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: 06 December 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 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 42/30: REGIONAL COMMUNICATION COORDINATOR: MANGAUNG METRO REF NO: 3/1/5-19/101
Chief Directorate: Provincial Local & Liaison

SALARY: R376 596 per annum (Level 09)

CENTRE: Bloemfontein

REQUIREMENTS: Applicants must be in possession of an appropriate National Diploma (NQF level 6) or Degree (NQF level 7) in Communication or equivalent related qualification as recognised by SAQA. Three (3) years communication experience, of which one (1) year should be on salary level seven (7) or eight (8) with knowledge of communication disciplines, including media liaison, research and development communication. The candidate must have an understanding of development communication, and knowledge of the Free State Province with specific insights in the Mangaung Metro and its local Municipalities. Furthermore, he/she must be computer literate and be in possession of a valid Code 08 driver’s licence as the work involves extensive travelling. Good knowledge of administration and finances is required.

DUTIES: The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in the Mangaung Metro 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. Supervise and monitor the work of Metro based 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 Metro to ensure the effective cascading of government communication content especially to leaders and structures of local government across the Metro. Support all initiatives aimed at strengthening Local Government
Communication System through advocacy in strategic IGR structures at Metro and local level. Further, provide communication support to various integrated service delivery models of government, including the Thusong service centre programme. Responsible for the development and maintenance of effective high-level stakeholder relations in the region with biasness 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 Metro as well as writing service delivery articles on governments’ delivery on its mandate. Responsible for the revision and development of a regional distribution strategy for government information products. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the District for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

ENQUIRIES: Ms M Dirane Tel No: (051) 448 4504
NOTE: Preference will be given to Coloured male/female, Indian male/female and White male/female

POST 42/31: SENIOR REPORTER REF NO: 3/1/5-19/102
Directorate: News Service
SALARY: R376 596 per annum (Level 09)
CENTER: Pretoria
REQUIREMENTS:
Applicants should be in possession of a National Diploma (NQF Level 6) or Degree (NQF Level 7) in Journalism/Communication equivalent as recognised by SAQA, with at least three (3) years journalistic experience in the print or electronic mediums, of which one (1) year should be at salary level seven or eight. Applicants should have an excellent knowledge of government policies and programmes, government’s approach to communication and a sound understanding of current affairs. The applicant must be a professional news hound with excellent writing skills and the ability to write for online and print (magazine and newspaper) and other multi-media platforms. The candidate should have excellent interviewing skills; the confidence required to interview high-profile government officials; the ability to process complex information; the ability to analyse the communication environment in government and the ability to generate own story ideas in a creative manner. The candidate must possess an excellent knowledge of social media as it relates to government. Good teamwork skills, interpersonal skills with the humility to accept instruction, coaching and mentoring from editors. The successful incumbent must be able to work under pressure without constant supervision; meet deadlines; be willing to work overtime, especially on weekends and public holidays, and travel as and when required, sometimes at short notice. A valid driver’s license is essential.

DUTIES:
The successful candidate will be required to initiate and develop story ideas around beats. He/She will be required to: attend government news briefings and events across the country; research and write government news articles, feature articles, analysis pieces for the print and electronic mediums; file content across various platforms; post on social media platforms in the form of live tweets, videos and photographs; maintain good contact with government communicators.

ENQUIRIES: Ms R Moodley Tel No: (012) 473 0263
NOTE: Preference will be given to Coloured male/female, Indian male/female and White male/female

POST 42/32: ASSISTANT DIRECTOR EDITOR: SAYB EDITOR REF NO: 3/1/5-19/103
(12 Months Contract)
Directorate: Content Development
SALARY: R376 596 per annum (Level 09) plus 37% of the annual notch
CENTER: Pretoria
REQUIREMENTS:
Applicants must be in possession of an appropriate National Diploma (NQF level 6) or Degree (NQF level 7) in Communication/Journalism/Public Relations or English, with at least three (3) years of proven experience as a writer, editor and proof-reader; of which one (1) year should be on salary level seven or eight. Excellent verbal and written communication skills in English. Competency: Editing and proofreading; research and good interpersonal and intercultural skills. Ability to work under pressure and meet tight deadlines; Computer literacy is a requisite, especially on an Apple Mac; Willingness to work overtime, including weekends and public holidays, when required to meet tight deadlines.
**DUTIES**: The successful candidate will be required to update, edit and proofread content for the South Africa Yearbook and Official Guide to South Africa; edit and proofread content for a variety of information products such as annual reports, publications, newsletters, leaflets, posters, advertisements; exhibitions, etc; liaise with contributors/ departments; provide administrative support.

**ENQUIRIES**: Mr Elias Tibane Tel No: (012) 473 0069

**NOTE**: Interviewees will be expected to perform a practical editing and proofreading test.

**POST 42/33**: PRINCIPAL COMMUNICATION OFFICER: LANGUAGE SERVICES TSHIVENDA
REF NO: 3/1/5-19/104
(12 Months Contract)
Directorate: Content Development

**SALARY**: R316 761 per annum (Level 08) plus 37% of the annual notch

**CENTRE**: Pretoria

**REQUIREMENTS**: Applicants must be in possession of an appropriate National Diploma (NQF level 6) or Degree (NQF level 7) in Translation/Language Practice, with at least two (2) years of proven track record and experience as a translator/language practitioner; Must have fine writing skills and be fluent in Tshivenda. Competency: Outstanding translation, quality control and proofreading skills; Computer literacy. 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**: Interviewees will be expected to perform a practical translation test.

**POST 42/34**: PRINCIPAL COMMUNICATION OFFICER: LANGUAGE SERVICES XITSONGA
REF NO: 3/1/5-19/105
(12 Months Contract)
Directorate: Content Development

**SALARY**: R316 761 per annum (Level 08) plus 37% of the annual notch

**CENTRE**: Pretoria

**REQUIREMENTS**: Applicants must be in possession of an appropriate National Diploma (NQF level 6) or Degree (NQF level 7) in Translation/Language Practice, with at least two (2) years of proven track record and experience as a translator/language practitioner; Must have fine writing skills and be fluent in Xitsonga. Competency: Outstanding translation, quality control and proofreading skills; Computer literacy. 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**: Interviewees will be expected to perform a practical translation test.