

**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** : 30 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 46/17** : **CHIEF DIRECTOR: EDITOR IN CHIEF-REF NO: 3 3/1/5/1-18/36**  
Chief Directorate: Products and Platforms  
(6 months contract)
- SALARY** : All-inclusive salary package of R1 189 338 per annum (Level 14)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate three year Bachelor's Degree (NQF level 7) in the field of Communication/Journalism, International Relations or Political Science with strong management skill or related area; a post graduate qualification will be an added advantage. Experience At least 5 years proven experience in a senior managerial position in Content Management. Experienced manager with good management skills. Excellent writing skills for the media, online and promotional materials. Sound editorial and government content development. Strategic communicator with sound understanding of government work and its operations. Sound understanding of government policies and programmes. Sound understanding of the Political landscape in South Africa. Knowledge of electronic media coverage. Understanding of the communication landscape and interest in media and communication trends including research.
- DUTIES** : The successful candidate will lead the development of quality content for the GCIS and government programmes. Manage the content plan and development for the government programmes. Oversee the editorial and production functions for government news agency SA News. Lead the design and development of print and online products. Ensure the growth and effective use of social media

government account. Management content for the government and GCIS online presence. Develop annual communication strategy and plan to guide the government communication programme. Give strategic leadership and management to the Chief Directorate. Manage financial, human resources and administrative functions of the Chief Directorate.

**ENQUIRIES** : Ms T Carrim. Tel No: (012) 473 0298  
**NOTE** : Preference will be given to African male/female

#### **OTHER POSTS**

**POST 46/18** : **ASSISTANT DIRECTOR: PROVINCIAL LIASON –REF NO: 3 3/1/5/1-18/43**

**SALARY** : Commencing salary of R356 289 per annum (Level 09)  
**CENTRE** : Durban (KwaZulu-Natal Provincial Office)  
**REQUIREMENTS** : Applicants should be in possession of an appropriate three (3) year Degree (NQF Level 7) or National Diploma (NQF Level 6) in Communications or related qualification. Experience: Three (3) years' relevant experience in the communication and one (1) year should be experience at salary level seven (7) or eight (8) or supervisory level. The applicant should have knowledge of communication disciplines, including media liaison, research and development. The applicant must also have an understanding of development communication and knowledge of the KwaZulu-Natal Province. The applicant must be computer literate. A valid driver's licence is a prerequisite, as the work involves extensive travelling. Some knowledge of administration and finance is also required.

**DUTIES** : The successful candidate will be required to provide support in overseeing the work of the Provincial Office. Serve as the Sub-project desk for information management in the Provincial Office. Support the Deputy Director: Liaison in coordinating the implementation of projects and the monitoring and evaluation of work done by district based Regional Communication Coordinators /Senior Communication Officers. Oversee the functioning of information resource centres in the Provincial and District offices. Quality assures the corporate and branding identity of government information products. Oversee the management of the distribution function in the GCIS Provincial and District offices. The candidate will be responsible for the monitoring and evaluation of the work of the GCIS in KwaZulu-Natal including desktop research duties and impact assessments. Develop and maintain all Social media platforms for the Province.

**ENQUIRIES** : Ms N Mngadi: Tel No: 031 3016787  
**NOTE** : Preference will be given to Coloured male/female, Indian male/female, and White male/female.

**POST 46/19** : **JUNIOR GRAPHIC DESIGNER- REF NO: 3/1/5/1 – 18/32**  
Directorate: Media Production

**SALARY** : Commencing salary of R196 407 per annum (Level 06)  
**CENTRE** : Pretoria (Hatfield)  
**REQUIREMENTS** : Applicants must be in possession of a National Diploma (NQF 6) or Degree (NQF 7) in Graphic Design or equivalent related qualification, with at least 2 years relevant experience. The candidate must be proficient in the use of an Apple Macintosh computers, Adobe Illustrator, Photoshop and InDesign. Web, 3-D skills and animation will be an added advantage. He/ she must have strong design skills and thorough knowledge of reprography and printing, good organisational and communication skills, ability to develop creative and innovative design concepts. The applicant must have the ability to work under pressure, willing to work overtime, and meet deadlines. He/ she must have the ability to multi-task and manage priorities in a fast-paced environment, and should be highly motivated with an eye for detail.

**DUTIES** : The successful incumbent will be required to collaborate with the design manager on the overall look and feel for all design products, work as a graphic designer on various products as per brief, conceptualise and handle visual execution of all design briefs, handle creative jobs from concept through to print, provide comprehensive briefs to photographers, liaise with clients, reproduction houses, advertisers and printing companies on production.

**ENQUIRIES**  
**NOTE**

- : Ms Rachel Sekhu Tel No: (012) 473 0254
- : Applicants must submit a portfolio on compact disc or email to [Rachel@gcis.gov.za](mailto:Rachel@gcis.gov.za) (not bigger than 3MB). Preference will be given to Coloured male/female, Indian male/female, and White male/female.