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: 28 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 06/11: ASSISTANT DIRECTOR: INTERNATIONAL MEDIA ENGAGEMENT REF NO: 3/1/5/1-20/11
Directorate: International Media Engagement

SALARY: R376 596 per annum (Level 09) Plus 37% of the annual notch
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 Communication, Public Relations, Journalism, Media Studies or equivalent related qualification as recognised by SAQA. Three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) or supervisory level, the incumbent must have the following knowledge: Basic knowledge of government legislation, Project Management, Batho Pele Principles Skills: Planning and Organizing, Advanced writing skills, Interpersonal, Computer literacy (Ms Word, Excel and PowerPoint), Social media skills, Communication skills, Problem solving, Listening and observation, Event Management, Media writing experience. Applicants should have a sound understanding of government policies and priorities. The candidate should also have a solid understanding of international relations and foreign media operations. The candidate should also be able to work under pressure and independently. The position requires an individual who is willing to work extra hours and over weekends. Strong computer literacy is also a requirement of the position. An added advantage would be someone speaking any of the three SADC or AU languages.

DUTIES: The successful candidate will be responsible to provide media liaison support to government departments on international relations matters and to GCIS international related projects. Facilitate the accreditation of Foreign Press. Develop media schedules for International events and programmes. The incumbent to work closely with the team on international events. Provide support and secretariat services to the International Communicators Forum. Manage a comprehensive record and databases of media lists, Op-Eds, Media plans etc. Arrange media briefings including writing and distribution of media statements and advisories.
ENQUIRIES : Ms Mmemme Mogotsi Tel No: (012) 473 0355

POST 06/12 : PRINCIPAL COMMUNICATION OFFICER REF NO: 3/1/5/1-20/12
Directorate: International Media Engagement

SALARY : R316 791 per annum (Level 08) Plus 37% of the annual notch
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 Communication, Public Relations, Journalism, Media Studies or equivalent related qualification as recognised by SAQA. Two (2) years relevant communication experience, specializing in social media and design. Skills: Planning and Organizing, Advanced writing skills, Interpersonal, Computer literacy (Ms Word, Excel and PowerPoint), Social media skills, Communication skills, Problem Solving, Listening and observation

DUTIES : Facilitate the accreditation of Foreign Press, Develop media schedules for International events and programmes, The incumbent to work closely with the team on international events, Provide support and secretariat services to the International Communicators Forum, Manage a comprehensive record and databases of media lists, Op-Eds, Media plans etc.

ENQUIRIES : Ms Mmemme Mogotsi Tel No: (012) 473 0355