

(13)

78 Westmoreland Str

Kensington

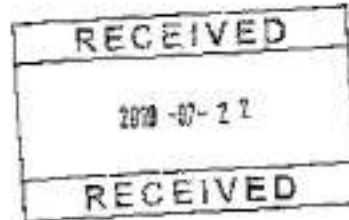
2094

Head: Human Resources

GCIS

Pretoria

17 July 2019



Dear Sir

**Re: Application to the Post of Director General -Government communication and Information System (GCIS) reference 3/1/5/1-19/43**

I herewith submit my application for the vacant post of the Director General of GCIS, which appeared in the Sunday Times dated 14 July 2019. Attached in this application letter is my completed Z83 Application Form, Curriculum Vitae, and my academic certificates.

I have been working in the public service for the last 24 years. Of these years, I have served 20 years at an SMS level (senior management rank). I hold a Degree in Public Administration (B Admin) and a Master's Degree in Public Administration (MPA), both of which I obtained through the University of South Africa (UNISA). I also possess a Certificate in Public Sector Finance and a Certificate in Strategies of Public Relations and Communications. I have also acquired a one-year (1979) of political training in the then Soviet Union now referred to as Russia.

After the unbanning of the African National Congress, public service became a natural progression in serving the people of South Africa. I joined the public service at the Provincial level in the communication environment in May 1994 and appointed on a permanent position of an Assistant Director in September 1995. Subsequently, around 1997 was appointed as a Deputy Director: Administration still in the Premier's Office.

In May 1998 I was appointed as a Director: Finance (Level 13) at GCIS, and was then promoted to a Chief Financial Officer position in 2004 (level 14). In 2009, I was appointed as the Deputy Chief Executive Officer: Corporate Services (Level 15).

Over the years in the public service, I have acquired an in-depth understanding of communicating the work of government and the governance discipline of the public service.

Prior to joining the public service I worked for the ANC political machinery in exile for almost 7 years which made me gain a greater understanding of the policies of the ANC and mass organising.

As the Deputy Chief Executive Officer: Corporate Services from 2009, I have acquired an extensive understanding of public service governance issues. I form part of senior executive management of GCIS, which drives the strategic planning of the department. In my capacity as the Acting Director General of the department, I also put together the post Cabinet Statement and handle subsequent media queries.

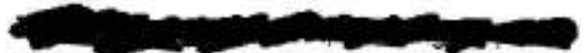
In August 2012, I was afforded an opportunity to be the Acting CEO of GCIS – a role that I performed until October 2014. This afforded me an opportunity to directly interact with the media as the Acting Cabinet Spokesperson. In February 2015, I was appointed to continue to serve as the Acting Cabinet Spokesperson until April 2016. On the 8 May 2017, I was again appointed as the Acting Director General of GCIS a position am still holding.

I am submitting this application to be considered for this post. I would avail myself should I be considered for an interview. My top secret security clearance is valid until March 2023 which I have attached a copy.

Regards



## CURRICULUM VITAE



Phone [REDACTED]

Mobile: [REDACTED]

E-mail: [REDACTED]



**Summary:** [REDACTED] is the senior manager in the Public Service with 24 years' work experience in governance and communication. She has occupied this senior management position for over 21 years. Prior to joining government, her working career has been in the political unit of the African National Congress (ANC) in Mozambique and Swaziland. After the unbanning of the ANC, she joined the ANC Organising department and later its Department of Information and Publicity (DIP).

She has acquired an extensive understanding of public service governance issues and government policies and processes. She has an understanding of the laws governing the public sector such as the Public Service Act and Public Finance Management Act. She acquired work experience in both the provincial and national government communication environment.

She has developed systems and policies that enabled an effective public service corporate governance processes within Government Communication and Information System (GCIS). She was part of the team that developed the adopted Communication Policy of government. She holds a Degree in Public Administration and Masters Degree in Public Administration both obtained from the University of South Africa (UNISA) and a Certificate in Public Sector Finance from University of Stellenbosch. Whilst in exile, she went to the Political School for a year in the then

Soviet Union (Russia) wherein she also acquired knowledge on development communication. Ms Williams has a passion for the public service excellence.

**CERTIFICATE: Public Sector Finance (University of Stellenbosch) 2008**

**DEGREE: Public Administration – BAdmin (Unisa) (1998)**

**MASTERS DEGREE: Public Administration MPA (Unisa) 2006**

**SHORT COURSES:**

**CERTIFICATE: Strategies for Public Relations and Communications (2012)**

**PFMA and Performance Management (University of Western Cape) 2000**

**Project Management 2001**

**Basic Accounting System (BAS) (National Treasury) 2004**

**Logistical Services Management System (Logis) (National Treasury) 2004**

**Tender Procedures (National Treasury) 2003**

**Handling media interviews: CNBC training Centre August 2012**

**EXPERIENTIAL TOUR:**

**Selangor, Management of equivalence of the Premier's office (1997)**

**SINGAPORE: Logistics and transport management (2002)**

**Acting: Director General: GCIS**

**08 May 2017 – to date**

**Duties:**

- Serve as the Accounting Officer of the GCIS;
- Acted as the Cabinet Spokesperson after the post cabinet media briefings;
- In consultation with the Minister in Presidency and Cabinet Secretary, deals with all media queries relating to Cabinet;
- Sit in the Cabinet Committees and Cabinet, and compile the draft post Cabinet statement.
- Coordination of government communication across the spheres of government.
- Provide strategic leadership to the key deliverable of the work of GCIS;

- Communicate on matters that cut across more than one department;

#### **DEPUTY DIRECTOR GENERAL: CORPORATE SERVICES**

**2016 APRIL – MAY 2017**

##### **Duties**

- Oversee the implementation of both the IT and Human Resource strategies of the organisation.
- Oversees the performance monitoring and evaluation unit within the Project Management Office.
- Financial administration and budget administration.
- Procurement and auxiliary administration of the department

#### **ACTING CABINET SPOKESPERSON**

**February 2015 – April 2016**

##### **Duties**

- Compiled Cabinet statement for the Post Cabinet Media Briefing
- Sit in during the Cabinet committees and Cabinet;
- Deal with all media queries that emanate from the post cabinet media briefing;
- Deal with any media query that relates to the Cabinet matters

#### **ACTING DIRECTOR GENERAL: GCIS**

**August 2012 - Oct 2014**

##### **Duties:**

- Served as the Accounting Officer of the GCIS;
- Sit in Cabinet Committees and Cabinet and compile the Cabinet Statement
- Dealt with all media queries after the post Cabinet media briefing
- Co-ordinate government communication across departments
- Provide strategic leadership to the work of GCIS and communicated on matters that cut across more than one department

## RESPONSIBILITIES

- CHAIRPERSON : NEWSLETTER COMMITTEE 2005 TO 2011
- MEMBER : POLICY DEVELOPMENT COMMITTEE – LETABA HOSPITAL
- MEMBER : BATHO PELE COMMITTEE – LETABA HOSPITAL
- MEMBER : BATHO PELE COMMITTEE – MOPANI DISTRICT DEPARTMENTAL COORDINATORS: 2004
- MEMBER : GOVERNMENTAL COMMUNICATORS FORUM, TZANEEN & MOPANI
- MEMBER : PROJECT MANAGEMENT TEAM – 2007 TO 2011
- MEMBER : TRANSPORT MANAGEMENT – 2007 TO 2011
- MEMBER : WORKPLACE COMMITTEE – 2008 TO 2011
- MEMBER : REVENUE COMMITTEE – 2006 TO 2011 SHORT COURSES
- TOTAL QUALITY MANAGEMENT WORKSHOP: 31 JANUARY TO 16 FEBRUARY 2007
- DIVERSITY MANAGEMENT : NOVEMBER 2007
- STRATEGIC MANAGEMENT AND LEADERSHIP WORKSHOP : JANUARY 2007
- LOCAL GOVERNMENT LEGISLATION : 2006
- COMMUNITY DEVELOPMENT : 2006
- PROJECT MANAGEMENT : 2006
- DELEGATION OF POWER : 2006
- EMOTIONAL INTELLIGENCE WORKSHOP : 29 – 30 AUGUST 2007
- BATHO PELE WORKSHOP : 2007
- SUPPLY CHAIN MANAGEMENT : 2007
- TRAINING THE TRAINER WORKSHOP : JANUARY 2007
- CHANGE MANAGEMENT AND LEADERSHIP : JULY 2006
- POLICY DEVELOPMENT WORKSHOP : JUNE 2006
- HOSPITAL GOVERNANCE : 2006
- RISK MANAGEMENT WORKSHOP : 2005
- PERFORMANCE MANAGEMENT SYSTEM : 2006
- CUSTOMER CARE EXPERIENCE : 2006
- INTERNATIONAL PROFESSIONAL COMMUNICATIONS : 2005
- DISASTER RISK MANAGEMENT : 2004
- TIME MANAGEMENT : 2008
- PUBLIC SECTOR PROTOCOL : 2009
- MANAGING WORKPLACE DISCIPLINE : 2004
- PERFORMANCE IMPROVEMENT : 2006

