

**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 Tshedimotsetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Mr Letlhogonolo Tshose
- CLOSING DATE** : 12 March 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 The old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020.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 license 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 07/15** : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: 3/1/5- 21/15**  
Directorate: Risk Management
- SALARY** : R733 257 per annum (Level 11), (All-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : 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 years should be at 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 license 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.

**ENQUIRIES NOTE** : Ms Sizakele Sibiyi Tel No: (012) 473 0123  
: Preference will be given to African male and Coloured Male/Female. People with disability will be given preference regardless of race.

**POST 07/16** : **SENIOR ACCOUNTING CLERK: TRANSPORT REF NO: 3/1/5- 21/16**  
Directorate: Finance

**SALARY CENTRE REQUIREMENTS** : R208 584 per annum (Level 06)  
: Pretoria  
: Applicants must be in possession of a three year National Diploma (NQF Level 6) or Degree (NQF level 7) in Public Finance/Commerce with Accounting as a major subject. Two (2) years working experience in a financial environment. Applicant must have the ability to work under pressure, good writing and communication skills and knowledge of the Public Sector Finance; including suspense accounts, the Basic Accounting System (BAS), National Treasury Regulations and understanding of the Public Finance Management Act (PFMA). Applicant must be in possession of a valid driver's license. Applicant must be computer literate and must have good interpersonal skills. Knowledge of Word, Excel and Power point. Language proficiency in English (written and verbal). Analytical and innovative thinking ability as well as problem solving skills and interpersonal skills.

**DUTIES** : The successful candidate will be required to ensure effective management of GG Transport, including monthly payments of GG Transport invoices and the monthly reconciliation of GG Transport expenditure. Payment of invoices from Chauffeur Drive Companies. Administer the subsidized motor transport scheme, including payments of claims for officials who are out of Scheme A; compile and send log sheet summary of subsidized vehicles to the external service provider for payment; capture transactions on BAS and effect transactions relating to the administration of Subsidised Motor Transport; serve as a scribe to the Subsidised Motor Transport Committee Meetings. The incumbent will provide transport related information and submit reconciliations for the compilation of the interim and annual financial statements. Keep statistics and compile reports for the monthly CFO meeting and Financial Control Forum, adhere to internal and external deadlines and assist with transport related tasks such as capturing payments on BAS. Ensure compliance to all internal and external due dates, National Treasury prescripts, the Public Finance Management Act (PFMA), Treasury Regulations, GCIS Financial Policies, as well as the Directorate's Business Plan objective, outputs and priorities relating to the Financial Administration sub-directorate.

**ENQUIRIES NOTE** : Mr Eutyclus Sebati Tel No: (012) 473 0082,  
: Preference will be given to White, Coloured and Indian Male/Female. People with disabilities will be given preference regardless of Race.