

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)*GCIS is an equal opportunity employer. Applicants with disabilities are welcome to apply*

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X745, 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** : 24 February 2017
- NOTE** : 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). All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. 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. Recommended candidates will be subjected to a Competency Assessment test.

MANAGEMENT ECHELON

- POST 06/28** : **DEPUTY DIRECTOR-GENERAL: INTERGOVERNMENTAL COORDINATION & STAKEHOLDER MANAGEMEMENT**
Branch: IC & SM
- SALARY** : All-inclusive salary package of R1 299 501 per annum of which 30% may be structured according to the individual's needs
- CENTRE** : Pretoria
- REQUIREMENTS** : Envisage for appointment to this position is a seasoned and experienced senior manager with a minimum of eight (8) to ten (10) years' experience in senior management services dealing with government policy, intergovernmental relations, stakeholder and relationship management and development communication. An appropriate 4 years undergraduate qualification (NQF8) in Public Relations/Development Communication/ Public Management or any other related qualification. Excellent writing skills with extensive report writing experience. Strong Financial and Human Resource Management skills. Computer Skills. A code 8 driver's license.
- DUTIES** : Provide effective strategic leadership and management of the Chief Directorate: Provincial Liaison, Media Engagement and Cluster Communications. Provide strategic leadership to Cluster Communication system in government and media .Build partnership with strategic stakeholders in pursuit of the GCIS' vision of access to information. Ensure effective functioning of the ICSM Branch. Supervise, lead or participate in government communication projects, including giving strategic guidance to cluster communications. Manage intergovernmental relations, as well as stakeholder management for the programme. Provide support in developing communication system at the sphere of local government as well as working closely with the office of the Director-general and communication unit in the provincial government. Ensure synergy in the work of GCIS and that of the provinces with respect to communication guided by the national communication strategy. Build partnership with strategic stakeholders in pursuit of the GCIS' vision of access to information.
- ENQUIRIES** : Mr D Liphoko, Tel no: 012 473 0063

POST 06/29 : **DEPUTY DIRECTOR GENERAL: CONTENT PROCESSING AND DISSEMINATION**
Branch: CP&D

SALARY : All-inclusive salary package of R1 299 501 per annum of which 30% may be structured according to the individual's needs

CENTRE : Pretoria

REQUIREMENTS : Envisage for appointment to this position is a seasoned and experienced senior manager with a minimum of eight (8) to ten (10) years' experience in senior management services dealing with government policy, intergovernmental relations, stakeholder and relationship management and development communication. An appropriate 4 years undergraduate qualification (NQF8) in areas such as political science, communication and research would be an advantage.

DUTIES : Effective management of the Branch: Content Processing and Dissemination and also deputies for the DG in providing leadership in Government communication. Manage the following Chief Directorates: Products and Platforms, Marketing and Distribution as well as Policy and Research. Carry out all functions delegated to him/her by the DG. Co-ordinate strategic communication planning in GCIS and across government. Oversee the content development process implemented through the Communication Service Agency, Intergovernmental Coordination and Stakeholder Management, Media Engagement and Electronic Information Resources. Coordinate the dissemination of information about GCIS services. Supervise, lead or participate in communication projects. Development of a communication strategy for government and GCIS. Oversight over production of accurate and high quality content for GCIS platforms. Strategic oversight of the media Bulk Buying. Oversee the building and maintenance of reliable knowledge base to inform communication interventions. Coherence in the work of GCIS with respect to content development and management, integrated messaging.

ENQUIRIES : Mr D Liphoko, Tel no: 012 473 0063

OTHER POSTS

POST 06/30 : **VIDEO PRODUCTION COORDINATOR**
Video Unit

SALARY : R262 272 per annum (Excluding Benefits)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Diploma or relevant qualification and equivalent experience in video production. Experience: Experience in Video Production environment. Job Knowledge: Knowledge of government communications with good organizational and communication skills. Video camera operation and basic editing. High level of computer literacy. Good writing skills. Knowledge of production coordination. Knowledge of project management. Competencies required: The ability to work under pressure and meet deadlines. Should be highly motivated and have an eye for detail

DUTIES : Coordinate video productions and shoots. Assist in making logistical arrangements for video productions and shoots. Assist camerapersons and other crew members on productions. Update the unit's daily production schedule & submit weekly report. Assist in managing the Govt Audio Visual Forum.

ENQUIRIES : Ms Cindy Ludick, Tel 012 473 0048

POST 06/31 : **FOOD SERVICE AID COORDINATOR/CLEANER: PLL (WESTERN CAPE)**

SALARY : R100 985 per annum (Excluding Benefits)

CENTRE : Athlone, Cape Town

REQUIREMENTS : Minimum qualification Grade 12. Must be able to read, write and communicate in English. Experience in food service aid and cleaning. Must have good interpersonal skills and be able to work under pressure and even longer hours when required.

DUTIES : Prepare boardroom for meetings. Clean kitchen utensils and dish clothes after the meetings. Collection of dirty cups and dishes in the offices and washing them. Responsible for cleaning of water bottles and filling them with fresh water daily. Safe keeping of kitchen utensils. Cleaning of microwaves, fridges, trolleys and kitchen cupboards. Relieving on other floors when required. Replace toilet papers, hand paper towels, hand soap and seat wipes in the toilets

ENQUIRIES : Ms Louis Botha, Tel no: 021 697 0145