

**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 Ndlovu
- CLOSING DATE** : 26 February 2021
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The fully completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all academic qualification(s) including the matric certificate, ID-document and drivers licence where required. 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 expiration.

**OTHER POSTS**

- POST 05/25** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT AND LABOUR RELATIONS REF NO: 3/1/5/1 – 21/06**  
Directorate: Human Resource Management
- SALARY** : R733 257– R863 748 per annum (Level 11) (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A three year National Diploma/Bachelor's degree in Labour Relations Management/Labour Law/ LLB as recognised by SAQA. Four (4) years relevant experience of which two (2) years must be at Assistant Director Level. Advanced analytical and problem solving skills. Knowledge of Employment Legislations and Public Service Regulatory Framework, Knowledge of Professional Ethics infrastructure in the Public Service. Strong understanding of policy formulation, interpretation, and implementation. Knowledge of Human Resource best practices. Ability to plan, organize and conduct research and analyse policies. Computer Literacy with knowledge of MS Access and Project will be an added advantage. Dispute resolution and conflict management competencies. Strong investigative and report writing skills. Good communication skills (facilitation, negotiation, presentation, verbal and written).

**DUTIES**

A valid driver's license and willingness to travel. Experience in the public sector.

- : Develop departmental strategies and systems relating to dispute resolution mechanisms, including policies, procedures and processes. Monitor and evaluate implementation and compliance with collective agreements, policies and legislations. Render advisory services to management and employees at all branches and divisions of the Department. Provide Labour Relations training. Represent the Department in conciliation and arbitration proceedings. Facilitate the management of discipline and grievances in the Department. Conduct research and benchmarking initiatives for the best practices and Labour Relations practices accordingly. Promote high standard of Professional ethics and Code of Conduct in the Department. Oversee, co-ordinate and manage the overall HR Planning, Recruitment and Selection Processes of the Department. Advice and consult with management as well as relevant stakeholders on planning, formulating and implementing the HR Plan, Recruitment and Selection principles and practices relevant to the Department. Render expert advice on the screening of most suitable candidates in line with Employment Equity prescripts in order to support the strategic objectives and post requirements of the Department's core mandate. Provide leadership / advice to management and line functions with regard to recruitment and selection processes. Coordinate, compile and submit HR Plan and HR Planning reports of the Department within prescribed timeframes. Ensure compliance with relevant Recruitment legislation. Compile weekly, monthly, quarterly and annual reports on Labour Related Cases and H/R Plan, Recruitment and Selection Processes. Supervise staff and manage their performance according to the Performance Management System.

**ENQUIRIES**

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

**POST 05/26**

- : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: 3/1/5-21/07**  
(12 Months Contract)  
Directorate: Strategic Planning, Risk Management, Performance Monitoring & Reporting

**SALARY  
CENTRE  
REQUIREMENTS**

- : R733 257– R863 748 (Level 11) (all-inclusive remuneration package)
- : Pretoria
- : Applicants should be in possession of a relevant National Diploma (NQF 6) or a Bachelor's Degree (NQF 7) preferably in Risk Management or equivalent related qualification as recognised by SAQA, and at least four (4) years relevant experience in the risk management environment, of which two (2) years should be at Assistant Director Level / salary level nine (9) or ten (10). He/she should have knowledge of the Public Finance Management Act, Treasury Regulations, Corporate Governance and Risk Management Framework. Knowledge of risk management software will be an added advantage. Required skills; project management, computer literacy, planning and organisational, analytical skills, monitoring & evaluation, interpersonal & negotiation skills, problems solving skills, and customer care skills. He/she should have sound understanding of government policy, general knowledge of government' mandate and a keen interest in current and government affairs. A valid driver's licence is also required.

**DUTIES**

- : Assist in linking risk management processes with the Department's objectives and business plan. Develop, review, monitor and implement the enterprise risk management framework within the department. Assist in developing and rolling out an on-going risk management awareness programme throughout the department. Consult with stakeholders within the areas of responsibility to ensure identification and management of risks. Facilitate operational risk assessment process (identification, analysis and rating of risks) within the department, guided by the departmental risk management strategy and policy. Assist in project risk analysis and evaluation of various projects Provide advice to management on issues related to risk management. Identify potential business interruptions, develop safeguards against these interruptions and implement recovery procedures in the event of business interruptions. Ensure plans are in place to keep the Department functioning after disruptive events such as natural disaster, sabotage, crime and computer and human error. Monitor and evaluate the departmental risk profiles and related action plans and report on such. Assist in compiling risk management quarterly reports to the departmental Risk Management Committee and Management Committee.