## ACHIEVEMENTS

- CERTIFICATE OF EXCELLENCE ON SERVICE ELEMENT OF ACCESS TO CARE AND PATIENTS AND FAMILY RIGHTS TOWARDS THE ACCREDITATION OF LETABA PROVINCIAL HOSPITAL
- CERTIFICATE OF EXCELLENCE FOR OUTSTANDING PERFORMANCE IN COMMUNICATION MOPANI DISTRICT
- CERTIFICATE OF EXCELLENCE FOR OUTSTANDING PERFORMANCE OF HOSPITAL BOARD
- CERTIFICATE OF APPRECIATION IN CLEANEST TOWN 2002/3
- LIMPOPO PROVINCE MUNICIPAL PERFORMANCE EXCELLENT AWARD (VUNA) 2003

**GENERAL**

Enthusiasm, respect the views of others, flexible, hardworking, goal orientated, reliable, initiative, enjoys challenges and problem solving, assertive and always had a drive to work towards quality improvement and client satisfaction

**REFERENCES**

- 1. NAME OF CONTACT : [REDACTED]  
POSITION : [REDACTED]  
INSTITUTION : [REDACTED]  
CELL : [REDACTED]
  
- 2. NAME OF CONTACT : [REDACTED]  
POSITION : [REDACTED]  
INSTITUTION : [REDACTED]  
CELL : [REDACTED]
  
- 3. NAME OF CONTACT : [REDACTED]  
POSITION : [REDACTED]  
INSTITUTION : [REDACTED]  
CELL : [REDACTED]  
EMAIL : [REDACTED]

**DECLARATION**

I, [REDACTED] declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied may lead to my application being disqualified or my discharge if I am appointed

Signature: [REDACTED]

Date: 14/07/2019



*We certify that*

[REDACTED]

*having complied with the requirements of the Higher Education Act  
and the Institutional Statute, was admitted to the degree of*

**BACHELOR OF ARTS HONOURS**  
*in Integrated Organisational Communication*

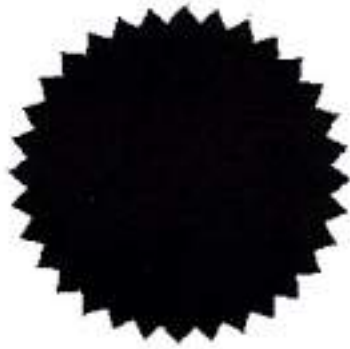
*at a congregation of the University  
on 17 May 2019*

UNISA  
UNIVERSITY OF SOUTH AFRICA  
[REDACTED]

[REDACTED]  
20/06/2019

[REDACTED]  
Vice-Chancellor

[Signature]  
University Registrar



[REDACTED]  
Executive Dean







*We certify that*

[REDACTED]

*having complied with the requirements of the Higher Education Act  
and the Institutional Statute, was issued with the*

**NATIONAL DIPLOMA**  
*in Public Relations Management*

*at a congregation of the University  
on 8 June 2012*

[REDACTED]

[REDACTED] 20/06/2019

[REDACTED]

Vice-Chancellor

University Registrar



[REDACTED]

Executive Dean

UNISA UNIVERSITY OF SOUTH AFRICA



# Senior Certificate (Std 10) Senior Sertifikaat (St. 10)

(National Senior Certificate Examination)  
(Nasionale Senior Sertifikateksamen)

AWARDED TO/FOLGEBEN AAN

[REDACTED]

IDENTITY NO./IDENTITEITS NR

[REDACTED]

EXAM. NO./EKSAMENNR.

[REDACTED]

Subject/onderwerp

Symbol/Simbool

NORTH-SOUTH FIRST LANGUAGE HG

INDOOR-SUIDE EERSTE TAAL HG

G

AFRIKAANS SECOND LANGUAGE SG

AFRIKAANS TWEEDE TAAL SG

F

ENGLISH SECOND LANGUAGE HG

ENGLISH TWEEDE TAAL HG

E

BIOLOGY SG

BIOLOGIE SG

B

GEOGRAPHY HG

GEOGRAFIE HG

M

BIBLICAL STUDIES HG

BYBELKONDE HG

B

NORTH-SOUTH ORAL

INDOOR-SUIDE MONDELING

D

CONVERTED TO STANDARD GRADE  
OMGESKAKEL NA STANDAARD GRAAD

Examination Officer  
Eksamenbeoordelaar

Director-General Education and Training  
Direktur-generaal Onderwys en Opleiding

W&L Education  
W&L Onderwys

1992/ST/01

942

3749679P

UNIVERSITY  
OF  
JOHANNESBURG

UNIVERSITY OF JOHANNESBURG

FACULTY OF HUMANITIES

SHORT LEARNING PROGRAMME

in conjunction with the

SANLAM CENTRE FOR PUBLIC MANAGEMENT AND GOVERNANCE

[REDACTED]

successfully completed the learning programme:

**Local Democracy and Local Governance (LODLOG)**

(NQF level: 5)

Duration: 26 November 2012 - 24 May 2013

[REDACTED]

Executive Director:  
Sanlam Centre for Public Management and Governance

SANLAM CENTRE FOR PUBLIC MANAGEMENT AND GOVERNANCE	
1000 SANDHURST ROAD, SANDHURST, JOHANNESBURG 2008	
CENTRAL & EASTERN CAPES	
Ref: [REDACTED]	[REDACTED]
To: 412 111 5122	[REDACTED]
Signature: [REDACTED]	[REDACTED]
Date: 26/06/2013	[REDACTED]

[REDACTED]

Executive Dean: Humanities

[REDACTED]  
Johannesburg  
[REDACTED]





# Institute for Performance Management

*empowering tomorrow's leaders*

Hereby to certify that:

[REDACTED]

Attended the following Greater Tzaneen Municipality Lekgotla  
*Performance Improvement -- The integrated approach*

20 - 21 November 2006



Greater Tzaneen Municipality



[REDACTED]  
MANAGING DIRECTOR  
INSTITUTE FOR PERFORMANCE MANAGEMENT  
GM 1402008

DISASTER RISK MANAGEMENT  
TRAINING AND EDUCATION  
CENTRE FOR AFRICA



UNIVERSITEIT VAN DIE VRYSTAAT  
UNIVERSITY OF THE FREE STATE  
YUNIBESITHI YA FRIESTATA



# CERTIFICATE

THIS IS TO CERTIFY THAT

[REDACTED]

OFFICE OF THE DEAN  
FACULTY OF NATURAL & AGRICULTURAL SCIENCES  
UNIVERSITY OF THE FREE STATE  
BLOEMFONTEIN  
26 May 2004

HAS ATTENDED A SHORT COURSE IN

Introduction to Disaster Risk Management

FROM 13 May 2004

TO 13 May 2004

[REDACTED]  
DEAN, FACULTY OF NATURAL &  
AGRICULTURAL SCIENCES

[REDACTED]  
DIRECTOR: DIMTEC



GROTER TZANEEN MUNISIPALITEIT  
GREATER TZANEEN MUNICIPALITY

Tel: 015 307 8000  
Fax: 015 307 8049

P.O. Box 24  
Tzaneen, 0850



Tropical Paradise

OATH OF OFFICE: MAYOR

I, [REDACTED] (names in full)

do hereby swear / solemnly affirm that I will be faithful to the Republic of South Africa and will obey, respect and uphold the Constitution and all laws of the Republic, and I solemnly promise to perform my functions as the Mayor of the Greater Tzaneen Council to the best of my ability

So help me God / Solemn Affirmation.

[REDACTED]

Signature

The oath of office is made in terms of the Local Government Municipal Structures Act No 117 of 1998 and sworn before me on this 02 Day of May 2011.

