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: 21 February 2020

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 original certification must be within six (6) 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 05/13: DEPUTY DIRECTOR: RADIO PRODUCER REF NO: 3/1/5/1 – 20/07

Directorate: Media Production

SALARY: R733 257 per annum (all-inclusive remuneration package)

CENTRE: Pretoria (Hatfield)

REQUIREMENTS: The Candidate should have a National Diploma or equivalent qualification in Radio Production (NQF level 6) and or Degree (NQF 7). The ideal candidate will have the following competencies: 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 bonus. Candidates must have at least three years' experience in radio production and one year at a management/supervisory level. Job Knowledge: Candidates must have sound management skills and detailed knowledge of radio production, both from a technical aspect and from a content perspective.

DUTIES: The incumbent is required to: provide leadership to and manage the GCIS radio unit, including financial, human resource and logistical management; oversee all productions of the unit; develop plans for the further development
of the unit; build relations with stakeholders such as other government departments and the community radio sector; provide support to the director of Media Production in planning and managing campaigns as well as the overall management of the directorate. The incumbent will be expected to work after hours and travel extensively.

**ENQUIRIES**: Mr. A Mohamed Tel No: (012) 473 0015

**NOTE**: Candidates will undergo a practical test in radio production.

**POST 05/14**: REGIONAL COMMUNICATION COORDINATOR REF NO: 3/1/5/1 – 20/08

Chief Directorate: Provincial and Local Liaison

**SALARY** : R376 596 per annum

**CENTRE** : Chris Hani District (Queenstown)

**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. Three (3) years communication experience of which one (1) year should be experience at 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 Eastern Cape Province with specific insights in Chris Hani District 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 Chris Hani 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. Supervise and monitor the work of district based Senior Communication Officers (if any) 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. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level. Further, provide communication support to various integrated service delivery models of government, including the District Based Development Model and 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 District 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** : Mr N Pinyana Tel No: (043) 7222 602/09

**POST 05/15**: FREELANCE DATABASE MANAGERS REF NO: 3/1/5/1 – 20/09

Directorate: Marketing and Distribution

**SALARY** : Per assignment allocated (benefits excluded)

**CENTRE** : Pretoria
REQUIREMENTS: Applicants must be in possession of an appropriate three-year degree or related accredited qualifications in Database Administration. Experience: At least three years’ experience in Database Administration. In-depth understanding of the South African media landscape, Government landscape and communication environment. Experience in developing, troubleshooting, managing, verifying and maintaining databases. The ability to network and work independently and under pressure. Good communication/liaison, networking, planning, problem-solving and research skills. Inclination to pay attention to detail and willingness to take initiative. Advanced computer skills especially in Microsoft Excel.

DUTIES: Make daily telephonic calls to confirm exiting data or to collect new data to have an updated and complete dataset. Database verification. Verification of proof of delivery details vs the database and update of the database where required. Overlooking database design. Merging of datasets. Determining the best possible method of organising data, recording and implementing it. The type of database and data to be dealt with will depend on GCIS or client. Secure and maintaining database results by setting and enforcing standards and controls. Oversee projects and ensure all members of your team are working on the right thing at the right time to keep databases in order. Developing protocols for data processing. The Database Manager will assist a number of people within GCIS, as well as assist in the smooth operation of the business as a whole. For example, depending on requirements, GCIS may use the data for communication purposes or for targeted marketing. Preparation for database expansion by studying plans and requirements; advising senior technical management; coordinating design and programming. Keep senior technical management informed by preparing reports on system performance and problems. To help non-technical people understand how to use the database system and ensure it is used properly. The Database Manager may write reports, training manuals and also be involved in direct training, either of your own team or of employees that will use the system i.e. training colleagues on how to input and extract data. Setting up and testing new database and data handling systems. Upgrading of hardware and software by assessing transaction processing and database production options. Monitoring database efficiency, maintenance of database performance by troubleshooting problems. Accomplish platform upgrades and improvements by supervising system programming. Applicants will be expected to work from the GCIS head office situated in Hatfield Pretoria, must be flexible and be able to work under pressure with tight timelines.

ENQUIRIES: Ms N Prinsloo, Tel No: (012) 473 0203

NOTE: Payment rates will be discussed with shortlisted candidates. Interviewees will be expected to perform a practical aligned to their area of application.