

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** : 20 March 2020
- NOTE** : Applicants with disabilities are encouraged 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 academic qualification(s) including the matric certificate and ID-document. The 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. 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 an employment contract with the GCIS that will be reviewed based on performance.

OTHER POST

- POST 09/05** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 3/1/5/1 - 20/19**
Directorate: Supply Chain Management
- SALARY** : R733 257– R863 748 per annum (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Public Management/Public Administration /Logistics Management or Purchasing Management with Four (4) years relevant experience of which two (2) years should be on salary level nine (9) in all the areas of Supply Chain Management environment. Sound knowledge of the application of government and departmental policies in relation to all areas of Supply Chain Management. Knowledge of financial policies as guided by Public Finance Management Act and Treasury Regulations. Knowledge of the Framework for supply chain management and understanding of business functions and processes of government supply chain management. Good interpersonal (leadership and communication skills, financial and human resources management, planning and organising skills, analytical and innovative thinking, negotiation skills, Change and diversity management including policy analysis and development as well as Quality Management. 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. Have initiative and pay close attention to detail. Willingness to work irregular hours and to travel

DUTIES

when required. Proven report writing and presentation skills. Proven computer literacy. Knowledge of LOGIS, Procurement Integration and BAS.

: The successful candidate will be reporting to the Director: Supply Chain Management and will be responsible for the following duties: Management of the procurement and payment sections. Ensure that requests for orders are processed timeously in line with the departmental standards. Ensure that invoices are paid timeously in line with the departmental standards. Ensure that the Supply Chain Management risk and the receiving and issuing sections are managed effectively. Assist with the authorization of orders and payments. Compile all the relevant reports relating to payments, procurement, and other relevant sections within your area of management and submit timeously as per departmental standards. Advise clients with respect to media buying request memos and deviations. Ensure that media buying procurement memos are compliant to the PFMA and other regulatory legislation. Keep track of media buying requests and spend. Compile all the relevant reports relating to media buying requests and submit timeously within the departmental standards. Ensure effective and efficient management of the bids and RFQ's. Advise clients with respect to specifications and terms of reference. Ensure that bidding processes are compliant to all relevant legislation including ensuring compliance to PPPFA and BBBEE. Compile relevant reports in relation to BBBEE as per departmental standards. Serve as an advisor at bid evaluation and adjudication meetings. Monitor the implementation of Contracts in relation to awarded tenders and or RFQ's. Ensure timeous renewal of contracts and operating leases in line with the departmental standards. Compile relevant reports relating to bids, RFQ's, contracts and operating leases as per departmental standards. 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 standards. Continuously lead capacity building presentations to internal clients on media buying, procurement and other bid related matters. Compiling and typing of submissions/reports. Compile and provide accurate information in relation to inputs to the IFS/AFS relating to all classification of commitments and accruals. Serve as a departmental system controller for the LOGIS system including allocation of access to officials within the department to CSD and management thereof. Compile monthly reports and accurate work statistics and maintenance thereof relating to the sections being managed. Ensure proper records management within the areas of responsibility Manage filing of bid and Media Buying documents. Provide functional training to subordinates. Compile status reports on the performance of the bid section officials being supervised. Provide general office support. Attending to enquiries and or queries.

ENQUIRIES
NOTE

: Ms Midah Moreroa Tel No: (012) 473 0185
: Preference will be given to Coloured male/female and African male

GRADUATE INTERNSHIP PROGRAMME

Government Communication and Information System would like to invite qualifying graduates to apply to participate in an Internship programme in the 2020/2021 financial year. The Graduate Internship Programmes meant to provide work exposure to nine (9) graduates for a period of twenty (24) months. Applicants must be unemployed and never participated in an Internship Programme previously. Placement in the organisation after the Internship Programme is not guaranteed.

OTHER POST

POST 09/06

: **INTERN: RISK MANAGEMENT REF NO: 3/1/5/1 - 20/20**
(24 months-contract)
Directorate: Strategic Planning, Performance Monitoring and Reporting

STIPEND
CENTRE

: R6747.75 per month
: Pretoria

REQUIREMENTS

: Applicants should be in possession of National Diploma (NQF 6) in Risk Management/Auditing. No experience required. Applicants are required to possess communication and basic computer skills.

DUTIES

: The successful incumbent will be required to provide support to the Strategic Management Unit. This includes assisting the Risk Manager with all risk, fraud and corruption matters in the organisation.

ENQUIRIES
NOTE

: Mr Mhlengi Mkhize Tel No: (012) 473 0376
: Preference will be given to Coloured, White and Indian male/female candidates