

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** : 28 June 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 21/08** : **FREELANCE: WRITERS REF NO -3/1/5/1 – 19/28**
Directorate: Electronic Information Resources
- SALARY** : Per assignment allocated (benefits excluded)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three-year qualification in Journalism, Communication Science and/or Public Relations. At least 2 years proven record of writing for online platforms. Journalism experience in online media. Experience in using a content management system (CMS) e.g. Drupal CMS will be an advantage. Knowledge: Ability to solicit content and liaise with various information providers of various 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 for the web. Successful candidates will be required to sign an Oath of Secrecy.
- DUTIES** : Professional writing of web pages for GCIS websites and / or guideline documents on websites and social media. Writing comprehensive web pages on government programmes and policies. Ensure that written articles meet the needs of targeted audiences and deadlines. Sourcing and gathering of

relevant information for web pages or guidelines. Liaise regularly with digital media managers.

NOTE ENQUIRIES : Shortlisted candidates will be required to provide a portfolio of their work
 : Ms Estelle Greeff Tel No (012) 473 0078

POST 21/09 : **FREELANCE: EDITORS AND PROOFREADERS REF NO -3/1/5/1 – 19/29**
 Directorate: Electronic Information Resources

SALARY CENTRE REQUIREMENTS : Per assignment allocated (benefits excluded)
 : Head Office
 : An appropriate three-year qualification in Journalism, English, Communication Science and/or Public Relations. At least 3 years' experience of editing copy. Journalism and editing experience in digital media. Knowledge: Excellent command of the English language and excellent knowledge and experience of the process of writing, editing and proof reading. Must have an eye for detail. Experience in using a content management system (CMS) e.g. Drupal CMS will be an advantage. Ability to write web pages and guideline documents. Excellent interpersonal skills. Ability to edit writers' copy, angle and re-angle stories under pressure. Successful candidates will be required to sign an Oath of Secrecy. Knowledge of other South African official languages will be an advantage.

DUTIES : Professional editing and proof reading. Web pages and guideline documents 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. Rewrite material so that it flows and adheres to the in-house style including checking facts to ensure that web pages are accurate, adhere to the copyright laws and adhere to web guidelines.

NOTE ENQUIRIES : Shortlisted candidates will be required to provide a portfolio of their work
 : Ms Estelle Greeff Tel No (012) 473 0078

POST 21/10 : **FREELANCE GRAPHIC DESIGNERS REF NO -3/1/5/1 – 19/30**
 Directorate: Electronic Information Resources

SALARY CENTRE REQUIREMENTS : Per assignment allocated (benefits excluded)
 : Head Office
 : An appropriate three-year qualification in Graphic Design. At least 2 years' experience in the graphic design field in social media and web environment. Knowledge: Must be proficient in the use of graphic software, providing open files in either .png or .psp. Web, social media and animation skills are required. The ability to work under pressure and meet deadlines. Should be highly motivated with an eye for detail.

DUTIES : 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 with digital media managers.

NOTE ENQUIRIES : Shortlisted candidates will be required to provide a portfolio of their work
 : Ms Estelle Greeff Tel No (012) 473 0078

POST 21/11 : **DRUPAL WEBSITE CONTENT EDITORS REF NO -3/1/5/1 – 19/31**
 Directorate: Electronic Information Resources

SALARY CENTRE REQUIREMENTS : Per assignment allocated (benefits excluded)
 : Pretoria
 : An appropriate three-year qualification in Digital Media. At least 3 years' experience of updating websites. Knowledge: Excellent command of the English language and excellent knowledge and experience of the process of updating websites. Must have an eye for detail. Experience in using a content management system (CMS) e.g. Drupal CMS. Excellent interpersonal skills. Familiarity with other South African languages will be an advantage. Successful candidates will be required to sign an Oath of Secrecy.

