ANNEXURE B

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 & Festivity streets, Hatfield, Pretoria.

FOR ATTENTION: Mr S Matshageng

CLOSING DATE: 07 February 2020

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 original certification must be within six (6) 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.

MANAGEMENT ECHELON

POST 03/02: CHIEF DIRECTOR: STRATEGIC PLANNING AND PERFORMANCE MANAGEMENT REF NO: 3/1/5/1 – 20/02

Branch: Corporate Services

SALARY: R1 251 183 per annum (All-inclusive salary package) of which 30% may be structured according to the individual’s needs

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of an appropriate Bachelor’s degree (NQF level 7) in the field of Strategic Planning and Performance Management and/or Communication, with at least 5 years proven experience in a senior managerial position. Required Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management. Technical competencies required: In depth knowledge and understanding of Strategic planning and performance management in the public service. High- level understanding of risk management, fraud and corruption prevention and business
continuity management. Sound knowledge of Government policies and key
programmes and interest in Government affairs.

DUTIES
Manage the development and implementation of the organisation's strategic plan
and performance monitoring processes in line with relevant legislation. Develop,
review and implement risk management (including fraud and corruption prevention
and business continuity management) framework of the department in line with
relevant legislation. Develop and implement the organisations planning processes
in line with relevant legislation. Provide financial and personnel leadership and
management to the Chief Directorate: SPPM. Oversee the Audit and Risk
Management processes of the Chief Directorate.

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

POST 03/03
CHIEF FINANCIAL OFFICER REF NO: 3/1/5/1 – 20/03
Branch: Corporate Services

SALARY
R1 251 183 per annum (All-inclusive salary package) of which 30% may be
structured according to the individual’s needs

CENTRE
Pretoria

REQUIREMENTS
Applicants must be in possession of an appropriate three year Bachelor's Degree
(NQF level 7) in the field of Financial Management, with at least 5 years proven
experience in a senior managerial position. Required Process Competencies:
Knowledge Management, Service Delivery Innovation, Problem Solving and
Analysis, Client Orientation and Customer Focus, Communication. Required Core
Competencies: Strategic Capacity and Leadership, People Management and
Empowerment, Financial Management, Change Management, Programme and
project Management. Technical Competencies required: Advanced financial and
analytical skills and innovativeness. Adequate financial management and
extensive knowledge of Supply Chain Management in the Public Service. Excellent
knowledge of registry, asset management procurement processes - (SCM). Strong
managerial and communication skills (written and verbal). Thorough knowledge of
the Financial Prescripts of the Public Service, Registry and Supply Chain
Management, and government communication.

DUTIES
Provision of sound financial, supply chain and auxiliary services management to
enable Departmental Management to make informed decisions. Ensure an
effective budget (MTEF adjusted and compiled), and the preparation of interim
financial and annual financial statements. Maintaining an effective Supply
Management System. Ensuring proper maintenance of systems of internal control,
cash management, liabilities management and expenditure and revenue
management. Identifying, managing and implementing risk and risk mitigation
plans for the achievement of GCIS objectives. Ensure overall management and
control of the CFO Chief-Directorate. Providing strategic advice to the Department
in respect of Financial Management. Overseeing the budgeting and expenditure
monitoring processes. Presenting the monthly financial reports to the Budget
Committee and the Executive Committee. Ensuring the timely submissions of
Government Communication and Information System’s financial documentation to
National Treasury. Providing professional financial advice to the line function
managers. Ensuring full compliance to the PFMA, SCM Regulations, Treasury
Regulations and all the relevant Acts relating to Auxiliary Services.

