Regulations, Logis, PFMA. Excellent communication and interpersonal relation skills. Computer Literacy (Ms Word and Excel). Ability to work well under pressure and willingness to work irregular hours. Knowledge of Logis will added advantage. He/she must have good verbal communication and interpersonal skills, and ability to work under pressure and independently.

**DUTIES**
The successful candidate will be responsible for receiving of all ordered items both physically and electronically on Logis. Issuing of stock from warehouse and also on the system Logis. Replenishment of stock for Facility Management. Verify and receive stock delivered by supplier. Update Bin Cards when issuing or receiving stock and regular spot checks in warehouse. Follow-up with service providers on outstanding deliveries and invoices. Handling both internal and external enquiries. Keep records of orders for stationery. Assist in Asset Management Section.

**ENQUIRIES**
Mr M Mlondobozi Tel No: (012) 473 0182

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

**POST 40/11**
**SECRETARY REF NO:** 3/1/5/ – 19/99
Directorate: Human Resource Management

**SALARY**
R173 703 per annum (Level 05)

**CENTRE**
Pretoria

**REQUIREMENTS**
Grade 12 with typing as a subject or any other related training course/qualification that will enable the candidate to perform the work satisfactorily. One (1) year relevant experience including Internship or Learnership. Experience in records management will be added an advantage. Special requirements: Knowledge and experience in executing secretarial duties. Knowledge of general office administration and ability to operate and organise office efficiently. Ability to provide excellent customer service. Ability to conceptualise and initiate new innovative approaches to optimise the secretarial service provided to the manager. Computer literate. Knowledge of Word, Excel and Power point. Language proficiency in English
(written and verbal). Analytical and innovative thinking ability as well as problem solving skills and interpersonal skills. Organizing, telephone etiquette and typing skills. High level of reliability. Ability to act with tact and discretion. Ability to work under pressure. Knowledge of documentation management. Good filing (electronic and manual) and problem solving skills. Ability to do research and analyse documents and situations. A typing test will be required of all listed candidates interviewed.

**DUTIES**

Provide a secretarial support service to the Directorate: Human Resource Management. Type routine notes, memos, letters and reports. Receive telephone calls and refer to the relevant role players. Finalise telephone queries. Operate office equipment and ensure that they are in a good working order. Record engagements of the Director and assist in the management of his/her diary. Clear the Manager’s desk daily. Register incoming and outgoing correspondence. Manage the safekeeping of documents. Draft routine documents as requested. Arrange travel and accommodation and processing subsequent travel claims and currency reconciliation. Handle procurement of stationary, refreshments etc. Set up meetings, including arrangement of meeting rooms, equipment and catering, notifying attendees and circulate material. Collect agenda items. Compile agendas and minutes. Provide a reception, communication and co-ordination service as well as office security service.

**ENQUIRIES**

Ms Zanele Ngwenya Tel No: (012) 473 0472

**NOTE**

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

**POST 40/12**

SECRETARY REF NO: 3/1/5/ – 19/100

Directorate: Eastern Cape Provincial Office

**SALARY**

R173 703 per annum (Level 05)

**CENTRE**

East London

**REQUIREMENTS**

Grade 12 with typing as a subject or any other related training course/qualification that will enable the candidate to perform the work satisfactorily. One (1) year relevant experience including Internship or Learnership. Special requirements: Knowledge and experience in executing secretarial duties. Knowledge of general office administration and ability to operate and organise office efficiently. Ability to provide excellent customer service. Ability to conceptualise and initiate new innovative approaches to optimise the secretarial service provided to the manager. Computer literate. Knowledge of Word, Excel and Power point. Language proficiency in English and isiXhosa (written and verbal). Analytical and innovative thinking ability as well as problem solving and interpersonal skills. Organizing, telephone etiquette and typing skills. High level of reliability. Ability to act with tact and discretion. Ability to work under pressure. Knowledge of documentation management. Good filing (electronic and manual) and problem solving skills. Ability to work in a decentralized environment and sometimes travel. Presentability and high degree of etiquette. Ability to work within a team. Ability to do research and analyse documents and situations. A typing test will be required of all listed candidates interviewed. A valid drivers’ license will be an added advantage.

**DUTIES**

Provide a secretarial support service to the Provincial Director and the directorate: Eastern Cape Provincial Office. Provide logistical support to the Director regarding leadership meetings. Type routine notes, memos, letters and reports. Receive telephone calls and refer to the relevant role players. Operate office equipment and ensure that they are in a good working order. Record engagements of the Director and assist in the daily management of his/her diary. Clear the Manager’s desk daily. Register incoming and outgoing correspondence. Manage the safekeeping of documents. Draft routine documents as requested. Arrange travel, accommodation, and processing subsequent travel claims and currency reconciliation. Handle procurement of stationary, refreshments etc. Set up meetings, including arrangement of meeting rooms, equipment and catering, notifying attendees and circulate material. Collect agenda items. Compile agendas and minutes.
Provide a reception, communication and co-ordination service as well as office security service. Report writing, compilation, collation. Minute taking and development of target driven action plan. Ensure record management in the office of the Director and the Provincial office.

**ENQUIRIES**

Mr. N Pinyana Tel No: (043) 722 2602/9

**NOTE**

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