

**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 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.*

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Mr S Ndlovu
- CLOSING DATE** : 18 September 2020
- NOTE** : Applicants with disabilities are encouraged to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all academic qualification(s) including the matric certificate and ID-document. The certification must be within six (6) months. 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. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. 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. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. 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

**OTHER POSTS**

- POST 21/78** : **DEPUTY DIRECTOR: ANALYST PROGRAMMER REF NO: 3/1/5/1 – 20-27**  
Directorate: Information Management Systems
- SALARY** : R733 257 per annum (Level 11) (All-inclusive salary package) of which 30% may be structured according to the individual's needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant National Diploma or Bachelor degree in Computer Science or Information Technology or relevant qualification, with 4 years relevant experience in system development according to the System Development Life Cycle (SDLC) of which 2 years should be at salary level 9 or 10. Programming in Visual Studio 2013 or 2015, ASP.Net and Visual Basic.Net Languages. Relational Database concepts and experience in SQL server for database design and SQL query design. Design and Develop Business Intelligent dashboards and Reports in Microsoft SQL Server 2012 Reporting Services. Preferable with SharePoint Development and administration skill and Internet-based form development skill. Systems Analysis, documentation and problem solving skills. Good logical and analytical thinking. Ability to work independently, under pressure and in a team. Time management and pro-activeness. Fair understanding of project management. Good communication skills (written and oral) and interpersonal, as well as good organizing and planning skills.
- DUTIES** : Perform systems analysis, design and development based on user Requirements. Develop Business Intelligent dashboards and reports for

various systems. Provide user training and support for in-house developed systems. Co-ordinate and assist with the management of external systems development projects with external Service Providers. Work closely with the Director: Information Management Systems and other team members to provide system solutions. Evaluate, investigate and apply new technologies to enhance Information Management Systems within GCIS. Provide SharePoint Administration Support.

**ENQUIRIES** : Ms XH Cathy Chen Tel No: (012) 473 0043  
**NOTE** : Preference will be given to African Male and Coloured Male/Female. People with disabilities will be given preference regardless of Race.

**POST 21/79** : **REGIONAL COMMUNICATION COORDINATOR: ZF MGCAWU DISTRICT**  
**REF NO: 3/1/5/1 – 20/45**  
 Directorate: Northern Cape Provincial Office

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : ZF Mgcawu District  
**REQUIREMENTS** : Applicants must be in possession of Grade 12, and an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Three (3) years communication experience of which one (1) year should be experience at salary level seven (7) or eight (8) with knowledge of communication disciplines, including media liaison, research and development communication. The candidate must have an understanding of development communication, and knowledge of the Northern Cape Province with specific insights in ZF Mgcawu District and its local Municipalities. Furthermore, he/she must be computer literate and be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Good knowledge of administration and finances is required.

**DUTIES** : The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in the ZF Mgcawu District as follows: Implement key communication projects in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers (if any) as well as any communication interns or learners assigned to the District, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District. Ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level. Further, provide communication support to various integrated service delivery models of government, including the District Based Development Model and the Thusong service centre programme. Responsible for the development and maintenance of effective high-level stakeholder relations in the region with biasness towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing service delivery articles on governments' delivery on its mandate. Responsible for the revision and development of a regional distribution strategy for government information products. Additionally, on a regular basis, develop local communication environment assessments reports on key issues emanating from the District for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

**ENQUIRIES** : Mr C Moeti Tel No: (053) 835 1378

**POST 21/80** : **REGIONAL COMMUNICATION COORDINATOR: CAPE WINELANDS REF**  
**NO: 3/1/5/1 – 20-29**  
 Directorate: Western Cape Provincial Office

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Worcester  
**REQUIREMENTS** : Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related

**DUTIES**

qualification, with three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) or supervisory level, with knowledge of communication disciplines, including media liaison, research and development communication. The applicant must have an understanding of development communication, and knowledge of the Western Cape Province with specific insights in the Cape Winelands District and its local Municipalities. The successful candidate will be responsible to support the Deputy Director: Liaison in the implementation of a strategic government communication function in the Cape Winelands District as follows: implement key communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Coordinate and monitor the government communication function in the district, including the monitoring and supervision of the work of the district based on Senior Communication Officers as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. The candidate will support all initiatives aimed at strengthening Local government communication system through interface with strategic IGR structures at local level. The candidate will further provide communication support in various integrated service delivery models of government such as the Thusong service centre programme. The successful candidate will also be responsible for the development and maintenance of effective high level stakeholder relations in the region with a bias towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing articles on government developments in the region from time to time. The regional coordinator will also be responsible for the revision and development of a new regional distribution strategy for government information products. The successful candidate will additionally, on a regular basis, be required to develop local communication environment assessments of the District for use by various stakeholders and clients with required communication interventions recommended.

