

**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.*

<b><u>APPLICATIONS</u></b>	:	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.
<b><u>FOR ATTENTION</u></b>	:	Mr S Ndlovu
<b><u>CLOSING DATE</u></b>	:	21 August 2020
<b><u>NOTE</u></b>	:	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 <a href="http://www.gov.za/documents">www.gov.za/documents</a> . 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 NB: It is mandatory for candidates to attach Public Service SMS Pre-Entry certificate. For further details, please click on the following link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . For more information regarding the course please visit the NSG website: <a href="http://www.thensg.gov.za">www.thensg.gov.za</a> .

**MANAGEMENT ECHELON**

<b><u>POST 19/37</u></b>	:	<b><u>DEPUTY DIRECTOR-GENERAL: INTERGOVERNMENTAL COORDINATION &amp; STAKEHOLDER MANAGEMENT REF NO: 3/1/5-20/49</u></b> Branch: Intergovernmental Coordination & Stakeholder Management
<b><u>SALARY</u></b>	:	R1 521 591 per annum (All-inclusive salary package) of which 30% may be structured according to the individual's needs.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Envisaged for appointment to this position is a seasoned and experienced Senior Manager with a minimum of eight (8) to ten (10) years' experience at Senior Managerial Level. A valid driver's license. Certificate: Nyukela Public Service SMS Pre-Entry Programme. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management. Experience in any of the following fields: government policy, intergovernmental relations, stakeholder and relationship management, development communication, journalism, media liaison and communication.

**DUTIES**

An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in Public Relations/ Development Communication/Public Management/Journalism and Communication or equivalent qualification as recognised by SAQA which is relevant/related to the duties mentioned below  
Excellent writing skills with extensive report writing experience  
Strong Financial and People Management skill  
Computer Skills  
A code 8 driver's license.

: Provide effective strategic leadership and management to the Branch: Intergovernmental Coordination & Stakeholder Management with the following Chief Directorates: (i) Provincial and Local Liaison, (ii) Social Sector and Governance and Admin Clusters, (iii) Economic and Infrastructure, Justice and International Clusters and (iv) Media Engagement. Lead and drive interaction and communication between government and the media  
Provide strategic communication, planning, coordination and support to Clusters  
Ensure that the National Communication Strategic Framework is presented to the provinces for alignment  
Build partnership with strategic stakeholders in pursuit of the GCIS' vision of access to information  
Ensure effective functioning of the IC&SM Branch.  
Supervise, lead or participate in government communication projects, including giving strategic guidance to cluster communications  
Manage intergovernmental relations, as well as stakeholder management for the programme.  
Provide support in developing communication system at the sphere of local government as well as working closely with the office of the Director-General and communication unit in the provincial government.  
Ensure synergy in the work of GCIS and that of the provinces with respect to communication guided by the national communication strategy.

**ENQUIRIES**  
**NOTE**

: Ms Zanele Ngwenya Tel No: (012) 473 0472  
: It is mandatory for candidates to attach Public Service SMS Pre-Entry certificate. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za).

**POST 19/38**

: **DEPUTY DIRECTOR-GENERAL: CONTENT PROCESSING AND DISSEMINATION REF NO: 3/1/5-20/50**  
BRANCH: Content Processing and Dissemination

**SALARY**

: R1 521 591 per annum (All-inclusive salary package) of which 30% may be structured according to the individual's needs.

**CENTRE**  
**REQUIREMENTS**

: Pretoria  
: Envisaged for appointment to this position is a seasoned and experienced Senior Manager with a minimum of eight (8) to ten (10) years' experience at Senior Managerial Level. A valid driver's license. Certificate: Nyukela Public Service SMS Pre-Entry Programme. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management. Experience in any of the following fields: research, marketing, advertising, media-bulk buying, communication, journalism, editing, content development, publishing, videography and photography, government policy and intergovernmental relations. An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in Communication/Journalism/ Content Development/Advertising/Media Bulk-Buying or equivalent qualification as recognised by SAQA which is related/relevant to the duties mentioned below. Excellent writing skills with extensive report writing experience. Strong Financial and People Management skills  
Computer Skills  
A code 8 driver's license.

