

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.

<u>APPLICATIONS</u>	:	The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimoseiso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
<u>FOR ATTENTION</u>	:	Mr S Ndlovu
<u>CLOSING DATE</u>	:	16 October 2020
<u>NOTE</u>	:	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 NB: 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 .

MANAGEMENT ECHELON

<u>POST 23/02</u>	:	<u>DIRECTOR: MEDIA PRODUCTION REF NO: 3/1/5/1 – 20/75</u> Chief Directorate: Communication Service Agency
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (All-inclusive salary package) of which 30% may be structured according to the individual's needs.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applications must be in possession of an appropriate three-year Bachelor's Degree (NQF level 7) in Media Studies, Business Management, Marketing or related field of qualification. Experience: five (05) years' experience at a MMS (middle management service) /SMS (senior managerial level) with extensive experience in media production services and corporate identity management. Ability to provide overall leadership and guidance to the six sub-directorates in Media Production i.e. Photography, Video, Graphic Design, Corporate Identity, Traffic Management and Radio unit. Ability to manage Panel of Agencies for Media Production and Marketing Services. Proven knowledge of the media production, marketing and advertising sectors. Proven experience in managing third party vendors, agencies and managing budgets. The applicant must have understanding of the government and /or public sector market and proven ability to develop and manage client-focused strategies. Skills: creative execution, excellent written, verbal and interpersonal communication skills. Proven ability to interact with people at all levels of client organisations/ departments. Commitment to delivering creative solutions and aligning team members to deliver those solutions to the satisfaction of client departments.

<u>DUTIES</u>	:	The successful candidate will serve as a member of the Content and Dissemination Branch and provide leadership and management six sub-directorates i.e. photographic, video and radio production, Corporate Identity Management, graphic design and traffic management. The appropriate candidate will oversee the development of products and services by ensuring that high standards are maintained and all approved request are completed. Oversee the management of Panel of Agencies for Media Production and marketing services. Provide leadership and operate an efficient, effective and compliant Directorate: Media Production. Proactively manage risk and comply with audit requirements. The appropriate candidate will have a sound understanding of these professional disciplines and will lead the integration of these services into a comprehensive service offering by GCIS to the Public Sector, and in partnership with private-sector service providers. He/she will provide leadership in the development, production and management of campaign products in-house or through outsourcing of communication services; oversee the implementation of government's corporate identity programme, and supervise. Build strong and trusting relationships with clients departments, community media, and creative agencies. Management and monitor budget. Develop and oversee effective account management and client liaison function. Support and train the media production team in the best practices of creative execution and production. Ensure collaboration among relevant sections within GCIS and foster teamwork. Respond appropriately and promptly when presented with complicated problems and issued by client departments.
<u>ENQUIRIES</u>	:	Ms N Shuping Tel No: (012) 473 0042
<u>NOTE</u>	:	Preference will be given to African male/female candidates
<u>POST 23/03</u>	:	<u>DIRECTOR: VUK'UZENZELE REF NO: 3/1/5/1 – 20/76</u> Chief Directorate: Products and Platforms
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (All-inclusive salary package) of which 30% may be structured according to the individual's needs
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate three-year Bachelor's Degree (NQF level 7) and five (5) years' verifiable experience at MMS (middle management services) /SMS (senior management service) in related fields. Knowledge of financial administrative processes, supply chain management, and staff administration. Knowledge of Public Service Regularity Frameworks, and Directives. Good Client orientation and customer focus, programme and project management, organizing and coordination skills, writing, and communication skills. Experience regarding all aspects of office management, the management of human and financial resources. Excellent time management, and extensive report writing experience. The ability to multi-task and manage priorities in a fast-paced environment. Strong financial and human resource management skills. Computer skills. A code 8 driver's license.
<u>DUTIES</u>	:	The successful candidate will be an energetic, creative and meticulous multimedia content developer and editor who will add value to GCIS's communications with the South African public and international stakeholders. The candidate will have a sophisticated understanding of the role of GCIS in the government communication system and in government's engagement with citizens and stakeholders. The candidate will be familiar with and responsive to audience segmentation models and the development of differentiated content. The candidate will be innovative and able to provide leadership in multimedia content development for digital and print products. The candidate will be required to manage the overall production process of two (2) publications (Vukúzenzele Government Newspaper and Public Sector Manager Magazine). Provide strategic leadership to the Directorate: Vuk'uzenzele within the Chief Directorate: Products and Platforms. Lead and coordinate the development of a content plan (diary) for the newspaper and the magazine and undertaking editing and coaching duties with writers and designers that will enable the publishing of products of outstanding quality. To publish periodic editions of Vukúzenzele newspaper and monthly Public Sector Manager Magazine. Lead the directorate in the editorial planning of both publications to ensure that the content is relevant for the target audience. Participate in the editorial planning of other products and platforms in the Chief Directorate. Provide overall management and administration of the Directorate in the following areas: Financial administration, e.g. developing budgets, compiling and monitoring financial projections and operational expenditure. Supply Chain Management, e.g. managing the supplier environment with respect to sourcing of quotations, developing briefs and specifications for outsourcing of publication services, compiling memoranda and submission for procurement purposes, trafficking delivery of outsourced products and services. Taking care of the day to day business operations of the office, e.g. correspondence, preparing and dealing with

minutes, memos and reports, staff administration, including performance management etc. Manage tender procurement processes and contracts in the directorate.

ENQUIRIES
NOTE

- : Mr T Seale Tel No: (012) 473 0324
- : Preference will be given to African male/female candidates