

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 10 November 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. 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). No faxed or e-mailed applications will be considered. 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.

OTHER POSTS

- POST 43/10** : **PHOTOGRAPHER**
Directorate: Media Production
- SALARY CENTRE REQUIREMENTS** : Commencing Salary of R 334 545 per annum
Pretoria
Candidates should be in possession of an appropriate National Diploma (NQF 6) or equivalent qualification in Photography and must have at least three (3) years' experience in photography. Candidates should have sound knowledge of photography including studio photography and lighting, Photoshop and other photo editing tools and software. The applicant must have good computer skills and good interpersonal skills. The candidate must be motivated, have an eye for detail, should be able to think creatively, work under pressure & meet deadlines, work independently as well as part of a team and work long hours (after hours, on weekends and holidays). The candidate must be prepared to travel extensively and at short notice. A valid driver's license is essential.
- DUTIES** : The successful candidate will be required to provide photographic services to the Presidency, GCIS and other government departments. Edit photographs, write captions and file to the media and relevant GCIS media platforms. Log metadata and sending photographs to picture librarians. Obtain briefs for photographic assignments and make travel arrangements as required. Prepare equipment for assignment and make all technical and logistical arrangements for shoots. Liaise with clients and the head of photographic unit on the requirements for shoots. Assist with management of the photo unit. Ensure proper maintenance of equipment. NB: Candidates must provide a

portfolio consisting of ten (10) photographs. Candidates will undergo a practical test in Studio Photography and Adobe PhotoShop.

ENQUIRIES : Andrew Mohamed. Tel No: (012) 473 0015

POST 43/11 : **ASSISTANT DIRECTOR: RESEARCH**
(Directorate: Research and Knowledge Management)

SALARY : Commencing Salary of R 334 545 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) in Communication Sciences/Social Sciences/ Political Sciences or Statistics. Experience: Two years of work experience in Research / communication research (full academic research project including all processes of research will be considered as part of experience). General managerial and administration experience (related to tasks of human resources). Knowledge: Good general knowledge and interest in current and government affairs. Skills: Must be well-versed in all aspects related to communication research processes and quantitative data analysis techniques. Competency in quantitative research data analysis and interpretation. Proficiency in MS programmes and data analysis packages (i.e. SPSS). Ability to liaise with clients and service providers. Proficiency in both presentation and report writing. Ability to work independently without direct supervision as well as in a team. Must be able to work under pressure.

DUTIES : Assist with the management, planning and application of research to enhance effectiveness of government communication. Provide assistance in managing coordination, identification and acquisition of research findings/ reports. Assist In providing a research advice and a support service to GCIS and to clients in terms of communication research. Professionally liaise with service providers. Use SPSS and MS Excel programme for quantitative data analysis. Interpret research results and prepare research reports (Ms Word & Ms PowerPoint) for sharing with relevant stakeholders. Provide assistance in general managerial tasks to ensure optimal resource management in the Directorate: Research and Knowledge Management. Work as part of a team in the Directorate and GCIS project teams. Competency test: Short-listed candidates will be subjected to a competency test.

ENQUIRIES : Dr Ntombifuthi Nala. Tel 012 473 0218