

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.

- 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** : 14 December 2018
- NOTE** : Applicants with disabilities are welcome to apply. 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 POST

- POST 48/34** : **DEPUTY DIRECTOR: PARLIAMENTARY AND MEDIA LIASION REF NO: 3/1/5/1 – 18/24**
Chief Directorate: Media Engagement
- SALARY** : R697 011 per annum (Level 11) (All-inclusive salary package)
- CENTRE** : Cape Town
- REQUIREMENTS** : Applicants should be in possession of a recognised 3 year Degree (NQF 7) or National Diploma (NQF 6) in Communication, Public Relations, Media Studies and Journalism plus four years' experience in media and communication environment of which two (2) years should be experience at Salary level 9 or 10. Furthermore, the applicant must have knowledge of Departmental policies and procedures, Project management, Batho Pele principles, Planning and organising, Interpersonal relations and Leadership, Computer literacy, Writing, Communication, Problem solving, Listening and observation, Negotiation, Event management. Strategic communication and stakeholder engagement with focus on media engagement is critical to the role. Must have knowledge of Parliamentary Processes and platforms and Government cycle of communication. Supervisory skills a must and ability to work in a team highly beneficial. A valid driver's license and computer literacy are prerequisites.
- DUTIES** : The successful candidate will be required to plan, coordinate and execution of media, stakeholders and public liaison plans on behalf of the GCIS in Parliament

in line with communication strategy and programmes of Government Communication. Keep abreast of developments within Parliamentary environment, and manage the platforms of media and stakeholder engagement together with other government departments frequenting Parliament. Implement Communication Strategy accordingly and manage media liaison activities. Identify opportunities and appropriate communication interventions for the GCIS in Parliament. Coordinate and consult with and participate in Department's communication structures and processes. Coordinate media liaison and other communication activities on behalf of Government in Parliament and assist with a Parliamentary Liaison Role in the Information Resource Centre to better promote Government information in Parliament. Assist with basic administration of the office in consultation with the Director. Lead a team of media and parliamentary liaison officials of the Department in and around Parliament.

ENQUIRIES : Ms Liezil Cerf Tel No: 021 465 3658
NOTE : Preference will be given to African male/female and Coloured male/female

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 twenty four (24) months. Applicants must be unemployed and never participated in an internship programme previously. Placement in the organisation after the programme is not guaranteed.

OTHER POSTS

POST 48/35 : **INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1-43**
 (24 months-contract)
 Chief Directorate: Provincial & Local Liaison

STIPEND : R6747.75 per month
CENTRE : Limpopo Provincial Office
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: Basic Computer literacy, Internet searches, Communication (verbal and written), interpersonal, planning, monitoring and research tools, problem solving and critical thinking skills. Ability to work independently and within a team. Ability to work under pressure to meet deadlines.

ENQUIRIES : Mr T Ravhura Tel No: 015 291 4689

POST 48/36 : **INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1-44**
 (24 months-contract)
 Chief Directorate: Provincial & Local Liaison

STIPEND : R6747.75 per month
CENTRE : Northwest Provincial Office
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: Basic Computer literacy, Internet searches, Communication (verbal and written), interpersonal, planning, monitoring and research tools, problem solving and critical thinking skills. Ability to work independently and within a team. Ability to work under pressure to meet deadlines.

ENQUIRIES : Ms B Mosadi Tel No: 018 381 7071

POST 48/37 : **INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1-45**
 (24 months-contract)
 Chief Directorate: Provincial & Local Liaison

STIPEND : R6747.75 per month
CENTRE : Northern Cape
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: Basic Computer literacy, Internet searches, Communication (verbal and written), interpersonal, planning, monitoring and research tools, problem solving and critical thinking skills. Ability to work independently and within a team. Ability to work under pressure to meet deadlines.
Mr M Nagel Tel No: 053 832 1378/9

ENQUIRIES :

POST 48/38 : **INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1-46**
(24 months-contract)
Chief Directorate: Provincial & Local Liaison

STIPEND : R6747.75 per month
CENTRE : Free state Provincial Office
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: Basic Computer literacy, Internet searches, Communication (verbal and written), interpersonal, planning, monitoring and research tools, problem solving and critical thinking skills. Ability to work independently and within a team. Ability to work under pressure to meet deadlines.