**ENQUIRIES**

Ms G Thopps Tel No: (021) 418 0533

**POST 21/81**

**REGIONAL COMMUNICATION COORDINATOR: ZULULAND DISTRICT  
REF NO: 3/1/5/1 – 20-30**

Directorate: KwaZulu Natal Provincial Office

**SALARY  
CENTRE  
REQUIREMENTS**

R376 596 per annum (Level 09)

Zululand District

Applicants must be in possession of Grade 12, and an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification Experience: Three (3) years communication experience and one (1) year should be experience at salary level seven (7), with knowledge of communication disciplines, including media liaison, research and development communication. The applicant must have an understanding of development communication, and knowledge of the KwaZulu Natal Province with specific insights into the Zululand District and its local municipalities.

**DUTIES**

The successful candidate will be responsible to support the Deputy Director: Liaison in the implementation of a strategic government communication function in the Zululand District as follows: implement key communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Provide strategic communication support in the district, including the monitoring and supervision of the work of the district based communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. The candidate will support all initiatives aimed at strengthening Local

government communication system through interface with strategic IGR structures at local level. The candidate will further provide communication support in various integrated service delivery models of government such as the Thusong service centre programme. The successful candidate will also be responsible for the development and maintenance of effective high level stakeholder relations in the region with a bias towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District; as well as writing articles on government developments in the region from time to time. The regional coordinator will also be responsible for the revision and development of a new regional distribution strategy for government information products. The successful candidate will additionally, on a regular basis, be required to develop local communication environment assessments of the District for use by various stakeholders and clients with required communication interventions recommended.

**ENQUIRIES** : Ms N Mngadi Tel No: (031) 301 6787  
**NOTE** : Preference will be given to Coloured male/female, Indian male/female and White male/female

**POST 21/82** : **REGIONAL COMMUNICATION COORDINATOR: FEZILE DABI DISTRICT**  
**REF NO: 3/1/5/1 – 20-31**  
 Directorate: Free State Provincial Office

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Fezile Dabi District  
**REQUIREMENTS** : Applicants must be in possession of Grade 12, and an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Experience: Three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) with knowledge of communication disciplines, including media liaison, research and development communication. The candidate must have an understanding of development communication, and knowledge of the Free State Province with specific insights in the Fezile Dabi District and its local Municipalities. Furthermore, he/she must be computer literate and be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Good knowledge of administration and finances is required.

**DUTIES** : The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in the Fezile Dabi District as follows: Implement key communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level. Further, provide communication support to various integrated service delivery models of government, including the Thusong service centre programme. Responsible for the development and maintenance of effective high-level stakeholder relations in the region with biasness towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing service delivery articles on governments' delivery on its mandate. Responsible for the revision and development of a regional distribution strategy for government information products. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the District for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

**ENQUIRIES** : Ms M Dirane Tel No: (051) 448 4504

**POST 21/83** : **REGIONAL COMMUNICATION COORDINATOR: DR KENNETH KAUNDA**  
**DISTRICT REF NO: 3/1/5/1 – 20-32**  
Directorate: Provincial Liaison: North West

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : DR Kenneth Kaunda District  
**REQUIREMENTS** : Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification Experience: Three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) or supervisory level, with knowledge of communication disciplines, including media liaison, research and development communication The applicant must have an understanding of development communication, and knowledge of the North West Province with specific insights in the Dr Kenneth Kaunda District Modiri Molema District and its local Municipalities.

