

**GOVERNMENT COMMUNICATION 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** : 09 November 2018
- NOTE** : Applications must be submitted with Z83 form, 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). 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 43/11** : **CHIEF DIRECTOR: COMMUNICATION SERVICE AGENCY REF NO: 3/1/5-18/32**  
Branch: Content Processing and Dissemination
- SALARY** : All-inclusive salary package of R1 189 338 per annum of which 30% may be structured according to the individual's needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applications must be in possession of a three-year Bachelor's Degree (NQF level 7) in Media Management, Media Buying or related qualification. Experience: five (05) years' experience at a senior managerial level with extensive experience in media buying, media production and management. Ability to manage the overall execution of media programmes in a fast paced and challenging environment with tight deadlines. Proven knowledge of the mainstream and community media and advertising sector. Proven experience in managing third party vendors and agencies and managing budgets. The applicant must have understanding of the government and /or public sector market and proven ability to develop and manage client-focused strategies. Skills: excellent written, verbal and interpersonal communication skills. Proven ability to interact with people at all levels of client organisations/departments. Commitment to delivering creative solutions and aligning team members to deliver those solutions to the satisfaction of client departments.
- DUTIES** : The successful candidate will serve as a member of the GCIS Management Committee and provide leadership and management direction to three Directorate Directorates: Media Production (Including photographic, video and radio production, Corporate Identity Management and graphic design); Media Buying, and Marketing and Distribution (comprising distribution, events and public relations, and corporate identity management). The appropriate candidate will have a sound understanding of these

professional disciplines and will lead the integration of these services into a comprehensive service offering by GCIS to the Public Sector, and in partnership with private-sector service providers. He/she will provide leadership in the development, production and management of campaign products in-house or through outsourcing of communication services; oversee the implementation of government's corporate identity programme, and supervise. Oversee the development, planning, creation and implementation of media buying strategies, managing efficiencies. Assess Government's media buying needs and develop a detailed media buying calendar and a project strategy. Negotiate (with media owners) and recommend effective buying strategies. Monitor tracking, delivery, and campaign performance on an ongoing basis. Measure overall return on media & advertising investment against cost. Build strong and trusting relationships with clients departments, media owners, and creative agencies. Management and monitor budget. Develop and oversee effective account management and client liaison function. Support and train the media buying and advertising team in the best practices of media selection and development. Ensure collaboration among relevant sections within GCIS and foster teamwork. Respond appropriately and promptly when presented with complicated problems and issued by client departments.

**ENQUIRIES**

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Ms T Carrim Tel No: 012 473 0298