

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. Applicants with disabilities are welcome to apply.

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X745, Pretoria 0001, or hand deliver to Tshedimoseetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 28 July 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).

OTHER POSTS

- POST 28/14** : **REGIONAL COMMUNICATION COORDINATOR**
Eastern Cape- Sarah Baartman District
- SALARY** : R334 545 per annum
- CENTRE** : Graaf Reinet
- REQUIREMENTS** : Applicants must be in possession of an appropriate three year degree (NQF level 7) or a national diploma (NQF level 6) qualification and sufficient communication experience with knowledge of communication disciplines, including media liaison, research and development communication. The candidate must have an understanding of development communication, and knowledge of the Eastern Cape Province with specific insights in the Sarah Baartman District and its local Municipalities. Fluency in Afrikaans and ability to write in it will be an added advantage. Good knowledge of administration and finances is required. Furthermore, he/she must be computer literate and be in possession of a valid Code 08 driver's licence as the work involves extensive travelling.
- DUTIES** : The successful candidate will support the Deputy Director: Liaison in the implementation of a strategic government communication function in the Sarah Baartman District as follows – implementation of key communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Coordinate and monitor the government communication function in the district, including the monitoring and supervision of the work of district based Senior Communication Officers as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government

communication content especially to leaders and structures of local government across the District. The candidate will support all initiatives aimed at strengthening Local government communication system and integrated service delivery models of government such Thusong service centre programme. The successful candidate will also be responsible for the development and maintenance of effective high level stakeholder relations in the region with a bias towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing articles on government developments in the region from time to time. The regional coordinator will also be responsible for the revision and development of a new regional distribution strategy for government information products. The successful candidate will additionally, on a regular basis, be required to develop local communication environment assessments of the District for use by various stakeholders and clients with required communication interventions recommended. Furthermore, the successful candidate will be expected to develop and implement Thusong marketing strategy as well as capturing of monthly Thusong M&E for Thusong service centre in the area of Sarah Baartman District

ENQUIRIES : Mr Ndlelantle Pinyana: Tel no: (043) 7222 602/09

POST 28/15 : **SENIOR SECRETARY GR III**
Chief Directorate: PLL

SALARY : R183 558 per annum
CENTRE : East London
REQUIREMENTS : Applicants must be in possession of a National Diploma (NQF Level 6) in Secretarial Studies or related qualification. At least 2 years' work experience. Ability to work in a decentralized environment and sometimes travel. Sound knowledge of secretarial duties and responsibilities with some basic knowledge of general administration operations and government procurement processes / procedures. Understanding Public Service regulations, procedures and policies. High degree of etiquette. Ability to work within a team. Report writing, compilation, collation. Minute taking and development of target driven action plan. Ability to read, interpret and apply policies. Report writing. Computer literate. Presentation skills. Punctuality and effective time management. Innovation. Planning, coordinating, organizing and execution skills. A valid drivers' license will be an added advantage.

DUTIES : Provide secretarial / reception support to the Director and the directorate. Administer and support the office of the Director. Provide logistical support to the Director regarding leadership meetings. Report writing, compilation, collation. Minute taking and development of target driven action plan. Ensure record management in the office of the Director and the Provincial office. Provision of professional secretarial services to the Provincial Director.

ENQUIRIES : Mr Ndlelantle Pinyana Tel no: (043) 722 2602/9

POST 28/16 : **GENERAL ASSISTANT- WESTERN CAPE PROVINCIAL OFFICE**
Provincial and Local Liaison

SALARY : R107 886 per annum
CENTRE : Western Cape
REQUIREMENTS : Applicants must be in possession of Grade 12 certificate. Driver's License will be added advantage. Basic computer literacy skills will be an added advantage. Furthermore the applicants must have basic skills in operating photocopy and binding machines. Sound interpersonal skills. Ability to liaise with team members, clients and members of the public.

DUTIES : The successful candidate will be responsible for cleaning services and safe keeping of all cleaning material. Performing messenger services for the provincial Office. Postal services and registry system. Switchboard and reception duties in the absence of the secretary. Reproduction of documents for GCIS officials. Binding of documents for officials on request. Tea duties and refreshment services. Shredding of approved documents for disposal. Inspecting machines on daily basis and reporting all defects to the supervisor. Keeping registers and statistics of all copies made

ENQUIRIES : Ms Moepeng Tshwane Tel no: (012) 473 0188