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: 03 May 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 14/08: FREELANCE LIGHTING TECHNICIAN REF NO: 3/1/5/1 – 19/20

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 or practical experience in Film & Television Industry and proven work track record in the industry. Technical knowledge and lighting skills, work well under pressure, creative flair and problem solving skills.

DUTIES: The successful candidate will be required to set up & assemble all lighting equipment, ensure lighting equipment is working, de-rig all equipment at the end of production, work closely with director and camera operators. Make sure health & safety is prioritised.

ENQUIRIES: Ms Cindy Ludick Tel No: 012 473 0048

NOTE: Applicants must attach a show reel to their application, and will be expected to present it during their interview.
POST 14/09 : FREELANCE CREATIVE DIRECTOR REF NO: 3/1/5/1 – 19/21
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 Film and Television production and proven work track record in the industry. The individual must be able to lead and direct a creative team. Must have a good understanding & knowledge of Government current affairs. Writing, communications and technical skills are a must have. The individual will be required to occasionally travel and must have driver’s license.

DUTIES : The successful candidate will be required to develop, conceptualize a stylistic direction based on the script and execute the require production within the required time frame. Must prepare and present concept prior to execution for approval, as well as writing of scripts for work on government campaigns for different platforms. High level of professionalism as you will be dealing with different clients from Government departments and The Presidency.

ENQUIRIES : Ms Cindy Ludick Tel No: 012 473 0048
NOTE : Applicants must attach a show reel to their application, and will be expected to present it during their interview.

POST 14/10 : FREELANCE SCOUTING LOCATION MANAGER REF NO: 3/1/5/1 – 19/22
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 Film and Television Industry or relevant experience (proven work track record in the industry). Planning and communications skills. Have own car and drivers licenses.

DUTIES : Scouting for various locations and present for approval. Must consider distance and costs. They locations must demonstrate suitability to script and meet the vision of the director.

ENQUIRIES : Ms Cindy Ludick Tel No: 012 473 0048
NOTE : Applicants must attach a show reel or reference letters to the application, and will be expected to present it during their interview.

POST 14/11 : FREELANCE PRODUCTION MANAGER REF NO: 3/1/5/1 – 19/23
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 Film & Television Production and proven work track record in the industry. Must have great communications, organising and leadership skills.

DUTIES : The successful candidate will be responsible to facilitate director’s instructions to crew, deliver content on schedule & within technical limitations, budget constraint and meet deadlines. Must balance the creative expectations of the director, artist and crew with the available resources. Must have full understanding of production processes & scheduling. Computer literate and have own laptop. Must have a drivers license.

ENQUIRIES : Ms Cindy Ludick Tel No: 012 473 0048

POST 14/12 : FREELANCE MAKEUP ARTIST REF NO: 3/1/5/1 – 19/24
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 Film & Television production and proven work track record in the industry. Must have great communications, organising and leadership skills.
Industry and proven work track record in the industry. Should be experienced with make-up products. They must be able to meet production requirements. Analysing & Planning and Communications skill. They must their own make-up tool kit.

**DUTIES**

The successful candidate will be required to oversee continuity on the performers during the productions. They must research and create specific look based on the concept.

**ENQUIRIES**

Ms Cindy Ludick Tel No: 012 473 0048

**NOTE**

Applicants must attach portfolio of their work to application, and will be expected to present it during their interview.

**POST 14/13**

**FREELANCE SECURITY OFFICER /CHAPERON REF NO: 3/1/5/1 – 19/25**
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 (A or B) in Security or Protections Services and proven work track record in the Film and Television industry. Must have good communication skills. Have a required competency license for and be registered with Security Industry Regulatory Agency (SIRA) and a drivers license.

**DUTIES**

The successful candidate will be required to secure premises, personnel by patrolling the area, monitor equipment and allow access to only the crew and talent. Prevent loss and report any damages and incidents. Must be the first person on location and last one to leave.

**ENQUIRIES**

Ms Cindy Ludick Tel No: 012 473 0048

**NOTE**

Applicants must attach a show reel to their application, and will be expected to present it during their interview.