

**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 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. People with disabilities will be given preference regardless of Race or Gender.*

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria, or to the email address provided.
- FOR ATTENTION** : Ms P Kgopyane
- CLOSING DATE** : 16 May 2025
- 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 The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020.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). Failure to submit an application on the new prescribed Z83 form will lead to disqualification. 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 submission of certified copies of qualifications and other relevant documents will be limited to 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. Correspondence will be limited to short-listed candidates. 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. 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), for 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.

**OTHER POSTS**

- POST 14/35** : **ADMINISTRATION OFFICER: BIDS ADMINISTRATION REF NO: 3/1/5/1-25/08**  
Directorate: Supply Chain Management
- SALARY** : R325 101 per annum (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Public Management / Administration / Logistics Management / Public Finance and Accounting / Purchasing Management or equivalent related qualification as recognised by SAQA. The candidate must have at least one (1) year relevant experience in Supply Chain Management. Sound knowledge of supply chain management legislation and related prescripts such as Public Finance 16

Management Act, PPPFA and Regulations, Contract Administration and Supply Chain Management Guidelines. Skills: Advanced computer literacy skills in the MS Office suite (Word, Excel, PowerPoint, etc.), Customer and client focused, excellent communication skills, both verbal and written. Self-driven and good organizational, Supervisory. The applicant should be able to work independently and have innovative thinking, flexibility and willingness to adjust to changes in the work environment and ability to work under pressure and willingness to work irregular hours.

**DUTIES**

: The successful candidate will be responsible to advise clients with respect to Media Buying/ ToR /Specifications / Deviations, ensure tracking of media buying requests and spend, ensure that client's funds are available in the GCIS suspense account, continuously lead capacity building presentations to internal clients on media buying and other bid related matters. Ensure that all transactions relating to bids, RFQ's, deviations, 3G's as well as media buying are compliant to the relevant policies and legislation. Ensure that a scientific process of identifying the target market and selecting appropriate mode of media for various campaigns is in place. Ensure that all Specifications / Terms of Reference Committee, Evaluation Committee and Bid Adjudication Committee Meetings run smoothly. Ensure the compilation of minutes for the Committee meetings indicated above and submit to the relevant official and the compilation of memos for DG's approval. Regularly update the database of RFQ / Bid schedules / Deviations / 3G's. Provide administrative support in the bid / formal quotation process as well as deviations. Supervise correct filing of all documents relating to bids/contracts/ 3G's. Administration of contracts relating to RFQ's/Bids/Transversal contracts including the monitoring and maintenance of RFQ's/Bids/Operating leases and 3G schedules for disclosure purposes. Consolidation of the procurement plan for the department, monitoring of the implementation as well as reporting to National Treasury. Attending to Enquiries, compiling of submissions / reports. Manage staff Please detail courses passed in the CV as per the academic transcript.

**ENQUIRIES  
APPLICATIONS**

: Mr Namane Mahlaba Tel No: (012) 473 0093  
: May be hand delivered to Tshedimoseetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to [recruitment@gcis.gov.za](mailto:recruitment@gcis.gov.za)

**NOTE**

: In line with the Directive on the Professionalisation of Human Resource Management and Development in the Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the technical and generic requirements of the post.