MAGISTRATE  
DIST. LEROUX  
02 MAY 2011  
MAGISTRAT TZAAN 24010  
LUNGEN 0850  
NDDROS

[REDACTED]  
Magistrate Tzaneen

RECEIVED  
MAYOR  
910711-574185  
26/05/2011



# GROTER TZANEEN MUNISIPALITEIT GREATER TZANEEN MUNICIPALITY

Tel: 015 307 8000  
Fax: 015 307 8049

P.O. Box 24  
Tzaneen, 0850



## OATH OF OFFICE: EXCO

I, [REDACTED] [REDACTED] [REDACTED] (names in full)  
do hereby swear / solemnly affirm that I will be faithful to the Republic of South Africa and will obey, respect and uphold the Constitution and all laws of the Republic, and I solemnly promise to perform my functions as the Executive Committee Member of the Greater Tzaneen Council to the best of my ability

So help me God / Solemn Affirmation.

[REDACTED SIGNATURE]  
Signature

The oath of office is made in terms of the Local Government Municipal Structures Act No 117 of 1998 and sworn before me at ..... On this ..... Day of May 2011

MAGISTRATE  
DIST. LEWATSI  
02 JUN 2011  
Magistrate Tzaneen  
WATERSKOPPRIVAATSAK K4010  
Tzaneen 0850  
LANDROS

GREATER TZANEEN MUNICIPALITY  
KONTOREKOPPELINGSKAMER  
CENTRALE WERKSTUUR  
Pub. Kopie  
Date: 26/05/2011  
Signature: [REDACTED]  
Date: 26/06/2011



# GREATER TZANEEN MUNICIPALITY



## Certificate of Appreciation awarded to

[Redacted Name]

*in recognition of your dedication  
and commitment in performing your duties  
that enabled the Greater Tzaneen Municipality in  
achieving the honours:*

- *Cleanest Town Awards in the Limpopo Province (2001/2002 and 2002/2003)*
- *IHSA Limpopo Province Housing Local Authority of the year 2001*
- *Limpopo Province Municipal Performance Excellence Award (Vuna) 2003*



GREATER TZANEEN MUNICIPALITY  
 11 Tzaneen Road, Tzaneen, Limpopo Province, 0300  
 Phone: 053 933 1000  
 Fax: 053 933 1001  
 Email: info@gtz.gov.za  
 Website: www.gtz.gov.za

Full Name: [Redacted]  
 Title: [Redacted]  
 Signature: [Redacted]  
 Date: 26/08/2019

.....  
Mayor  
**OJ MUSHWANA**

.....  
Municipal Manager  
**BD MUSHWANA**





SETQAA ACCREDITATION 2393

# Bessie Global Management Practice

## Certificate of Attendance

Is hereby granted to

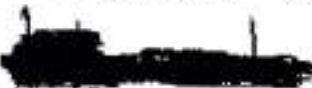
### DIKELEDI MMETLE

For Satisfactory Attendance &  
Completion of the  
"PUBLIC SECTOR PROTOCOL" Workshop

Held At: The FNB Conference and Learning Centre, Sandton,  
Johannesburg, South Africa

Date: 04<sup>th</sup> - 05<sup>th</sup> August 2009

Granted: 5<sup>th</sup> August, 2009

  
Chief Executive Officer

  
Executive Director Workshops



RECEIVED TO: [REDACTED]  
DATE: 05/08/2009  
BY: [REDACTED]  
[Handwritten signature]

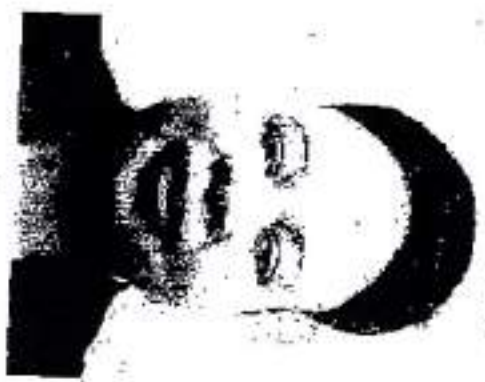


SUID-AFRIKAANSE POLISIEDIENST  
CLUSTER COMMANDER  
2019-06-27  
TZANEEN  
SOUTH AFRICAN POLICE SERVICE



REPUBLIC OF SOUTH AFRICA  
NATIONAL IDENTITY CARD

Summary:  
Names: [REDACTED]  
Sex: F  
Nationality: RSA  
Identity Number: [REDACTED]  
Date of Birth: 26 DEC 1971  
Country of Birth: RSA  
Status: CITIZEN



Signature: [REDACTED]

I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION  
OF THE ORIGINAL DOCUMENT WHICH WAS HANDLED TO ME FOR  
AUTHENTICATION. I FURTHER CERTIFY THAT FROM MY OBSERVATIONS  
NO AMENDMENT OR CHANGE HAS TAKEN PLACE TO THE ORIGINAL DOCUMENT

*[Handwritten Signature]*

SIGNATURE: [REDACTED] IDENTITY NO: [REDACTED]  
RANK: [REDACTED] NAME IN PRINT: [REDACTED]

ID



SETQAA ACCREDITATION 2393

# **Bessie Global Management Practice**

## **Certificate of Attendance**

Is hereby granted to


### **DIKELEDI MMETLE**


**For Satisfactory Attendance &  
Completion of the  
"PUBLIC SECTOR PROTOCOL" Workshop**

Held At: The FNB Conference and Learning Centre, Sandton,  
Johannesburg, South Africa

Date: 04<sup>th</sup> - 05<sup>th</sup> August 2009

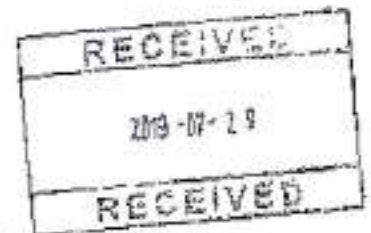
Granted: 5<sup>th</sup> August, 2009

  
Chief Executive Officer

  
Executive Director Workshops



15



To whom it may concern

Application for position of Director General- GCIS\_ Reference Number: 3/1/5/1 - 19/43

A leader with blue sky thinking, excellent written and verbal communication skills, the ability to interact with people at all levels is a few characteristics that describe me. I am well renowned for strong creative, strategic, analytical, organizational and interpersonal skills at all levels. When one marries these with my passion for leadership, problem solving and service delivery, the inevitable final product is an innovative relevant and wise leader with a drive to consistently outsurpass all expectations. I am well renowned for always finding innovative relevant ideas that generate a positive response, maximize stakeholder participation, and maintain excellent brand reputation.

In a nutshell-no matter what the challenge, I have the ability to excel, I am excited to bring more than two decades of rich, dynamic cutting edge experience to GCIS as Director General. I have an excellent track record of always striving to ensure that all deliverables within my portfolio are timely relevant and accurate. Therefore I can confidently say that I will bring the following skills as Director General:

- Strong Leadership skills
- Mature and well balanced
- Confident
- Strategic
- Responsible
- Team player
- Diplomatic approach
- Operations management
- Corporate Governance skills
- Project management
- Change management
- Media buying
- Media relations
- Policy development skills
- Stakeholder management
- Financial management and procurement skills
- Excellent ICT knowledge
- Conflict management skills
- Policy drafting skills.

Strong computer skills audio editing and online.

Human capital management skills

Understanding and in depth insight into all media platforms-radio, TV, outdoor, online.

Excellent understanding of social media and ways to maximise this medium.

Writing good editorials

Online skills

Brand ambassador

Brand Intelligence

Annual Report Production

Understanding of the PFMA\PPP and PAIA

I also possess the ability and the knowledge to track, trace, monitor and evaluate all projects and deliverables using software that enables the entire team to constantly have a birds eye view on time lines and progress. This, including my experience and education (See CV), equips me not only to meet all expectations, but also satisfy the demands that would be placed upon me. I work well under pressure with excellent time management skills. I maximise performance output by working SMART.

I must assure you that my skills in every area of strategic leadership will ensure that I, not only fulfil the requirements\ expectations of GCIS but will also push benchmarks within my portfolio to make sure that GCIS remains on top of its delivery mandate.

