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 : 26 April 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 13/14 : FREELANCE PHOTOGRAPHER REF NO: 3/1/5/1 - 19/08
Directorate: Media Production (Photographic Unit)

SALARY : Per assignment allocated (benefits excluded)
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) or equivalent related qualification in Photography, and/or proven experience in photography.
DUTIES : Initiate, plan and execute GCIS and government photographic assignments on request. Assist with studio photography in the office and on location. Update photo library with new images. Send photographs to the media and GCIS clients. Scanning and digital manipulation of images. Be able to work under pressure and deadline oriented. The incumbent will be expected to work after hours and travel extensively.
ENQUIRIES : Mr Mokoena Ntswé Tel No: 012 473 0220
NOTE : Shortlisted candidates will undergo a practical test in studio photography and Adobe Photoshop, must be able to travel and be available on short notice.
POST 13/15: FREELANCE VOICE-OVER ARTIST REF NO: 3/1/5/1 – 19/09
Directorate: Media Production (Radio Unit)

**SALARY**: Per assignment allocated (benefits excluded)

**CENTRE**: Pretoria

**REQUIREMENTS**: Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) or equivalent related qualification in Radio Production and television voice-over recording, and/or experience in acting on commercials, drama and public service announcements for radio and television. Be able to bring out the personality of a character through voice or on-camera acting. Ability to modify a voice to suit a particular character. Be able to take direction very well. Be able to understand the sentiments portrayed in every scene. Be able to work under pressure and deadline-oriented. Background in linguistics and language translation will be an added advantage.

**DUTIES**: The successful candidate will be required to interpret scripts, present and record voice overs for government radio and video campaigns. Translate scripts to at least one official South African language. Express ideas and portray characters on television and radio during government campaign productions. Present radio phone-in programmes.

**ENQUIRIES**: Mr Karabo Mokhubela Tel No: 012 473 0124

**NOTE**: Applicants must attach their portfolios to their applications or email to karabomo@gcis.gov.za (not bigger than 3MB), and may be subjected to a practical assessment.

POST 13/16: FREELANCE ACTOR / ACTRESS REF NO: 3/1/5/1 – 19/10
Directorate: Media Production (Video Unit)

**SALARY**: Per assignment allocated (benefits excluded)

**CENTRE**: Pretoria

**REQUIREMENTS**: Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) or equivalent related qualification in Radio and television and/or experience in acting on radio and TV commercials, drama and related fields. Be able to bring out the personality of a character through voice or on-camera acting. Ability to modify a voice to suit a particular character. Be able to take direction very well. Be able to understand the sentiments portrayed in every scene. Be able to work under pressure and deadline-oriented. Background in linguistics and language translation will be an added advantage.

**DUTIES**: Interpret scripts for radio and television and portray the characters on audio-visual platforms.

**ENQUIRIES**: Mr Karabo Mokhubela Tel No: 012 473 0124

**NOTE**: Applicants must attach their portfolios to their applications or email to karabomo@gcis.gov.za (not bigger than 3MB), and may be subjected to a practical assessment.

POST 13/17: FREELANCE RADIO PRESENTER REF NO: 3/1/5/1 – 19/11
Directorate: Media Production (Radio Unit)

**SALARY**: Per assignment allocated (benefits excluded)

**CENTRE**: Pretoria

**REQUIREMENTS**: Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) in Broadcast journalism or equivalent qualification and/or proven experience in live radio talkshow or current affairs broadcasting. The successful candidate will be required to conduct research and think on their feet. The candidate must also have scriptwriting, interviewing, good speaking and technical skills. Ability to work under pressure.

**DUTIES**: The successful candidate will be required to present news and government talkshow programmes or reports. Responsible for presenting and interviewing special guests as well as acting as moderators for discussions.

**ENQUIRIES**: Mr Karabo Mokhubela Tel No: 012 473 0124

**NOTE**: Applicants must attach their portfolios to their applications or email to karabomo@gcis.gov.za (not bigger than 3MB), and may be subjected to a practical assessment.
POST 13/18 : FREELANCE COPYWRITER REF NO: 3/1/5/1 – 19/12
Directorate: Media Production (Radio Unit)

SALARY : Per assignment allocated (benefits excluded)
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) or equivalent related qualification in advertising with copywriting as a major and/or relevant experience. Be highly creative and imaginative, have good writing and interpersonal skills; have an eye for detail and have an interest in government programs and content. Be able to write creatively and excellent grammatic skills. Ability to work under pressure and deadline oriented.

