

**GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)**

*GCIS is an equal opportunity employer and practicing 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** : Applications can be directed to the DG 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
- CLOSING DATE** : 28 April 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, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance". All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. (Criminal record, citizenship, credit record checks, qualification verification and employment verification).

**OTHER POSTS**

- POST 15/07** : **FREELANCE PHOTOGRAPHER**  
Photographic Unit
- SALARY** : Per assignment allocated (benefits excluded)
- CENTRE** : Pretoria
- REQUIREMENTS** : The candidate should have an appropriate qualification (national diploma or equivalent) in photography as well as relevant experience.
- DUTIES** : Initiate, plan and execute GCIS and government photographic assignments on request. Assist with studio photography in the office and on location. Update photo library with new images. Send photographs to the media and GCIS clients. Scanning and digital manipulation of images. Be able to work under pressure and deadline oriented. The incumbent will be expected to work after hours and travel extensively.
- ENQUIRIES** : Ms Nkadimeng Mosenohi Tel no: 012 473 0206; Ms Este Koorts Tel no: 012 473 0077
- NOTE** : Candidates will undergo a practical test in studio photography and Adobe Photoshop.
- POST 15/08** : **FREELANCE VOICE-OVER ARTISTS AND ACTORS FOR TV AND RADIO PRODUCTS**  
Radio & Video Unit
- SALARY** : Per assignment allocated (benefits excluded)
- CENTRE** : Pretoria
- REQUIREMENTS** : The candidate should have an appropriate qualification (national diploma) or relevant experience in radio and television voice-over recording. Experience in acting on commercials, drama and public service announcements for radio and television. Must have presenting skills for TV and radio, be able to present radio

news bulletins. Be able to bring out the personality of a character through voice or on-camera acting. Ability to modify a voice to suit a particular character. Be able to take direction very well. Be able to understand the sentiments portrayed in every scene. Be able to work under pressure and deadline oriented.

- DUTIES** : Interpret scripts and record voice overs for government radio and video campaigns. Translate scripts to official South African languages. Express ideas and portray characters on television and radio during government campaign productions. Present radio phone-in programmes.
- ENQUIRIES** : Ms Nkadimeng Mosenohi Tel no: 012 473 0206; Ms Este Koorts Tel no: 012 473 0077
- NOTE** : Candidates will be required to submit portfolio of work or do audition.
- POST 15/09** : **FREELANCE COPYWRITER**  
Radio unit
- SALARY** : Per assignment allocated (benefits excluded)
- CENTRE** : Pretoria
- REQUIREMENTS** : The Candidate should have an appropriate qualification National diploma or equivalent in journalism or relevant experience, be highly creative and imaginative, have good written and interpersonal skills, be able to work under pressure, have an eye for detail, and have an interest in government programs or content. Be able to write relevant and modern scripts, be able to write using excellent grammar. Be able to work under pressure and deadline oriented.
- DUTIES** : Research, generate ideas, create informative scripts around various government themes for radio and television. Write content that articulates government programs very well.
- ENQUIRIES** : Ms Nkadimeng Mosenohi Tel no: 012 473 0206; Ms Este Koorts Tel no: 012 473 0077
- NOTE** : Candidates will be required to submit portfolio of work.