

**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 Tshedimoseiso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 16 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 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. Failure to submit all the requested documents will result in the application not being considered. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. 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. "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).

**MANAGEMENT ECHELON**

- POST 09/01** : **DEPUTY DIRECTOR-GENERAL: INTERGOVERNMENTAL COORDINATION & STAKEHOLDER MANAGEMENT**  
Branch: Intergovernmental Coordination & Stakeholder Management  
(This is a re-advertisement, applicants who previously applied for these post are encouraged to re-apply.)

- SALARY** : All-inclusive salary package of R1 370 973 per annum of which 30% may be structured according to the individual's needs

- CENTRE** : Pretoria
- REQUIREMENTS** : Envisage for appointment to this position is a seasoned and experienced Senior Manager with a minimum of eight (8) to ten (10) years' experience in Senior Management Services dealing with government policy, intergovernmental relations, stakeholder and relationship management and development communication. An appropriate 4 years undergraduate qualification (NQF8) in Public Relations/Development Communication/ Public Management or any other related qualification. Excellent writing skills with extensive report writing experience. Strong Financial and Human Resource Management skills. Computer Skills. A code 8 driver's license.

- DUTIES** : Provide effective strategic leadership and management of the Chief Directorate: Provincial Liaison, Media Engagement and Cluster Communications. Provide strategic leadership to Cluster Communication system in government and media .Build partnership with strategic stakeholders in pursuit of the GCIS' vision of access to information. Ensure effective functioning of the ICSM Branch. Supervise,

lead or participate in government communication projects, including giving strategic guidance to cluster communications. Manage intergovernmental relations, as well as stakeholder management for the programme. Provide support in developing communication system at the sphere of local government as well as working closely with the office of the Director-general and communication unit in the provincial government. Ensure synergy in the work of GCIS and that of the provinces with respect to communication guided by the national communication strategy. Build partnership with strategic stakeholders in pursuit of the GCIS' vision of access to information.

**ENQUIRIES** : Mr K Semakane Tel No: (012) 473 0128

**POST 09/02** : **DEPUTY DIRECTOR-GENERAL: CONTENT PROCESSING AND DISSEMINATION**

Branch: Content Processing and Dissemination

(This is a re-advertisement, applicants who previously applied for these post are encouraged to re-apply.)

**SALARY** : All-inclusive salary package of R1 370 973 per annum of which 30% may be structured according to the individual's needs

**CENTRE** : Pretoria

**REQUIREMENTS** : Envisage for appointment to this position is a seasoned and experienced Senior Manager with a minimum of eight (8) to ten (10) years' experience in Senior Management Services dealing with government policy, intergovernmental relations, stakeholder and relationship management and development communication. An appropriate 4 years undergraduate qualification (NQF8) in areas such as political science, communication and research would be an advantage.

**DUTIES** : Effective management of the Branch: Content Processing and Dissemination and also deputies for the DG in providing leadership in Government communication. Manage the following Chief Directorates: Products and Platforms, Marketing and Distribution as well as Policy and Research. Carry out all functions delegated to him/her by the DG. Co-ordinate strategic communication planning in GCIS and across government .Oversee the content development process implemented through the Communication Service Agency, Intergovernmental Coordination and Stakeholder Management, Media Engagement and Electronic Information Resources. Coordinate the dissemination of information about GCIS services. Supervise, lead or participate in communication projects. Development of a communication strategy for government and GCIS. Oversight over production of accurate and high quality content for GCIS platforms. Strategic oversight of the media Bulk Buying. Oversee the building and maintenance of reliable knowledge base to inform communication interventions. Coherence in the work of GCIS with respect to content development and management, integrated messaging.

**ENQUIRIES** : Mr K Semakane Tel No: (012) 473 0128