**DUTIES** : The successful candidate will be responsible to support the Deputy Director: Liaison in the implementation of a strategic government communication function in the Dr Kenneth Kaunda District District as follows: implement key communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS Provide strategic communication support in the district, including the monitoring and supervision of the work of the district based communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District The candidate will support all initiatives aimed at strengthening Local government communication system through interface with strategic IGR structures at local level The candidate will further provide communication support in various integrated service delivery models of government such as the Thusong service center programme The successful candidate will also be responsible for the development and maintenance of effective high level stakeholder relations in the region with a bias towards civil society, minority groups, local government and traditional leaders A strategy to this end will be one of the first necessary deliverables Coordination and implementation of rapid response requirements in the District as well as writing articles on government developments in the region from time to time The regional coordinator will also be responsible for the revision and development of a new regional distribution strategy for government information products The successful candidate will additionally, on a regular basis, be required to develop local communication environment assessments of the District for use by various stakeholders and clients with required communication interventions recommended.

**ENQUIRIES** : Ms Boitumelo Mosadi Tel No: (018) 381 7071  
**NOTE** : Preference will be given to Coloured male/female, Indian male/female and White male/female

**POST 21/84** : **REGIONAL COMMUNICATION COORDINATOR: NGAKA MODIRI**  
**MOLEMA DISTRICT REF NO: 3/1/5/1 – 20-64**  
Directorate: Provincial Liaison: North West

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Ngaka Modiri District  
**REQUIREMENTS** : Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification Experience: Three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) or supervisory level, with knowledge of communication disciplines, including media liaison, research and development communication The applicant must have an understanding of development communication, and knowledge of the North West Province with specific insights in the Ngaka Modiri Molema District and its local Municipalities.

**DUTIES** : The successful candidate will be responsible to support the Deputy Director: Liaison in the implementation of a strategic government communication function in the Ngaka Modiri Molema District as follows: implement key

communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS Provide strategic communication support in the district, including the monitoring and supervision of the work of the district based communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District The candidate will support all initiatives aimed at strengthening Local government communication system through interface with strategic IGR structures at local level The candidate will further provide communication support in various integrated service delivery models of government such as the Thusong service center programme The successful candidate will also be responsible for the development and maintenance of effective high level stakeholder relations in the region with a bias towards civil society, minority groups, local government and traditional leaders A strategy to this end will be one of the first necessary deliverables Coordination and implementation of rapid response requirements in the District as well as writing articles on government developments in the region from time to time The regional coordinator will also be responsible for the revision and development of a new regional distribution strategy for government information products The successful candidate will additionally, on a regular basis, be required to develop local communication environment assessments of the District for use by various stakeholders and clients with required communication interventions recommended.

**ENQUIRIES  
NOTE**

: Ms Boitumelo Mosadi Tel No: (018) 381 7071  
 : Preference will be given to Coloured male/female, Indian male/female and White male/female

**POST 21/85**

: **REGIONAL COMMUNICATION COORDINATOR: FRANCES BAARD**  
**DISTRICT REF NO: 3/1/5/1 – 20-33**  
 Directorate: Northern Cape Provincial Office

**SALARY  
CENTRE  
REQUIREMENTS**

: R376 596 per annum (Level 09)  
 : Frances Baard District  
 : Applicants must be in possession of Grade 12, and an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Three (3) years communication experience of which one (1) year should be experience at salary level seven (7) or eight (8) with knowledge of communication disciplines, including media liaison, research and development communication. The candidate must have an understanding of development communication, and knowledge of the Northern Cape Province with specific insights in Frances Baard District and its local Municipalities. Furthermore, he/she must be computer literate and be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Good knowledge of administration and finances is required.

**DUTIES**

: The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in the Frances Baard District as follows: Implement key communication projects in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers (if any) as well as any communication interns or learners assigned to the District, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District. Ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level. Further, provide communication support to various integrated service delivery models of government, including the District Based Development Model and the Thusong service centre programme. Responsible for the development and maintenance of effective high-level stakeholder relations in the region with biasness towards civil

society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing service delivery articles on governments' delivery on its mandate. Responsible for the revision and development of a regional distribution strategy for government information products. Additionally, on a regular basis, develop local communication environment assessments reports on key issues emanating from the District for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

**ENQUIRIES** : Mr C Moeti Tel No: (053) 835 1378  
**NOTE** : Preference will be given to Coloured male/female, Indian male/female and White male/female.

