

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)

The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa of 1996, the Employment Equity (EE) imperatives as defined by the EE Act, 1998 (Act 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 EE targets in terms of its EE Plan.

- APPLICATIONS** : The DG of GCIS, Private Bag X745, Pretoria, 0001 or hand deliver to Tshedimotsetso House, 1035 cnr Frances Baard and Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : Monday, 10 October 2022
- NOTE** : Applicants with disabilities are encouraged to apply. As per the Government Gazette No: 43872, any applicant who applies 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 only. 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 Qualifications 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 emailed applications will be considered. Where a driver's licence is essential, it should be attached. Correspondence will be limited to shortlisted 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. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The department reserves the right to fill or not to fill the vacant posts. The successful candidates will be placed on the GCIS database of service providers and their services used rotationally. By submitting the employment application form, you agree and consent in terms of Section 11 (1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), to your personal information which you provide to the GCIS being processed by the department and its employees, agents and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

OTHER POSTS

- POST 36/37** : **DEPUTY DIRECTOR: VIDEO UNIT MANAGER REF NO: 3/1/5/1 –22/70**
Directorate: Media Production
- SALARY** : R744 255 – R876 705 per annum (Level 11), (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of Grade 12, and an appropriate National Diploma (NQF level 6) or Degree (NQF level 7) in Media Studies, Business or Public Management, Marketing, Communications, or related qualification as recognised by SAQA, with at least four (4) years communication experience, of which two (2) years should be on salary level nine (9) or ten (10). The applicant should have a good knowledge of government communications with good organizational and communication skills. Have knowledge/understand of the PFMA and Supply Chain Management processes. Have knowledge of video production, video camera operations, video editing and live streaming, with an understanding of the latest audio visual technology available. Must be computer literate and be able to convey ideas and views well in writing. Strong coordination, client orientation and project management skills. Very strong ability to work under pressure, in a fluctuating environment and be extremely good in the management of deadlines. Should be highly motivated and driven

- with an eye for detail. Must have good people management, problem solving and analysis, and good time management skills. A valid driver's license is essential as the post will entail some travel away from Head Office.
- DUTIES** : General management of the GCIS Video Unit and the Government Audio-Visual Forum (AVF). Ensure that all briefs relating to the video unit are received, acknowledged and actioned within the stipulated deadlines. Drafting of all documents for human resource, finance, supply chain management and any other issues related to the video unit. Ensure the maintenance and the control of all equipment assigned to the unit. Keep abreast of the latest technologies available in the industry and ensure that all staff up to date with the various skills that are available within the audio and visual market. Management of human and financial resources within the unit. Provide the information as required as per the APP target for the unit and support to the Chief Directorate Communication Service Agency when required.
- ENQUIRIES** : Ms N Shuping Tel No: (012) 473 0042
- NOTE** : Preference will be given to African Male/Female and Coloured Male/Female. People with disabilities will be given preference regardless of Race.
- POST 36/38** : **DEPUTY DIRECTOR: FINANCIAL ADMINISTRATION REF NO: 3/1/5/1 – 22/71**
Directorate: Finance
- SALARY** : R744 255 – R876 705 per annum (Level 11), (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicant must be in possession of Grade 12, and an appropriate National Diploma (NQF level 6) or Degree (NQF level 7) in Financial Accounting or related qualification as recognised by SAQA, with at least four (4) years relevant financial administration and financial reporting experience, of which two (2) years should be on salary level nine (9) or ten (10). Ability to work under pressure. Good communication, writing and organizational skills. Be creative, innovative, flexible and highly motivated. Computer literacy with excellent knowledge of Outlook and the Microsoft Office package, i.e. MS Word, MS Excel and MS PowerPoint. Credible and proven experience of financial administration in the public sector. As Head of the Financial Administration Sub-Directorate the successful candidate must be able to work independently as well as with internal and external clients, i.e. from junior personnel to Senior Managers, National Treasury and the Auditor-General. The successful candidate should be an analytical and innovative thinker.
- DUTIES** : The successful candidate will report to the Director: Financial Management. He /she provides effective execution of financial administration tasks and responsibilities. The successful candidate will be responsible for Supporting the Accounting Officer, Chief Financial Officer and Director: Financial Management and provide advice to ensure effective financial management by administering the Department's bank account, suspense accounts and salary administration. Provide monthly and annual financial year closing procedures and compile the interim and annual Financial Statements in accordance with the Public Finance Management Act (PFMA), modified cash standard and National Treasury prescripts. Oversee the Bookkeeping Section; Petty Cash; Salaries Section; employees and ex-employees debt as well as departmental debt; Travel & Subsistence; reconciliation of advances received in respect of media communication campaigns; Theft and Losses; Transport and Switchboard Sections. Manage the approval and / or authorisation of transactions on the transversal systems (BAS; PERSAL). Ensure the compilation of financial reports and reconciliations for internal and external meetings and reporting requirements. Ensure compliance to the Public Finance Management Act (PFMA), National Treasury Regulations and related prescripts. Compile and coordinate the review of departmental Financial Policies and adhere to all internal and external due dates. Ensure the timeous and correct submission of documents to National Treasury, the Auditor-General, the South African Revenue Services (SARS) and other stakeholders as prescribed or requested. The successful candidate will be appointed as the PERSAL Salaries controller to ensure the correct handling of salary PERSAL functions, including security procedures.
- ENQUIRIES** : Mr H Bekker Tel No: (012) 473 0099
- NOTE** : Preference will be given to African Male/Female and Coloured Male/Female. People with disabilities will be given preference regardless of Race.

