

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** : 18 September 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 The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020.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). 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 POST

- POST 31/15** : **SYSTEM SUPPORT: INFORMATION MANAGEMENT SYSTEM (IMS) REF: 3/1/5/1 –23/36**
Directorate: Information Management Systems (IMS)
- SALARY** : R294 321 per annum (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a National Diploma (NQF level 06) in Information Technology, specialized in System Development or equivalent related qualification as recognised by SAQA. One (1) year relevant experience in System Support or Information Technology support (Including Internship and learnership). A fast learner on Information Systems, the applicant must have System Support skills; SharePoint Administration skills; Good logical and

analytical thinking; Problem solving skills; System Testing skill; Good communication skills (written and oral); Good interpersonal skill; Documentation skill; Fair understanding of project management.

DUTIES

: The successful candidate will be responsible for Information Management, supporting users of GCIS internal Information Management (IM) Systems, especially SharePoint support and Training. SharePoint administration, development and coordinating with the Service Provider. Assist the directorate: Information Management Systems (IMS) to manage IM Systems projects. Assist the directorate to do the administration tasks and manage IS projects. Test the new systems developed and test on the enhancements for the existing systems.

ENQUIRIES

: Mrs XH Cathy Chen Tel: (012) 473 0043

NOTE

: The organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regardless of Race and Gender.