

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** : 02 February 2018
- 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 encouraged 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 originally 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. No faxed, e-mailed or copied applications will 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. 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. 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".

OTHER POST

- POST 03/05** : **PRINCIPAL COMMUNICATION OFFICER: ELECTRONIC INFORMATION RESOURCES (X2)**
Directorate: Electronic Information Resources (EIR)
- SALARY** : Commencing salary of R 281 418 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of an appropriate 3 years Degree (NQF 7) or National Diploma (NQF 6) and at least two years' experience in sourcing information from online and other sources writing & maintaining website and social media content experience in using content management systems (CMS) (preferably Drupal) and graphic software. The candidate must have knowledge of web usability and quality criteria & principles, knowledge of current affairs and the functioning of government. Planning and organising skills. English writing and sub-editing skills. Good interpersonal, liaison, communication and information gathering skills.
- DUTIES** : The successful candidate will be responsible for Identifying, selecting and acquiring information for websites and social media. Preparing website and social media content: writing for the web and social media, language & content editing, structuring information, layout of web pages. Daily updating and maintaining of the GCIS websites. Contributing to the improvement & development of the GCIS websites. Assist with reviewing websites.
- ENQUIRIES** : Ms Estelle Greeff - Tel. (012) 473 0078