

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** : 12 December 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 The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020.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. 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.

OTHER POSTS

- POST 45/88** : **DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: 3/1/5/1-22/100**
Directorate: Strategic Planning & Performance Management
- SALARY** : R766 584 per annum (Level 11), (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession Grade 12, and an appropriate Bachelor's Degree (NQF 7) / National Diploma (NQF 6) in Public Administration, Economics or Business Sciences or equivalent related field, as recognised by SAQA. A postgraduate qualification would be an advantage. At least four (4) years' experience of which two (2) years should be at salary level nine (9) or ten (10) in strategic management within the public sector. Knowledge and experience in strategic management, public sector and corporate planning

practices and policies. Experience in data collection and analysis to generate clear and concise management reports. An ability to effectively and timely coordinate the submission of all organisational planning documents. Sound understanding of government policy. Good understanding of legislative frameworks governing planning and reporting in the public sector. Excellent report writing skills and ability to write high level reports to management. Experience in alignment of policy to the departmental strategy. Ability to interact and communicate with people of all level. A proven team player. High level of computer literacy. Excellent analytical report writing skills and advanced proficiency in MS Office. This is a middle management position and proven experience in managing junior employees is required.

- DUTIES** : The incumbent will be required to conduct secondary data analysis and literature-based research on political, social, economic, technological and industry trends that may impact on the organisation. Prepare summaries of government policy documents and reports and conduct additional background research that will inform the organisational situational environment. Assist in setting SMART targets for the strategic objectives and indicators. Assist in developing the multi-year strategic, and annual performance plan in line with relevant legislation. Coordinate the process of cascading the departmental annual performance plan into the operational plan and performance plans and alignment to the ENE. Ensure the timeous submission of the departmental plans and reports to the oversight bodies. Assist in coordinating the departmental strategic planning sessions. The successful incumbent must be able to work under pressure without constant supervision and meet deadlines. All shortlisted candidates will be required to undertake a technical assessment.
- ENQUIRIES** : Ms N Peter Tel No: (012) 473 0339
- NOTE** : Preference will be given to African Male/Female and Coloured Male/Female. People with disabilities will be given preference regardless of Race.

POST 45/89 : **SENIOR SUPPLY CHAIN MANAGEMENT CLERK REF NO: 3/1/5/1-22/105**
Directorate: Supply Chain Management

SALARY : R218 064 per annum (Level 06)

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of Grade 12, and a National Diploma (NQF 6) or Degree (NQF 7) in Public Management, Administration, Logistics Management, Public Finance, Accounting, Purchasing Management environment relevant qualification as recognised by SAQA. Two (2) years proven experience in Supply Chain Management environment. One (1) year experience of working on BAS, LOGIS and Procurement Integration Excellent writing and communication skills, ability to manage and plan. Ability to interpret and apply legislation and policies (PFMA, Preferential Procurement Regulations, BBBEE, Treasury regulations, Contracts, etc.). Ability to work independently without close supervision. Knowledge of the Microsoft packages, i.e. MS word, MS Excel as well as Ms Outlook. Payment capturing and statements interpretation.

DUTIES : The successful candidate will be responsible for an entry point responsible for compliance, receive requisition from internal clients online. Verify e-requisitions for compliance in line with prescripts. Check and verify the status of suppliers on the Central Suppliers Database before accepting of e-requisitions. Approve compliant requisitions on-line using SharePoint in compliance with the turnaround time set by the department. Return non-compliant requisitions back to the client quoting the prescript that is being transgressed. Print hard copies of compliant requisitions and submit to supervisor to distribute to the relevant officials for capturing on LOGIS. Updating e-requisitions on SharePoint immediately with the relevant order numbers to ensure that accurate record of turnaround time is reflected when printing the SharePoint turnaround time reports. Print SharePoint reports on outstanding requisition and requisitions updated with order numbers on SharePoint, daily as per the standard set by the department and provide to supervisor. Provide weekly reports on e-requisition from SharePoint as per the standard set by the department. Provide monthly reports on e-requisitions from SharePoint as per the standard set by the department. Assist with capturing of requests on LOGIS. Handling of queries and enquiries related to requisitions and or orders and provide responses also in writing for turnaround time purposes. Timeous reporting of system issues to the supervisor and to ensure that internal clients are informed timeously. General Office support. Provide effective and efficient client service.

ENQUIRIES
NOTE

- : Ms V Basket Tel No: (012) 473 0378
- : Preference will be given to Coloured, Indian and White male/female. People with disabilities will be given preference regardless of race and gender.