My willingness to work, beyond my job description and allocated working hours, my ability to work under pressure as well as meet deadlines, and be an integral team player, would certainly be beneficial to the Minister and cabinet, whilst at the same time; it would groom me, to produce work of the highest quality and standard.

liOnel Jean /Michél

Senior Marketing Communications

& Stakeholder Relations Manager

Tel: [REDACTED]

Cell: [REDACTED]

Fax: [REDACTED]

Skype: [REDACTED]

[www.csir.co.za](http://www.csir.co.za)

**CSIR**  
Council for Scientific and Industrial Research

# My CV

[REDACTED]

**South African** (*Indian Origin*)

**Roodepoort, Gauteng**

**ID:** [REDACTED]

**Mobile:** [REDACTED]

## Qualifications

**Institution** : **University of Reading Henley Business School**

**Qualification** : **International Executive MBA**

**Date** : **Current (Final Year-Dissertation)**

**Institution** : **Wits University**

**Qualification** : **Masters in Journalism and Media Studies**

**Date** : **2014**

**Institution** : **Wits University**

**Qualification** : **BA Honours in Journalism and Media Studies**

**Date** : **2011**

**Institution** : **IAJ/Wits**

**Qualification** : **National Certificate in Radio Management**

**Date** : **2008**

## Other Qualifications/Training

- Risk Management, University of Pretoria – 2016

- Project Management, University of Pretoria – 2015

## **Corporate Governance Experience**

**Member of Board-MIC**

**Member of SGB-Gustav Preller Primary School**

## **Professional Experience**

**Currently an accredited IAJ and NEMISA facilitator.**

**March 2013 to date**

## **CSIR**

**As: Senior Marketing Communications and Stakeholder Relations Manager: Pretoria**

### **Primary Responsibilities:**

- Responsible for planning, development and implementation of all of the CSIR's marketing strategies, marketing communications, and Reputation & Responsibility activities, both external and internal for the CSIR specifically Materials Science and Manufacturing
- Oversee the development and implementation of support materials and services for chapters in the area of marketing, communications and stakeholder relations pertaining to this business unit
- Responsible for directing the efforts of the marketing, communications and stakeholder relations staff and | coordinate at strategic and tactical levels with the other functions of the CSIR
- Participate at leadership and together with other management staff in charting the direction of the CSIR, assuring its accountability and deliverables to all stakeholders, whilst ensuring its effective operation
- Primary working relationships with Executive, senior management team, staff of the marketing/Communications/ Stakeholder function, together with service providers

### **Principle Accountabilities**

#### **Marketing, communications ,Reputation and Responsibility**

- Responsible for creating, implementing and measuring the success of:
  - Comprehensive marketing, communications and stakeholder relations program that continues to enhance the CSIR's image and position within the marketplace and the general public, and facilitate internal and external communications
  - All Organization marketing, communications and stakeholder relations activities and materials including publications, media relations, client acquisition and so forth
- Ensure articulation of the CSIR's desired image and position, assure consistent communication of image and position throughout the CSIR, and assure communication of image and position to all stakeholders, both internal and external

[Date]

- Responsible for editorial direction, design, production and distribution of all CSIR publications
- Coordinate media interest in the CSIR and ensure regular contact with target media and appropriate response to media requests
- Act as the Organization's representative to the media
- Coordinate the appearance of all CSIR print and electronic materials such as letterhead, use of logo, brochures
- Develop, coordinate and oversee programs, technical assistance and resource materials to assist competency areas in the marketing, communications and positioning of their activities
- Provide counsel to competency areas on marketing, communications and stakeholder relations
- Ensure that the CSIR regularly conducts relevant market research and coordinate and oversee this activity. Monitor trends
- Leads projects as assigned, such as cause-related marketing and special events

### **Planning and budgeting**

- Responsible for the achievement of marketing/communications/stakeholder relations mission, goals and financial objectives. Ensure that evaluation systems are in place related to these goals and objectives and report progress to the Executive Director
- Develop short- and long-term plans and budgets for the marketing/communications/stakeholder relations program and its activities, monitor progress, assure adherence and evaluate performance
- Recommend short- and long-term Organization goals and objectives to the Executive Director
- Develop, implement and monitor systems and procedures necessary to the smooth operation of the marketing/communications/stakeholder relations function
- Keep informed of developments in the fields of marketing, communications and stakeholder relations, for the specific business of the Organization and use this information to help the Organization operate with initiative and innovation
- Work with senior staff and other relevant staff to:
  - Develop and maintain a strategic perspective based on marketplace
  - Competency research area needs and satisfaction in organizational direction, program and services, and decision making
  - Ensure the overall health and vitality of the CSIR
- Help make sure that the Organization's philosophy, mission and vision are pertinent and practiced throughout the organization
- Develop and coordinate means to seek regular input from the CSIR's key areas regarding the quality of programs and services and the Organization's relevance
- Help formulate and administer policies to ensure the integrity of the Organization
- Act as an internal consultant to bring attention and solutions to institutional priorities

### **Managing**

- Maintain a climate that attracts, retains and motivates top quality personnel
- Recruit, train, appraise, supervise, support, develop, promote and guide qualified Personnel
- Ensure effective management within the marketing, communications and Stakeholder relations function, with provision for succession
- Design, support and oversee cross-functional teams throughout the Organization



## Organization by:

- Effectively enabling staff to take action on behalf of the organization by:
  - Transmitting the CSIRs values, vision and direction
  - Engaging people in the meaning of the Organization
  - Respecting and using the skills, expertise, experience and insights of people
  - Providing direction and resources, removing barriers and helping develop people's skills, articulating expectations and clarifying roles and relationships
  - Communicating which includes helping people transform information into knowledge and learning
  - Encouraging people to question organizational assumptions and ask strategic questions, ensuring quality decision-making
  - Anticipating conflicts and facilitating resolution
  - Engaging people in process as well as tasks
  - Encouraging people use their power
  - Modelling behaviour
  - Coaching people to success

June 2011 – February 2013

### Wild and Marr as Consultant

As: Marketing Communications Manager

Responsibilities:

- Consulted while working for [REDACTED]

June 2011 – February 2013

[REDACTED]  
As: Marketing/Sales and Communications Manager

Responsibilities:

- Identify, develop, plan and co-ordinate strategic communications programmes, projects and events in line with business strategy and requirements
- Present and maintain a positive public image of the Radio Station to all its stakeholders both internally and externally
- Develop and implement an external and internal communication strategy for the Company
- Coordinate the development of all Stations content for its website, stakeholders and the media
- Provide content support to the CEO for speeches and speaking notes
- Draft articles for publication in different platforms in the media-publications, website and local newspapers
- Coordinate the work of the Rainbow FM's Networks and build a solid database of all stakeholders
- Coordinate the communication activities of the Radio Station
- Identify key communication opportunities for Rainbow FM

- Build relations with different stakeholders for communication purposes
- Work collaboratively with a diverse staff team to create and manage cross-organizational, integrated marketing strategies
- Provide writing and editing support for all outbound member listenership/stakeholder communication including all promotional materials, a newsletters and the company's annual report
- Assist in developing new revenue sources through sponsorships
- Serve as internal liaison to the board and other staff resources-promote the stations vision, mission and brand at all times
- Review and edit existing promotional materials for marketing effectiveness, cross-selling implications and adherence to brand guidelines.
- Serve as company's media liaison and spokesperson

January 2011 – May 2011

## Ornico Group

Pos: Operations and Sales Manager: Nigeria

### Responsibilities:

- Operations
  - Accountable for the overall Group success in Nigeria
  - Manage the company strategically whilst aligned with the Ornico's business mandate
  - Develop, formulate and implement business plan, in order to maximise business objectives
  - Comply, and ensure cost-effective management and utilisation of Ornico's Nigeria operational budget
  - Effective management of all facilities and Staff of Ornico Nigeria
  - Effective use and Implementation of Majestic as CRM tool
  - Provide continual feedback to Ornico Group and Adata regarding operational, financial and strategic status of Ornico Nigeria
  - Develop and evolve Ornico Nigeria to be on par with Ornico SA
- Sales Manager
  - Responsible for the development and performance of all sales activities in assigned market
  - Staff and directs a sales team as well as provide leadership towards the achievement of maximum profitability and growth in line with company vision and values
  - Establishes plans and strategies to expand the customer base in the media monitoring arena and contribute to the development of training programs for clients and Account Executives, this includes the use of Majestic Interactive not only as a sales project management tool but also as an effective customer relations management tool
  - Develops a business plan and sales strategy for the market that ensures attainment of company sales goals and profitability in Nigeria
  - Responsible for the performance and development of the Account Executives in Nigeria
  - Prepares action plans by individuals as well as by team for effective search of sales leads and prospects

[Date]

- o Initiates and coordinates development of action plans to penetrate new markets
- o Assists in the development and implementation of marketing plans as needed
- o Conduct one-on-one review with all Account Executives to build more effective communications, to understand training and development needs, and to provide insight for the improvement of Account Executive's sales and activity performance
- o Provide timely feedback to board regarding performance
- o Provide timely, accurate, competitive pricing on all completed prospect applications submitted for pricing and approval, while striving to maintain maximum profit margin
- o Maintain accurate records of all pricings, sales, and activity reports submitted by Account Executives
- o Creates and conducts proposal presentations
- o Assists Account Executives in preparation of proposals and presentations
- o Controls expenses to meet budget guidelines and implement proper cost cutting mechanisms
- o Adheres to all company policies, procedures and business ethics codes and ensures that they are communicated and implemented within the team
- o Recruits, tests, and hires Account Executives based on criteria agreed upon by senior management