DUTIES : The successful candidate will be required to conduct research, generate ideas, create informative and creative copy around various government themes for radio, design and television. He / she will be responsible for writing content that articulates government programs very well.

ENQUIRIES : Mr Karabo Mokhubela Tel No: 012 473 0124
NOTE : Applicants must attach their portfolios to their applications or email to karabomo@gcis.gov.za (not bigger than 3MB), and may be subjected to a practical assessment.

POST 13/19 : FREELANCE RADIO PRODUCER REF NO: 3/1/5/1 – 19/13
Directorate: Media Production (Radio Unit)

SALARY : Per assignment allocated (benefits excluded)
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) or equivalent related qualification in Media studies and/or experience in radio production including the use of digital editing suites (recording, editing and packaging). Strong technical background will be an added advantage. Knowledge of technical studio operation including mobile / location studio operation (digital and analog). He / she must be computer literacy, have good writing skill for radio, verbal communication skills, good understanding of Government Communications. Capacity for Electronic News Gathering / Electronic Field Production.

DUTIES : The successful candidate will be responsible for the production of radio adverts, mini dramas, phone in programmes, radio news bulletin, compiling radio news bulletin. Recording voice over artists in the studio, editing the recorded material, recording the events taking place in locations, live broadcast on location / OB, engaging the assigned community radio stations on regular basis, sourcing quotes, reports and invoices from the identified community radio station.

ENQUIRIES : Mr Karabo Mokhubela Tel No: 012 473 0124
NOTE : shortlisted candidates will undergo a practical test.

POST 13/20 : FREELANCE GRAPHIC DESIGNER REF NO: 3/1/5/1 – 19/14
Directorate: Media Production (Graphic Design)

SALARY : Per assignment allocated (benefits excluded)
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) or equivalent related qualification in Graphic Design, and at least two (2) years’ experience in the Graphic Design field. He/ she must be proficient in the use of an Apple Macintosh computer, Adobe Illustrator, Photoshop and InDesign. Must have the ability to develop creative and innovative design concepts. Proficiency in the use of Web, 3-D, 2D Animation skills will be an added advantage. Strong design skills and thorough knowledge of reprography and printing. Good organisational and communication skills. The successful candidate Ability to work under pressure, overtime and meet deadlines. Ability to multi-task and manage priorities in a fast-paced environment. Should be highly motivated with an eye for detail.
DUTIES: The successful candidate 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 reproduction houses, advertisers and printing companies on production.

ENQUIRIES: Ms Ntombenkosi Malgas Tel No: 012 473 0221
NOTE: Applicants must attach their portfolios to their applications or submit on Compact disc / email to ntombenkosi@gcis.gov.za (not bigger than 3MB)

POST 13/21: FREELANCE CAMERA OPERATOR REF NO: 3/1/5/1 – 19/15
Directorate: Media Production (Video Unit)

SALARY: Per assignment allocated (benefits excluded)
CENTRE: Pretoria
REQUIREMENTS: Applicants should be in possession of an appropriate 3year Degree (NQF 7) or National Diploma (NQF 6) or equivalent related qualification in Film and Television production and/or proven experience in the Audio & Visual industry. The candidate must be in possession Full HD cameras. i.e Panasonic P2 and be able to produce high quality content. They must take directions and apply creative and artistic approach to their work. They will occasionally be required to travel and a driver’s license is a must have.

DUTIES: The successful incumbent will be responsible for visually communicating government messages to the South African by capturing and media briefings, cabinet updates and occasionally shoot awareness documentaries and advert. You will also be doing live streams of events and recording of PSA messages.

ENQUIRIES: Ms Cindy Ludick Tel No: 012 473 0048
NOTE: Applicants must attach a show reel to their application, or submit on Compact disc / email to cindy@gcis.gov.za, and will be expected to present it during their interview.

