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 & Festivals streets, Hatfield, Pretoria.

FOR ATTENTION: Mr S Matshageng

CLOSING DATE: 25 October 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). 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 the vacant post. 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 36/70: JUNIOR MEDIA PLANNER REF NO: 3/1/5/ – 19/89
Directorate: Media Buying

SALARY: R316 791 per annum (Level 08)
CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of a National Diploma (NQF 6) or Degree (NQF 7) in Marketing, Advertising, Communication, Media Buying/Media Planning or equivalent related qualification majoring in Media Buying/Media Planning as recognized by SAQA, with at least 2 years relevant experience. The incumbent should be an organised, process driven individual with strong relationship management skills, which are required to execute media buying and implement activities at GCIS. The job requires effective planning and implementation of media plans and media analysis. Evaluation of media proposals, strong negotiation skills and good client management are all key parts of the job. The ideal candidate must be able to work under pressure as part of a team and adhere to set deadlines. He/she must have excellent command of the English language, Excellent written, grammatical and communication skills. Proven ability to translate media strategies into effective media plans, knowledge of the Public Finance Management Act, knowledge of the Public Service Act, working knowledge of Telmar (TNT/RBP/Programs/Plans), computer literacy in Ms Office suite, excellent administrative abilities, ability to assess needs of incoming campaigns and act decisively to mobilize resources. He/she must be persuasive and comfortable in negotiating timelines and deliverables with internal and external
stakeholders, be an assertive, self-motivated and driven individual with strong interpersonal communication skills, both in written and spoken format and good knowledge of and understanding of all standard media types.

DUTIES
The successful incumbent will be responsible for planning, and implementing media campaigns by raising cost estimates, developing media schedules, writing memorandums, securing necessary approvals, booking campaigns, compiling post campaign reports, attending client meetings, and ongoing liaison with internal and external clients and media owners.

ENQUIRIES
NOTE
Mr Sinombulelo Mlisa Tel No: (012) 473 0287
Preference will be given to Coloured male/female, Indian male/female and White male/female

POST 36/71
ADMINISTRATION CLERK
REF NO: 3/1/5/1 – 18/44
Directorate: Media Buying

SALARY: R208 584 per annum (Level 06)
CENTRE: Pretoria
REQUIREMENTS: Applicants must be in possession of a National Diploma (NQF 6) or Degree (NQF 7) in Public Administration, Office Management/Administration or related equivalent qualification At least 2 years’ relevant administration experience in media buying and/or supply chain Sound knowledge of administrative duties and responsibilities with some basic knowledge of general administration, operations and government procurement processes/procedures Understanding Public Service regulations, procedures and policies High degree of etiquette Ability to work within a team Report writing, compilation, collation Minute taking and development of target driven action plan Ability to read, interpret and apply policies Report writing Computer literate Presentation skills Punctuality and effective time management Innovation Planning, coordinating, organizing and execution skills.

DUTIES
The successful incumbent will be responsible for arranging directorate, Media Encounter and Media Connect meetings, as well as booking of suitable venues for meetings Scheduling appointments on request between media owners within Media Buying Managing the database for media owners and clients Providing supply chain related support in ensuring compliant documents are submitted to the bids office Checking and verify Standard Binding Document documents and Central Supplier Database reports of suppliers Participating and taking minutes in daily media buying status and directorate meetings Developing effective recruitment media advertising campaigns for Public Service departments, undertaking research and analysing data using specialist industry resources effectively managing media selections and recommendations that meet client objectives, and managing the implementation of booked recruitment campaigns Providing administrative support the office of the Director Report writing, compilation, collation and minute taking.

ENQUIRIES
NOTE
Mr S Mlisa Tel No: (012) 473 0287
Preference will be given to Coloured male/female, Indian male/female and White male/female

POST 36/72
TRADESMAN AID
REF NO: 3/1/5/1-19/46
Directorate: Security and Facilities Management

SALARY: R122 595 per annum (Level 03)
CENTRE: Pretoria
REQUIREMENTS: Grade 12 or equivalent qualification a plumbing/electrical certificate will be added advantage Basic Skills in Maintenance Services (plumbing, electrical, etc) Sound interpersonal skills Ability to liaise with team members, clients and members of the public Customer focused Computer literate.

DUTIES
The successful candidate will be required to fix and repair minor damages in and around the building Replacement of globes/bulbs and starters Repair damaged and broken furniture Inspect the facilities on daily basis and report all defects to the Supervisor Unblock toilets Move furniture in the building Assist with any other cleaning and maintenance services Keep a register of all maintenance work conducted in all the buildings Team leader/member of the cleaning/maintenance team Setting up of chairs and tables at the Auditorium.

ENQUIRIES
NOTE
Ms X Job Tel No: (012) 473 0334
Preference will be given to Coloured male/female, Indian male/female and White male/female