April 2009 – December 2010

As: Marketing & Communications Manager

**Responsibilities:**

- Actively participate in the radio station's strategic planning processes of particular importance is the responsibility for the development of an innovative branding approach that is consistent with the radio station's unique market positioning and consumer offering
- Provide creative assistance to marketing team in order to develop tailored solutions to specific client needs, in particular the approach is to reflect Rainbow's unique market positioning and consumer offering
- Aggressively exploit and maximize revenue potential
- Track and analyse revenue in terms of business categories; exploit and improve on low delivery and new business opportunities
- Develop, organise and present proposals and client specific solutions in client/ marketers/ agency workshops
- Monitor all marketing activity against projected budgets and found solutions for negative variances
- Planning and scheduling of marketing tasks and activities
- Develop and execute marketing plans
- Maintain the brand standard of the Radio Station
- Ensure all means of communications abide to Industry standards
- Plan relationship as well as Internal marketing initiatives
- Maintain relationships with key stakeholders

[Date]

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- Assume accountability for all marketing activities
- Manage and implement the marketing strategy as set out by Board
- Provide input and guidance into the marketing strategy
- Write copy for Marketing Material
- Proofread copy for Marketing and related material
- Ensure the accuracy of information on the various marketing platforms
- Provide a monthly report on all sales\marketing activity, feedback, analysis, suggestions
- Analysis of customer research, current market conditions and competitor information
- Manage the productivity of the marketing plans and projects
- Monitor, review and report on all marketing activity and results
- Determine and manage the marketing budget
- Deliver marketing activity within agreed budget

October 2003 – March 2009

[REDACTED]

As: Head of operations \Marketing Manager

**Responsibilities:**

- The Operations head was accountable for the overall station success; and managing the station strategically and operationally in line with Highway Community Broadcast and Business mandate
- Developed, formulated and implemented business plan, in order to deliver on all business objectives whilst strictly adhering to the radio stations community mandate and budget
- Ensured the development, management and implementation of an innovative relevant programme strategy to hit the stations target audience, growing it with great interest in competitor content delivery
- Exploited every possible opportunity to generate revenue
- As brand captain, constant development and implementation of a realistic marketing strategy was imperative, brand awareness had to be optimised on air, off air and on the stations website
- Constantly identified and created new on-air and website sales products
- Ensure that the station adopted strict and professional business principles in its daily performance at all times
- Station had to be constantly monitored and tweaked in order to maintain its station performance in accordance with Community \casa mandate
- Corporate governance had to be maintained strictly by making sure that the station operated within parameters of policies, procedures and mandates
- Responsible for all financial matters in regards Stations income and expenditure
- Compiled and managed the cost-effective utilisation of station budget
- Responsible for Cost-effective management of all facilities and operations
- Responsible for managing, capacitating and empowering all human resources
- Ensured station was on top of the broadcasting industry and could compete with its commercial competitors
- Built a capable macro manageable station team in the form of skilled people in all areas of radio broadcasting

[Date]

- Ensured that station kept abreast with latest broadcast technology, -ensured excellent user friendly improvements in technology
- Gave continual feedback and informed the Board and station team regarding operational, staff, financial and strategic status of station
- Liaised with external and internal stakeholders, in order to ensure excellent timeous delivery on station community mandate requirements
- Developed and maintained Website Content as well as manage all activity on the company intranet
- Full Responsibility for all the Radio Stations News Content, communications and PR

**December 1999 – September 2003**

**[REDACTED] Sound Choice**

As: Creative and Placement Director: Kwa Zulu Natal

Responsibilities:

- Gave detailed oversight to the creative team to help develop Sound choice's creative bouquet of products available to clientele
- Worked closely with copywriters, designers and key account managers to make sure that client's needs and creative goals were always on track whilst creating an innovative out of this world idea that worked
- Responsible for the development of every aspect of each campaign based on the client's marketing plan- conceptualized these ideas into attainable deliverables
- Assigned projects to staff and always made sure that client's deadlines were met
- Constantly studied of the media landscape and changes in media consumption patterns
- Sourced the best most effective and competitive placement campaigns for clients across all relevant media platforms
- Gave oversight to clients Media monitoring and brand intelligence profiles

**January 1996 – November 1999**

**[REDACTED]**

As: Marketing Manager/ News Editor/ Technical Manager

Responsibilities:

- Planning and scheduling of marketing tasks and activities
- Development and execution of marketing plans
- Maintaining the brand standard of the Radio Station
- Ensuring all means of communications abide to Industry standards
- Sourcing of quotes for print of artwork and branded items
- Planning of relationship marketing initiatives as well as internal marketing initiatives

- Maintaining relationships with key stakeholders
- Assume accountability for all marketing activities
- Manage and implement the marketing strategy as set out by Board
- Provide input and guidance into the marketing strategy
- Write copy for Marketing Material
- Proofread copy for Marketing and related material
- Ensure the accuracy of information on the various marketing platforms
- Provide a monthly report on all marketing activity, feedback, analysis, suggestions
- Develop budgets for various marketing activities, including the overall annual marketing plan and report on these in the monthly marketing report
- Conduct market research to determine market requirements for existing and future products
- Analysis of customer research, current market conditions and competitor information
- Manage the productivity of the marketing plans and projects
- Monitor, review and report on all marketing activity and results
- Determine and manage the marketing budget
- Deliver marketing activity within agreed budget
- Planning and scheduling of marketing tasks and activities
- Development and execution of marketing plans
- Maintaining the brand standard of the Radio Station
- Ensuring all means of communications abide to Industry standards
- Sourcing of quotes for print of artwork and branded items
- Planning of relationship marketing initiatives as well as internal marketing initiatives
- Maintaining relationships with key stakeholders
- Assume accountability for all marketing activities
- Manage and implement the marketing strategy as set out by Board
- Provide input and guidance into the marketing strategy
- Write copy for Marketing material
- Proofread copy for Marketing and related material
- Ensure the accuracy of information on the various marketing platforms
- Provide a monthly report on all marketing activity, feedback, analysis, suggestions
- Responsible for overall quality and news content
- All public relations, promotions and communications

October 1990– November 1995

**[REDACTED]**  
As: Weekend News, Casual On Air presenter

Responsibilities:

- Weekend News compiler, presenter and interviewer

## GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

*GCIS is an equal opportunity employer and practising affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the department through filling these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference. Applicants with disabilities are welcome to apply.*

**APPLICATIONS:** The Chief Director: Human Resources Government Communications Private Bag X 745, Pretoria, 0001 for or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival Street, Hatfield, Pretoria.

**FOR ATTENTION:** [REDACTED]

**CLOSING DATE:** 02 August 2019

**NOTE:** 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 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. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

**DIRECTOR-GENERAL: GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS) REF NO:  
3/1/5/1 – 19/43**

(Five-Year Renewable Contract)

**SALARY:** R1 978 533 per annum (All- inclusive salary package) of which 30% may be structured according to the individual's needs

**CENTRE:** Pretoria

**REQUIREMENTS:** Qualifications: A degree and post graduate degree (NQF level 8) as recognised by SAQA. Experience: 8-10 years at senior management level of which at least three (3) years' experience must be within any organ of State as defined in the Constitution, Act 108 of 1996. Skills: Excellent written and verbal communication skills and the ability to interact with people at all levels. Strong creative, strategic, analytical, organizational and interpersonal skills at all levels. Innovative and creative thinking, computer literacy. Job Knowledge: Extensive knowledge of the South African communications landscape. An understanding of government communication discipline. An in-depth knowledge and understanding of government policies and programmes. Competencies Required: Strategic capability and leadership, financial management, problem solving and analysis, people management and empowerment, project management, knowledge management, change management, service delivery innovation.

**DUTIES:** Reporting to the Minister, the Director-General will be responsible for providing strategic leadership and direction in delivering the mandate of the Department. Serve as a spokesperson of Cabinet and government. Provide leadership in the development of generic communication strategies across government's national departments. Ensure integration, coherence and standard performance of communication within national government and across all spheres of government. Ensure the implementation of development communication. Enhance government's communication platforms, products and services in order to grow the voice of government. Lead the media bulk buying strategy of government and realise the intended savings. Oversee the function of GCIS and act as the Accounting Officer. Provide effective and timely support to the Minister and Deputy Minister, including participation in the Forum of South African Directors-General Cluster's work.

