ANNEXURE D

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM

APPLICATIONS: The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, for attention Mr S Matshageng or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria

FOR ATTENTION: Mr S Matshageng

CLOSING DATE: 05 August 2016

NOTE: GCIS is an equal opportunity employer. Applicants with disabilities are welcome to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) 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. Failure to submit all the requested documents will result in the application not being considered. 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). 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.

MANAGEMENT ECHELON

POST 29/17: DIRECTOR: HUMAN RESOURCE DEVELOPMENT

SALARY: All-inclusive salary package of R864 177per annum

CENTRE: Pretoria


DUTIES: Develop internal capacity as well as employee wellness, gender mainstreaming, disability management and Management Development programmes within Government Communication and Information System. Provide leadership in Employee Health and Wellness. Provide leadership in Gender Mainstreaming and management of EWD. Provide leadership in HRD matters. Provide leadership in financial, human resource and administrative management of the directorate. Ensure efficiency in management and administration of training matters. Promote proper training practices in terms of applicable legislative framework. Manage the accreditation of the departmental training courses. Manage and coordinate the
induction of new staff. Manage and implement the roll-out of internship/ Learnership programmes. Manage the implementation and maintenance of comprehensive human resource training and development strategy. Manage the administration of training and development with relevant SETA’s. Manage the implementation of all policies related to Human Resources Development and Employee Health and Wellness Programme. Ensure that training courses and workshops attended are in line with the individual development plans. Manage and coordinate the budget of the directorate.

ENQUIRIES : Mr Keitumetse Semakane Tel (012) 473 0128