

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 X745, 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** : 07 March 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 The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020.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. 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 07/04** : **SENIOR SUPPLY CHAIN MANAGEMENT CLERK: DEMAND AND ACQUISITION REF NO: 3/1/5/1-24/05**
Directorate: Supply Chain Management
- SALARY** : R255 450 per annum (Level 06)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Public Management, Administration, Logistics Management, Public Finance, Accounting, Purchasing Management or equivalent related qualification as recognized by SAQA. The candidate should have at least one (1) year relevant experience in demand and acquisition management. Working on LOGIS and Procurement Integration. 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. Advertisement of tenders, requests for quotations, and requests for information on eTender portal and GCIS website.

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. He/she will work as entry point to check compliance of all memos submitted to SCM Bid Office initiating various procurement methodology. Further serve as a secretariat to all the committees (Bid Specification, Bid Evaluation and Bid Adjudication). 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 Schedule/ Bid schedules / General and Special Deviations / 3G's. Also monitor and update the contract register including the operating lease contract and transversal contracts, including the monitoring of supplier performance by the end-users. Provide administrative support in the bid / formal quotation process as well as deviations. Assist in the process of consolidating the demand and procurement plan for the department, monitoring of the implementation as well as reporting to National Treasury. Attending to Enquiries, compiling submissions / reports. 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. Mpho Ramashi Tel No: (012) 473 0194
: may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to 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.

POST 07/05

: **SENIOR SUPPLY CHAIN MANAGEMENT CLERK: LOGISTICS AND COMPLIANCE REF NO: 3/1/5/1-24/06**
Directorate: Supply Chain Management

**SALARY
CENTRE
REQUIREMENTS**

: R255 450 per annum (Level 06)
: Pretoria
: An appropriate National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Public Management, Administration, Logistics Management, Public Finance, Accounting, Purchasing Management or equivalent related qualification as recognized by SAQA. The candidate should have at least one (1) year relevant experience in logistics and compliance management. Working on LOGIS and Procurement Integration. 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

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 e-requisition 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
: May be hand delivered to Tshedimoseiso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to 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.