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 Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria

For Attention: Mr S Matshageng

Closing Date: 08 February 2019

Note: Applicants with disabilities are welcome to apply. 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 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. The department reserves the right to fill or not to fill/not to fill the vacant post. Although these are freelance positions, the successful candidates must be available on request and willing to work irregular hours, on weekends and on public holidays, when required. The successful candidates will enter into a contract with the GCIS that will be reviewed based on performance, and must be in possession of their own transport and appropriate computer equipment and software.

Other Posts

Post 03/02: Freelance: Writers – Ref No: 3/1/5/1-19/01

Directorate: Vukuzenzele

Salary: Per assignment allocated (benefits excluded)

Centre: Head Office

Requirements: An appropriate three-year degree or equivalent qualification in Journalism, Communication Science and or Public Relations. At least 2 years proven record of writing for print and online platforms. Journalism experience in print and online media, with broadcast experience as an optional advantage. Knowledge: Ability to solicit content and liaise with various information providers of levels. Ability to write well-researched articles within a short space of time. Ability to do minimal sub-editing of own copy. Excellent command of the English language, understand the requirements for effective writing. Excellent interpersonal, communication and interviewing skills. Ability to use Social Media platform(s) as part of communication and information dissemination channel. Ability to take photographs. A valid driver’s licence is essential.

Duties: Professional writing (for both print and electronic forms) of analysis and feature articles as well as news for Vuk’uzenzele Newspaper and Public Sector Manager
(PSM) magazine on a bi-weekly and monthly basis. Ensure that written articles meet the needs of targeted audiences and deadlines for both publications. Contribute towards generation of story ideas for content plans across for the publications and online platform. Writing comprehensive news articles and features on government programmes and policies. Sourcing and gathering of newsworthy articles for Vuk’uzenzele and Public Sector Manager magazine. Liaise regularly with editors.

ENQUIRIES: Ms Ongezwa Mogotsi Tel No: 012 473 0353
NOTE: Shortlisted candidates will be required to provide a portfolio of their work

POST 03/03: FREELANCE: EDITORS AND PROOFREADERS REF NO: 3/1/5/1-19/02
Directorate: Vukuzenzele

SALARY: Per assignment allocated (benefits excluded)
CENTRE: Head Office
REQUIREMENTS: An appropriate three-year degree or equivalent qualification in Journalism, English, Communication Science and or Public Relations. At least 3 years’ experience of editing copy. Journalism and editing experience in the print, online media, social media mediums, with broadcast experience as an optional advantage. Knowledge: excellent command of the English language and excellent technical knowledge and experience of the process of writing, editing, proof reading and news gathering. Must have an eye for detail. Ability to write analysis and feature articles as well as news articles. Excellent interpersonal and interviewing skills. Ability to edit writers’ copy, angle and re-angle stories under pressure. Ability to come up with catchy headlines and blurbs – non-negotiable.

DUTIES: Professional editing and proof reading (both print and electronic forms) of Vuk’uzenzele and Public Sector Manager Magazine to maintain the high standard of copy, improve clarity, consistency and accuracy. Ensure that copy is edited, free of spelling and grammatical errors, written to an appropriate length and laid out correctly. Write creative headlines for stories, reviewing stories for factual and grammatical accuracy, writing photo captions and reviewing of page proofs. Rewrite material so that it flows and adheres to the in-house style of a particular publication including checking facts to ensure that stories are accurate, adhere to the copyright laws and do not go against the publication policy.

ENQUIRIES: Ms Ongezwa Mogotsi Tel No: 012 473 0353
NOTE: Shortlisted candidates will be required to provide a portfolio of their work

POST 03/04: FREELANCE TRANSLATORS REF NO: 3/1/5/1-19/03
Directorate: Vukuzenzele

SALARY: Per assignment allocated (benefits excluded)
CENTRE: Head Office
REQUIREMENTS: A recognised three-year Bachelor’s degree or equivalent qualification in Translation, Linguistics or Language Practice; a proven track record and experience as a language practitioner/translator; ability to work under pressure and meet tight deadlines; computer literacy; a good knowledge and understanding of government programmes and projects; willingness to work overtime, including weekends and public holidays, when required to meet tight deadlines. At least 2 years’ experience in translation of content from English into Afrikaans; Sesotho; Setswana; Sepedi; isiZulu; isiXhosa; isiNdebele; SiSwati; Tshivenda; Xitsonga; French or Portuguese. Must have excellent command of the English language.

DUTIES: Translate and quality control content for various information products. Must be flexible and be able to work under pressure.