DUTIES : Updating and reviewing web pages. Web pages 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. Rewrite material so that it flows and adheres to

- the in-house style including checking facts to ensure that web pages are accurate, adhere to the copyright laws and adhere to web guidelines.
- NOTE** : Shortlisted candidates will be required to provide a portfolio of their work.
- ENQUIRIES** : Ms Estelle Greeff Tel No (012) 473 0078
- POST 21/12** : **DRUPAL FULL STACK DEVELOPERS REF NO -3/1/5/1 – 19/32**
Directorate: Electronic Information Resources
- SALARY** : Per assignment allocated (benefits excluded)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three year qualification in Information technology or related qualification. Drupal full stack (infrastructure, design, theme, configuration and custom code) senior freelancer needed anywhere in South Africa with a good internet connection. Must follow current best practices and standards compliance for development and sound security and privacy practices. Advanced skills: Candidates should have eight or more years' experience in developing using these technologies (or their ancestors where they were not available in that time frame) having been in the role of primary or lead developer: Drupal and PHP Programming, Drupal Configuration, Drupal Configuration Management with git for Revision Control and Staging, Drupal Development using a Virtual Machine running Linux (on Windows or macOS) or natively on a Linux Desktop, HTML5, CSS (and Sass) and JavaScript, Standards Compliant Development, Good Security Practices for the Development Environment (2FA, Full Disc Encryption, Password Manager). Successful candidates will be required to sign an Oath of Secrecy. Recommended skills: Candidates will use these skills to complete the work, but they can be acquired in the process of delivery. GnuPG and git code signing for an audit trail of contributions to code. GitHub and GitLab Project Management. APIs and integrating with external web services (REST, XML, JSON). Gulp for Drupal theme stack builds. Good communication and grammar skills.
- DUTIES** : Development, maintenance, support and enhancement of GCIS Drupal websites. Successful candidates will be required to work under the instruction of the appointed service provider.
- NOTE** : Examples of work presented for application should not cherry-pick from the core requirements and should present all of them in descriptive form for each of three examples of previous work that can be reference-contacted
- ENQUIRIES** : Ms Estelle Greeff Tel No (012) 473 0078

GRADUATE INTERNSHIP PROGRAMME

Government Communication and Information System would like to invite qualifying graduates to apply to participate in an Internship programme in the 2019/2020 financial year. The Graduate Internship Programmes meant to provide work exposure to nine (9) graduates for a period of twenty (24) months. Applicants must be unemployed and never participated in an Internship Programme previously. Placement in the organisation after the Internship Programme is not guaranteed. Preference will be given to the following designated groups: People with Disabilities, Coloureds, Indians and Whites.

OTHER POSTS

- POST 21/13** : **GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1 – 19/33**
(24 months-contract)
Chief Directorate: Provincial & Local Liaison
- STIPEND** : R6747.75 per month
- CENTRE** : Kimberley
- REQUIREMENTS** : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Administration; Public Management, Office Management or related equivalent qualification, as recognized by SAQA. The candidate should have understanding of the following administration related areas: Financial Management, Supply Chain, Human Resource, Asset Management, and Fleet Management. Skills required are Computer literacy, Communication (verbal and written), monitoring and research tools, ability to work independently and within a team and ability to work under pressure to meet deadlines.
- ENQUIRIES** : Mr M Nagel Tel No: 053 832 1378/9

POST 21/14 : **GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1 – 19/34**
(24 months-contract)
Chief Directorate: Provincial & Local Liaison

STIPEND : R6747.75 per month
CENTRE : Gauteng
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Administration; Public Management, Office Management or related equivalent qualification, as recognized by SAQA. The candidate should have understanding of the following administration related areas: Financial Management, Supply Chain, Human Resource, Asset Management, and Fleet Management. Skills required are Computer literacy, Communication (verbal and written), monitoring and research tools, ability to work independently and within a team and ability to work under pressure to meet deadlines.

ENQUIRIES : Mr P Gumede Tel No: 011 331 0164

POST 21/15 : **GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1 – 19/35**
(24 months-contract)
Chief Directorate: Provincial & Local Liaison

STIPEND : R6747.75 per month
CENTRE : Durban
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Administration; Public Management, Office Management or related equivalent qualification, as recognized by SAQA. The candidate should have understanding of the following administration related areas: Financial Management, Supply Chain, Human Resource, Asset Management, and Fleet Management. Skills required are Computer literacy, Communication (verbal and written), monitoring and research tools, ability to work independently and within a team and ability to work under pressure to meet deadlines.

