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 email their applications to recruitment@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 The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020.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.

MANAGEMENT ECHELON

POST 43/57 : **PROVINCIAL DIRECTOR: NORTHERN CAPE PROVINCIAL OFFICE REF NO: 3/1/5/1-26/40**
(This is a re-advertisement. Applicants who previously applied are encouraged to re-apply)
Chief Directorate: Provincial and Local Liaison

SALARY : R1 317 384 per annum (Level 13), (an all-inclusive package), of which 70% will be basic salary and 30% may be structured according to an individual's needs.

CENTRE : Northern Cape

REQUIREMENTS : An appropriate Bachelor's Degree (NQF level 7 as recognised by SAQA) in Communication / Media Studies / Journalism / Public Relations / Development Communication or related (NQF Level 7) qualification, majoring in Communication / Media Studies/ Journalism/ Public Relations / Development Communication. Successful completion of the Public Service Senior 44 Management Leadership Programme (Nyukela certificate) as endorsed by the National School of Government is a pre-requisite for appointment. Must have a valid driver's license and be computer literate. At least five (5) years' experience at middle/senior management level with extensive experience in and knowledge of development communication, proven leadership capabilities, and sound interpersonal and project management skills. Extensive experience in coordinating multi-stakeholders and inter-governmental multi-media communication campaigns. Knowledge: Comprehensive knowledge of the Northern Cape Province, including socio-economic and development dynamics as well of the communication footprint and dynamics of the province, including also at municipal level. Sound knowledge of the Public Finance Management Act. Must have a valid driver's license and be computer literate. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management.

DUTIES : The successful candidate will be responsible for providing strategic leadership and management to the GCIS Provincial Directorate in the Northern Cape Province particularly in support of the provincial communication system headed by the Office of the Premier. Deliver communication campaigns in line with the National Communication Strategic Framework and the Medium-Term Development Plan (MTDP), and the Provincial MTDP and communication programme. Advocate for the application of the Norms and Standards of Government Communications amongst the communication system in the province and lend support to the Local Government Communication System. Develop and maintain communication partnerships and networks with provincial stakeholders from Government and Civil Society. Participate actively in all communications forums in the province and provide strategic direction on government communication in such forums and when urgent or rapid communication is concerned, to protect and enhance the reputation of government. Operate an effective, and compliant government communication organisation. Identify and review strategic risks, oversee and manage the implementation mitigation plans. Participate in the audit planning process and manage responses to audit queries.

ENQUIRIES : Mr Ndlelantle Pinyana Tel No: (012) 473 0188

NOTE : It is a pre-requisite for candidates to have the Nyukela Public Service SMS Pre Entry Programme certificate to be eligible for appointment. For further details, please click on the following link: https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/. For more information regarding the course, visit the NSG website: www.thensg.gov.za. The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement with the relevant Chief Director within three months from the date of assumption of duty and obtain a Top-Secret security clearance. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Please detail courses passed in the CV as per the academic transcript. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

POST 43/58 : **DIRECTOR: FINANCIAL MANAGEMENT REF NO: 3/1/5/1-26/41**
(This is a re-advertisement. Applicants who previously applied are encouraged to re-apply)
Chief Directorate: Office of the Chief Financial Officer

SALARY : R1 317 384 per annum (Level 13) (an all-inclusive package), of which 70% will be basic salary and 30% may be structured according to an individual's needs.

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree (NQF level 7 as recognised by SAQA) in Financial Management, Accounting, Auditing, Economics/Financial

Economics, Statistics or an equivalent qualification, majoring in Financial Management, Accounting, Auditing, Economics/Financial Economics/ Statistics. Successful completion of the Public Service Senior Management Leadership Programme (Nyukela certificate) as endorsed by the National School of Government is a pre-requisite for appointment. At least five (5) years' extensive middle/senior management level experience in managing and facilitating the provision of financial management services in the department. The incumbent must have extensive understanding of the public sector financial statements and budget and project cycles, and managing the provision of public finance support services. Provide guidance and inputs on the formulation and implementation of budget policy for the MTEF budget process. Monitor, evaluation and analysing departments' spending of the approved budget. Ensure value for money in terms of strategic resourcing. Provide guidance on the formulation and implementation of the adjustment budget. Proven leadership capabilities, people management and sound interpersonal and project management skills. Must have a valid driver's license and be computer literate. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management.

