

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** : 24 August 2018
- NOTE** : Applications must be submitted with Z83 form, obtainable from any Public Service Department or on the internet at 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). 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 32/12** : **DEPUTY DIRECTOR: CLUSTER COORDINATION (JUSTICE, CRIME PREVENTION AND SECURITY CLUSTER) REF NO: 3/1/5/1-18/15**
Directorate: Cluster Support
- SALARY** : All-inclusive salary package of R697 011 per annum (Level 11)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicant must be in a possession of National Diploma (NQF 6) or Degree (NQF 7) in Communications, Public Relations, Political Science or Journalism. Experience: at least four (4) years relevant experience, of which two (2) years should be at salary level nine (9) or (ten) 10, with considerable experience in Government communications, stakeholder management, coordination and liaison experience. Skills: analytical, decision making, results orientation with solid process improvement, strong prioritisation abilities, good interpersonal, strong communication strategizing and project management, excellent written and verbal communication skills. Ability to meet deadlines, including ability to interface with all levels within Government. Ability to keep ahead of all developments within Government and outside. Ability to display teamwork, integrity, leadership and innovative thinking. Good understanding of Government policies and priorities. Computer literacy and a valid driver's licence. Understanding of strategic communications and project management. Knowledge and understanding of the South African media landscape and operations. Willingness to work extra hours especially over weekends. The successful incumbent must be able to work under pressure without constant supervision and be willing to work overtime and travel as and when required.
- DUTIES** : The successful incumbent will be required to develop communication strategies for Clusters, campaigns / projects and departments. Manage GCIS communication

coordination structures (e.g. Communication clusters, Communication Task Teams, Ministerial liaison officer's forum and pre-cabinet meetings). Develop key messages, fact sheets and other content development tasks. Participate in / lead content hub and operations rooms. Manage and improve the functionality of cluster communication forums. Manage communication with stakeholders. Draft weekly/monthly/quarterly cluster reports. Manage projects and calendar of strategic activities for the Cluster. Manage the continuous auditing of the communications structures within the system. Monitor the implementation of the cluster communications programmes.

**ENQUIRIES
NOTE**

: Mr D Jacobs Tel No: (012) 473 0055
: Shortlisted will be expected to undertake a written assessment. Preference will be given to African Male/Female and Coloured Male/Female.

POST 32/13

: **WRITER REF NO: 3/1/5/1-18/25**
Directorate: Vukúzenzele

**SALARY
CENTRE
REQUIREMENTS**

: Commencing Salary of R356 289 per annum (Level 09)
: Pretoria
: Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) or equivalent qualification in Journalism and a minimum three (3) years proven experience, of which one (1) year should be at salary level seven (7) or eight (8) and record of writing for print and online platforms. The candidate must have technical knowledge and experience of the process of news gathering and writing. Thorough, broad and up-to-date knowledge of the news publishing environment. Journalism experience in print, digital and online media, with broadcast experience as an optional advantage. Ability to do minimal sub-editing of own copy and other colleagues' copy. Ability to write analysis and feature articles as well as news for Vuk'uzenzele Newspaper and Public Sector Manager (PSM) Magazine on a monthly basis. Ability to solicit content and liaise with various information providers of all levels. Ability to source and write well-researched articles in a fast-paced environment. Ability to come up with own story ideas and contribute to the news diaries for the two publications. Ability to work on and use social media platforms such as Twitter, Facebook etc. Ability to translate government policy and outlook into articles that will be relevant to the roles played by Public Sector managers in implementing government programmes. Ability to select stories of local, national and international relevance for Vuk'uzenzele and PSM Magazine. Ability to write copy for the Web. The ideal candidate should be able to work under pressure and respect set deadlines. Excellent command of the English language, grammar and construction and understanding the requirements of effective writing is essential. Excellent interpersonal, communication and interviewing skills. Willingness to work irregular hours, on weekends and public holidays. Willingness to travel. A valid driver's license is essential.

DUTIES

: The successful candidate will be responsible for professional writing for Vuk'uzenzele and Public Sector Manager magazine (both print and electronic formats). Ensure that written articles meet the needs of targeted audiences and deadlines of publications. Contribute towards generation of story ideas for content plans across the business unit. Writing comprehensive news articles and features on government programmes and policies. Source and gather newsworthy articles for Vuk'uzenzele and Public Sector Manager magazine. Actively participate in the editorial meetings and meet with other writers regularly to discuss leads, angles and compare notes about the stories. Keep the social media pages up to date. Liaise regularly with editors.

**ENQUIRIES
NOTE**

: Ms O Mogotsi. Tel No: (012) 473 0353
: Shortlisted will be expected to undertake a written assessment. Preference will be given to Coloured Male/Female, Indian Male/Female and White Male/Female.