ANNEXURE E

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 : 11 December 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 The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020.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. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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 42/23 : **STATE ACCOUNTANT: BUDGET OFFICE REF NO: 3/1/5/1-26/37 (X2 POSTS)**
Directorate: Financial Management

SALARY : R338 106 per annum (Level 07)

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a National Diploma (NQF Level 6) as recognised by SAQA in Accounting / Cost and Management Accounting / Finance / Business Studies or related equivalent qualification. At least two (2) years' relevant experience in budgeting, financial management is required. Applicants must have proven experience working with the Basic Accounting

System (BAS) and a sound understanding of the Public Finance Management Act (PFMA), National Treasury Regulations, and other relevant legislative prescripts. Computer literacy is essential. Applicants must demonstrate the ability to work independently, perform effectively under pressure, and function as part of a team. The incumbent must have good analytical, financial, and report-writing skills; strong attention to detail; excellent planning and organisational abilities; sound communication and interpersonal skills; proficiency in Microsoft Office applications, particularly Excel; and the ability to interpret and apply financial policies, legislation, and treasury regulations.

DUTIES : The successful candidate will be responsible for coordinating, analysing, consolidating, and reporting on the budget and expenditure information of the GCIS. Key responsibilities will include monitoring and controlling expenditure against the approved budget. Ensuring that financial transaction records are updated accurately and timeously. Administering and coordinating monthly expenditure projections, virements, the Medium-Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE) processes, and BAS budget functions. Monitoring expenditure trends against planned activities and ensuring the correct allocation and utilisation of funds. Distributing expenditure and budget reports to programme and responsibility managers within prescribed timeframes. Controlling, checking, and verifying the accuracy of financial inputs and compiling consolidated submissions. Investigating expenditure deviations and implementing corrective measures where necessary. Ensuring the correct allocation of expenditure and facilitating the shifting of funds where required. Assisting with the preparation and compilation of the MTEF and ENE submissions to the National Treasury. Providing inputs for adjustment budgets and the compilation of annual financial statements. Compiling and consolidating budget submissions and reports for National Treasury. Assisting with the preparation of drawings and cash flow projections. Coordinating and preparing documentation for financial and budget-related forums, including Budget Committee meetings. Compiling and maintaining financial reporting schedules and Excel-based budget reports. Providing effective administrative and technical support to the Deputy Director: Budget Office. Please detail courses passed in the CV as per the academic transcript.

ENQUIRIES : Mr H Bekker Tel No: (012) 473 0099

NOTE : This post will be filled with 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 42/24 : **CASUAL WORKER: COMMUNICATION SERVICE AGENCY REF NO: 3/1/5/1-26/38**
Twelve (12) Months Contract
(This is a re-advertisement. Applicants who previously applied are encouraged to re-apply)
Chief Directorate: Communication Service Agency

SALARY : Hourly rate of R156,40 for a maximum of twenty-four (24) hours per month

CENTRE : Pretoria

REQUIREMENTS : Applicants should be in possession of an appropriate National Diploma (NQF level 6) or Degree (NQF level 7) in Office management, Office Assistant, Secretarial and Administration qualification / or any other related qualification / training course as recognised by SAQA. Working outside normal office hours. Valid driver's license.

DUTIES : The successful candidate will be responsible for planning and management of all activities relating to the office of the Chief Director. The candidate will be expected to render administrative support services to the Chief Directorate. Provide secretarial support services to the manager which includes coordination of meetings for the Chief Directorate, compile the agenda in consultation with the Chief Director., arrange catering for the directorate's meetings, provide accurate minute taking and timeous availability of minutes., follow up on action decision with the relevant officials. Ensure proper filing of all incoming and outgoing documents and index for each file. Scrutinize routine submissions or reports and make notes and/or recommendations for the Chief Director. Verify and submit all payment advices/orders/petty cash documents to the Chief Director for signature. Order and control stationery and office equipment. Follow- up on the information for OPMS and Risk Reports. Serve as sub-office asset holder. Follow-up with the rest of the sub office asset holders on their submissions. Arrange flight bookings and travel and

subsistence Advances/ claims for the Chief Directorate. Liaise with travel agencies to make travel arrangements. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work the manager. Manage the diary of the Chief Director. Provide receptionist support service to the manager. Management of monthly projections, finances and orders. Compile reports received from other Directorates into one reporting 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. Please detail courses passed in the CV as per the academic transcript.

