

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 Resource 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 X745, Pretoria, 0001, or hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms M Kotelo.
- CLOSING DATE** : 27 March 2023
- 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 The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020.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) (only when shortlisted). 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. Posts will be filled in line with the approved departmental Employment Equity targets. 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 09/58** : **CHIEF DIRECTOR: SOCIAL PROTECTION, COMMUNITY AND HUMAN DEVELOPMENT (SPCHD) AND GOVERNANCE STATE CAPACITY AND INSTITUTIONAL DEVELOPMENT (GSCID) CLUSTERS REF NO: 3/1/5/1-23/19**
Branch: Intergovernmental Coordination and Stakeholder Management
- SALARY** : R1 308 051 per annum (Level 14), (an all-inclusive package), of which 70% will be basic salary and 30% may be structured according to an individual's needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree in Development Studies, Communication, Social sciences; Political Sciences or equivalent relevant tertiary qualification

(NQF level 7 as recognised by SAQA). Successful completion of the Public Service Senior Management Leadership Programme (Nyukela certificate) as endorsed by the National School of Government is a pre-requisite for appointment. Must have a valid driver's license and be computer literate. The successful candidate should have a minimum of 5 years' experience at Senior Management Service level. The successful candidate should demonstrate strong stakeholder management skills, co-ordination skills and a thorough grasp of inter-governmental relations in the South African context. Experience in the Social protection, Community and Human Development (SPCHD) and Governance State Capacity and Institutional Development (GSCID) clusters will be an advantage. He/she should have thorough knowledge and understanding of Public Service 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. Excellent writing skills with extensive report writing experience. Strong Financial and Human Resource Management skills. Computer Skills. 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

: The successful candidate will be responsible to provide effective strategic leadership and management to the Chief Directorate and to the Cluster communication committee. Coordinate the development of the Annual Programme of Communication Strategies for the National Days, Clusters, and campaigns as well as on key issues. Develop and implement control systems. Ensure Coordination of the Internal Communicators Forum (ICF), Training and capacity building of government communicators and other role-players in all three spheres of government, Clusters and National Days. Participate in management meetings. Provide oversight on the development of the Training Programme. Provide strategic leadership in government communication by ensuring better performance of the cluster communication system. Ensure an effective functioning Cluster system. Ensure HOCs participate in a functional Government Communicators Forum meetings. Foster and develop strong stakeholder partnerships in the planning and implementation of the Social protection, Community and Human Development (SPCHD) and Governance State Capacity and Institutional Development (GSCID) clusters. Coordinate strategic stakeholder engagements to support implementation of Cluster communication programmes, campaigns and projects. Manage the development of strategic communications content. Attend GCIS planning meetings. Develop communication strategies and plans, and provide post Cabinet support to the Director-General. Information and Risk Management, and Audit Process. Oversee and lead the utilization of enterprise Information Management (IM) Systems, especially SharePoint Document Centre for the chief directorate. Identify and review strategic risks, oversee and manage the implementation mitigation plans. Verify progress on the implementation risk mitigation plans. Participate in the audit planning process, and manage responses to audit queries. Ensure implementation of audit recommendations as outlined in the intervention/action plans. Attend DG and / or Ministerial Cluster meetings and keep the GCIS Manco informed about key issues discussed. Provide strategic direction for the overall functioning and performance of the Chief Directorate to ensure targets are met. Manage human and financial resources of the Chief Directorate according to departmental prescripts.

ENQUIRIES
NOTE

: Mr Paul Kwerane Tel No: (012) 473 0407
 : The Organisation will give preference to candidates in line with the Employment Equity goals. Kindly visit www.gcis.gov.za for more information on the requirements and functions/Key performance areas on these positions. It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate (Nyukela 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. (Only when shortlisted)