POST 13/22: FREELANCE VIDEO EDITOR REF NO: 3/1/5/1 – 19/16
Directorate: Media Production (Video Unit)

SALARY: Per assignment allocated (benefits excluded)
CENTRE: Pretoria
REQUIREMENTS: Applicants should be in possession of a National Diploma (NQF level6) or equivalent qualification in Broadcast Journalism or Journalism. The candidate must have knowledge of government content and be able to reuse video material for multiple digital platform. Must be able to maintain and store all files. Must meet assignments deadlines. They must have their mobile own editing suit.

DUTIES: The candidate will be responsible for meeting tight deadlines. Show high professional approach and dedication to the creative process as they will be working with different clients from all governments departments including The Presidency. Must be able to edit live events and do visual mixing. The candidate must have knowledge of government content and be able to reuse video material for multiple digital platform. Must be able to maintain and store all files. Must meet assignments deadlines. They must have their mobile own editing suit.

ENQUIRIES: Ms Cindy Ludick Tel No: 012 473 0048
NOTE: Applicants must attach a show reel to their application, or submit on Compact disc / email to cindy@gcis.gov.za, and will be expected to present it during their interview.

POST 13/23: FREELANCE BROADCAST JOURNALIST REF NO: 3/1/5/1 – 19/17
Directorate: Media Production

SALARY: Per assignment allocated (benefits excluded)
CENTRE: Pretoria
REQUIREMENTS: The candidate should be in a possession of a National Diploma (NQF level6) or equivalent qualification in Broadcast Journalism or Journalism. The candidate
must have good writing skills, interviewing skills, communication skills, have confidence in front of a camera “on air presence”, excellent listening skills. Have an interest in current affairs, news, people and good general knowledge. The candidate should have the ability to work in a team and function independently and be able to work under pressure to meet deadlines. The candidate must be proficient in English as well as in the use of an Apple Macintosh computer. The candidate should adhere to the code of conduct as prescribed by the SA Media Law.

**DUTIES**: A portfolio of evidence that must be submitted on a flash drive or DVD is a prerequisite. Short-listed candidates will be subjected to a competency test.

**ENQUIRIES**: Ms Cindy Ludick Tel No: 012 473 0048

**NOTE**: Applicants must attach a show reel to their application, or submit on Compact disc / email to cindy@gcis.gov.za, and will be expected to present it during their interview.

### POST 13/24

**FREELANCE ACTOR / ACTRESS REF NO: 3/1/5/1 – 19/18**
Directorate: Media Production (Video Unit)

**SALARY**: Per assignment allocated (benefits excluded)

**CENTRE**: Pretoria

**REQUIREMENTS**: Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) or equivalent related qualification in Drama and Film and/or proven work track record in the theatre & screen acting. Skills required are reading, projection and excellent communication in multiple languages.

**DUTIES**: Reading and analyzing your script. Confidently deliver on your performance for screen. Be a fast thinker, outgoing and confident and always showing professionalism.

**ENQUIRIES**: Ms Cindy Ludick Tel No: 012 473 0048

**NOTE**: Applicants must attach a show reel to their application, or submit on Compact disc / email to cindy@gcis.gov.za, and will be expected to present it during their interview.

### POST 13/25

**FREELANCE SOUND OPERATOR REF NO: 3/1/5/1 – 19/19**
Directorate: Media Production

**SALARY**: Per assignment allocated (benefits excluded)

**CENTRE**: Pretoria

**REQUIREMENTS**: Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) or equivalent related qualification in Film and Television Industry and/or proven work track record. Must have your own sound equipment for every occasion and every assignment. You will also be required to occasionally travel and a license is a requirement.

**DUTIES**: You will assemble, operate and maintain the technical equipment used to record, amplify, enhance, mix or reproduce sound. You will also identify the sound requirements for a given task or situation and perform the appropriate actions to produce this sound.

**ENQUIRIES**: Ms Cindy Ludick Tel No: 012 473 0048

**NOTE**: Applicants must attach a show reel to their application, or submit on Compact disc / email to cindy@gcis.gov.za, and will be expected to present it during their interview.