**ENQUIRIES:** [REDACTED]

**NOTE:** 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 Minister within three months from the date of assumption of duty.



**SECRET**



**MINISTER IN THE PRESIDENCY  
REPUBLIC OF SOUTH AFRICA**  
Private Bag X1000, Pretoria, 0001; Tel: 012 300 5200 / 021 484 2100

# **PROFILES OF SHORTLISTED CANDIDATES**

[REDACTED]

[REDACTED]



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## SHORTLIST SUMMARY FOR THE VACANT POST OF DIRECTOR-GENERAL: GCIS

### SHORTLISTING PANEL

Jackson Mthembu, MP	Minister in The Presidency	Chairperson
Stella Ndabeni-Abrahams, MP	Minister of Communications and Digital Technologies	Member
Dr Aaron Motaalehi MP	Minister of Home Affairs	Member
Ms Thembi Siweya, MP	Deputy Minister in The Presidency	Member
[REDACTED]	Director-General in The Presidency	Member
[REDACTED]	Acting Deputy Director-General	HR Support



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### SHORTLISTED CANDIDATES

		African	Female	GCIS
1.	[REDACTED]	African	Female	GCIS
2.	[REDACTED]	African	Male	Parliament of RSA
3.	[REDACTED]	Indian	Male	CSIR
4.	[REDACTED]	African	Female	Greater Tzaneen Municipality
5.	[REDACTED]	African	Male	Unemployed
6.	[REDACTED]	African	Male	SASSA



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**POST REQUIREMENTS**

Post	Director-General
Post type	Five-year renewable contract
Department	Government Communication and Information System
Date vacated	26-Aug-2012
Published	21-Jul-2019
Closed	02-Aug-2019
All-inclusive salary package	R1 782 687 pa (30% may be structured according to individual needs)
Reference	Post 3/5/1 - 19/43
Post requirements	<p>A Degree and Post Graduate Degree (NQF Level 8) as recognised by SAQA.</p> <p>Experience: 8-10 years at Senior Management Level of which at least three (3) years' experience must be within any organ of State as defined in the Constitution, Act 108 of 1996.</p> <p>Excellent written and verbal communication skills and the ability to interact with people at all levels.</p> <p>Strong creative, strategic, analytical, organizational and interpersonal skills at all levels.</p> <p>Innovative and creative thinking, computer literacy.</p> <p>Extensive knowledge of the South African communications landscape.</p> <p>An understanding of government communication discipline.</p> <p>An in-depth knowledge and understanding of government policies and programmes.</p> <p>Strategic capability and leadership, financial management, problem solving and analysis, people management and empowerment, project management, knowledge management, change management, service delivery innovation.</p>



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**FULL PROFILE OF THE SHORTLISTED CANDIDATE**

Name and Surname	<b>MS PHUMLA WILLIAMS</b>
Race	African
Gender	Female
Highest Qualification	IMA Public Admin
Current Employer	GCIS
Current Position	DDG: CS (Acting Director-General for GCIS)
SMS Experience	20 years' experience
Grounds for being shortlisted	Meeting the requirements in terms of the qualifications and experience in senior management as well as managing communication environment.
8-10 at senior managerial level	1999-2000: Director Finance: GCIS 2001-2009: Chief Financial Officer: GCIS 2009 to date: Deputy Director-General Corporate Services: GCIS 2012-2014: Acting Director-General: GCIS 2015-2016: Acting Cabinet Spokesperson 2017 to date: Acting Director-General: GCIS
At least 3 years' experience must be within any organ of state	In the Public Service since 1999 ( +- 20years)
An undergraduate qualification and a post graduate qualification (NQF level 8) as recognised by SAQA	Bachelor of Administration Master of Public Administration



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**FULL PROFILE OF THE SHORTLISTED CANDIDATE**

Name and Surname	MR MANELISI WOLELA
Race	African
Gender	Male
Highest Qualification	MA Policy Studies
Current Employer	Parliament of RSA
Current Position	Section Manager: Media and Stakeholder Relations
SMS Experience	14 years' experience
Grounds for being shortlisted	Meeting the requirements in terms of the qualifications and experience in senior management as well as managing communication environment.
8-10 at senior managerial level	2011-2013: General Manager of Communication; Correctional Services 2013-2014: Media Liaison Officer; Ministry of Economic Development 2016-to date: Section Manager Media and Stakeholder Relations; Parliament
At least 3 years' experience must be within any organ of state	In organ of state since 2011 (8 years)
An undergraduate qualification and a post graduate qualification (NQF level 8) as recognised by SAQA	Higher Diploma in Journalism Bachelor of Arts Master of Policy Studies



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**FULL PROFILE OF THE SHORTLISTED CANDIDATE**

Name and Surname	MR LIONEL JEAN- MICHEL
Race	Indian
Gender	Male
Highest Qualification	MA Journalism and Media Studies
Current Employer	CSIR
Current Position	Senior Marketing Communications and Stakeholder Relations Manager
SMS Experience	23 years' experience
Grounds for being shortlisted	Meeting the requirements in terms of the qualification and experience. The qualifications are in Communication.
8-10 at senior managerial level	1996-1998: Marketing Manager: Highway Radio 1999-2003: Creative and Placement Director: Ad Agency: Sound Choice 2003-2009: Head of operations / Marketing Manager: Highway Radio 2009-2013: Marketing & Communications Manager (different companies) 2013 to date: Senior Marketing Communications and stakeholder Relations Manager: CSIR
At least 3 years' experience must be within any organ of state	In organ of state since 2013 (1-6 years)
An undergraduate qualification and a post graduate qualification (NQF level 8) as recognised by SAQA	Bachelor of Arts with Honours ( Journalism and Media Studies) Master of Arts



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**FULL PROFILE OF THE SHORTLISTED CANDIDATE**

Name and Surname	MS DIKELEDI MMETLE
Race	African
Gender	Female
Highest Qualification	BA Hons in Communication
Current Employer	Greater Tzaneen Municipality
Current Position	Council Speaker
SMS Experience	8 years' experience
Grounds for being shortlisted	Meeting the requirements in terms of the qualification and experience. The qualifications are in Communication.
<b>Criteria</b>	
B-10 at senior managerial level	2011-2016: Mayor, Greater Tzaneen Municipality 2016-to date: Council Speaker, Greater Tzaneen Municipality
At least 3 years' experience must be within any organ of state	In organ of state since 2011(+8 years)
An undergraduate qualification and a post graduate qualification (NQF level 8) as recognised by SAQA	National Diploma: Public Relations Management Bachelor of Arts Honours: Integrated Organisational Communication





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**FULL PROFILE OF THE SHORTLISTED CANDIDATE**

Name and Surname	MR PHOSA MASHANGOANE
Race	African
Gender	Male
Highest Qualification	MA in Communication
Current Employer	Unemployed (Devoted to PHD Studies)
Current Position	General Manager: Consumer Affairs
SMS Experience	21 years' experience
Grounds for being shortlisted	Meeting the requirements in terms of the qualification and experience. The qualification is in Communication.
8-10 at senior managerial Level	1988-2007: Head of Department: Public Education & Information 2007-2014: General Manager: Consumer Affairs 2014: to date: Devoted to PHD Studies
At least 3 years' experience must be within any organ of state	In organ of state for the period 1998-2007 (+ 9 years)
An undergraduate qualification and a post graduate qualification (NQF level 8) as recognised by SAQA	Bachelor of Arts Baccalaureus Artium Cum Honoribus: Communication Studies Master Artium: Communication



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**FULL PROFILE OF THE SHORTLISTED CANDIDATE**

Name and Surname	<b>MR PASEKA LETSATSI</b>
Race	African
Gender	Male
Highest Qualification	MA in Philosophy (SA Politics and Political Economy)
Current Employer	South African Social Security Agency
Current Position	General Manager Communications
SMS Experience	11 years' experience
Grounds for being shortlisted	Meeting the requirements in terms of the qualification and experience and managing in the communication environment
8-10 at senior managerial level	2000-2004: Personal Advisor to the Chairperson of Committees: Gauteng Provincial Legislature 2004-2006: Spokesperson: Ministry of Home Affairs 2006-2008: Senior Manager Medial Liaison: SASSA 2008-2010: Spokesperson: National Executive Committees: ANCYL 2010-to date: General Manager Communications : SASSA In organ of state since 2000 (+- 9 years)
At least 3 years' experience must be within any organ of state	
An undergraduate qualification and a post graduate qualification (NQF level 8) as recognised by SAQA	Higher Diploma in Education MA in Philosophy (SA Politics and Political Economy)



