

**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 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** : 02 March 2018
- NOTE** : 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 Z83 form 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). Where a valid driver's license is a requirement, applicants must attach a certified copy of such licence. 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 POSTS**

- POST 07/03** : **DEPUTY DIRECTOR: SERVER AND NETWORK ADMINISTRATOR**  
Directorate Information Technology
- SALARY** : All-inclusive salary package of R657 558 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant Degree (NQF 7) or National Diploma (NQF 6) in Computer Science or Information Technology (IT) or equivalent qualification at a minimum of NQF Level 6. Seven (7) years relevant IT experience, of which three (3) years must be at managerial (Assistant Director) level. Hands-on experience in network and server support and IT security in a Microsoft Windows environment (Active Directory, Exchange 2013 and IT security vulnerability management). Extensive networking, TCP/IP and DNS experience and knowledge of interfacing with Linux and Macintosh platforms. Knowledge of open source software and a good understanding and use of security tools, procedures and applications. Experience in IT policy formulation and implementation. Good interpersonal skills. Ability to work well within a team and independently. Good problem solving skills. A valid code 08 driver's licence. The incumbent will have to undergo a top secret security clearance.
- DUTIES** : Responsible for the proactive maintenance and support of the IT infrastructure (desktops, servers, AV equipment, LAN and WAN). Ensure availability, capacity and security management within the network, server and desktop environment. Supervise the web and server administrators and related support staff and assist

with specialized support. Responsible for disaster recovery planning and implementation, security policy formulation and implementation as well as related network policy formulation and implementation. Ensure compliance with government wide policy guidelines and requirements and advise on technology trends, direction and best practices. Maintain good relationships with users, support staff and service providers and monitor and maintain service levels within the environment. Serve on project teams and related forums when required.

**ENQUIRIES** :

Mr T Vandayar Tel: 012 473 0304

**POST 07/04** :

**ASSISTANT DIRECTOR: RESEARCH**  
Directorate: Research and Knowledge Management

**SALARY** :  
**CENTRE** :  
**REQUIREMENTS** :

Commencing Salary of R334 545 per annum  
Pretoria  
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, project management 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 as well as quantitative data analysis techniques and qualitative research. Competency in quantitative research data analysis and interpretation and qualitative methodologies. 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. The post might require some travelling outside Gauteng province thus, the successful applicant must be willing to spend nights away from home.

**DUTIES** :

The successful candidate will be required to assist with the management, planning and application of research to enhance effectiveness of government communication. Assist in providing research advice and a support service to GCIS and to clients in terms of communication research. Professionally liaise with service providers and clients. 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. Present research findings at various stakeholder meetings (internal and external). Provide assistance in general managerial tasks, including financial management 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.

**ENQUIRIES** :  
**NOTE** :

Dr Ntombifuthi Nala. Tel 012 473 0218  
Short-listed candidates will be subjected to a competency test.

**POST 07/05** :

**SENIOR REPORTER**  
Directorate: News Services

**SALARY** :  
**CENTRE** :  
**REQUIREMENTS** :

Commencing Salary of R334 545 per annum  
Pretoria  
Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) or equivalent qualification in Journalism, with at least two years journalistic experience in the print or electronic mediums. Applicants should have an excellent knowledge of government policies and programmes, government's approach to communication and a sound understanding of current affairs. The applicant must be a professional news hound with excellent writing skills and the ability to write for online and print (magazine and newspaper) and other multi-media platforms. The candidate should have excellent interviewing skills; the confidence required to interview high-profile government officials; the ability to process complex information; the ability to analyse the communication environment in government and the ability to generate own story ideas in a creative manner. The candidate must possess an excellent knowledge of social media as it relates to government. Good teamwork skills, inter-personal skills with the

humility to accept instruction, coaching and mentoring from editors. A valid driver's license is essential.

**DUTIES**

: The successful candidate will be required to initiate and develop story ideas around beats. He/she will be required to: attend government news briefings and events across the country; research and write government news articles, feature articles, analysis pieces for the print and electronic mediums; file content across various platforms; post on social media platforms in the form of live tweets, videos and photographs; maintain good contact with government communicators. Furthermore, the successful incumbent must be able to work under pressure without constant supervision; meet deadlines; be willing to work overtime, especially on weekends and public holidays, and travel as and when required.

**ENQUIRIES**

: Ms Roze Moodley (012) 473 0263