

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 Tshedimotsetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 03 August 2018
- NOTE** : 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. 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).

OTHER POSTS

- POST 29/04** : **REGIONAL COMMUNICATION COORDINATOR- REF NO: 3/1/5/1-18/20**
Directorate: Free State Provincial Local & Liaison
- SALARY** : Commencing salary of R356 289 per annum (Level 09)
- CENTRE** : Thabo Mofutsanyane District (Namahadi Thusong Service Centre)
- REQUIREMENTS** : Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Experience: Three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) or supervisory level, with knowledge of communication disciplines, including media liaison, research and development communication. The applicant must have an understanding of development communication, and knowledge of the Free State Province with specific insights in the Thabo Mofutsanyane District and its local Municipalities. Furthermore, the applicant must be computer literate and be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Good knowledge of administration and finances is required.
- DUTIES** : The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in the Thabo Mofutsanyane District as follows: Implement key communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers as well as any communication interns or learners assigned to the region, including

their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level. Further, provide communication support to various integrated service delivery models of government, including the Thusong service centre programme. Responsible for the development and maintenance of effective high-level stakeholder relations in the region with biasness towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing service delivery articles on governments' delivery on its mandate. Responsible for the revision and development of a regional distribution strategy for government information products. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the District for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

ENQUIRIES : Ms L Sehlabaka Tel No: 051 448 4505

INTERNSHIP PROGRAMME FOR 2018/2019

Government Communication and Information System would like to invite qualifying graduates to apply to participate in an Internship programme in the 2018/2019 financial year. The internship is meant to provide work exposure to eight (8) graduates for a period of twelve (12) months. Applicants must be unemployed and never participated in an internship programme previously. Placement in the organisation after the programme is not guaranteed.

POST 29/05 : **INTERNSHIP PROGRAMME: GRAPHIC DESIGN-REF NO: 3/1/5/1-18/7**
Directorate: Media Production

SALARY : Stipend: R5000 per month (12 months-contract)
CENTRE : Pretoria (Hatfield)
REQUIREMENTS : An appropriate National Diploma (NQF level 6) or three (3) year Degree (NQF level 7) or equivalent qualification in graphic design as recognized by SAQA. Skills and knowledge: Strong design skills and thorough knowledge of reprography and printing, good organisational and communication skills. The applicant must have ability to work under pressure, willingness to work overtime, ability to meet deadlines, ability to multi-task and manage priorities in a fast-paced environment. The applicant should be highly motivated with an eye for detail. Job Knowledge: The applicant must be proficient in the use of an Apple Macintosh computers, must be proficient in Adobe Illustrator, Photoshop and InDesign (Web, 3-D skills and animation are a bonus) and must have the ability to develop creative and innovative design concepts.

ENQUIRIES : S R Sekhu. Tel No: (012) 473 0254
NOTE : Applicants are required to submit a portfolio on a compact disc or email to Rachel@gcis.gov.za (not bigger than 3MB)

POST 29/06 : **INTERNSHIP PROGRAMME: BROADCAST JOURNALIST REF NO: 3/1/5/1-18/8**
Directorate: Media Production (Video Unit)

SALARY : Stipend: R5000 per month (12 months-contract)
CENTRE : Pretoria (Hatfield)
REQUIREMENTS : An appropriate National Diploma (NQF level 6) or three (3) year Degree or equivalent qualification in Broadcast Journalism or Journalism, as recognized by SAQA. Skills and Knowledge: good writing skills, interviewing skills, communication skills, have confidence in front of a camera "on air presence", excellent listening skills. The applicant should have an interest in current affairs and news. The applicant should have the ability to work in a team and function

independently and be able to work under pressure to meet deadlines. The applicant must be proficient in English as well as in the use of an Apple Macintosh computer. The candidate should adhere to the code of conduct as prescribed by the SA Media Law.

ENQUIRIES : Ms C Ludick. Tel No: (012) 473 0048
NOTE : Applicants are required to submit a portfolio of evidence on a flash drive or DVD. Short-listed candidates will be subjected to a practical test.

