

**GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)**  
*GCIS is an equal opportunity employer. Disabled applicants are welcome to apply.*

**APPLICATIONS** : Applications can be directed to the Director-General of Government Communication and Information System, Private Bag X745, Pretoria, 0001, for attention Mr S Matshageng or hand deliver to 1035 Tshedimoseiso House, Francis Baard Street.

**FOR ATTENTION** : Mr S Matshageng (012) 473 0286

**CLOSING DATE** : 27 January 2017

**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". (Criminal record, citizenship, credit record checks, qualification verification and employment verification).

**OTHER POSTS**

**POST 02/01** : **TRANSLATORS**  
 (Afrikaans; Sesotho; Setswana; Sepedi; isiZulu; isiXhosa; isiNdebele; Siswati; Tshivenda; Xitsonga; French; Portuguese  
 Directorate: Content Development

**SALARY** : Per assignment allocated

**CENTRE** : Pretoria

**REQUIREMENTS** : Qualification: A recognised three-year Bachelor's degree or equivalent qualification in Translation, Linguistics or Language Practice; a proven track record and experience as a language practitioner/translator; ability to work under pressure and meet tight deadlines; computer literacy; a good knowledge and understanding of government programmes and projects; willingness to work overtime, including weekends and public holidays, when required to meet tight deadlines

**DUTIES** : Translate and quality control content for various information products.

**ENQUIRIES** : Mr E Tibane, tel. (012) 473-0069

**NOTE** : Interviewees will be expected to perform a practical translation test

**POST 02/02** : **FREELANCE WRITERS**  
 Vukúzenzele

**SALARY** : Per assignment allocated

**CENTRE** : Pretoria

**REQUIREMENTS** : Qualifications: An appropriate three-year degree or equivalent qualification in Journalism Communication Science and or Public Relations. Proven record of writing for print and online platforms for at least 2 years. Journalism experience in print and online media, with broadcast experience as an optional advantage. Ability to do minimal sub-editing of own copy and other colleagues'. Ability to solicit content and liaise with various information providers of levels. Ability to write well-researched articles in a fast-paced environment. Excellent command of the English language, grammar and construction and understands the requirements for effective writing. Excellent interpersonal, communication and interviewing skills.

Ability to use Social Media platform(s) as part communication and information dissemination channel. A valid driver's license is essential

**DUTIES** : Professional writing (for both print and electronic forms) of analysis and feature articles as well as news for Vuk'uzenzele Newspaper and Public Sector Manager (PSM) Magazine on a monthly basis. Ensure that written articles meet the needs of targeted audiences and deadlines for both publications. Contribute towards generation of story ideas for content plans across for the publications. Writing comprehensive news articles and features on government programmes and policies. Sourcing and gathering of newsworthy articles for Vuk'uzenzele and Public Sector Manager magazine. Liaise regularly with editors.

**ENQUIRIES** : Ms D Simpson, tel (012) 473 0065

**NOTE** : Shortlisted candidates will be required to bring along their portfolio

**POST 02/03** : **FREELANCE EDITORS**  
Vukúzenzele

**SALARY** : Per assignment allocated

**CENTRE** : Pretoria

**REQUIREMENTS** : Qualifications: An appropriate three-year degree or equivalent qualification in Journalism, Communication Science and or Public Relations. Journalism experience in the print, online media, social media mediums, with broadcast experience as an optional advantage. Proven record of editing of copy for at least 3 years. Technical knowledge and experience of the process of editing, writing, proof reading and news gathering. Ability to write analysis and feature articles as well as news. Excellent interpersonal and interviewing skills. Ability to edit writers' copy, angle and re-angle stories under pressure. Ability to come up with catchy headlines and blurbs. Excellent command of the English language, grammar and construction and understanding of the requirements for effective writing

**DUTIES** : Professional editing and proof reading (both print and electronic forms) of Vuk'uzenzele and Public Sector Manager Magazine to improve clarity, consistency and accuracy. Ensure that copy is edited, free of spelling and grammatical errors, written to an appropriate length and laid out correctly. Writing headlines for stories and reviewing stories for factual and grammatical accuracy, write photo captions and review of page proofs. Rewrite material so that it flows and adheres to the in-house style of a particular publication including checking facts to ensure that stories are accurate, adhere to the copyright laws and do not go against the publication policy.

**ENQUIRIES** : Ms D Simpson, tel (012) 473 0065

**NOTE** : Shortlisted candidates will be required to bring along their portfolio.

**POST 02/04** : **FREELANCE GRAPHIC DESIGNERS**  
Vukúzenzele

**SALARY** : Per assignment allocated

**CENTRE** : Pretoria

**REQUIREMENTS** : Qualifications: An appropriate three-year degree or equivalent qualification in Graphic Design. At least 2 years' experience in the graphic design field in a glossy magazine and newspaper environment. Must be proficient in the use of an Apple Macintosh computer. Must be proficient in Adobe Illustrator, Photoshop, and In-Design in CS5 (Web and 3-D skills are a bonus). Strong design skills and thorough knowledge of reprography and printing. Good organisational and communication skills. The ability to work under pressure and meet deadlines. Should be highly motivated with an eye for detail

**DUTIES** : Design and layout of the publications to ensure that the general appearance is in accordance with the product development guidelines of GCIS. Work as a graphic designer on various products as per briefs. Conceptualise and handle visual execution of all design briefs. Ensure overall quality control of all designed products.

**ENQUIRIES** : Ms Dorris Simpson, tel: 012 473 0065

**NOTE** : Shortlisted candidates will be required to bring along their portfolio.