

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)
GCIS is an equal opportunity employer

APPLICATIONS : The CEO, Government Communication and Information System, Private Bag X745, Pretoria, 0001 or hand delivered to Midtown Building, 356 Vermeulen Street, Pretoria.

FOR ATTENTION : Mr S Matshageng

CLOSING DATE : 29 January 2010

NOTE : The package includes a housing subsidy, pension fund, medical aid and a service bonus. Applications must be accompanied by a Z83 and a comprehensive CV, as well as certified copies of qualifications and ID document. Correspondence will be limited to successful candidates only. If you have not been contacted within 1 month after the closing date of this advertisement, please accept that your application was unsuccessful. Disabled applicants are welcome to apply.

OTHER POSTS

POST 02/03 : **ASSISTANT DIRECTOR: POLICY**
 Directorate: Policy and Media Analysis

SALARY : Commencing salary: R192 540 per annum (excluding benefits)

CENTRE : Pretoria

REQUIREMENTS : Qualification: Applicants must have a relevant Bachelors Degree or equivalent qualification and experience in media, communication and policy issues. Requirements: Strong knowledge and understanding of Government policy priorities and programme of action. Knowledge of and a strong interest in the SA socio-political situation. In-depth understanding of the media landscape and coverage of the South African government's performance. Job Knowledge: Experience in formulating communications strategies and key messages. Experience in media monitoring and analysis. Experience and skills in writing, editing & proof-reading of reports. Good, communication/liaison, planning and research skills. Competencies Required: Analytical thinking. Well-developed interpersonal and problem-solving skills as well as an ability to coordinate work within a team environment. Advanced computer skills, proficiency in internet searches use of databases and electronic dissemination of products. Planning and organising. Presentation skills. The ability to work independently and under pressure. Understanding of project management.

DUTIES : Monitor and analyse the communications environment of weekly media coverage of the government's programmes and policies, as well as special events like the State of the Nation Address and the Budget Speech. Participate in Communication Clusters. Involvement in government communication projects

ENQUIRIES : Ms Nkele Sebasa - Tel. (012) 314 2256

POST 02/04 : **PRINCIPAL COMMUNICATION OFFICER**
 Sub Directorate: Information Centre

SALARY : Commencing salary: R161 970 per annum (excluding benefits)

CENTRE : Pretoria

REQUIREMENTS : To be considered for appointment, applicants should have B. Information Science degree or equivalent qualification with Information Science as a major subject, and/or relevant experience. A working knowledge of MS Office and Internet Explorer, as well as knowledge of and experience in electronic information retrieval systems. He/She must have good interpersonal skills. The following will serve as recommendations: Good liaison and communication skills (written and spoken) – Good writing and editing skills –The ability to cope under pressure as well as keeping to deadlines – General knowledge of government issues, such as the Programme of Action, as well as a strong interest in current affairs and socio-political issues.

DUTIES : Responding to government-related information enquiries in various formats, using the Internet, departmental and other information sources – Capturing the enquiries through the system in place - Liaise with clients and information

ENQUIRIES

providers – Compiling reports on FAQs and model answers – Co-ordinate work within a team environment.

: Ms Joanne Cornelissen Tel (012) 314 2134