ENQUIRIES : Ms L Sehlabaka Tel No: 051 448 4504/5/6

POST 48/39 : **INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1-47**
(24 months-contract)
Chief Directorate: Provincial & Local Liaison

STIPEND : R6747.75 per month
CENTRE : Western Cape Provincial Office
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: Basic Computer literacy, Internet searches, Communication (verbal and written), interpersonal, planning, monitoring and research tools, problem solving and critical thinking skills. Ability to work independently and within a team. Ability to work under pressure to meet deadlines.

ENQUIRIES : Ms G Thopps Tel No: 021 697 0145

POST 48/40 : **INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1-48**
(24 months-contract)
Chief Directorate: Provincial & Local Liaison

STIPEND : R6747.75 per month
CENTRE : Eastern Cape Provincial Office
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: Basic Computer literacy, Internet searches, Communication (verbal and written), interpersonal, planning, monitoring and research tools, problem solving and critical thinking skills. Ability to work independently and within a team. Ability to work under pressure to meet deadlines.

ENQUIRIES : Mr N Pinyana Tel No: 043 722 4903/ 14

POST 48/41 : **INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1-49**
(24 months-contract)
Chief Directorate: Provincial & Local Liaison

STIPEND : R6747.75 per month
CENTRE : Mpumalanga Provincial Office
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: Basic Computer literacy, Internet searches, Communication (verbal and written), interpersonal, planning, monitoring and research tools, problem solving and critical thinking skills. Ability to work independently and within a team. Ability to work under pressure to meet deadlines.

ENQUIRIES : Mr J Nkosi Tel No: 013 753 2397

- POST 48/42** : **INTERNSHIP PROGRAMME: COMMUNICATION MONITORING AND INFORMATION MANAGEMENT REF NO: 3/1/5/1-18/50**
(24 months-contract)
Chief Directorate: Provincial & Local Liaison
- STIPEND** : R6747.75 per month
CENTRE : Kwa- Zulu Natal Provincial Office
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: Basic Computer literacy, Internet searches, Communication (verbal and written), interpersonal, planning, monitoring and research tools, problem solving and critical thinking skills. Ability to work independently and within a team. Ability to work under pressure to meet deadlines.
- ENQUIRIES** : Ms N Mngadi Tel No: 031 301 6787/8
- POST 48/43** : **INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1-51**
(24 months-contract)
Chief Directorate: Provincial & Local Liaison
- STIPEND** : R6747.75 per month
CENTRE : Gauteng Provincial Office
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: Basic Computer literacy, Internet searches, Communication (verbal and written), interpersonal, planning, monitoring and research tools, problem solving and critical thinking skills. Ability to work independently and within a team. Ability to work under pressure to meet deadlines.
- ENQUIRIES** : Mr P Gumede Tel No: 011 331 0164
- POST 48/44** : **INTERNSHIP PROGRAMME: HUMAN RESOURCE MANAGEMENT REF NO: 3/1/5/1-18/52**
(24 months-contract)
Directorate: Human Management
- STIPEND** : R6747.75 per month
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a National Diploma (NQF 6) or Degree (NQF 7) in Human Resource Management or relevant qualification as recognized by SAQA. The incumbent should be an organized and process driven individual. The ideal candidate must be able to work under pressure and as part of a team and adhere to set deadlines. He/she must have excellent command of the English language, excellent written, grammatical and communication skills, self-motivated and driven individual with strong interpersonal communication skills. Knowledge of HR principles practices and legislation and Human Resources analytics skills.
- ENQUIRIES** : Ms L Makobe Tel No: 012 312 0232