**POST 21/86** : **PRINCIPAL COMMUNICATION OFFICER: COMMUNICATION RESOURCE CENTRE REF NO: 3/1/5/1 – 20/54**  
 Directorate: Communication Resource Centre

**SALARY** : R316 791 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants should be in possession of a 3 year Degree (NQF 7) or National Diploma (NQF 6) in Journalism, Media Studies, Communication or equivalent qualification with two (2) years relevant experience. Strong knowledge of the Government communication environment and Government's Policies and Key Priorities. Knowledge and understanding of the South African media landscape. Strong and proven experience in media monitoring. A good command of the English language. Ability to handle multiple tasks and cope under pressure. Ability to coordinate work within a team environment. Well-developed interpersonal and problem-solving skills. Advanced computer skills; proficiency in internet searches, databases and electronic dissemination of media products.

**DUTIES** : The successful candidate will be responsible for monitoring of national and international print, broadcast and online media on issues affecting Government and the country. Identifying key issues in the media environment that require Government attention and alerting relevant stakeholders to developments in the media environment. Producing media coverage reports on issues affecting Government and the country. Capturing meta data related to media coverage on Government priorities and other issues as may be required from time to time for media analysis purposes. Capturing meta data related to media coverage on key Government communication campaigns for media analysis purposes. Quality control of media coverage reports, press clippings and other related products and services. The successful candidate will be required to work irregular hours, extra hours, on weekends and during holiday periods, and on public holidays.

**ENQUIRIES** : Annalie Language Tel No: (012) 473 0018

**POST 21/87** : **ADMINISTRATIVE OFFICER REF NO: 3/1/5/1 – 20/46**  
 Directorate: Free State Provincial Office

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Free State Bloemfontein  
**REQUIREMENTS** : Qualifications: Applicants must be in possession of an appropriate three year tertiary National Diploma (NQF level 6) or a Degree (NQF level 7) in Administration / other relevant diploma with Two years' relevant administrative experience. Excellent interpersonal skills. Good communication skills (written and oral), and exceptional organizing and planning skills. Ability to work independently, under pressure and in a team. Ability to multi-task, manage events, and work with databases. Time Management and pro-activeness understanding of project management and financial management. Problem solving skills, innovation and results orientated individual. Attention to detail. He /she must have knowledge of public finance management Act and RFQ /Tender procedures. Proficiency in at least two official languages. Computer literate (Microsoft Word, Power Point, Access and Excel). A driver's licence would be an advantage.

**DUTIES** : The incumbent will be responsible for the following: Procurement, asset control and disposal in respect of A-Class accountable items, budgeting and financial management at provincial level. The official will be responsible for capturing

orders and maintaining the database. Other duties will include support in the provisioning of GG and subsidised transport services in the provincial office. Provision of monthly administrative reports to head office and to the provincial director on administrative matters with other departments as well as the public and service providers for the Free State provincial GCIS. Training and guidance on administrative matters to RCC, the secretary, part time workers and interns. Support in terms of lease agreements for GCIS provincial as well as district offices. Supporting the provincial director in evaluating staff under his/her supervision. Support regarding personnel matters to head office from the Free State GCIS provincial office. Support in compiling monthly budget projections and record-keeping of budget expenditure. Handling and controlling all financial matters for the Free State GCIS and information resource centres located in the Thusong service centres and elsewhere.

**ENQUIRIES** : Ms Y Blom Tel No: 051 448 4504

**POST 21/88** : **JUNIOR MEDIA PLANNER REF NO: 3/1/5/1 – 20/40**  
Directorate: Media Buying

**SALARY** : R208 584 per annum (Level 06)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must have a relevant National Diploma (NQF 6) or Bachelor's Degree (NQF 7) in Marketing, Advertising or Communication Studies accompanied with two (2) years relevant working experience. The candidate should be able to work under pressure. He/she must have excellent command of the English language. Excellent written, grammatical and communication skills. Proven ability to translate media strategies into effective media plans, knowledge of the Public Finance Management Act, Knowledge of the Public Service Act, working knowledge of Telmar (TNT, RBP, Programs/Plans). Computer literacy in Microsoft Office suite, excellent administrative abilities, ability to assess needs of incoming campaigns and act decisively to mobilize resources, must be persuasive and comfortable in negotiating timelines and deliverables with internal and external stakeholders, be an assertive, self-motivated and driven individual with strong interpersonal communication skills, both written and spoken format and good knowledge and understanding of all standard media types.

