

**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 X745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : 13 October 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 The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020.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](http://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 Information Act.
- ERRATUM:** Kindly note that the post of Deputy Director: Internal Audit with Ref No: 3/1/5/1-23/43 and Assistant Director: Provincial and Local Liaison with Ref No: 3/1/5/1-23/43 advertised on Public Service Vacancy Circular 30 dated 25 August 2023 has been withdrawn. Apologies for any inconvenience caused.

**OTHER POSTS**

- POST 35/22** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 3/1/5/1-23/44**  
Chief Directorate: Internal Audit
- SALARY** : R811 560 per annum, (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3-year National Diploma/Bachelor's degree in Internal Audit/Accounting, majoring in Accounting and Auditing/Internal Auditing. Post-

graduate qualification will be an added advantage. Minimum 4 years of auditing experience of which two years must be at a salary level 9/10 (junior management/supervisory level). Knowledge and understanding of legislative and regulatory framework in the Public Service. Public Finance Management Act, Public Service Act and related regulations, as well as the Accounting and Auditing Standards applicable to the Public Sector. Skills: Excellent communication skills (verbal, presentation and report writing). Knowledge of project planning and management. Problem solving and analysis. Facilitation and coordination skills. Honest and integrity. Teamwork, interpersonal relations and flexibility.

**DUTIES** : Develop an annual operational plan for financial, and compliance audits in line with the PFMA and Public Service Act. Determination of audits engagements resources and ensure effective and efficient resources allocation. Supervise, support and review audit engagements and assess audit results against audit engagements objectives and scope. Perform high level audits and other audit engagements as and when necessary from time to time. Evaluate audit conclusions and recommendations, compile draft and final audit reports. Perform follow-ups on management action plans. Compile progress reports and where applicable, attend the management meetings, the monthly Internal Audit and Risk Committee, the quarterly Audit Committee to present the audit reports and follow-up progress reports as required.

**ENQUIRIES** : Mr D Modiba Tel No: (012) 473 0054

**NOTE** : Those who previously applied are encouraged to re-apply. 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.

**POST 35/23** : **ASSISTANT DIRECTOR: CONTENT, DIGITAL COMMUNICATION AND KNOWLEDGE MANAGEMENT REF NO: 3/1/5/1-23/45**

Directorate: Western Cape Provincial Office

Those who previously applied are encouraged to re-apply.

**SALARY** : R424 104 per annum (Level 09)

**CENTRE** : Western Cape Provincial Office: Cape Town

**REQUIREMENTS** : 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. Experience: Three (3) years communication experience of which one (1) year should be experience at salary level seven (7) or eight (8) with knowledge of communication disciplines, including digital communication/marketing, content development, media liaison, stakeholder relations, research and development communication. The successful candidate should have knowledge of the Western Cape Province. Knowledge of administration and finances is required. Be innovative and abreast with digital communication methods and applications. A self-motivated and enthusiastic person able to work with limited levels of supervision. Strong verbal and effective writing and communication skills. Computer literate with good interpersonal and presentation skills. A valid code 8 driver's license is an essential requirement, as the work entails extensive travelling. Ability to work under pressure.

**DUTIES** : The successful candidate will provide support in overseeing the work of the Provincial Office. Serve as the Sub-project Desk for information management in the Provincial Office. Support the Deputy Director: Liaison in coordinating implementation of projects and the monitoring & evaluation of work done by GCIS District/Metro-based officials. Oversee the functioning of information resource centres (IRC) in the Provincial and District offices. Oversee the distribution and dissemination of government information in the province. Responsible for the revision and development of a Provincial distribution strategy for government information products. Quality assures the corporate and branding identity of government information products. Responsible for the development and maintenance of high-level stakeholder relations in the province. Support the coordination and implementation of rapid response requirements in the province. Oversee, generate and localise content for usage through digital and on-line platforms. Support to government public participation initiatives such as Imbizo including feedback and follow up on the required communication interventions as recommended. The ASD will be responsible for the monitoring and evaluation of the work of the GCIS Western

**ENQUIRIES**  
**NOTE**

- Cape Office including evidence verification, document management, desktop research duties and impact assessments.
- : Ms Geraldine Thopps Tel No: (021) 4180533 /2066
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