

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 19 June 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). "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). Applicants with disabilities are welcome to apply

MANAGEMENT ECHELON

- POST 22/01** : **CHIEF DIRECTOR: EDITOR IN CHIEF**
One-Year Contract
- SALARY** : All-inclusive salary package: R1 068 564 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualifications: Applicants must be in possession of at least an undergraduate qualification (NQF level 7) in the field of Communication/Journalism, International Relations or Political Science with strong management skill or related area; a post graduate qualification will be an added advantage, At least 5 years proven experience in a senior managerial position in Content Management, specifically in Public Service. Experienced manager with good management skills. Excellent writing skills for the media, online and promotional materials. Sound editorial and government content development. Strategic communicator with sound understanding of government work and its operations. Sound understanding of government policies and programmes. Sound understanding of the Political landscape in South Africa. Knowledge of electronic media coverage. Understanding of the communication landscape and interest in media and communication trends including research
- DUTIES** : Lead the development of quality content for the GCIS and government programmes. Manage the content plan and development for the government programmes. Oversee the editorial and production functions for government news agency SA News. Lead the design and development of print and online products.

Ensure the growth and effective use of social media government account. Management content for the government and GCIS online presence. Develop annual communication strategy and plan to guide the government communication programme. Give strategic leadership and management to the Chief Directorate. Manage financial, human resources and administrative functions of the Chief Directorate

ENQUIRIES : Tasneem Carrim Tel no: (012) 473 0298

POST 22/02 : **ASSISTANT DIRECTOR: VIDEO CAMERAPERSON**

SALARY : R334 545 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) or equivalent qualification in Video production and at least 2 years camera work experience. The candidate must have sound knowledge of government communication. Should have the ability to work under pressure and meet tight deadlines. Ability to work long hours. Must be motivated and have an eye for detail. Must be prepared to travel extensively and at short notice. Should have good interpersonal skills. Video camera operating skills using the latest technology. Sound knowledge of composition and lighting. Editing skills in Final Cut Pro X or similar. High degree of computer literacy.

DUTIES : The successful candidate will be required to provide camerawork for The Presidency, Government departments and the GCIS. Provide edited programmes for departments and inserts for The Presidency and Government YT Channels. Sending of footage to the broadcasters. Logging metadata and archiving of footage. Obtain briefs from the Production Coordinator on assignment. Make travelling arrangements with the assistance of the Production Coordinator. Prepare equipment for assignments. Make all technical and logistical arrangements for video shoots. Liaise with clients and the Head of the Video Unit on the requirements for video shoots. Ensure proper maintenance of equipment. The incumbent will be expected to work after hours/weekends/holidays and travel extensively.

ENQUIRIES : Ms Cindy Ludick Tel no: (012) 473 0048

NOTE : Candidates will undergo a practical test in Camerawork.

POST 22/03 : **TELKOM OPERATOR**

SALARY : R119 154 per annum

CENTRE : Pretoria

REQUIREMENTS : Grade 12 or equivalent qualification. Applicants who are in possession of or studying towards an additional qualification in Call Centre Management will have an added advantage. Applicants must be able to work under pressure and must have excellent interpersonal and communication skills. Interns and officials participating in the Learnership programme are welcome to apply.

DUTIES : The successful candidate will serve as Telkom Operator for the main Switchboard at GCIS Head Office; Handle an extremely high volume of incoming calls; Take and convey messages; Transmit outgoing calls and handle transfer of calls; Test switchboard lines and assist technicians; Obtain quotations, compile procurement requisitions relating to the Switchboard Section and submit invoices to your Supervisor for payment to the Switchboard service providers; Arrange telephone instruments for new employees and replacement of faulty telephone instruments for serving employees; Perform administrative duties that relate to the Switchboard Section as requested by the Supervisor; Send itemised bills of switchboard extensions to all staff to identify private and official calls; Assist the Supervisor with the maintenance of the telephone register on BAS; Assist with the quarterly audit of telephone, fax and ISDN lines; Ensure compliance in accordance with National Treasury prescripts and GCIS Financial Policies; Act as back-up for other colleagues in the Section and attend to enquires; Report to the Switchboard Operator.

ENQUIRIES : Mr H Bekker, Tel no: (012) 473-0099 / Mr Eutychus Sebati, Tel no: (012) 473-0082 / Mr Nico Makgoleng, Tel no: (012) 473-0371