ENQUIRIES : Ms N Mngadi Tel No: 031 301 6787/8

POST 21/16 : **GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: -3/1/5/1 – 19/36**
(24 months-contract)
Chief Directorate: Provincial & Local Liaison

STIPEND : R6747.75 per month
CENTRE : East London
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Administration; Public Management, Office Management or related equivalent qualification, as recognized by SAQA. The candidate should have understanding of the following administration related areas: Financial Management, Supply Chain, Human Resource, Asset Management, and Fleet Management. Skills required are Computer literacy, Communication (verbal and written), monitoring and research tools, ability to work independently and within a team and ability to work under pressure to meet deadlines.

ENQUIRIES : Mr N Pinyana Tel No: 043 722 4903 / 4914

POST 21/17 : **GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1 – 19/37**
(24 months-contract)
Chief Directorate: Provincial & Local Liaison

STIPEND : R6747.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Administration; Public Management, Office Management or related equivalent qualification, as recognized by SAQA. The candidate should have understanding of the following administration related areas: Financial Management, Supply Chain, Human Resource, Asset Management, and

Fleet Management. Skills required are Computer literacy, Communication (verbal and written), monitoring and research tools, ability to work independently and within a team and ability to work under pressure to meet deadlines.

ENQUIRIES : Mr M Nagel Tel No: 053 832 1378/9

POST 21/18 : **GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1 – 19/38**
(24 months-contract)
Chief Directorate: Provincial & Local Liaison

STIPEND : R6747.75 per month
CENTRE : Mafikeng
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Administration; Public Management, Office Management or related equivalent qualification, as recognized by SAQA. The candidate should have understanding of the following administration related areas: Financial Management, Supply Chain, Human Resource, Asset Management, and Fleet Management. Skills required are Computer literacy, Communication (verbal and written), monitoring and research tools, ability to work independently and within a team and ability to work under pressure to meet deadlines.

ENQUIRIES : Ms B Mosadi Tel No: 018 381 7071

POST 21/19 : **GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1 – 19/39**
(24 months-contract)
Chief Directorate: Provincial & Local Liaison

STIPEND : R6747.75 per month
CENTRE : Polokwane
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Administration; Public Management, Office Management or related equivalent qualification, as recognized by SAQA. The candidate should have understanding of the following administration related areas: Financial Management, Supply Chain, Human Resource, Asset Management, and Fleet Management. Skills required are Computer literacy, Communication (verbal and written), monitoring and research tools, ability to work independently and within a team and ability to work under pressure to meet deadlines.

ENQUIRIES : Mr T Ravhura Tel No: 015 291 4689

POST 21/20 : **GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1 – 19/40**
(24 months-contract)
Chief Directorate: Provincial & Local Liaison

STIPEND : R6747.75 per month
CENTRE : Nelspruit
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Administration; Public Management, Office Management or related equivalent qualification, as recognized by SAQA. The candidate should have understanding of the following administration related areas: Financial Management, Supply Chain, Human Resource, Asset Management, and Fleet Management. Skills required are Computer literacy, Communication (verbal and written), monitoring and research tools, ability to work independently and within a team and ability to work under pressure to meet deadlines.

ENQUIRIES : Mr J Nkosi Tel No: 013 753 2397

POST 21/21 : **GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1 – 19/41**
(24 months-contract)
Chief Directorate: Provincial & Local Liaison

STIPEND : R6747.75 per month

**CENTRE
REQUIREMENTS**

: Cape Town
: An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Administration; Public Management, Office Management or related equivalent qualification, as recognized by SAQA. The candidate should have understanding of the following administration related areas: Financial Management, Supply Chain, Human Resource, Asset Management, and Fleet Management. Skills required are Computer literacy, Communication (verbal and written), monitoring and research tools, ability to work independently and within a team and ability to work under pressure to meet deadlines.

ENQUIRIES

: Ms G Thopps Tel No: 021 697 0145