

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. People with Disabilities with disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan.

- 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** : 04 April 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.

MANAGEMENT ECHELON

- POST 11/04** : **DIRECTOR: STRATEGIC PLANNING, RISK AND PERFORMANCE**
MANAGEMENT REF NO: 3/1/5/1 – 20/22
Directorate: Strategic Planning and Performance Management
- SALARY** : R1 057 326. per annum (Level 13) (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/Communication or equivalent qualification, with at least 5 years proven experience in a MMS/senior managerial position. 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: In depth knowledge and understanding of Strategic planning and performance management in the public service. High- level of 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** : Review GCIS strategic Planning, performance monitoring and reporting policy to ensure alignment to government's planning and performance monitoring

frameworks. Develop GCIS's Strategic Plan and 3 year Annual Performance Plans. Coordinate the development and ensure timeous submission of the four preliminary and actual quarterly performance report of the department to the Executive Authority and Oversight bodies. Development of the Annual Report and Annual Report to Citizen and submission to oversight bodies within legislated timeframes. Manage the evidence verification process to ensure the department receives an unqualified audit of performance information. Develop, implement and maintain the Departmental Risk Management framework and supporting policies within the GCIS. Audit and Risk Management. Human Resource, Risk Management and Financial Management for the Directorate.

ENQUIRIES
NOTE

: Ms Z Ngwenya Tel No: (012) 473 0472
: Preference will be given to African male/female candidates

OTHER POST

POST 11/05

: **REGIONAL COMMUNICATION COORDINATOR: NGAKA MODIRI**
MOLEMA DISTRICT REF NO: 3/1/5/1 – 20/23
Directorate: Provincial Liaison: North West

SALARY
CENTRE
REQUIREMENTS

: R376 596 per annum (level 9)
: Mafikeng
: 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 the 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 B Mosadi Tel No: (018) 381 7071