

DEPARTMENT OF GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimoseiso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 30 June 2017
- NOTE** : 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 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).

OTHER POST

- POST 25/07** : **DEPUTY DIRECTOR: MEDIA LANDSCAPE**
One-Year Contract
Directorate: Government Communications Monitoring and Evaluation
- SALARY** : All-inclusive salary package: R612 822
- CENTRE** : PRETORIA
- REQUIREMENTS** : Applicants must should be in possession of a relevant 3 years Degree (NQF 7) or National Diploma (NQF 6) plus at least three years' experience in Media and Communication. In-depth understanding of the media landscape. Extensive project management experience. Experience in managing the process of writing, editing, design, layout, and printing a book. Ability to develop policy developments. The ability to work independently and under pressure. Good communication/liaison, networking, planning, problem-solving and research skills. Inclination to pay attention to detail and willingness to take initiative. Advanced computer skills.
- DUTIES** : The successful candidate will be required to develop briefing documents and plans, source, coordinate and consolidate contributions from experts in the media industry. Manage the process of writing of the book starting the briefing of the writers till the printing and launch of the book. Oversee the editing, layout, design and printing of the book. Develop specifications for the appointment of service providers, including the management of the service level agreements. Coordinate and liaise with reference team. Provide regular reports to Management. Coordinate implementation workshops for the Government Communication Policy and the development of Monitoring and Evaluation system for the Policy.
- ENQUIRIES** : Ms Nkele Sebasa: (012) 473 0207