		Coordinate the Integrity Management within the department as part of part of the department's anti-corruption initiatives.
<b><u>ENQUIRIES</u></b>	:	Ms N Peter Tel No: (012) 473 0339
<b><u>NOTE</u></b>	:	Preference will be given to African and Coloured Male/Female. People with disability will be given preference regardless of race.
<b><u>POST 05/27</u></b>	:	<b><u>ASSISTANT DIRECTOR: ETHICS AND LABOUR RELATIONS REF NO: 3/1/5/1 – 21/08</u></b> Directorate: Human Resource Management
<b><u>SALARY</u></b>	:	R376 596 per annum (Level 09) (Commencing salary)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A three year National Diploma/Bachelor's degree in Labour Relations Management/ Labour Law/ LLB. Three (3) years relevant experience of which one (1) year must be at supervisory level (salary level 7/8). Knowledge and experience of Anti-corruption initiatives in the public service; Knowledge of Professional Ethics infrastructure in the Public Service; Ability to conduct research and compile reports based on good governance legislation. Traceable experience and sound knowledge of labour relations statutes including but not limited to: - BCEA, LRA, EEA, SDA, PSA, PSR, POPI Act, GPSSBC and PSCBC resolutions. Good computer skills (including Excel, Word, PowerPoint and Outlook). Excellent interpersonal skills, communication skills (verbal and written) and negotiation skills. Good administration, presentation and reporting skills. Leadership and management skills. Ability to maintain a high level of confidentiality at all times. A valid drivers' license. Experience in the public sector.
<b><u>DUTIES</u></b>	:	A successful candidate will be responsible for implementing the ethics strategy and policies. Promote high standard of Professional ethics and Code of Conduct in the Department. Provide inputs into the Ethics and Integrity Management. Facilitate Financial Disclosures, Other Remunerative Work applications and make recommendations to the Ethics Committee. Evaluate completeness and accuracy on disclosed information and detect potential and actual conflicts. Provide support to the Departmental Ethics Committee. Facilitate ethics meetings and produce accurate minutes and reports. Facilitate and co-ordinate all ethics and integrity training and awareness sessions. Perform all duties related to the Labour Relations office maintaining a sound labour relations environment in the department. Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct. Conduct investigations. Prepare for and facilitate disciplinary hearings. Handle all Labour Relations matters, internal and external legal matters (Court, CCMA / Bargaining Councils). Ensure formal engagement between labour and the employer for purposes of consultation and negotiations. Coordinate and facilitate Labour Relations trainings and workshops. Prepare and submit reports timeously.
<b><u>ENQUIRIES</u></b>	:	Ms Zanele Ngwenya Tel No: (012) 473 0472
<b><u>POST 05/28</u></b>	:	<b><u>REGIONAL COMMUNICATION COORDINATOR XHARIEP DISTRICT MUNICIPALITY REF NO: 3/1/5/1 – 21/09</u></b> Directorate: Free State Provincial Local & Liaison
<b><u>SALARY</u></b>	:	R376 596 per annum (Level 09) (Commencing salary)
<b><u>CENTRE</u></b>	:	Kopanong Thusong Service Centre (Trompsburg)
<b><u>REQUIREMENTS</u></b>	:	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 of which one (1) year should be experience at salary level seven (7) or eight (8) with knowledge of communication disciplines, including media liaison, research and development communication. The candidate must have an understanding of development communication, and knowledge of the Free State Province with specific insights in the Xhariep district municipality and its local Municipalities. Furthermore, he/she must be computer literate and be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Good knowledge of administration and finances is required.
<b><u>DUTIES</u></b>	:	The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in the Xhariep District Municipality 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. Supervise and monitor the work of district based Senior Communication Officers as well as any 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. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level. Further, provide communication support to various integrated service delivery models of government, including the Thusong service centre programme. Responsible for the development and maintenance of effective high-level stakeholder relations in the region with biasness 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 service delivery articles on governments' delivery on its mandate. Responsible for the revision and development of a regional distribution strategy for government information products. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the District for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

**ENQUIRIES** : Ms M Moshugi Tel No: (051) 448 4504  
**NOTE** : Preference will be given to Coloured male/female, Indian male/female and White male/female

**POST 05/29** : **FOOD SERVICE AID: GENERAL REF NO: 3/1/5/1 – 21/10**  
 Directorate: Security and Facilities Management

**SALARY** : R102 534 per annum (Level 02) (Commencing salary)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Standard 7/Grade 9 of NQF level 1 or 2 (Abet level 2 certificate or equivalent). No working experience is required. Be able to work under pressure. Able to work shifts including public holidays, Good communication, numerical, organizing and supervisory skills.

**DUTIES** : Clean kitchen utensils and equipment, Provide catering support service, Keep stock of kitchen utensils and equipment, Apply hygiene and safety measures, Maintain quality control measures of all food provided, Removal of garbage disposal, Prepare food, snack and beverage (water, tea, coffee, milk, sugar and cold drinks). Setup and convey crockery, cutlery and equipment to dining areas, serve food and beverages, Responsible for food suppliers and report waste and losses.

**ENQUIRIES** : Ms Livhuwani Joy Maraga Tel No: (012) 473 0117  
**NOTE** : Preference will be given to coloured, Indian and WhiteMale/Female. People with disability will be given preference regardless of race.

#### **INTERNSHIP PROGRAMME FOR 2020/2022**

***Government Communication and Information System would like to invite qualifying graduates to apply to participate in an Internship programme in the 2018/2019 financial year. The internship is meant to provide work exposure to eight (8) graduates for a period of twenty four (24) months. Applicants must be unemployed and never participated in an internship programme previously. Placement in the organisation after the programme is not guaranteed.***

**POST 05/30** : **GRADUATE INTERNSHIP PROGRAMME: EASTERN CAPE PROVINCIAL LIAISON REF NO: 3/1/5/1 – 21/11**  
 (24 months-contract)  
 Directorate: Eastern Cape Provincial & Local Liaison

**STIPEND** : R6747.75 per month  
**CENTRE** : East London, Eastern Cape  
**REQUIREMENTS** : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Administration; Public Management, Office Management or related equivalent qualification, as recognized by SAQA. The candidate should have understanding of the following administration related areas: Financial

**ENQUIRIES**

Management, Supply Chain, Human Resource, Asset Management, and Fleet Management. Skills required are Computer literacy, Communication (verbal and written), monitoring and research tools, ability to work independently and within a team and ability to work under pressure to meet deadlines.

: Mr N Pinyana Tel No: (043) 722 4903/4914