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# government communications

Department:  
Government Communication & Information System  
REPUBLIC OF SOUTH AFRICA

POST	DIRECTOR-GENERAL	
POST TYPE	FIVE-YEAR RENEWABLE CONTRACT	
DEPARTMENT	GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM	
PUBLISHED	21-Jul-18	
CLOSED	2-Aug-18	
ALL INCLUSIVE SALARY PACKAGE	R1 782 687 PA (30% MAY BE STRUCTURED ACCORDING TO INDIVIDUAL NEEDS)	
REFERENCE	POST 26/4 • 19/43	
POST REQUIREMENTS	Qualifications	A degree and post graduate degree (NQF level 8) as recognised by SACU.
	Experience	Experience: 8-10 years of senior management level of which at least three (3) years' experience must be within any organ of State as defined in the Constitution, Act 108 of 1993.
	Skills	Excellent written and verbal communication skills and the ability to interact with people at all levels. Strong creative, strategic, analytical, organizational and interpersonal skills at all levels. Innovative and creative thinking, computer literacy.
	Job Knowledge	Extensive knowledge of the South African communications landscape. An understanding of government communication discipline. An in-depth knowledge and understanding of government policies and programmes.
Competencies Required	Strategic capability and leadership; financial management; problem solving and analysis; people management and empowerment; project management; knowledge management; change management; service delivery innovation.	

1 (13)	[REDACTED]	[REDACTED]	African	Female	MA Public Admin	DDG: CS (Acting Director-General)	GCIS	20 years experience	Meeting the requirements in terms of the qualification and experience
2 (30)	[REDACTED]	[REDACTED]	African	Male	MA Policy Studies	Section Manager: Media and Stakeholder Relations	Parliament of RSA	14 years experience	Meeting the requirements in terms of the qualification and experience
3 (15)	[REDACTED]	[REDACTED]	Indian	Male	MA Journalism and Media Studies	Senior Marketing Communications and Stakeholder Relations Manager	CSIR	23 years experience	Meeting the requirements in terms of the qualification and experience
4 (23)	[REDACTED]	[REDACTED]	African	Female	BA Honors in Communication	Council Speaker	Greater Tzaneen Municipality	8 years experience	Meeting the requirements in terms of the qualification and experience
5 (25)	[REDACTED]	[REDACTED]	African	Male	BA Honors International Relations	Consultant: Communications and Marketing Manager	Reliance	13 years experience	Meeting the requirements in terms of the qualification and experience
6 (27)	[REDACTED]	[REDACTED]	African	Male	MA in communication	General Manager: Consumer Affairs	Independent communications Authority of South Africa	21 years	Meeting the requirements in terms of the qualification and experience
7 (32)	[REDACTED]	[REDACTED]	African	Female	MA in Management (Public & Development Management)	General Manager	Tourism Business Council of SA	14 years experience	Meeting the requirements in terms of the qualification and experience
8 (20)	[REDACTED]	[REDACTED]	African	Male	MA in Philosophy (SA Politics and Political Economy)	General Manager Communications	South African Social Security Agency	11 years experience	Meeting the requirements in terms of the qualification and experience
9 (12)	[REDACTED]	[REDACTED]	African	Male	PHD in Philosophy (Political studies)	Special Advisor to the Minister	Department of Social Development	14 years experience	Meeting the requirements in terms of the qualification and experience

1 (5)	[REDACTED]	[REDACTED]	African	Male	LLB & BPROC	Director : Public Safety, Security and Transport	Kang Sabkhatia District/yebo Municipality	21 years experience	Not meeting the requirements due to the relevancy of qualification and experience. The candidate does not have communication related experience and qualification. The experience and qualification are law related.
2 (11)	[REDACTED]	[REDACTED]	African	Male	MBA	Managing Director	Nqayana Phisoa Dist/ Trading Enterprise	19 years experience	Not meeting the requirements due to the relevancy of qualification. The candidate does not have communication related qualification. The qualification is finance related.
3 (8)	[REDACTED]	[REDACTED]	African	Female	B.A Hons	Receptionist	Travel with Fair	0 SMS experience	Not meeting the requirements in terms of the experience. The candidate does not have the required 8-10 SMS years experience
4 (33)	[REDACTED]	[REDACTED]	African	Male	MA in Media and communication studies	Educator	Diversity High School	1 year experience	Not meeting the requirements in terms of the experience. The candidate does not have the required 8-10 years SMS experience
5 (29)	[REDACTED]	[REDACTED]	African	Male	N Diploma: Journalism	Managing Director	The Communications Firm	13 years experience	Not meeting the requirements in terms of the qualification. The candidate does not have the required NCF level 8

8 (2)	[REDACTED]	[REDACTED]	African	Male	BA	Director : Parliamentary Liaison Officer	Department of Cooperative Governance & Traditional Affairs	1 year experience	Not meeting the requirements in terms of the qualification and experience. The candidate does not have the required NQF level 8 and no 8-10 years SMS experience.
7 (6)	[REDACTED]	[REDACTED]	African	Female	N3 Certificate	Editor for NG Express	Volkstad GroupMedia 24	0 SMS experience	Not meeting the requirements in terms of the qualification and experience. The candidate does not have the required NQF level 8 and no 8-10 years SMS experience.
6 (7)	[REDACTED]	[REDACTED]	African	Male	BA Honors in HRM (LR)	Business Management and Organizational Development consultant / Specialist	Sahamuzi Management and TTMS	0 SMS experience	Not meeting the requirements in terms of the experience and relevancy of the qualification. The candidate does not have 8-10 years SMS experience and the qualification is not communications related. The qualification is in HR.
9 (17)	[REDACTED]	[REDACTED]	African	Female	Grade 12	None	None	0 SMS experience	Not meeting the requirements in terms of the qualification and experience. The candidate does not have the required NQF level 8 and no 8-10 years SMS experience.

10 (19)	[REDACTED]	6911200253083	African	Female	National Diploma: Journalism	Afternoon Drive Show Presenter	SABC; Thobela FM	0 SMS experience	Not meeting the requirements in terms of the qualification and experience. The candidate does not have the required NQF level 8 and no 8-10 years SMS experience
11 (31)	[REDACTED]	8203060850037	African	Female	National Diploma: Journalism	Media Officer	Democratic Alliance	0 SMS experience	Not meeting the requirements in terms of the qualification and experience. The candidate does not have the required NQF level 8 and no 8-10 years SMS experience
12 (18)	[REDACTED]	7505086288083	African	Male	Metric	Senior Executive partner	Blue North Management Consulting	14 years experience	Not meeting the requirements. The candidate did not attach the required NQF level 8 certificate. The candidate attached statement of results indicating completion of BA Hons in Industrial Psychology, hence Metric is considered. The certificate is not attached and the qualification is also not relevant to communication.



13 (1)	[REDACTED]	861117669087	African	Male	LLB	Coordinator (Acting Director: office of the Chief Litigation Officer)	Department of Justice	2 years experience	Not meeting the requirements in terms of the experience and relevancy of the qualification. The candidate does not have the required 8-10 years SMS experience. The qualification is not relevant to Communication. The qualification is law related
14 (8)	[REDACTED]	881218033060	African	Female	BA Media, communication and culture	Provincial Communications Officer	Democratic Alliance	0 SMS experience	Not meeting the requirements in terms of the qualification and the experience. The candidate does not have the required NQF level 8 and 8-10 years SMS experience.
15 (35)	[REDACTED]	7407180424085	African	Male	BA Hons	Director : Communications and Marketing	C Brand	4 years experience	Not meeting the requirements in terms of experience. The candidate does not have the required 8-10 years SMS experience.
16 (16)	[REDACTED]	8906170329081	African	Female	MA Public Admin	Director : Legal services	Department of Arts and Culture	5 years experience	Not meeting the requirements in terms of the experience. The candidate does not have the required 8-10 years SMS experience.
17 (3)	[REDACTED]	8903060577088	African	Female	BA Honours	She Steward	South African Democratic Union	0 SMS experience	Not meeting the requirements due to the experience. The candidate does not have the required 8-10 years experience.

