

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** : 28 September 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 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. 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. 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". 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 POST

- POST 37/03** : **RADIO PRODUCER REF NO: 3/1/5/1/18/27**
Directorate: Commutation Service Agency
- SALARY** : Commencing salary of R356 289 per annum (Level 09)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Radio Production or equivalent related qualification. The candidate must have at least three years' experience in radio production, of which one year should be experience at salary level 7 or 8/ Supervisory level. Think creatively, work under pressure & meet deadlines, work independently as well as part of a team candidates must be in possession of a valid driver's license. Good radio presenter skills will be an added advantage. Job Knowledge: Candidates must have detailed knowledge of radio production, both from a technical aspect and from a content perspective.
- DUTIES** : The successful candidate will be required to initiate, plan, write and produce radio adverts for GCIS and Government. Prepare and conduct live radio shows. Facilitate the live transmission of government events. Write and produce radio news bulletins. Engage with radio stations and GCIS clients. Complete all administrative work with regard to radio production. Provide support to the Deputy Director in the management of the unit. Supervise any junior staff within the radio section. Assist with training of students on internship. The incumbent will be expected to work after hours and travel extensively.
- ENQUIRIES** : Mr L Klaas Tel No: 012 473 0149

NOTE

: Preference will be given to Coloured male/female, Indian male/female and White male/female.