

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** : 10 July 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 16/07** : **DIRECTOR: RISK MANAGEMENT REF NO: 3/1/5/1 – 20/24**
Directorate: Risk 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 Risk Management/Performance Management/Communication or equivalent qualification, with at least 5 years proven experience in a MMS/senior managerial position, Certificate in Public Service senior Management leadership, 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** : Manage the co-ordination and monitoring of risk management programs, Develop, review and implement risk management strategies, policies and

procedures and annual risk management plan, Manage, implement review and improve risk management framework, Facilitate the institutionalisation of risk management, Conduct risk management awareness and coordinate risk management meetings, Manage the maintenance of risk management systems and develop risk management plans, Monitor the head office and provincial offices progress on mitigations, Liaise with external stakeholders on risk management, Human Resource and Financial Management for the Directorate, Audit and Risk Management: Develop and implement mitigation plans. Report on progress on the implementation risk mitigation plans and upload evidence, Identify and review operational and fraud risks, Participate in the structures to plan, provide progress reports and discuss audit reports from AGSA and Internal Audit Provide source documents/assistance required in the performance audits by AGSA and Internal Audit, Provide responses to the queries/finding sheets issued by the auditors during the audit.

ENQUIRIES
NOTE

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

POST 16/08

: **DIRECTOR: CLUSTER COMMUNICATION (CLUSTERS: ECONOMIC SECTORS, INVESTMENT, EMPLOYMENT AND INFRASTRUCTURE DEVELOPMENT; JUSTICE CRIME PREVENTION AND SECURITY; INTERNATIONAL COOPERATION TRADE AND SECURITY) REF NO: 3/1/5/1 – 20/25**
Directorate: Cluster Communication

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
REQUIREMENTS

: Pretoria
: Applicants must be in possession of an appropriate Bachelor's degree (NQF level 7) in communication, public relations, journalism, political science or other relevant field. A post graduate qualification in these fields will be an added advantage with at least 5 years proven experience in a MMS/senior managerial position. Certificate in Public Service senior Management leadership 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. Sound knowledge of government policies and the communication implications thereof Solid insight into current socio-economic and political developments within South Africa, Africa and internationally Knowledge and understanding of the South African media landscape and its operations Ability to plan, execute, present and report on communications campaigns in a team or individual setting, or as an expert Good knowledge of all the subject areas of Project Management Experience in the application of project management An ability to effectively lead and manage project teams Must have a minimum of five years in supervisory or managerial experience with a working knowledge of the Public Finance Management Act and government procurement policies Excellent written and verbal communication skills Good interpersonal skills including the ability to interface with various stakeholders at all levels, in both the public and private sectors Leadership qualities are essential along with a person who has a fine sense of attention to detail Computer literacy skills with competency in the use of Microsoft Office suite of applications Willingness to work extra hours including weekends and public holidays and an ability to work in a complex and highly pressurised environment are required. Driver's license is essential.

DUTIES

: Provide all-round, high level, effective and dedicated secretariat support to the Economic Sectors Investment Employment and Infrastructure Development (ESIEID), Justice Crime Prevention and Security (JCPS), and International Cooperation Trade and Security (ICTS) Clusters: Communication Committees, including meetings, communication campaigns, programmes / plans, projects, briefings and related initiatives. Develop, review and align the Cluster communication strategies and annual communication plans for the above-mentioned Clusters in line with the annual communication cycle. Provide and/or mobilise communication support and monitor the implementation of Cluster communication strategies, campaigns, and plans. Draft reports, and make presentations to various meetings and fora as necessary. Develop content base documents for Cluster media briefings and other Cluster

communication activities. Develop strategies and tactics to handle issues emanating from the communication and media environment. Research and develop high-level communication documents in support of policies emanating from the ESEID, JCPS and ICTS Clusters – including communication implications, recommendations and actions. Initiate engagements with stakeholders to extend the reach and impact of Cluster communication. Manage cross cutting communication projects. Facilitate consultation and approval of project documentation. Develop project plans / schedules as well as track, follow up on tasks and monitor progress. Prepare various types of project reports for management, Ministers and Inter-Ministerial Committees. Keep a complete record of all project documentation according to the GCIS file plan. Strive for excellence and continual improvement in building a performing team. Lead the team in creating a smarter, paperless and more sustainable office environment. Coordinate and lead all aspects required for regular sittings of the Government Communicators' Forum. Perform financial management, risk management and human resource management and development functions for the Directorate. Prevent and manage issues arising from audits. Compliance with all organisational policies. Manage a team of Cluster Coordinators, Project Managers, Project Administrator and Secretary in an efficient and effective manner with orientation towards directorate and organisational goals. Audit and Risk Management: Develop and implement mitigation plans. Report on progress on the implementation risk mitigation plans and upload evidence, Identify and review operational and fraud risks, Participate in the structures to plan, provide progress reports and discuss audit reports from AGSA and Internal Audit Provide source documents/assistance required in the performance audits by AGSA and Internal Audit, Participate in the structures to plan, provide progress reports and discuss audit reports from AGSA and Internal Audit, Provide responses to the queries/finding sheets issued by the auditors during the audit, Provide source documents/assistance required in the performance audits by AGSA and Internal Audit.

ENQUIRIES

:

Mr David Jacobs Tel No: (012) 473 0055

NOTE

:

The successful incumbent must be able to work under pressure without constant supervision and be willing to work overtime and travel as and when required. EE Targets: Preference will be given to African male/female candidates

POST 16/09

:

DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL REF NO: 3/1/5/1 – 20/26

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

:

A SAQA recognized undergraduate or equivalent qualification (NQF Level 7); and a minimum of 5 years appropriate experience at middle/senior managerial level in the private or public sector. Certificate in Public Service senior Management leadership 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. Key Competencies and Skills: Excellent writing skills Knowledge and understanding of public service policies and procedures. Working knowledge of the functioning of Government. Working knowledge of MS Word, Excel and PowerPoint. Have the ability to execute research and analyse complex information to compile documents. Co-ordinate and integrate the activities of the office. Work under pressure. Excellent interpersonal relations skills.

DUTIES

:

Render administrative support services in the office of the DG. Set up and maintain systems that will contribute towards improving efficiency in the office. Oversee and advice on the effective flow of information, Incoming and outgoing documents. Summarise all incoming documents on behalf of the DG. Manage and maintain a well-functioning document record system. Develop presentations and briefing notes for the Director-General. Successful candidate must be able to write reports for DG. Manage secretariat services effectively, including coordination of Manco and EXCO meetings. Summarise content on Cabinet memos and FOSAD packs on behalf of the DG. Act as a direct point of contact for all external stakeholders including Cabinet office,

Portfolio committee, Ministry, Government Departments and entities. Ensure that all briefings on the departmental performance to all oversight bodies are managed effectively. Manager Financial, Human and Physical resources in the DG's office. Manage PMDS process for DG and Staff. Manage staff in the office of the DG. Ensure DG's compliance to statutory responsibilities in terms of PFMA and PSA.

ENQUIRIES
NOTE

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