

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.

<u>APPLICATIONS</u>	:	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 emailed to recruitment@gcis.gov.za
<u>FOR ATTENTION</u>	:	Ms P Kgopyane
<u>CLOSING DATE</u>	:	30 May 2025
<u>NOTE</u>	:	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 The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020.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 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

<u>POST 16/142</u>	:	<u>ENTERPRISE RISK MANAGEMENT COMMITTEE CHAIRPERSON</u>
<u>SALARY</u>	:	In terms of section 38 of the Public Finance Management Act of 1999 (PFMA), the Department of Government Communication and Information System requires the services of a qualified and interested person to serve as the Chairperson of the Department's Enterprise Risk Management Committee. The incumbent will advise the Accounting Officer on Enterprise Risk Management to fulfill his/her mandate as required by the Public Finance Management Act. Terms Of Office and Remuneration.
<u>CENTRE REQUIREMENTS</u>	:	GCIS Tshedimosetso House
	:	A minimum of a Bachelor's Degree and a Post – Graduate Degree in Auditing, Risk Management, Financial Management, Information Technology, Corporate

		<p>Governance, Compliance, Law, Strategic Planning, Performance Management, and Project Management with a minimum of 10 years management experience. Must be an independent external person, with extensive knowledge and experience in the relevant regulations and prescripts, including the Public Finance Management Act, Treasury Regulations, and ISO3100, King IV Report on Corporate Governance, the COSO and Public Sector Risk Management Framework. Must have previously served on a Risk Management/Audit Committee. Experience in Enterprise Risk Management, Auditing, Financial Management, Information Technology, Legal, Corporate Governance, Performance Management, Project Management, Compliance, Anti-Fraud and Corruption, Ethic and Integrity and Business Continuity Management in the Public or Private Sector. Experience in a communications environment would be advantageous.</p>
<u>DUTIES</u>	:	<p>The successful candidate will be required to ensure that Enterprise Risk Management Committee (ERMC) functions properly. Advise management and the Accounting Officer on risk management at an organizational level. Represent the Department in respect of all Enterprise Risk Management – related matters as delegated by the accounting officer. Review and monitor implementation of the Enterprise Risk Management Framework, Policies and Strategy within the Department. Ensure that the department's risk identification and assessment methodologies are reviewed to provide reasonable assurance of completeness and accuracy of the risk register. Advise on integration of enterprise risk management into planning, monitoring and reporting processes. Ensure effective and efficient implementation of BCM Policy and Plan. Ensure that there is proper co-ordination of the functions for all information involved in risk management mitigating strategies (e.g. Audit Committee). Advice on Ethics and Integrity processes including Information Technology processes. Assist in developing efficient and effective measures to prevent fraud by developing system with administrative and technical features, which makes the department less vulnerable to fraud. Provide advice/guidance on setting risk of appetite and review risk appetite and tolerance levels. Provide Enterprise Risk Management Reports to the Accounting Officer and the Committee on a quarterly basis. Perform any other duties to the members of the Enterprise Risk Management Committee as specified in the terms of reference. Report annually to the Executive Authority through the Audit and Enterprise Risk Committee. Take all reasonable steps to ensure the Committee fulfills its obligation and responsibilities. Calling and Chairing quarterly meetings and special meetings. Act as liaison between the Accounting Officer and Audit Committee. Maintain ethical and reasonable decision-making framework at Committee level and address any potential unethical or dishonest situation or potential conflict of interest brought to his/her attention and timely and efficient manner. Provide overall leadership to the committee without limiting the principles of collective responsibilities of committee decision.</p>
<u>ENQUIRIES</u>	:	Ms Sizakele Sibiyi Tel No: (012) 473 0123
<u>NOTE</u>	:	<p>The term of office of appointed candidates will be 3 years and may be renewed for another 3 years subject to satisfactory performance. The successful candidate appointed will be remunerated according to the rates prescribed by National Treasury.</p>
<u>POST 16/143</u>	:	<u>ENTERPRISE RISK MANAGEMENT COMMITTEE ORDINARY MEMBER</u>
<u>SALARY</u>	:	<p>In terms of section 38 of the Public Finance Management Act of 1999 (PFMA), the Department of Government Communication and Information System requires the services of a qualified and interested person to serves as the ordinary member of the Department 's Enterprise Risk Management Committee. The incumbent will advise the Management on Enterprise Risk Management in fulfilling his/her mandate as required by the Public Finance Management Act. Terms Of Office and Remuneration.</p>
<u>CENTRE</u>	:	GCIS Tshedimosetso House
<u>REQUIREMENTS</u>	:	<p>A minimum of a Bachelor's Degree and a Post – Graduate Degree in Auditing, Risk Management, Financial Management, Information Technology, Corporate Governance, Compliance, Law, Strategic Planning and Performance Management, and Project Management with a minimum of 10 years management experience. Must be an independent external person, with extensive knowledge and experience in the relevant regulations and prescripts, including the Public Finance Management Act, Treasury Regulations, and ISO3100, King IV Report on Corporate Governance, the COSO and Public</p>

Sector Risk Management Framework. Must have previously served on Risk Management/Audit Committee. Experience in Enterprise Risk Management, Auditing, Financial Management, Information Technology, Legal, Corporate Governance, Performance Management, Project Management, Compliance, Anti-Fraud and Corruption, Ethic and Integrity and Business Continuity Management in the Public or Private Sector. Experience in a communications environment would be advantageous.

DUTIES

: The successful candidate will be required to advise management and the Accounting Officer on risk management at an organizational level. Represent the Department in respect of all Enterprise Risk Management –related matters. Review and monitor implementation of the Enterprise Risk Management Framework, Policies and Strategy within the Department. Ensure that the department's risk identification and assessment methodologies are reviewed to provide reasonable assurance of completeness and accuracy of the risk register. Advise on integration of enterprise risk management into planning, monitoring and reporting processes. Ensure effective and efficient implementation of BCM Policy and Plan. Ensure that there is proper co-ordination of the functions for all information involved in risk management mitigating strategies (e.g. Audit Committee). Advice on Ethics and Integrity processes including Information Technology processes. Assist in developing efficient and effective measures to prevent fraud by developing a system with administrative and technical features, which makes the department less vulnerable to fraud. Provide advice/guidance on setting risk of appetite and review risk appetite and tolerance levels. Perform any other duties to the members of the Enterprise Risk Management Committee as specified in the terms of reference.

ENQUIRIES NOTE

: Ms Sizakele Sibiyi Tel No: (012) 473 0123
: The term of office of appointed candidates will be 3 years and may be renewed for another 3 years subject to satisfactory performance. The successful candidate appointed will be remunerated according to the rates prescribed by National Treasury.