**DUTIES** : Responsible for planning, and implementing media recruitment campaigns by raising cost estimates, developing media schedules, writing memorandums, securing necessary approvals and booking campaigns and compiling post campaign reports and attending client meetings, ongoing liaison with internal and external and media owners.

**ENQUIRIES** : Mr Sinombulelo Misa Tel No: (012) 473 0287  
**NOTE** : Preference will be given to Coloured, Indian and White Male/Female. People with disabilities will be given preference regardless of Race.

**POST 21/89** : **ADMINISTRATION CLERK REF NO: 3/1/5/1 – 20/58**  
Directorate: Security and Facility Management

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 with typing as a subject or any other related training course/ qualification that will enable the candidate to perform the work satisfactorily (NQF level 5). One (1) year administration experience. Special requirements: Knowledge and experience in executing secretarial duties. Knowledge of general office administration, Ability to provide excellent customer service. Ability to conceptualise and initiate new innovative approaches to optimise the secretarial service provided to the manager. Computer literate. Language proficiency in English, Sesotho and IsiZulu (written and verbal). Analytical, innovative thinking ability as well as problem solving and interpersonal skills. Organizing, telephone etiquette and typing skills. High level of reliability. Ability to act with tact and discretion. Ability to work under pressure. Knowledge of documentation management. Good filing (electronic and manual) and problem solving skills. Ability to work in a decentralized environment and sometimes travel. Presentability and high degree of etiquette. Ability to work within a team. Ability to do research and analyse documents and situations. Knowledge of flight and accommodation bookings. A valid drivers' license will be an added advantage.



- DUTIES** : Provide a secretarial support service to the Director and the directorate: Provincial Office Gauteng. Provide logistical support to the Director regarding leadership meetings. Type routine notes, memos, letters and reports. Receive telephone calls and refer to the relevant role players. Operate office equipment and ensure that they are in a good working order. Record engagements of the Director and assist in the daily management of his/her diary. Clear the Manager's desk daily. Register incoming and outgoing correspondence. Manage the safekeeping of documents. Draft routine documents as requested. Arrange travel, accommodation, and processing subsequent travel claims and currency reconciliation. Handle procurement of stationery, refreshments etc. Set up meetings, including arrangement of meeting rooms, equipment and catering, notifying attendees and circulate material. Collect agenda items. Compile agendas and minutes. Provide a reception, communication and co-ordination service as well as office security service. Report writing, compilation, collation. Flight and accommodation bookings. Support to the admin office with sourcing of quotes, monthly budget projections. Minute taking and development of target driven action plan. Ensure record management in the office of the Director and the Directorate.
- ENQUIRIES NOTE** : Mr Avhasei Tshirangwana Tel No: (012) 473 0439  
: Preference will be given to Coloured, Indian and White male/female candidates
- POST 21/90** : **FOOD SERVICE AID SUPERVISOR REF NO: 3/1/5/1 – 20/42 (X2 POSTS)**  
Directorate: Security and Facility Management
- SALARY CENTRE REQUIREMENTS** : R145 281 per annum (Level 04)  
: Pretoria  
: Standard 9 or NQF level 3 certificate (ABET level 4), Three to five (3-5) years food service experience, Must be computer literate, Be able to work under pressure, Able to work shifts including public holidays, Good communication, numerical, organizing and supervisory skills.
- DUTIES** : Supervise all activities in the food services, including food preparation, distribution and serving, Maintain hygiene and safety measures, Ensure that all equipment is in good working order and it is used effectively, Ensure replacement or repair of faulty/outdated equipment, Responsible for ordering, receiving, storage, stock control and stock taking, Responsible for completing monthly statistics, Perform administration functions linked to food services.
- ENQUIRIES NOTE** : Ms A Tshirangwana Tel No: (012) 473 0439  
: Preference will be given to Coloured, Indian Male/Female, and White Male. People with disabilities will be given preference regardless of Race.