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 : 27 September 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 shortlisted 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 33/61 : DEPUTY DIRECTOR: SYSTEMS DEVELOPER REF 3/1/5-19/47

(12 Months Contract)

Directorate: Information Management Systems

SALARY : R733 257 per annum

CENTRE : Pretoria

REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in Computer Science or Information Technology or an equivalent qualification as recognized by SAQA. Four (4) years relevant experience in systems development according to the Systems Development Life Cycle (SDLC). Specialized skills needed are Programming in Visual Studio 2013 or 2015, ASP.Net and Visual Basic.Net Languages, Relational Database concepts and experience in SQL server for database design and SQL query design, Design and Develop Business Intelligent dashboards and Reports in Microsoft SQL Server 2012 Reporting Services, Systems Analysis, documentation and problem solving skills. Good logical and analytical thinking Ability to work independently, under pressure and in a team, time management and proactiveness, fair understanding of project management. Good communication skills (written and oral) and interpersonal, as well as good organizing and planning skills.
DUTIES: The candidate will be responsible to perform systems analysis, design and development based on user requirements. Develop Business Intelligent dashboards and reports for various systems. Work closely with the Director: Information Management Systems and other team members to provide system solutions. Evaluate, investigate and apply new technologies to enhance Information Management Systems within GCIS.

ENQUIRIES: Ms XH Cathy Chen Tel No: (012) 473 0043

POST 33/62: ASSISTANT DIRECTOR: TRAINING AND DEVELOPMENT REF NO: 3/1/5-19/48
Directorate: Training and Development

SALARY: R376 596 per annum
CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of a National Diploma (NQF level 6) or Degree (NQF level 7) in Communication, Training and Development, Administration or related qualification. A postgraduate qualification in either field will be an added advantage. Experience: Three (3) years relevant Training experience and one (1) year should be experience in salary level (7) or (8). Skills: financial management, service delivery innovation, communication (written & verbal) skills, problem solving and analysis, stakeholder engagement and customer service. Job knowledge: Training coordination, Coordination of communication training programmes, Understanding of Government Communications stakeholder base, key areas for training of communicators and political principals, demonstrated in-depth knowledge of the communication system and relationship to communication training. Competencies: Capability, Administrative and coordination roles, understanding of government communication training processes. Valid drivers is a prerequisite.

DUTIES: Provide an overall administrative support to the Communication Training and Development Directorate. Engage and coordinate the participation of government communicators in already established courses provided by accredited learning institutions. Assist to monitor the implementation of developed training programmes offered to government communicators and political principals. Work with departments to identify new communicators within the system and conduct induction sessions for them. Assist to evaluate the effectiveness of training and development programme being rolled out and write reports. Produce monthly and quarterly communication training and development reports. Interact with various training institutions and stakeholders who are able to provide training programmes for government messengers. Play a crucial role in the coordination and development of communication content. Coordinate and produce training and development certificates for programme attendees. Play a role in the development and implementation of communication training schedule and strategy. Coordinate internal stakeholders for the facilitation of training programmes. Identify and build a database of various service providers who can assist in training government communicators. Facilitate and conduct communications training workshops. Prepare and monitor training and development budgets

ENQUIRIES: Mr T Ramotse Tel No: (012) 473 0204

POST 33/63: RADIO PRODUCER REF NO: 3/1/5-19/49
Directorate: Media Production
This is a re-advertisement. Candidates who previously applied are encouraged to re-apply

SALARY: R376 596 per annum
CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Radio Production or equivalent related qualification. The candidate must have at least three years’ experience in radio production, of which one year should be experience at salary level 7 or 8/Supervisory level. Think creatively, work under pressure & meet deadlines, work independently as well as part of a team candidates must be in possession of a valid driver’s license. Good radio presenter skills will be an added advantage. Job Knowledge: Candidates must have detailed knowledge of radio production, both from a technical aspect and from a content perspective.
DUTIES: The successful candidate will be required to initiate, plan, write and produce radio adverts for GCIS and Government. Prepare and conduct live radio shows. Facilitate the live transmission of government events. Write and produce radio news bulletins. Engage with radio stations and GCIS clients. Complete all administrative work with regard to radio production. Provide support to the Deputy Director in the management of the unit. Supervise any junior staff within the radio section. Assist with training of students on internship. The incumbent will be expected to work after hours and travel extensively.

ENQUIRIES: Mr L Klaas Tel No: (012) 473 0149

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 33/64 : SPORT AND RECREATION REF NO: 3/1/5-19/50
Directorate: Human Resource Development
(24 months-contract)

STIPEND : R6747.75 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in Sports/Recreation Management or equivalent related qualification, as recognized by SAQA. The candidate should have understanding of different sport and recreational activities related areas: movement development, provide recreation leisure activities, sport and recreation marketing, provide first aid, provide advice on lifestyle nutrition, and provide physical activity classes and wellness. Required are Computer literacy, Communication skills (verbal and written), ability to work independently and within a team, ability to provide Fitness Instructor classes and ability to work under pressure to meet deadlines.

