

**GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM**

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimotsetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 06 October 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](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 38/10** : **PRINCIPAL COMMUNICATION OFFICER: MEDIA AND COMMUNICATION MONITORING**  
(One-Year Contract)  
Directorate: Government Communications Monitoring and Evaluation (GCME)
- SALARY** : R 281 418 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of a 3 years Degree (NQF 7) or National Diploma (NQF 6) in Media Studies, Communications, Journalism or equivalent qualification and at least two (2) years' experience in media monitoring and analysis; experience and skills in data capturing and use of spreadsheets. Experience of monitoring and evaluation will be a recommendation. Good communication/liaison, planning and research skills. Proficiency in using GCIS Media System for media monitoring and analysis purposes. Strong knowledge and understanding of government programmes and priorities. Knowledge of and a strong interest in the South African socio-political situation. Understanding of the media landscape and environment. Knowledge of media analysis methodologies. Analytical thinking and problem solving skills. Well-developed interpersonal skills. Ability to work independently, but also to coordinate work within a team environment. Ability to work under pressure. Advanced computer skills. Intermediate to advanced report writing and presentation skills. Proficiency in

internet searches. Use of databases and electronic dissemination of products. Planning and organising.

**DUTIES** : The successful candidate will be required to use GCIS Media System to monitor and analyse communications environment for media coverage of government's priorities; major programmes such as Infrastructure Development; special events like the State of the Nation Address; and government communication programmes. Assist with compilation of adhoc media analysis reports. Assist with gathering, capturing and analysing data for monitoring and evaluation purposes. Assist with GCIS projects such as the media landscape book, government communication policy development and media transformation policy. Assist with administrative functions in the Directorate.

**ENQUIRIES** : Ms Nkele Sebasa - Tel. (012) 473 0207

**POST 38/11** : **PRINCIPAL COMMUNICATION OFFICER: COMMUNICATION RESOURCE CENTRE**  
(One-Year Contract)  
Directorate: Communication Resource Centre

**SALARY CENTRE REQUIREMENTS** : R 281 418 per annum  
: Pretoria  
: Applicants should be in possession of a 3 year Degree (NQF 7) or National Diploma (NQF 6) in Journalism, Media Studies, Communication or equivalent qualification with two (2) years relevant experience. Strong knowledge of the Government communication environment and Government's Policies and Key Priorities. Knowledge and understanding of the South African media landscape. Strong and proven experience in media monitoring. A good command of the English language. Ability to handle multiple tasks and cope under pressure. Ability to coordinate work within a team environment. Well-developed interpersonal and problem-solving skills. Advanced computer skills; proficiency in internet searches, databases and electronic dissemination of media products.

**DUTIES** : The successful candidate will be responsible for monitoring of national and international print, broadcast and online media on issues affecting Government and the country. Identifying key issues in the media environment that require Government attention and alerting relevant stakeholders to developments in the media environment. Producing media coverage reports on issues affecting Government and the country. Capturing meta data related to media coverage on Government priorities and other issues as may be required from time to time for media analysis purposes. Capturing meta data related to media coverage on key Government communication campaigns for media analysis purposes. Quality control of media coverage reports, press clippings and other related products and services. The successful candidate will be required to work irregular hours, extra hours, on weekends and during holiday periods, and on public holidays.

**ENQUIRIES** : Annalie Language, Tel: 012 473 0018