ENQUIRIES : Ms Neli Shuping Tel No: (012) 473 0407

POST 42/25 : **CASUAL WORKER: HUMAN RESOURCE DEVELOPMENT REF NO: 3/1/5/1-26/39**
Twelve (12) Months Contract
(This is a re-advertisement. Applicants who previously applied are encouraged to re-apply)
Directorate: Human Resource Development

SALARY : Hourly rate of R156,40 for a maximum of twenty-four (24) hours per month
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of Grade 12/ National Senior Certificate (NQF level 4) as recognised by SAQA). No experience is required. 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. Knowledge of the Microsoft packages, i.e. MS word, MS Excel as well as Ms Outlook.
DUTIES : The successful candidate will assist in coordinating training and skills development programmes; preparing progress reports on courses attended; capturing skills development intervention data on HRIMS and Excel; and coordinating the submission of post-training assessment reports. The candidate will also support the development of the Workplace Skills Plan (WSP) and Quarterly Monitoring Reports (QMR); coordinate induction and youth development programmes; administer bursary and improved qualifications recognition programmes; and assist with facilitating and implementing the Employee Performance Management and Development System (EPMDS). Additional responsibilities include maintaining the directorate's records, supporting procurement processes and preparing monthly projections. 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. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. Please detail courses passed in the CV as per the academic transcript.
ENQUIRIES : Ms Thabile Zuma Tel No: (012) 473 0177

POST 42/26 : **CASUAL WORKER: HUMAN RESOURCE MANAGEMENT REF NO: 3/1/5/1-2640**
Twelve (12) Months Contract
(This is a re-advertisement. Applicants who previously applied are encouraged to re-apply)
Directorate: Human Resource Management

SALARY : Hourly rate of R156,40 for a maximum of twenty-four (24) hours per month
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of Grade 12/ National Senior Certificate (NQF level 4) as recognised by SAQA). No experience is required. 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. Knowledge of the Microsoft packages, i.e. MS word, MS Excel as well as Ms Outlook.

DUTIES : The successful candidate will provide administrative support to the Directorate, taking minutes and tracking action items arising from meetings; and compiling meeting agendas. The incumbent will also be responsible for coordinating travel arrangements for officials and candidates, and processing Subsistence and Travel (S&T) claims for the Directorate. Assisting with the procurement of stationery and providing ad hoc administrative support to the Chief Directorate as and when required. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. Please detail courses passed in the CV as per the academic transcript.

ENQUIRIES : Mr Samuel Matsapola Tel No: (012) 473 0231

POST 42/27 : **CASUAL WORKER: RESEARCH SERVICES REF NO: 3/1/5/1-26/41**
Twelve (12) Months Contract
(This is a re-advertisement. Applicants who previously applied are encouraged to re-apply)
Directorate: Research Services

SALARY : Hourly rate of R156,40 for a maximum of twenty-four (24) hours per month
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of Grade 12/ National Senior Certificate (NQF level 4) as recognised by SAQA). No experience is required. 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. Knowledge of the Microsoft packages, i.e. MS word, MS Excel as well as Ms Outlook.

DUTIES : The successful candidate will be responsible for directorate administrative duties, assist with field work logistics, and source reports/articles relevant to the directorate's work. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. Please detail courses passed in the CV as per the academic transcript.

ENQUIRIES : Dr Ntobifuthi Nala Tel No: (012) 473 0218

POST 42/28 : **CASUAL WORKER: RISK AND INTEGRITY MANAGEMENT REF NO: 3/1/5/1-26/42**
Twelve (12) Months Contract
(This is a re-advertisement. Applicants who previously applied are encouraged to re-apply)
Directorate: Risk and Integrity Management

SALARY : Hourly rate of R156,40 for a maximum of twenty-four (24) hours per month
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of Grade 12/ National Senior Certificate (NQF level 4) as recognised by SAQA). No experience is required. 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. Knowledge of the Microsoft packages, i.e. MS word, MS Excel as well as Ms Outlook.

DUTIES : The successful candidate will be responsible for Risk Management Administration. Monitoring of Management Action Plans (MAPs). BarnOwl System Administrative Support. Risk Management Reporting. Committee and Meeting Administration. Records and Information Management. General Administrative Support 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. Please detail courses passed in the CV as per the academic transcript.

ENQUIRIES : Ms Boitumelo Gwangwa Tel No: (012) 473 0255