ENQUIRIES: Mr Elias Tibane Tel No: 012 473 0069
NOTE: Shortlisted candidates will be required to provide a portfolio of their work

POST 03/05: FREELANCE GRAPHIC DESIGNERS REF NO: 3/1/5/1-19/04
Directorate: Vukuzenzele

SALARY: Per assignment allocated (benefits excluded)
CENTRE: Head Office
### REQUIREMENTS
An appropriate three-year degree or equivalent qualification in Graphic Design. At least 2 years’ experience in the graphic design field in a glossy magazine and newspaper environment. Knowledge: Must be proficient in the use of an Apple Macintosh computer. Must be proficient in Adobe Illustrator, Photoshop, and InDesign in CS5 (Web and 3-D skills are a bonus). Strong design skills and thorough knowledge of reprography and printing. Good organisational and communication skills. The ability to work under pressure and meet deadlines. Should be highly motivated with an eye for detail.

### DUTIES
Design and layout of the publications to ensure that the appearance is in accordance with the product development guidelines of GCIS. Work as a graphic designer on various products as per briefs. Conceptualise and handle visual execution of all design briefs within a high pressure environment. Ensure overall quality control of all designed products. Applicants must be flexible and be able to work under pressure. Liaise regularly with head of design.

### ENQUIRIES
Ms Ongezwa Mogotsi Tel No: 012 473 0353

### POST 03/06: FREELANCE PROJECT MANAGERS REF NO: 3/1/5/1-19/05
Directorate: Vukuzenzele

### SALARY
Per assignment allocated (benefits excluded)

### CENTRE
Head Office

### REQUIREMENTS
An appropriate three-year degree or equivalent qualification in media and communication. A post-graduate qualification in media and communication will be an added advantage. At least 3 years’ experience in project management and working in the field of media and communication. Knowledge In-depth understanding of the South African media landscape and communication environment. Experience in managing the process of writing, editing and printing a book. Experience in writing, design, layout, editing and printing. Ability to develop policies. The ability to network and work independently and under pressure. Good communication/liaison, networking, planning, problem-solving and research skills. Inclination to pay attention to detail and willingness to take initiative. Advanced computer skills.

### DUTIES
Develop briefing documents and project management plans. Source and coordinate and consolidate content contributions from experts in the media industry. Compile a media landscape booklet and oversee the editing, layout, design and printing. Develop specifications for the appointment of service providers, including the management of the service level agreements. Coordinate and liaise with external reference teams for specific projects. Draft reports for the GCIS Executive. Manage the process of developing a monitoring and evaluation tool for the implementation of the Government Communication Policy. Applicants must be flexible and be able to work under pressure with tight timelines.

### ENQUIRIES
Ms Nkele Sebasa Tel No: (012) 473 0207

### POST 03/07: FREELANCE DATABASE MANAGERS REF NO: 3/1/5/1-19/06
Directorate: Vukuzenzele

### SALARY
Per assignment allocated (benefits excluded)

### CENTRE
Head Office

### REQUIREMENTS
An appropriate three-year degree in Research or related qualification. At least a years’ experience in Research or working in the field of communication. Knowledge: In-depth understanding of the South African media landscape and communication environment. Experience in developing, programming, troubleshooting, managing and maintaining databases. The ability to network and work independently and under pressure. Good communication/liaison, networking, planning, problem-solving and research skills. Inclination to pay attention to detail and willingness to take initiative. Advanced computer skills.

### DUTIES
Overlooking database design. Determining the best possible method of organising data, recording and implementing it. The type of database and data to be dealt with will depend on GCIS or client. Secure and maintaining database results by setting and enforcing standards and controls. Oversee projects and ensure all members of your team are working on the right thing at the right time to keep
databases in order. Developing protocols for data processing. The Database Manager will assist a number of people within GCIS, as well as assist in the smooth operation of the business as a whole. For example, depending on requirements, GCIS may use the data for communication purposes or for targeted marketing.

Preparation for database expansion by studying plans and requirements; advising senior technical management; coordinating design and programming. Keep senior technical management informed by preparing reports on system performance and problems. To help non-technical people understand how to use the database system and ensure it is used properly. The Database Manager may write reports, training manuals and also be involved in direct training, either of your own team or of employees that will use the system i.e. training colleagues on how to input and extract data. Setting up and testing new database and data handling systems. Upgrading of hardware and software by assessing transaction processing and database production options. Monitoring database efficiency, maintenance of database performance by troubleshooting problems. Accomplish platform upgrades and improvements by supervising system programming. Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. Accomplish information systems and organization mission by completing related results as needed. Applicants must be flexible and be able to work under pressure with tight timelines.

ENQUIRIES : Ms Nicolette Prinsloo Tel No: (012) 473 0203