ANNEXURE G

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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 : 04 October 2019

NOTE : 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. Applicants with disabilities are welcome to apply Applications must be submitted with Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents the completed and signed Z83 form 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 (Criminal record, citizenship, credit record checks, qualification verification and employment verification).

MANAGEMENT ECHELON

POST 34/24 : DEPUTY DIRECTOR-GENERAL: INTERGOVERNMENTAL COORDINATION & STAKEHOLDER MANAGEMENT REF NO: 3/1/5-19/69

Branch: Intergovernmental Coordination & Stakeholder Management

SALARY : R1 521 591 per annum (All-inclusive salary package) of which 30% may be structured according to the individual’s needs.

CENTRE : Pretoria

REQUIREMENTS : Envisaged for appointment to this position is a seasoned and experienced Senior Manager with a minimum of eight (8) to ten (10) years’ experience at Senior Managerial Level Experience in any of the following fields: government policy, intergovernmental relations, stakeholder and relationship management, development communication, journalism, media liaison and communication. An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in Public Relations/Development Communication/Public Management/Journalism or equivalent qualification as recognised by SAQA which is relevant/related to the duties mentioned below Excellent writing skills with extensive report writing experience Strong Financial and People Management skill Computer Skills A code 8 driver’s license.

DUTIES : Provide effective strategic leadership and management to the Branch: Intergovernmental Coordination & Stakeholder Management with the following Chief Directorates: (i) Provincial and Local Liaison, (ii) Social Sector and Governance and Admin Clusters, (iii) Economic and Infrastructure, Justice and International Clusters and (iv) Media Engagement. Lead and drive interaction and
communication between government and the media. Provide strategic communication, planning, coordination and support to Clusters. Ensure that the National Communication Strategic Framework is presented to the provinces for alignment. Build partnership with strategic stakeholders in pursuit of the GCIS’ vision of access to information. Ensure effective functioning of the IC&SM Branch. Supervise, lead or participate in government communication projects, including giving strategic guidance to cluster communications. Manage intergovernmental relations, as well as stakeholder management for the programme. Provide support in developing communication system at the sphere of local government as well as working closely with the office of the Director-General and communication unit in the provincial government. Ensure synergy in the work of GCIS and that of the provinces with respect to communication guided by the national communication strategy.

ENQUIRIES: Ms Zanele Ngwenya Tel No: (012) 473 0472

POST 34/25: DEPUTY DIRECTOR-GENERAL: CONTENT PROCESSING AND DISSEMINATION REF NO: 3/1/5-19/70
Branch: Content Processing and Dissemination

SALARY: R1 521 591 per annum (All-inclusive salary package) of which 30% may be structured according to the individual’s needs.

CENTRE: Pretoria

REQUIREMENTS: Envisaged for appointment to this position is a seasoned and experienced Senior Manager with a minimum of eight (8) to ten (10) years’ experience at Senior Managerial Level. Experience in any of the following fields: research, marketing, advertising, media-bulk buying, communication, journalism, editing, content development, publishing, videography and photography, government policy and intergovernmental relations. An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in Communication/ Journalism/ Content Development/ Advertising/ Media Bulk-Buying or equivalent qualification as recognised by SAQA which is related/relevant to the duties mentioned below. Excellent writing skills with extensive report writing experience. Strong Financial and People Management skills.

Computer Skills
A code 8 driver’s license.

DUTIES: Provide effective strategic leadership and management to the Branch: Content Processing and Dissemination with the following Chief Directorates: Policy and Research, Products and Platforms, Communication Service Agency. The Head of this Branch must also deputies for the Director-General in providing leadership in Government communication. Carry out all functions delegated to him/her by the DG. Co-ordinate strategic communication planning in GCIS and across government. Oversee the content development process implemented through the Communication Service Agency, Intergovernmental Coordination and Stakeholder Management, Media Engagement and Electronic Information Resources. Coordinate the dissemination of information about GCIS services. Supervise, lead or participate in communication projects. Development of a communication strategy for government and GCIS. Oversight over production of accurate and high quality content for GCIS platforms. Strategic oversight of the media Bulk Buying process. The building and maintenance of reliable knowledge base to inform communication interventions. Coherence in the work of GCIS with respect to content development and management and integrated messaging. Conduct research through independent service providers to assess how government should address the public’s information needs.

