

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.

<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms P Kgopyane
<u>CLOSING DATE</u>	:	04 September 2026
<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 The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020.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 Qualifications 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.

MANAGEMENT ECHELON

<u>POST 29/33</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: 3/1/5/1-26/15</u>
<u>SALARY</u>	:	R1 554 696 per annum (Level 14), (an all-inclusive package), of which 70% will be basic salary and 30% may be structured according to an individual's needs.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree NQF level 7 as recognised by SAQA in the field of Financial Management with a minimum of Five (5) years' experience at Senior Management Service level in financial management environment. Advanced financial analytical skills and innovativeness. Strong financial management, asset management and supply chain management acumen (SCM). Strong managerial and communication skills (written and verbal). Thorough knowledge of Financial Management and Supply Chain Management Prescripts in the Public Service.

DUTIES

: The successful candidate will be responsible for the provision of sound financial, supply chain management to enable Departmental Management to make informed decisions. He/she will ensure an effective budget (MTEF adjusted and compiled), and the preparation of interim financial and unaudited annual financial statements. Maintaining an effective Supply Management System. Ensuring proper maintenance of systems of internal control, cash management, liabilities management and expenditure and revenue management. Identifying, managing and implementing risk and risk mitigation plans for the achievement of GCIS objectives. Furthermore, the incumbent will ensure overall management and control of the Chief-Directorate, Financial Management. Providing strategic advice to the Department in respect of Financial Management. Overseeing the budgeting and expenditure monitoring processes. Presenting the monthly financial reports to the Budget Committee and the Executive Committee. Ensuring the timely submission of the Government Communication and Information System's financial documentation to the National Treasury. Providing professional financial advice to the line function managers. Ensuring full compliance to the PFMA, SCM Regulations, Treasury Regulations and all the relevant Acts relating to Auxiliary Services. The applicant must have Strong Financial and Human Resource Management skills. Ability to identify and review strategic risks, oversee and manage the implementation of mitigation plans. Participate in the audit planning process and manage responses to audit queries. Ensure implementation of audit recommendations as outlined in the intervention/action plans. In-depth knowledge of policy formulation, implementation and monitoring. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Competencies: Strategic leadership and capability; Financial management; Risk management; Corporate governance; Extensive knowledge of the Government Communication Policy; the Constitution of the Republic of South Africa of 1996; the Public Service Act of 1994 and Regulations; Public Administration Management Act of 2014; the Public Finance Management Act of 1999; and other relevant prescripts applicable in the communication sector, in the Public Service and for the entities reporting to the GCIS. Must have a valid driver's license.

**ENQUIRIES
APPLICATIONS**

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

NOTE

: It is a prerequisite 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/training-course/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 Director-General 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. Note: Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

POST 29/34

: **PROVINCIAL DIRECTOR: WESTERN CAPE PROVINCIAL OFFICE REF NO: 3/1/5/1-26/16**
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
REQUIREMENTS**

: Bloemfontein
: 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

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 Western 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 Western 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 APPLICATIONS

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