GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. People with Disabilities with disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department’s Employment Equity Plan.

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: 13 March 2020

NOTE: Applicants with disabilities are encouraged 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 academic qualification(s) including the matric certificate and ID document. The 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. 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 an employment contract with the GCIS that will be reviewed based on performance.

ERRATUM: Kindly note that the following posts advertised in Public Service Vacancy Circular 06 dated 14 February 2020 namely: Assistant Director: International Media Engagement with Ref No: 3/1/5/1-20/11 and Principal Communication Officer with Ref No: 3/1/5/1-20-12, the posts period should be read as follows: 12 months contract.

MANAGEMENT ECHELON

POST 07/05: DIRECTOR: LEGAL SERVICES REF NO: 3/1/5/1 – 20/13

SALARY: R1 057 326 per annum (An all-inclusive package)

CENTRE: Hatfield, Pretoria

REQUIREMENTS: Undergraduate qualification (NQF level 7) as recognised by SAQA in legal/law (LLB) or equivalent qualifications. Admitted Attorney/ Advocate with five (5) years’ experience at Middle Management level with legal practice background. Driver’s license. Skills And Competencies: At an advanced level required in the following: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Service Delivery and Innovation, Problem-solving and Analysis, Risk management, Change management, Knowledge Management. Operational knowledge of and exposure to Constitutional Law, Administrative Law, Corporate Law, the legislation and other prescripts applicable in public administration and the Public Service will be an added advantage. All legislation administered by GCIS SoCs, Magistrates Court Act, IGR Act, Supreme Court Act, Promotion of Administrative Justice Act, Public Service Act, PFMA and other Financial Regulations, Government Policies, Departmental policies & procedures,
Departmental prescripts, Public service regulations, Policy analysis and development. Must have excellent communication skills (both written and verbal), people management, client orientation and customer focused, and time management skills.

**DUTIES**

Manage and ensure an effective provision of professional legal advice, opinions and litigation process. Oversee management of contracts, service level agreement and litigation matters. Manage legal strategies and ensure legal compliance. Manage and ensure an effective provision of professional legal advice, opinions and litigation process. Oversee and manage a detailed legal analysis of contracts. Oversee and ensure smooth and effective legal advice and support to management. Monitor the implementation of & provide advice on the interpretation and application of all pieces of legislation. Maintain and effective statutory services. Oversee management of contracts, service level agreement and litigation matters. Ensure legal research and opinion drafting. Formulate legal opinions & provide legal advice and support to management. Assess and ensure department's legal capacity is strengthened during negotiations on agreements, contract and litigations. Manage and ensure quality legislation within the department. Manage legal work in accordance with national laws and Constitution. Manage the development of sound policies, legal documents, contracts, etc. i.e. Legal support in relation to policy formulation and decision-making. Manage legal strategies and ensure legal compliance. Manage all litigations for the department. Ensure compliance and advocate for legislation, regulations, acts and policies. Manage investigation projects on fraud and corrupt business and provide strategic directions. Manage resources (Human, Finance, Equipment/Assets.) Manage and ensure proper implementation of budget by monitoring, projection and reporting of expenditures. Consolidate budget and ensure proper spending in line with strategic objectives. Ensure optimal utilisation and functionality of equipment/assets. Evaluate and monitor performance of employees to ensure achievement of Directorate' strategic goals. Manage the development of employees in the directorate. Enhance and maintain employee motivation.

**NOTE**

Preference will be given to African male/female

**OTHER POSTS**

**POST 07/06**

**DEPUTY DIRECTOR: MARKETING REF NO: 3/1/5/1 – 20/16**

(12 Months contract)

Directorate: Marketing and Distribution

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

**CENTRE**: Hatfield, Pretoria

**REQUIREMENTS**

An appropriate National Diploma (NQF Level 6) or Degree (NQF Level 7) qualification and extensive experience over a period of 4 years of which two years should be at salary level nine or 10 and knowledge in the field of marketing. Project management-, events management- and marketing communication knowledge, skills and experience would be to your advantage. Well-developed communication- including writing and interpersonal skills. Ability to work under pressure and independently. Physical ability to carry branding material. Microsoft Office experience and or qualifications. Working outside normal office hours. Valid driver’s license.

**DUTIES**

The successful candidate will be responsible to plan, develop and implement an integrated Marketing Communication plans for GCIS, its services and products. Conceptualisation and drafting of marketing strategies, briefs, memoranda, reports specifications motivations and all relevant documentation requiring special expertise in the fields of marketing communications. Liaison with clients, agencies, government departments and service providers. Assist in managing the marketing and promotions of GCIS products and platforms to relevant stakeholders and target audiences when required. Management of marketing systems, projects and personnel. Plan, coordinate and manage GCIS activations, exhibitions or outreach programmes or any other ad hoc event when required. Conduct impact analysis to evaluate marketing and promotional plans. Manage the day to day marketing activities by carrying out a variety of essential support functions.

**ENQUIRIES**

Nicolette Prinsloo Tel No: (012) 473 0203.

**NOTE**

Preference will be given to African male and Coloured Male/Female
ASSISTANT DIRECTOR: MARKETING REF NO: 3/1/5/1 – 20/17
(12 Months contract)
Directorate: Marketing and Distribution

SALARY: R376 596 per annum (Level 09) Plus 37% of the annual notch
CENTRE: Hatfield, Pretoria
REQUIREMENTS: An appropriate National Diploma (NQF Level 6) and extensive experience over a period of 3 years of which one year should be at salary level seven or eight and knowledge in the field of marketing. Project management - , events management- and marketing communication knowledge, skills and experience would be to your advantage. Well-developed communication - including writing and interpersonal skills. Ability to work under pressure and independently. Physical ability to carry branding material. Microsoft Office experience and or qualifications. Working outside normal office hours. Valid driver’s license.

DUTIES: The successful candidate will be responsible for the monitoring and coordination on the implementation of the GCIS Marketing Strategy and Marketing Committee agreed marketing actions. Management of marketing staff members in the unit. Responsible for the monitoring and coordination of the marketing strategies developed for product owners. Recording of marketing services and events on an excel register. Managing the marketing register and traffic report document. Day to day marketing services and events support and admin related duties. Assist in planning, organising, coordinating and implementing events including branding plans. Developing and updating of an events check list/events schedule/briefs/draft memo etc. Liaison with intern and external stakeholders or service providers (e.g. following ups, sourcing/ gather information or making arrangements). Sending out invites. Management of RSVP’s.

ENQUIRIES: Nicolette Prinsloo Tel No: (012) 473 0203
NOTE: Preference will be given to White, Indian and Coloured Male/Female