ENQUIRIES: Ms Z Ngwenya Tel No: (012) 473 0472

POST 34/26: PROVINCIAL DIRECTOR: FREE STATE REF NO: 3/1/5-19/71
Branch: Intergovernmental Coordination & Stakeholder Management

SALARY: R1 057 326 per annum of which 30% may be structured according to the individual’s needs (All-inclusive salary package).

CENTRE: Free State

REQUIREMENTS: Qualification: An appropriate Bachelor’s Degree in Communication Science/Communication/Development Communication/Journalism or equivalent tertiary qualification (NQF level 7 as recognised by SAQA). Experience: At least 5
years’ experience at a middle or senior management level with extensive experience in and knowledge of communication and or development communication, proven leadership capabilities, and sound interpersonal and project management skills. Experience in coordinating multi-media communication campaigns. Sound knowledge of the Public Finance Management Act as well as understanding of the procurement processes in the Public Service Knowledge: Comprehensive knowledge of the Free State province, including socio-economic and development dynamics as well as the programmes and priorities of government must have a valid driver’s license and be computer literate.

**DUTIES**

- Provide strategic leadership and management to the GCIS Provincial Directorate in the Free State Province. Deliver communication campaigns in line with the government communication programme and provincial communication programme.
- Provide support for the extension of the government communication system to the local government sphere. Support provincial government in the rollout and promotion of a government-wide access strategy including the establishment of Thusong Service Centres.
- Develop and maintain communication partnerships with provincial stakeholders from government and civil society.

**ENQUIRIES**

Ms M Tshwane Tel No: (012) 473 0188

**NOTE**

All the shortlisted candidates will be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment.

**OTHER POSTS**

**POST 34/27**

**DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: 3/1/5-19/73**

(12 Months Contract)

Directorate: Strategic Planning, Performance Monitoring and Reporting

**SALARY**

R733 257 per annum (Level 11) (All-inclusive salary package)

**CENTRE**

Pretoria

**REQUIREMENTS**

- Applicants should be in possession of a relevant National Diploma (NQF 6) or a Bachelor’s Degree (NQF 7) preferably in Risk Management or equivalent related qualification as recognised by SAQA, and at least four (4) years relevant experience in the risk management environment. He/she should have knowledge of the Public Finance Management Act, Treasury Regulations, Corporate Governance and Risk Management Framework. Knowledge of risk management software will be an added advantage. Required skills: project management, computer literacy, planning and organisational, analytical skills, monitoring & evaluation, interpersonal & negotiation skills, problem solving skills, and customer care skills. He/she should have sound understanding of government policy, general knowledge of government’s mandate and a keen interest in current and government affairs. A valid driver’s license is also required.

**DUTIES**

- Assist in linking risk management processes with the Department’s objectives and business plan.
- Develop, review, monitor and implement the enterprise risk management framework within the department. Assist in developing and rolling out an on-going risk management awareness programme throughout the department.
- Consult with stakeholders within the areas of responsibility to ensure identification and management of risks. Facilitate operational risk assessment process (identification, analysis and rating of risks) within the department, guided by the departmental risk management strategy and policy. Assist in project risk analysis and evaluation of various projects. Provide advice to management on issues related to risk management.
- Identify potential business interruptions, develop safeguards against these interruptions and implement recovery procedures in the event of business interruptions. Ensure plans are in place to keep the Department functioning after disruptive events such as natural disaster, sabotage, crime and computer and human error. Monitor and evaluate the departmental risk profiles and related action plans and report on such.
- Assist in compiling risk management quarterly reports to the departmental Risk Management Committee and Management Committee. Coordinate the Integrity Management within the department as part of part of the department’s anti-corruption initiatives.
ENQUIRIES : Ms K Sebati Tel No: (012) 473 0123

POST 34/28 : DEPUTY DIRECTOR: PARLIAMENTARY AND MEDIA LIASION REF NO: 3/1/5-19/76
Chief Directorate: Media Engagement

SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE : Cape Town
REQUIREMENTS : Applicants should be in possession of a recognised 3 year Degree (NQF 7) or National Diploma (NQF 6) in Communication, Public Relations, Media Studies and Journalism plus four years’ experience in media and communication environment of which two (2) years should be experience at Salary level 9 or 10. Furthermore, the applicant must have knowledge of Departmental policies and procedures, Project management, Batho Pele principles, Planning and organising, Interpersonal relations and Leadership, Computer literacy, Writing, Communication, Problem solving, Listening and observation, Negotiation, Event management. Strategic communication and stakeholder engagement with focus on media engagement is critical to the role. Must have knowledge of Parliamentary Processes and platforms and Government cycle of communication. Supervisory skills a must and ability to work in a team highly beneficial. A valid driver’s license and computer literacy are prerequisites.

DUTIES : The successful candidate will be required to plan, coordinate and execution of media, stakeholders and public liaison plans on behalf of the GCIS in Parliament in line with communication strategy and programmes of Government Communication. Keep abreast of developments within Parliamentary environment, and manage the platforms of media and stakeholder engagement together with other government departments frequenting Parliament. Implement Communication Strategy accordingly and manage media liaison activities. Identify opportunities and appropriate communication interventions for the GCIS in Parliament. Coordinate and consult with and participate in Department’s communication structures and processes. Coordinate media liaison and other communication activities on behalf of Government in Parliament and assist with a Parliamentary Liaison Role in the Information Resource Centre to better promote Government information in Parliament. Assist with basic administration of the office in consultation with the Director. Lead a team of media and parliamentary liaison officials of the Department in and around Parliament.

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

POST 34/29 : ASSISTANT DIRECTOR: LANGUAGE SERVICES (NGUNI LANGUAGES) REF NO: 3/1/5-19/65
Directorate: Content Development

SALARY : R376 596 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : An appropriate three-year Bachelor’s degree or Diploma in Translation/Language Practice. A proven track record and experience as a translator/language practitioner; Must have fine writing skills and be fluent in one of the Nguni languages (isiZulu, isiXhosa, isiNdebele and Siswati), and have a working knowledge and understanding of the other three Nguni languages; Outstanding quality control and proofreading skills; Computer literacy; Sound knowledge and understanding of government policies and programmes; Ability to work under pressure and meet deadlines; A team player with good interpersonal and intercultural skills.

DUTIES : Translate content for information products such as Vuk’uzenzele newspaper, reports, newsletters, media statements, leaflets and posters, etc.; Edit and quality control translated material; Develop and harvest government-specific terminology; Liaise with service-providers and stakeholders.

ENQUIRIES : Mr Elias Tibane Tel No: (012) 473 0069
NOTE : All interviewees will be expected to perform a practical translation, quality control and proofreading test.
POST 34/30 : REGIONAL COMMUNICATION COORDINATOR: JOHN TAOLO GAETSEWE
DISTRICT REF NO: 3/1/5-19/79
Chief Directorate: Provincial and Local Liaison

SALARY : R376 596 per annum (Level 09)
CENTRE : Kuruman
REQUIREMENTS : Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Experience: Three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) or supervisory level, with knowledge of communication disciplines, including media liaison, research and development communication. The applicant must have an understanding of development communication, and knowledge of the Northern Cape Province with specific insights in John Taolo Gaetsewe District and its local Municipalities.

DUTIES : The successful candidate will be responsible to support the Deputy Director: Liaison in the implementation of a strategic government communication function in the Central Karoo District as follows: implement key communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Coordinate and monitor the government communication function in the district, including the monitoring and supervision of the work of the district based on Senior Communication Officers as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. The candidate will support all initiatives aimed at strengthening Local government communication system through interface with strategic IGR structures at local level. The candidate will further provide communication support in various integrated service delivery models of government such as the Thusong service center programme. The successful candidate will also be responsible for the development and maintenance of effective high level stakeholder relations in the region with a bias towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing articles on government developments in the region from time to time. The regional coordinator will also be responsible for the revision and development of a new regional distribution strategy for government information products. The successful candidate will additionally, on a regular basis, be required to develop local communication environment assessments of the District for use by various stakeholders and clients with required communication interventions recommended.

ENQUIRIES : Mr M Nagel Tel No: (053) 832 1378