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 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: Ms Milcend Kotelo

CLOSING DATE: 09 April 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 The old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020.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. 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 POST

POST 10/21 : PLANNING OFFICER REF NO: 3/1/5-21/21
(12 Months contract)
Directorate: Strategic Planning and Performance Monitoring

SALARY : R257 508 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants should be in possession of a National Diploma (NQF 6) in Public Administration or related field, with minimum two years’ experience in strategic planning, performance reporting or programme evaluation within the public sector and Non-Profit Organisation. Knowledge and understanding of Government strategic planning and performance reporting frameworks. Experience in verification of programme performance information. Ability to work independently and make sound decisions with minimum supervision. General knowledge of government mandate and an interest in strategic management processes. Excellent interpersonal skills. Proven report –writing skills. Ability to interact and communicate with people of all level. A proven team player. High level of computer literacy. Excellent power point presentation skills.

DUTIES : The successful candidate will be responsible assist in the consolidation and submission of the Annual Performance Plans, assist in the alignment of the Strategic plan, Annual Performance Plan and TIDs, Participate in the process of reviewing the TISs, Assist with the process of approval for the Annual Performance Plan; Engage with various units across the department on all
planning related activities, Keep record of all correspondence and/or document relating to Strategic Planning; and Load, monitor, amend and report on the information/data in the OPMS. The Planning Officer will be reporting to the existing position of the Deputy Director within the SPPMR.

ENQUIRIES

Mr Gilbert Letsao Tel No: (012) 473 0473