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

OTHER POSTS

POST 03/04
DEPUTY DIRECTOR: SYSTEMS DEVELOPER REF NO: 3/1/5/1-20/04
(12 Months Contract)
Directorate: Information Management Systems
Re-Advert those who previously applied do not need to re-apply

SALARY
R733 257 per annum (all-inclusive remuneration package)

CENTRE
Pretoria

REQUIREMENTS
An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in
Computer Science or Information Technology or an equivalent qualification as
The candidate will be responsible to perform systems analysis, design and development based on user requirements. Develop Business Intelligent dashboards and reports for various systems. Work closely with the Director: Information Management Systems and other team members to provide system solutions. Evaluate, investigate and apply new technologies to enhance Information Management Systems within GCIS.

ENQUIRIES:
Ms Cathy Chen
Tel No: (012) 473 0043

POST 03/05:
ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT
REF NO: 3/1/5/1-20/05
Directorate: Human Resource Management

SALARY:
R376 596 per annum

CENTRE:
Pretoria

REQUIREMENTS:
National Diploma (NQF 6) Degree (NQF 7) or in Human Resources Management or Public Management/ Administration. Three (3) years relevant experience in Human Resource Management field of which one (1) year should be at salary level seven (7) or eight (8) Certified copies of PERSAL certificates with completion of relevant courses (i.e. Leave Administration, Personnel Controllers’ Course; Personnel Administration course and establishment etc). Certified copy of Computer literacy in MS Office software package. Certified copy of Valid driver’s licence (copy must be attached). Ability to drive, willingness to travel and work after hours. Knowledge, interpretation and application of Public Service legislative frameworks and directives relevant to Human Resources policies, agreements, processes and procedures relating to Recruitment and Selection, Performance Management and Development System, Human Resources Administration, MMS and SMS package structuring. Good interpersonal relations with ability to interact and communicate well (verbally and in writing) with people at various levels. Excellent report writing skills. Problem-solving, creativity and initiative skills. Planning, Organising, execution, reliability and administrative skills. Analytical thinking, ability to pay attention to details and handle confidential information. Accountability and ability to work in a team. Ability to multitask and work under pressure.

DUTIES:
The successful candidate will be responsible for the supervision and management of Human Resources within the Directorate. Provide guidelines in line with Human Resource policies, practices and procedures to ensure implementation of Human Resource Plans. Management of Human Resources with regard to Recruitment and Selection processes (advertisements, verification of qualifications, secretariat functions at interviews, reporting the outcomes of recruitment and selection) including monitoring the filling of vacant posts within the set timeframes. Oversee personal suitability checks (criminal, credit, citizenship, etc.). Compile submissions for the approval of appointments. Provide advice to clients and management regarding recruitment and selection. Management of Organisational Structure and maintain post establishment and post structure for the Department, aligned to the approved organisational structure. Maintain an efficient filing and record keeping system. Compile management reports. Manage and ensure implementation of Performance Management Development System. Ensure implementation and monitoring of PMDS policy and standards. Conduct and arrange PMDS workshops. Coordinate the management of the Performance Improvement Plans. Coordinate the management of probations. Coordinate the moderation of
performance agreements and the moderation of performance evaluation results. Act as a secretariat during moderation committee meetings. Verify and implement rewards after approval. Compile submissions for implementation of PMDS incentives. Compile management reports. Maintain informative and accurate PMDS databases. Manage the administration of all service conditions and benefits. (i.e. appointments; transfers; promotions, probations; home owners allowances, leave; long service recognition; pension, service bonus; PMDS; ill health retirements; service terminations and administration of PILLIR processes). MMS and SMS packages restructuring, processing of allowances (Overtime; standby; acting etc). Ensure effective personnel records management system is provided to the Directorate. Provide an effective information service regarding Human Resource administration matters. Administration of employment equity statistics for the Department and provide accurate data. Provide accurate data for Annual Report, Human Resource Plan and implementation of Human Resource policies. Supervision of subordinates within Human Resources section. Provide inputs of Human Resource Management reports and policies. Coordinate internal and external audits and draft measures to be implemented for audit findings.

ENQUIRIES

Mr Paul Kwerane Tel No: (012) 473 0407