POST 36/39 : **REGIONAL COMMUNICATION COORDINATOR: HARRY DISTRICT REF NO: 3/1/5/1 –22/72**
Directorate: Provincial Liaison: KwaZulu-Natal

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
: Harry Gwala District
: 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. Three (3) years communication experience of which one (1) year should be experience at salary level seven (7) / eight (8) or supervisory level, with knowledge of communication disciplines, including media liaison, research and development communication. The applicant must have an understanding of development communication, and knowledge of the KwaZulu Natal Province with specific insights into the Harry Gwala District and its local municipalities.

DUTIES : The successful candidate will be responsible to support the Deputy Director: Liaison in the implementation of a strategic government communication function in the Harry Gwala District 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. Provide strategic communication support in the district, including the monitoring and supervision of the work of the district based 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. The candidate will support all initiatives aimed at strengthening Local government communication system through interface with strategic IGR structures at local level. The candidate will further provide communication support in various integrated service delivery models of government such as the Thusong service centre programme. The successful candidate will also be responsible for the development and maintenance of effective high level stakeholder relations in the region with a bias 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 articles on government developments in the region from time to time. The regional coordinator will also be responsible for the revision and development of a new regional distribution strategy for government information products. The successful candidate will additionally, on a regular basis, be required to develop local communication environment assessments of the District for use by various stakeholders and clients with required communication interventions recommended.

ENQUIRIES NOTE : Ms Ndala Mngadi Tel No: (031) 301 6787
: Preference will be given to Coloured male/female, Indian male/female and White male/female. People with disabilities will be given preference regales of race and gender.

POST 36/40 : **INTERNAL AUDITOR REF NO: 3/1/5/1 –22/73**
Chief Directorate: Internal Audit

SALARY CENTRE REQUIREMENTS : R211 713 per annum (Level 06)
: Pretoria
: Applicants must be in possession of Grade 12, and a National Diploma (NQF 6) or Degree (NQF 7) in Internal Audit, BCom Accounting, Financial Accounting or BCom Financial Management or relevant qualification as recognised by SAQA. Two (2) years proven experience in Internal Audit. Applicant must have the ability to work under pressure, good writing and communication skills. Applicant must be computer literate and must have good interpersonal skills. Knowledge of Word, Advance Excel, Power point, Teammate and ACL will be an added advantage.

DUTIES : The successful candidate will be responsible for assisting with the preparation of the audit planning documents and successfully reviewed by the supervisor. Assist with drafting the request of information after entry meeting. Assist with preparing agenda of opening/exit meeting. Assist with the planning of the audit

engagements. Assist with conducting the fieldwork of the project engagement (as per IIA standards). Verification that the internal audit reports and other related documents are uploaded on SharePoint IA folder. Verification and follow up of recommendations implemented by management. Quality assurance by monitoring audit engagement project files in line with Internal Audit methodology.

ENQUIRIES
NOTE

- : Mr EM Nedzamba Tel No: (012) 473 0166
- : Preference will be given to Coloured, Indian and White male/female. People with disabilities will be given preference regardless of race and gender.