

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

- APPLICATIONS** : Applicants must submit their applications via the link <http://erecruitment.gcis.gov.za> or hand deliver applications to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms P Kgopyane
- CLOSING DATE** : 17 July 2026
- 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 The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020.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. 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 22/41** : **PRODUCTION COORDINATOR REF NO: 3/1/5/1-26/10**
Directorate: Media Production
- SALARY** : R280 278 per annum (Level 6)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate National Diploma (NQF level 6) as recognised by SAQA in Media Studies, Audio Visual Production, Journalism, Communication, Digital Marketing or equivalent related qualification. General exposure in the field will be an added advantage. The applicant should demonstrate client orientation and customer focus, programme and project management, organising and coordination skills, report writing skills, communication skills (written and verbal), social and digital media marketing skills, and financial management skills. The candidate must be computer literate with strong attention to detail, minute taking abilities, action plan development skills, interpersonal skills, reliability, teamwork, time management, and the ability to work under pressure. The incumbent should display honesty and integrity, problem-solving skills, and be results orientated.
- DUTIES** : The incumbent will coordinate media productions, live streams, and content relevant to Government Online TV. Serve as the central entry point for Content Creation Stakeholders in support of Government Online TV and the Production Management Office. Liaise continuously with various departments and government entities to source content for Government Online TV. Identify government events

from the national events schedule and follow up on related content for Government Online TV. Assist with coordination of content uploading and report challenges experienced. Support production planning, coordination, execution, monitoring, logistics, and related administration. Coordinate production and Government Online TV meetings. Demonstrate a basic understanding of professional video camera operations and editing. Assist with basic content production and editing for government social media platforms. Compile and submit weekly Production Management Office and Government Online TV reports. Assist with monitoring production progress and ensuring deadlines are met. Liaise with internal teams, client departments, service providers, and other stakeholders. Maintain continuous communication with clients, suppliers, and stakeholders to ensure smooth project delivery. Participate in campaign and production briefings where required. Maintain accurate electronic and manual filing and archiving systems for productions and campaigns. Archive campaign documents and exit reports on SharePoint and manual systems.

**ENQUIRIES
APPLICATIONS**

: Ms Nkademeng Mosenohi Tel: 012 473 0206
 : Applicants must submit their applications via the link <http://erecruitment.gcis.gov.za> or hand deliver applications to Tshedimotsetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.

NOTE

: In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post. Please detail courses passed in the CV as per the academic transcript. Note: This post will be filled by a suitably qualified candidate whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. Preference will be given to coloured and white candidates. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

POST 22/42

: **SUPPLY CHAIN MANAGEMENT CLERK: CREDITORS MANAGEMENT REF: 3/1/5/1-26/11**

Directorate: Supply Chain Management

**SALARY
CENTRE
REQUIREMENTS**

: R237 453 per annum (Level 5)
 : Pretoria
 : Applicants should be in possession of an appropriate Higher Certificate (NQF Level 5) as recognised by SAQA in Public Management/ Administration/ Logistics Management/ Public Finance/ Accounting/ Purchasing Management or equivalent qualification majoring in Public Management / Administration/ Logistics Management / Public Finance/ Accounting or Purchasing Management. General exposure in the field will be an added advantage. The candidate must have basic knowledge of BAS, LOGIS and Procurement Integration (PI). 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. Ability to handle multiple tasks simultaneously and able to work under pressure. The incumbent should be self-driven, creative, innovative, flexible and highly motivated. Excellent co-ordination skills. Ability to work in a team. Client service orientated. Have initiative and pay close attention to detail. Report writing. Knowledge of the Microsoft packages, i.e. MS word, MS Excel as well as Ms Outlook. Payment capturing and statements interpretation.

DUTIES

: Capture payments on LOGIS Integration and BAS. Confirm Banking Details on CSD before capturing payments. Export entities from CSD to BAS. Verify allocation for correctness before capturing payments on the payment processing systems. Verify authenticity of signatures on the documents before capturing payments. Also ensure compliance of all documents attached before capturing payments on the system. Ensure correct information is captured on these payment processing systems. Monitoring and prioritisation of payments to ensure that no payments are processed after 30 days as well as outside the standards set by the department. Ensure that invoices with queries are raised immediately with the relevant suppliers to ensure that invoices are still paid within the required standards. Run departmental 0-9 file. Send departmental 0-9 file inputs to sections for IFS/AFS. Provide accurate information in relation to Annual and Interim Financial Statements (Commitments, Accruals and Payables) Ensure that accounts of creditors of the department are not outstanding for more than 30 days. Assist in linking invoices on ITS (Invoice tracking system) Provide accurate information in relation to Annual and Interim Financial Statements (Commitments, Accruals and Payables) timeously. Respond to enquiries and queries timeously and keeping record of enquires/queries handled including the turnaround time. Compile accurate work statistics. when required assist with the compilation of the 30 Days report of payments. Assist with the BBBEE statistical data reports. Assist with the preauthorisation of payments where required. Provide general office support.

ENQUIRIES

: Mr Mendy Hlungwane Tel: 012 473 0180

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- POST 22/43** : **SUPPLY CHAIN MANAGEMENT CLERK: PROCUREMENT REF NO: 3/1/5/1-26/12**
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum (Level 5)
: Pretoria
: Applicant should be in possession of an appropriate Higher Certificate (NQF Level 5) as recognised by SAQA in Public Management, Administration, Logistics Management, Public Finance, Accounting, Purchasing Management or equivalent related qualification. General exposure in the logistics and compliance management field will be an advantage The candidate must have basic knowledge of BAS, LOGIS and Procurement Integration (PI). Excellent writing and communication skills, ability to manage and plan. Ability to interpret and apply legislation and policies (PFMA, Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations, B-BBEE, Treasury Regulations, Contract Management, etc.). Ability to work independently without close supervision. Knowledge of the Microsoft packages (i.e. MS word, MS Excel as well as Ms Outlook). Modified Cash Standard and interpretation of financial statements.
- DUTIES** : The successful candidate will be 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 8 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 erequisition 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. Performing any other duties as delegated by the respective supervisors and managers within the SCM environment. Provide effective and efficient client services. Please detail courses passed in the CV as per the academic transcript.
- ENQUIRIES APPLICATIONS** : Ms. Mary-Jane Rabodiba Tel No: (012) 473 0172
: Applicants must submit their applications via the link <http://erecruitment.gcis.gov.za> or hand deliver applications to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
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