18 (4)	[REDACTED]	[REDACTED]	[REDACTED]	African	Female	B.Tech in Public Management	Assistant Director	Department of Justice	0 SMS experience	Not meeting the requirements due to the experience. The candidate does not have the required 8-10 SMS experience.
19 (21)	[REDACTED]	[REDACTED]	[REDACTED]	African	Female	B.Tech in Administration	Senior Manager	Municipal Demarcation Board	2 years experience	Not meeting the requirements in terms of the experience. The candidate does not have the required 8-10 years SMS experience.
20 (10)	[REDACTED]	[REDACTED]	[REDACTED]	African	Male	MA in Engineering	Chief Operations Officer (Acting CEO)	Council for the built environment	10 years experience	Not meeting the requirements in terms of the relevancy of the qualification and experience. The candidate's qualification and experience is not relevant to Communications.
21 (14)	[REDACTED]	[REDACTED]	[REDACTED]	African	Female	PHD in Animal Science	Acting Chief Director	DRDLR	9 years experience	Not meeting the requirements in terms of the relevancy of the qualification and experience. The candidate's qualification and experience is not relevant to Communications.
22 (26)	[REDACTED]	[REDACTED]	[REDACTED]	African	Male	M.B.L.	Chief Director ICT	Department of Rural Development and Land Reform	10 years experience	Not meeting the requirements in terms of the relevancy of the qualification and experience. The candidate's qualification and experience is not relevant to Communications.

23 (24)	[REDACTED]	[REDACTED]	African	Male	BComm Hons	Chief Financial Officer	Chullian Secretariat for Police Service	13 years experience	Not meeting the requirements in terms of the relevancy of the qualification and experience. The candidate's qualification and experience is not relevant to Communications.
24 (28)	[REDACTED]	[REDACTED]	African	Male	PHD in Philosophy (Human Sciences)	Director (Acting Director-General)	Department of Communications	12 years experience	Not meeting the requirements in terms of the rule of the advert. ID is not certified and some qualifications are not certified
25 (34)	[REDACTED]	[REDACTED]	African	Male	PHD: Information Studies	Director (Acting CIO)	Department of Health	19 years experience	Not meeting the requirements in terms of the relevancy of qualification.
28 (36)	[REDACTED]	[REDACTED]	African	Male	Diploma in IT	Learner : User support Network controller	Department of Corrections Service	0 year experience	Not meeting in terms of qualification and experience. The candidate does not have NQF level 8 and no SMS experience.
27 (37)	[REDACTED]	[REDACTED]	African	Male	BTECH in Public Relations Management	Facilitator : End user support administrator	Ekurhuleni Municipality	0 year experience	Not meeting the requirements in terms of the experience. The candidate does not have SMS experience.

**REPORT ON CONFIRMATION OF SHORTLIST FOR THE POSITION OF NERSA'S FULL-TIME REGULATOR MEMBER DESIGNATED AS CHIEF EXECUTIVE OFFICER (FTRM-CEO)**

1. **PURPOSE**
  - 1.1. To provide confirmation of shortlist for the position of the Full-time Regulator Member designated as the Chief Executive Officer ("FTRM-CEO") of NERSA published in print media, NERSA website, NERSA social media platforms and Government Gazette.
2. **SUMMARY**
  - 2.1. The advertisement of call for nominations for the FTRM-CEO position by the Minister of Mineral Resources and Energy ("the Minister") was published in print media (weekend and daily newspapers), NERSA website, NERSA social media platforms and the Government Gazette ("the GG") in compliance with section 6(7) of the National Energy Regulator Act, 2004 (Act No 40 of 2004) ("the Act"). The FTRM-CEO is to be appointed in terms of sections 5(1) and designated in terms of section 5(3) of the Act by the Minister.

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**Regulator Members:**  
 Mr N Gumede (FTRM-CEO)  
 Full-time Regulator Members

- 2.2. The closing date for nominations was extended from 11 January 2021 to 18 January 2021 due to the delay in publishing the advertisement in the GG simultaneously with the print media.
- 2.3. NERSA Human Resources ("HR") Team was tasked to capture nominations for the CEO position and conduct preliminary shortlisting. A total of forty (40) nominations were received of which thirty-four (34) were considered, five (5) were duplicates and one (1) was a declined nomination.
- 2.4. The NERSA Task Team on CEO Recruitment comprising of the Acting Chief Human Capital officer ("ACHCO") (Mr. [REDACTED]), Senior Manager: Regulator Support Unit ("RSU") ([REDACTED]) and Senior Manager: Office of the CEO ([REDACTED]) met with the Chairperson of the Human Resources and Remuneration Committee ("HRRC") (Mr. Smunda Mokoena) on the 22<sup>nd</sup> of January 2021.
- 2.5. The Task Team also met on the 25<sup>th</sup> and 26<sup>th</sup> of January 2021 to review and quality assure the spreadsheets prepared by NERSA HR Team.
- 2.6. The nominations/applications were submitted to DMRE Officials (Director-General and Chief Director: SOE Oversight) in sealed boxes and memory sticks on the 27<sup>th</sup> of January 2021. However, there was no one to receive the box on behalf of the Director-General because the DMRE Building (Trevenna Campus in Sunnyside) was closed due to a COVID-19 case.
- 2.7. The box and memory sticks were delivered to DMRE (Visagie Street Building). However, there was also no one to receive the boxes on behalf of the Chief Director: SOE Oversight and the DG at DMRE (Visagie Street Building). The boxes were then delivered again on the 28<sup>th</sup> of January 2021 to DMRE (Visagie Street Building) and acknowledgment of receipt of boxes is available.
- 2.8. The spreadsheet of all nominations/applications was electronically sent to the DMRE Official via email as per request from the DMRE official and confirmed by the Senior Manager: RSU on the 4<sup>th</sup> of February 2021.
- 2.9. The candidates' demographics in terms of gender and race are indicated in the below two tables:

**REPORT ON CONFIRMATION OF SHORTLIST FOR THE POSITION OF NERSA'S FULL-TIME REGULATOR  
MEMBER DESIGNATED AS CHIEF EXECUTIVE OFFICER (FTRM-CEO)**

Table 1: Gender

Group	Number	Percentage
Males	24	71%
Females	10	28%

Table 2: Race

Group	Number	Percentage
Africans	28	82%
Indians	4	12%
Coloureds	1	3%
Whites	1	3%

2.10. The requirements of the position were:

- a) a Master's Degree or equivalent in Engineering / Finance / Economics / Law / Business Management;
- b) Minimum ten (10) years working experience including five (5) years in a Regulatory Environment and five (5) years at Executive Management;
- c) Experience in economic regulation and
- d) Sound understanding of regulatory policy in the South African context and of the South African Electricity, Piped-Gas and Petroleum Pipelines industries are of great importance.

2.11. The spreadsheets of candidates nominated was prepared by NERSA HR Team. The preliminary shortlist is indicated in the table below:

Table 3: Preliminary Shortlist

List	Pre-shortlisted as	Number of Candidates	Percentage
A	Suitable	10	29.4%
B	Possible	11	32.4%
C	Not suitable/possible	13	38.2%

**REPORT ON CONFIRMATION OF SHORTLIST FOR THE POSITION OF NERSA'S FULL-TIME REGULATOR  
MEMBER DESIGNATED AS CHIEF EXECUTIVE OFFICER (FTRM-CEO)**

List A includes candidates who were identified as meeting all the requirements. List B includes candidates who were identified as meeting most of the requirements. List C includes candidates who were identified as not meeting all the requirements.

### 3. SHORTLISTING

- 3.1. As per the request of the Director-General [REDACTED], the Chairperson of the HRRC: NERSA (Mr. [REDACTED]) and the CD: SOE Oversight [REDACTED] were tasked to conduct preliminary shortlisting. A meeting for conducting the shortlisting was held on the 16<sup>th</sup> of March 2021 via Microsoft Teams. All 34 applications were scrutinized during the short listing process.
- 3.2. The HOD: HR transactions (Mr. [REDACTED]) and the HR Planning Specialist (Mr. J. [REDACTED]) from NERSA also attended the meeting.
- 3.3. The proposed shortlisting by Messrs [REDACTED] and [REDACTED] was to be confirmed on Thursday by the Selection Panel appointed by the Minister consisting of:
- 3.3.1. [REDACTED]; Director General, DMRE (Chairperson);
  - 3.3.2. [REDACTED]; CD: SOE Oversight, DMRE;
  - 3.3.3. [REDACTED], Interim Chairperson, NERSA; and
  - 3.3.4. [REDACTED], Chairperson of the HRRC, NERSA.
- 3.4. The shortlist conducted on the 16<sup>th</sup> of March 2021 interrogated all the thirty-four (34) nominations and came up with seven (7) candidates who should be considered for interviews. The seven (7) candidates are indicated in the table below;

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