ENQUIRIES : Ms Bebusangani Spaumer Tel No: (012) 473 0184

POST 33/65 : INTERNAL COMMUNICATION REF NO: 3/1/5-19/51
Directorate: Internal Communication
(24 months-contract)

STIPEND : R6747.75 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in Media Studies, Communications, Journalism or equivalent related qualification, as recognized by SAQA. Skills: Computer literacy including Microsoft writing, presentation, internet searches, use of databases and electronic dissemination of products. Applicants are required to possess communication and basic computer skills. Skills and Knowledge: Basic understanding of planning, monitoring and research tools. Applicants are required to possess problem solving and critical thinking skills. Ability to work independently and within a team. Ability to work under pressure to meet deadlines. Good verbal and written communication skills and basic computer skills.

ENQUIRIES : Mr P Kgomo Tel No: (012) 473 0233

POST 33/66 : INFORMATION TECHNOLOGY REF NO: 3/1/5-19/52 (X2 POSTS)
Directorate: Information Technology
(24 months-contract)

STIPEND : R6747.75 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in Information Technology or equivalent related qualification as recognized by SAQA, and an A+ and or MCSE will be an advantage. Some relevant IT
experience which should be hands on experience in computer and peripheral support in a Microsoft Windows environment is desirable. A basic understanding of local area network configuration and setup. Knowledge of Apple Mac technologies will be an added advantage. The person is also expected to have good interpersonal skills, work well within a team and independently and have good problem solving, communications and troubleshooting skills. The successful candidate will provide general IT support, hardware and software, for all desktops, network equipment in GCIS. Setup and configure computers and printers on the network. Provide audio visual support for presentations and video conferencing in the auditorium, media room and boardrooms. Assist with the installation, testing and maintaining computer hardware and software. Work with the Helpdesk in providing IT support to all users in GCIS and maintain service levels for IT support calls.

ENQUIRIES
Mr N Kunene Tel No: (012) 473 0227

POST 33/67 : MEDIA MONITORING REF NO: 3/1/5-19/53
Chief Directorate: Policy and Research
(24 months-contract)

STIPEND : R6747.75 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in Media Studies, Communications, Journalism or equivalent related qualification as recognized by SAQA. Computer skills including Microsoft writing, presentation, internet searches, use of spreadsheets, databases and electronic dissemination of products.

DUTIES The successful candidate will be required to monitor and analyse the communications environment for media coverage of government’s priorities; major government programmes such as the fight against gender-based violence and corruption; special events like the State of the Nation Address; assist with gathering, capturing and analysing data for monitoring and evaluation purposes; assisting with administrative functions.

ENQUIRIES : Ms S van der Westhuizen Tel No: (012) 473 0294 / Ms A Language – Tel. No: (012) 473 0018

POST 33/68 : JOURNALIST/WRITER REF NO: 3/1/5-19/54
Directorate: Content Development
(24 months-contract)

STIPEND : R6747.75 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in Communication Science, Journalism, Media Studies or English, or equivalent related qualification as recognized by SAQA. Computer literacy; Writing, editing and proofreading skills; Research skills; Good interpersonal and intercultural skills; Ability to work under pressure and meet tight deadlines.

ENQUIRIES : Mr E Tibane Tel No: (012) 473 0069

POST 33/69 : TRANSLATOR REF NO: 3/1/5-19/55
Directorate: Content Development
(24 months-contract)

STIPEND : R6747.75 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in Translation, Linguistics or Language Practice, or equivalent related qualification as recognized by SAQA. Computer literacy; Must have excellent command of the English language and mother tongue; Good interpersonal and intercultural skills; Ability to work under pressure and meet tight deadlines.

ENQUIRIES : Mr E Tibane Tel No: (012) 473 0069

POST 33/70 : REPORTER REF NO: 3/1/5-19/56
Directorate: News Service
(24 months-contract)

STIPEND : R6747.75 per month
CENTRE : Pretoria
REQUIREMENTS: An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in Journalism or Communication Studies or equivalent related qualification as recognized by SAQA. The candidate should have an understanding of the following: Government policies and programmes; current affairs; writing of news articles; interviewing skills; social media knowledge. Skills required are Computer literacy, Communication (verbal and written), writing of news articles, interviewing, social media, the ability to process complex information, ability to work independently and within a team and ability to work under pressure to meet deadlines. The successful candidate will be required to research and write government news and feature articles for the Government’s news agency www.SAnews.gov.za; attend government news briefings and events where applicable; post on social media platforms in the form of live tweets, videos and photographs.