DUTIES : The successful candidate will be responsible to provide effective, efficient and compliant financial management services, develop and monitor the implementation of financial administration and accounting, policies, systems and processes. Provide management accounting services and monitor and report on expenditure trends. Monitor and report on expenditure trends and compilation of financial statements. Identify, manage and implement risk and risk mitigation plans for the achievement of GCIS objectives. Develop financial reports with internal and external stakeholders. Manage relations with National Treasury and the Auditor-General. Manage expenditure trends and all financial matters. Oversee the process of reviewing departmental financial policies and ensure compliance with the PFMA, Treasury Regulations and related prescripts. Monitor the issuing of guidelines by National Treasury. Ensure timely settlement of contractual obligations, payment of invoices and quarterly tranches to Public Entities in line with the prescribed period as outline in PFMA, Treasury Regulations and cashflow projections. Oversee the monitoring, clearance and reconciliation of ledger accounts and ensure financial reports are compiled and submitted to the relevant forum. Oversee the processes of the annual budget cycle and ensure all deadlines are met. Oversee operational and personnel costing. Provide statistical reports on expenditure trends against the budget. Report projected under/overspending against the budget to relevant structures. Report proposed funding of ad-hoc activities and proposed virement to fund projected over expenditure. Oversee and review the IYM Report and submit to relevant structures in line with the PFMA. Identify and review strategic risks, oversee and manage the implementation mitigation plans. Participate in the audit planning process and manage responses to audit queries. Oversee the drafting and submission of accurate interim and annual financial statements. Serve as the link between the department and Auditor-General during audit processes and arrange Audit Steering Committee meetings. Ensure that amendments to the financial statements, updates of the Modified Cash Standards and Accounting Manual for Departments are implemented on the GCIS financial statements and accounting processes. Oversee the functions of the BAS System Controller and review reports. Effective management of staff, expose staff to development opportunities and ensure timeous submission of performance agreements and assessments Ensure prudent financial management of the directorate's resources. Facilitate monthly Financial Control Forum meetings with Finance staff. Identify, manage and implement risk and risk mitigation plans for the achievement of GCIS objectives. When the need arises, the incumbent may be requested to act as Chief Financial Officer in the absence of the Chief Financial Officer.

ENQUIRIES : Mr Paul Kwerane Tel No: (012) 473 0407

NOTE : It is a pre-requisite for candidates to have the Nyukela Public Service SMS Pre Entry Programme certificate to be eligible for appointment. For further details, please click on the following link: https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/. For more information regarding the course, visit the NSG website: www.thensg.gov.za. The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign

a performance agreement with the relevant Chief Director within three months from the date of assumption of duty and obtain a Top-Secret security clearance. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Please detail courses passed in the CV as per the academic transcript. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

OTHER POSTS

POST 43/59 : **STATE ACCOUNTANT: BUDGET OFFICE REF NO: 3/1/5/1-26/42**
(This is a re-advertisement. Applicants who previously applied are encouraged to re-apply)
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.

POST 43/60 : **STATE ACCOUNTANT: BUDGET OFFICE REF NO: 3/1/5/1-26/43**
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 : Responsible for costing the staff establishment and compensation of employees as well as goods and services in accordance with Sections annual performance plans. Do costing of the establishment to ensure the correct allocation of budgeted funds. Provide support to the Budget Office in co-ordinating, consolidating and compiling weekly / monthly reports in respect of the budget and expenditure information. The functions include amongst others, analysing monthly actual expenditure and projections against actual and planned outputs; determine cash flow drawings against planned outputs; analysing and costing Sections budget during the Medium Term Expenditure Framework (MTEF) and Estimates of National Expenditure (ENE); budget functions on the Basic Accounting System (BAS), etc, Monthly Projections: If required assist Sections with monthly projections to ensure that expenditure items reflect the correct allocation and that projections are in line with operational activities Advise where virement should be applied. MTEF: Assist all Sections to cost their budget requirements during preparations for the MTEF submission. Training: Guide Budget Office staff and Business Units in costing mechanisms. Assist Budget Office staff and Business Units how to cost activities in the APP and Sections' operational plans. Campaigns / Projects / Aid assistance / Capital: Verify the expenditure trend of prioritised campaigns / projects and capital purchases and submit reports monthly to management committees. Liaise with Branches and take into consideration budget and procurement planning such as the departmental demand and procurement plan, aid assistance projects, departmental prioritised campaigns and budget for capital assets. Ensure the effective general handling of enquiries and overall assistance to the Assistant-Director / Deputy Director: Management Accounting. Ensure compliance to the PFMA, Treasury Regulations, Financial Policies, Strategic Plan objectives and APP. Ensure that all internal and external due dates, including those prescribed by National Treasury in line with the PFMA, are adhered to e.g. internal requests, budgeting schedule dates. The successful candidate will also be the BAS System Controller which includes administering the BAS transversal system which include security procedures and User IDs. Investigate and solve BAS related problems. Involve IT and National Treasury when required. Attend to all BAS user queries. Monitor all users' activities on the system monthly to ensure security and proper utilisation of the system. Identify all BAS training requirements and schedule users for formal training or conduct BAS informal training to ensure that users are fully orientated on the system. Create or terminate BAS user id's and allocate BAS functions as per request and in line with users' job functions; Reset users' passwords when revoked. Ensure that the Department closes its accounting month / financial year General Ledgers accounts timeously (as per National Treasury set dates) and without any exceptions. In your area of responsibility, report any deviations to the Assistant-Director / Deputy Director: Management Accounting / Director: Financial Management. Please detail courses passed in the CV as per the academic transcript.