**DUTIES**

: Provide effective strategic leadership and management to the Branch: Content Processing and Dissemination with the following Chief Directorates: Policy and Research, Products and Platforms, Communication Service Agency. The Head of this Branch must also deputise for the Director-General in providing leadership in Government communication  
Carry out all functions delegated to him/her by the DG. Co-ordinate strategic communication planning in GCIS and across government. Oversee the content development process implemented through the Communication Service Agency, Intergovernmental Coordination and Stakeholder Management, Media Engagement and Electronic Information Resources  
Coordinate the dissemination of information about GCIS services. Supervise, lead or participate in communication projects. Development of a

		communication strategy for government and GCI. Oversight over production of accurate and high quality content for GCIS platforms. Strategic oversight of the media Bulk Buying. Oversee the building and maintenance of reliable knowledge base to inform communication interventions. Coherence in the work of GCIS with respect to content development and management and integrated messaging. Conduct research through independent service providers to assess how government should address the public's information needs.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms Z Ngwenya Tel No: (012) 473 0472
	:	It is mandatory for candidates to attach Public Service SMS Pre-Entry certificate. For further details, please click on the following link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . For more information regarding the course please visit the NSG website: <a href="http://www.thensg.gov.za">www.thensg.gov.za</a> .
<b><u>POST 19/39</u></b>	:	<b><u>DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: 3/1/5-20/51</u></b> Branch: Corporate Services
<b><u>SALARY</u></b>	:	R1 521 591 per annum (All-inclusive salary package) of which 30% may be structured according to the individual's needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria
	:	Envisaged for appointment to this position is a seasoned and experienced Senior Manager with a minimum of eight (8) to ten (10) years' experience at Senior Managerial Level. A valid driver's license. Certificate: Nyukela Public Service SMS Pre-Entry Programme. An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in Bachelor of Administration, Human Resource Management/ Development, Business Administration, Public Management or equivalent qualification as recognised by SAQA which is related/relevant to the duties mentioned below. Excellent writing skills with extensive report writing experience. Strong Financial, People Management skills and Computer Skills. Experience in any of the following fields: Corporate Services, Human Resources, Strategic Planning and Performance Management, Information Technology Management and Finance. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management.
<b><u>DUTIES</u></b>	:	Provide effective strategic leadership and management to the Branch: Corporate Services to the Department. Ensures and oversee that all Chief Directorates and Directorates reporting under Corporate Services provides adequate support to the Department in line with its mandate, vision and mission. Lead and manage the following Chief Directorates and Directorates: Human Resources, Strategic Planning and Performance Management, Information Technology Management, Office of the Chief Financial Officer and Legal Services. The Head of this Branch must also deputise for the Director-General in providing leadership in Government communication. Carry out all functions delegated to him/her by the DG. Develop and implement various strategies and policies to improve service delivery within and outside the department, including capacity of the organisation to cope with change. Co-ordinates the planning and implementation of strategies and policies aimed at improving service delivery. Plan and report to various stakeholders including parliament, audit and risk Committees. Develop Business and Strategic Plans for the Branch. Ensures that structures and governance processes are in place and aligned to achieve the strategic objectives of the Department. Strongly lead line managers in spearheading restructuring and change management process of the Department. Ensure compliance of the Branch and the Department at large with general Government regulatory legislation and framework applicable to the work of the Chief Directorate and Directorates reporting under the Branch: Corporate Services. Develops and maintain effective monitoring systems and mechanisms.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms Z Ngwenya Tel No: (012) 473 0472
	:	It is mandatory for candidates to attach Public Service SMS Pre-Entry certificate. For further details, please click on the following link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . For more information regarding the course please visit the NSG website: <a href="http://www.thensg.gov.za">www.thensg.gov.za</a> .