ENQUIRIES: Ms Nomonde Radu Tel No: (012)-473 0213

POST 33/71: JUSTICE, CRIME PREVENTION AND SECURITY (JCPS) CLUSTER AND ECONOMIC SECTORS, INVESTMENT, EMPLOYMENT AND INFRASTRUCTURE DEVELOPMENT (ESIEID) CLUSTER REF NO: 3/1/5-19/57 (X2 POSTS)
Directorate: Cluster Support
(24 months-contract)

STIPEND: R6747.75 per month
CENTRE: Pretoria
REQUIREMENTS: An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) Communications, Public Relations, Communication Science, Political Science or Journalism or equivalent related qualification as recognized by SAQA. Graphic design skills will be an added advantage. Knowledge of Government communications system. Goal driven orientation with solid process improvement skills. Strong prioritisation skills and ability to meet deadlines. Excellent written and verbal communication skills. Good interpersonal and presentation skills, including ability to interface at different levels. Ability to keep ahead of all key developments / current affairs within Government and outside. Ability to display teamwork, integrity, leadership and innovative thinking. Good understanding of Government policies and priorities. Understanding of strategic communications, project management, stakeholder management, coordination, liaison and ability to work independently and under pressure. Understanding of the South African media landscape and operations. Willingness to work extra hours including weekends and public holidays. Computer literate. Good understand of digital (online) communication. The incumbent must also display willingness to learn. The successful candidate will be expected to support the development of communication strategies for Clusters, campaigns / projects and departments. Support GCIS communication coordination structures (e.g. Communication clusters, Communication Task Teams, Ministerial liaison officer’s forum and pre-cabinet meetings). Develop key messages, fact sheets and other content development tasks. Participate in content hub and operations rooms. Support and improve the functionality of cluster communication forums. Communication with stakeholders at different levels to ensure cluster functionality. Draft weekly/monthly/quarterly reports for the Cluster. Assist with project coordination and calendar of strategic activities for the Cluster. Support the continuous auditing of the communications structures within the system. Monitor the implementation of the cluster communications programmes. Preparedness to perform other duties outside the given job description when required from time to time.

ENQUIRIES: Mr J Pila for ESIEID Tel No: (012) 473 0393 / Ms T Dlomo for JCPS Tel (012) 473 0178

NOTE: The successful incumbent must be able to work under pressure without constant supervision and be willing to work overtime and travel as and when required.

POST 33/72: COMMUNICATION TRAINING AND DEVELOPMENT REF NO: 3/1/5-19/58
Directorate: Communication Training and Development
(24 months-contract)

STIPEND: R6747.75 per month
CENTRE: Pretoria
### REQUIREMENTS
- An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in Communications, Public Relations, Public Administration, Journalism or Project Management, as recognized by SAQA. Skills: Good interpersonal, communication (written and verbal) and computer literacy. Proactiveness with an ability to work independently and apply a sense of urgency in completing assigned tasks. Solution orientated and innovative. Fair understanding of project management and government communication system. Competencies: Logical, analytical and creative thinking. The applicant should have ability to work under pressure and with a team.

### ENQUIRIES
- Mr T P Ramotse Tel No: (012) 473 0204

### POST 33/73
- **MEDIA ENGAGEMENT REF NO: 3/1/5-19/59**
  - Chief Directorate: Media Engagement
  - (24 months-contract)
  - **STIPEND**: R6747.75 per month
  - **CENTRE**: Pretoria
  - **ENQUIRIES**: Mr M Dorasami Tel No: (012) 4730170

### NOTE
- There will be practical tests: news writing, recording of the applicant using the GCIS studio and / or the field recorder.

### POST 33/74
- **RAPID RESPONSE REF NO: 3/1/5-19/60**
  - Directorate: Rapid Response
  - (24 months-contract)
  - **STIPEND**: R6747.75 per month
  - **CENTRE**: Pretoria
  - **ENQUIRIES**: Ms M Dorasami Tel No: (012) 4730170

### POST 33/75
- **RADIO PRODUCER -REF NO: 3/1/5-19/61 (X2 POSTS)**
  - Directorate: Media Production
  - (24 months-contract)
  - **STIPEND**: R6747.75 per month
  - **CENTRE**: Pretoria
  - **ENQUIRIES**: Mr L Klaas Tel No: (012) 473 0149

### POST 33/76
- **FINANCIAL ADMINISTRATION REF NO: 3/1/5-19/62**
  - Directorate: Financial Administration
  - (24 months-contract)
  - **STIPEND**: R6747.75 per month
CENTRE: Pretoria
REQUIREMENTS: An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in Public Finance / Accounting/ or relevant qualification as recognized by SAQA. Fair understanding of Public Finance Management Act and other Finance processes. Skills: Communication, writing and computer literacy (Ms Word and Ms Excel). Flexibility and willingness to adjust to changes in the work environment. Ability to work under pressure and willingness to work irregular hours. The application should be able to work independently and have innovative thinking. The applicant should be client service orientated.

ENQUIRIES: Mr E Sebati Tel No: (012) 473 0082

POST 33/77: PARLIAMENTARY LIAISON SERVICES REF NO: 3/1/5-19/63
Directorate: Parliamentary Liaison Services
(24 months-contract)

STIPEND: R6747.75 per month
CENTRE: Cape Town
REQUIREMENTS: An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in Media Studies, Communications, Journalism or equivalent qualification, as recognized by SAQA. Skills and Knowledge: Communication (verbal and written), Computer skills including use of Microsoft, presentation, internet searches, use of databases and electronic dissemination of products. The applicant should have interest in current affairs, understand media analysis, news and 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.

ENQUIRIES: Ms L Cerf Tel No: (021) 465 3658