ENQUIRIES : Ms Kedibone Matlala Tel No: (012) 473-0127 / 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.

POST 43/61	:	**CASUAL WORKER: STRATEGY AND ORGANISATIONAL PERFORMANCE REF NO: 3/1/5/1-26/44** (This is a re-advertisement. Applicants who previously applied are encouraged to re-apply) Chief Directorate: Strategy and Organisational Performance
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 Public Management or Administration. No Experience 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 assisting in Coordinating the development of the Annual Performance Plan (APP) and Annual Operational Plan (AOP);Coordinating the development of the Standard Operating Procedures (SOPs), Service Delivery Mode (SDM) and Service Delivery Improvement Plan (SDIP).verification and analysis of reports (i.e. monthly, quarterly, annual, mid-term and end term reports);development and completion of verification and analysis working papers; capturing of APP and AOP into Organisational Performance and Management System (OPMS);capturing of APP into electronic Quarterly Performance Reporting System (eQPRS); and administration of OPMS.
ENQUIRIES	:	Ms Nomkhosi Peter Tel No: (012) 473 0339
NOTE	:	In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, 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. Please detail courses passed in the CV as per the academic transcript.
POST 43/62	:	**CASUAL WORKER: STRATEGY AND ORGANISATIONAL PERFORMANCE REF NO: 3/1/5/1-26/45** Chief Directorate: Strategy and Organisational Performance
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 Public Management or Administration. No Experience 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 verification and analysis of reports (i.e. monthly, quarterly, annual, mid-term and end term reports); development and completion of verification and analysis working papers; capturing of APP and AOPs into Organisational Performance and Management System (OPMS); capturing of APP into electronic Quarterly Performance Reporting System (eQPRS); and administration of OPMS.
ENQUIRIES	:	Ms Nomkhosi Peter Tel No: (012) 473 0339
NOTE	:	In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, 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. Please detail courses passed in the CV as per the academic transcript.

POST 43/63	:	**CASUAL WORKER: COMMUNICATION SERVICE AGENCY REF NO: 3/1/5/1-26/46** (This is a re-advertisement. Applicants who previously applied are encouraged to re-apply) Twelve (12) Months Contract 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 advice/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
ENQUIRIES	:	Ms Neli Shuping Tel No: (012) 473 0407
NOTE	:	line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, 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. Please detail courses passed in the CV as per the academic transcript.
POST 43/64	:	**CASUAL WORKER: HUMAN RESOURCE DEVELOPMENT REF NO: 3/1/5/1-26/47** (This is a re-advertisement. Applicants who previously applied are encouraged to re-apply) Twelve (12) Months Contract 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.

ENQUIRIES : Ms Thabile Zuma Tel No: (012) 473 0177

NOTE : In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, 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. Please detail courses passed in the CV as per the academic transcript.

POST 43/65 : **CASUAL WORKER: HUMAN RESOURCE MANAGEMENT REF NO: 3/1/5/1-26/48**
(This is a re-advertisement. Applicants who previously applied are encouraged to re-apply)
Twelve (12) Months Contract
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.

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

NOTE : In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, 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. Please detail courses passed in the CV as per the academic transcript.

POST 43/66 : **CASUAL WORKER: RESEARCH SERVICES REF NO: 3/1/5/1-26/49**
(This is a re-advertisement. Applicants who previously applied are encouraged to re-apply)
Twelve (12) Months Contract
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.

ENQUIRIES	:	Dr Ntombifuthi Nala Tel No: (012) 473 0218
NOTE	:	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. Please detail courses passed in the CV as per the academic transcript.
POST 43/67	:	**CASUAL WORKER: RISK AND INTEGRITY MANAGEMENT REF NO: 3/1/5/1-26/50** (This is a re-advertisement. Applicants who previously applied are encouraged to re-apply) Twelve (12) Months Contract 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.
ENQUIRIES	:	Ms Boitumelo Gwangwa Tel No: (012) 473 0255
NOTE	:	In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, 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. Please detail courses passed in the CV as per the academic transcript.