POST 29/07 : **INTERSHIP PROGRAMME: MEDIA AND COMMUNICATION MONITORING**
REF NO: 3/1/5/1-18/9
Directorate: Policy & Research

SALARY : Stipend: R5000 per month (12 months-contract)
CENTRE : Pretoria (Hatfield)
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Media Studies, Communications, Journalism or equivalent qualification, as recognized by SAQA. Skills: Computer literacy including Microsoft writing, presentation, internet searches, use of databases and electronic dissemination of products. Applicants are required to possess communication and basic computer skills. Skills and Knowledge: Basic understanding of planning, monitoring and research tools. Applicants are required to possess problem solving and critical thinking skills. Ability to work independently and within a team. Ability to work under pressure to meet deadlines. Good verbal and written communication skills and basic computer skills.

ENQUIRIES : Ms S van der Westhuizen Tel No: (012) 473 0294

POST 29/08 : **INTERSHIP PROGRAMME: CLUSTER COORDINATION AND CAMPAIGN**
MANAGEMENT REF NO: 3/1/5/1-18/10
Directorate: Cluster Communication - Social Sector and Governance & Administration Clusters

SALARY : Stipend: R5000 per month (12 months-contract)
CENTRE : Pretoria (Hatfield)
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Communications, Public Relations, Public Administration, Journalism or Project Management, as recognized by SAQA. Skills: Good interpersonal, communication (written and verbal) and computer literacy. Proactiveness with an ability to work independently and apply a sense of urgency in completing assigned tasks. Solution orientated and innovative. Fair understanding of project management and government communication system. Competencies: Logical, analytical and creative thinking. The applicant should have ability to work under pressure and with a team.

ENQUIRIES : Ms T Bogopa Tel No: (012) 473 0299

POST 29/09 : **INTERSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT REF NO:**
3/1/5/1-18/11
Directorate: Supply Chain Management

SALARY : Stipend: R5000 per month (12 month-contract)
CENTRE : Pretoria (Hatfield)
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Management / Administration/ Logistics Management/ Public Finance / Accounting/ Purchasing Management or relevant qualification as recognized by SAQA. Fair understanding of Supply Chain Management processes. Skills: Communication, writing and computer literacy (Ms Word and Ms Excel). Flexibility and willingness to adjust to changes in the work environment. Ability to work under pressure and willingness to work irregular hours. The application should be able to work independently and have innovative thinking. The applicant should be client service orientated.

ENQUIRIES : Mr L Mahloromela. Tel No: (012) 473 0151

POST 29/10 : **INTERNSHIP PROGRAMME: MEDIA ENGAGEMENT REF NO: 3/1/5/1-18/12**
Directorate: Media engagement

SALARY : Stipend: R5000 per month (12 months-contract)
CENTRE : Pretoria (Hatfield)
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Media Studies, Communications, Journalism or equivalent qualification, as recognized by SAQA. Skills: Communication (verbal and written), Computer skills including use of Microsoft, presentation, internet searches, use of databases and electronic dissemination of products. The applicant should have an interest in current affairs, understand media analysis, news and general knowledge. The candidate should have the ability to work in a team and function independently and be able to work under pressure to meet deadlines.

ENQUIRIES : Ms T Modubu. Tel No: (012) 473 0101

POST 29/11 : **INTERNSHIP PROGRAMME: STRATEGIC MANAGEMENT REF NO: 3/1/5/1-18/13**
Directorate: Strategic Planning, Performance Monitoring and Reporting

SALARY : Stipend: R5000 per month (12 months-contract)
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Administration, Business Administration, Social Sciences or Risk Management, as recognized by SAQA. Applicants are required to possess communication and basic computer skills. Skills and knowledge: Basic understanding of planning, monitoring and research tools. Applicants are required to possess problem solving and critical thinking skills. Ability to work independently and within a team. Ability to work under pressure to meet deadlines. Good verbal and written communication skills and basic computer skills.

ENQUIRIES : Mr M Mkhize. Tel No: (012) 473 0376

POST 29/12 : **INTERNSHIP PROGRAMME: INFORMATION MANAGEMENT SYSTEMS REF NO: 3/1/5/1-18/14**
Directorate: Information Management Systems

SALARY : Stipend: R5000 per month (12 months-contract)
CENTRE : Pretoria (Hatfield)
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Information Technology specializing with System Development or Approaching, as recognized by SAQA. Skills: Problem solving skills; System Testing; Good communication (written and oral) and good interpersonal, good logical, analytical thinking skills. The applicant should have fair understanding of project management; Relational Database concepts and experience in SQL server or MS Access. The applicant should be a fast learner on Information Systems. Some experience in system development according to the System Development Life Cycle (SDLC) will be an added advantage.

ENQUIRIES : Ms C Chen. Tel No: (012) 473 0043