

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** : Ms M Kotelo
- CLOSING DATE** : 29 July 2022
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020.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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. 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. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal

MANAGEMENT ECHELON

- POST 26/35** : **DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 3/1/5/1 – 22/54**
- SALARY** : R1 073 187 per annum (Level 13), (all-inclusive salary package) comprising of a basic salary (70% of package) of which 30% may be structured according to the individual's needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualification: An appropriate Bachelor's Degree in Human Resource Management/ Human Resource Development/ Public Management/ Public Administration, Industrial Psychology or equivalent tertiary qualification (NQF level 7 as recognised by SAQA). Successful completion of the Nyukela Pre-entry certificate to Senior Management Services. Must have a valid driver's license and be computer literate. Experience and Knowledge: A minimum of 5 years' experience at Middle/Senior Management Service level with extensive experience in Human Resources Management environment. Thorough knowledge and understanding of Public Service's regulatory framework

(legislation, directives and regulations) relating to the duties of this position and must possess in-depth knowledge of policy formulation, implementation and monitoring. Ability to communicate excellently across all levels of employees in the department. 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.

DUTIES

: Manage the provision of human resource administration and recruitment services. Manage the provision performance management. Manage the provision of HR planning, information management and HR systems management services. Manage the provision of operations management, organisational design, and job evaluation services. Manage the provision of labour relations services and Ethics in the Public Service. Manage and ensure effective and efficient utilisation of financial, human, and physical resources of the Directorate in line with applicable legislation and communicate with colleagues and stakeholders (internal and external) (written, verbal and formal presentation). Implement Annual Performance Plans, operational plans and Oversee the Audit and Risk Management processes of the Directorate.

ENQUIRIES
NOTE

: Mr Boitumelo Tauetsile Tel No: (012) 473 0307

: Preference will be given to African, Coloured and Indian Male. People with disabilities will be given preference regardless of Race. It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za