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 Letlhogonolo Tshose

CLOSING DATE: 26 March 2021

NOTE: Applicants with disabilities are encouraged to apply. The old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all academic qualification(s) including the matric certificate, ID-document and drivers license where required. 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 expiration.

OTHER POSTS

POST 09/10

REPORTER REF NO: 3/1/5/1 – 21/08

Directorate: News Services

SALARY: R376 596 per annum

CENTRE: Pretoria

REQUIREMENTS: Applicants should be in possession of an appropriate 3 year Degree (NOF 7) or National Diploma (NOF 6) or equivalent qualification in Journalism or Communication, with at least two years journalistic experience in the print or electronic mediums. Applicants should have an excellent knowledge of government policies and programmes, government’s approach to communication and a sound understanding of current affairs. The applicant must be a professional news hound with excellent writing skills and the ability to write for online and print (magazine and newspaper) and other multi-media platforms. The candidate should have excellent interviewing skills; the confidence required to interview high-profile government officials; the ability to process complex information; the ability to analyse the communication environment in government and the ability to generate own story ideas in a creative manner. The candidate must possess an excellent knowledge of social media as it relates to government. Good teamwork skills, interpersonal skills with the humility to accept instruction, coaching and mentoring from editors. The successful incumbent must be able to work under pressure without constant supervision; meet deadlines; be willing to work overtime, especially on weekends and public holidays, and travel as and when required, sometimes at short notice. A valid driver’s license is essential.
DUTIES: The successful candidate will be required to initiate and develop story ideas around beats. He/she will be required to: attend government news briefings and events across the country; research and write government news articles, feature articles, analysis pieces for the print and electronic mediums; file content across various platforms; post on social media platforms in the form of live tweets, videos and photographs; maintain good contact with government communicators.

ENQUIRIES NOTE: Preference will be given to White, Coloured and Indian Male/Female. People with disabilities will be given preference regardless of Race.

POST 09/11: ASSISTANT DIRECTOR: TECHNICAL RADIO PRODUCER REF NO: 3/1/5/1 – 21/13
Directorate: Media Production

SALARY: R376 596 per annum (Level 09)
CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of Grade 12, and an appropriate National Diploma (NQF level 6) or Degree (NQF level 7) Broadcasting, Sound Engineering, Digital Media, Communication, Journalism, Media Studies, or related field of qualification, as recognized by SAQA, with at least three (3) years radio broadcasting and production experience. He/she will be required to work with Producers and members of the GCIS Radio Unit to create superior radio programs primarily. The Technical Producer will be expected to work as a Producer for radio shows in studio and live outside broadcasts. Will create promos to promote the GCIS Radio channel and its shows. The Producer will exercise both creative abilities and technical skills and should have in depth knowledge of all studio operations including control board, digital programming software and broadcast connections. May be assigned to more than one program and perform slightly different functions across programs, such as programming admin work. Should have knowledge of Government Communication and /or Public Policy Development and practice, Intergovernmental Relations, Developmental communication and/ or stakeholder management. A self-motivated and enthusiastic person able to work with limited levels of supervision and strong time-management skills and extremely good in the management of deadlines. Strong verbal and effective writing and communication skills. Very well-developed interpersonal skills, particularly noting the nature of the community radio sector. Strong coordination and facilitation skills. Must be computer literate, and be able to convey ideas and views well in writing. A valid driver’s license is essential as the post will entail extensive travel. Very strong ability to work under pressure, in a fluctuating environment and be available to work overtime.

DUTIES: Serve as the central Technical support point for the GCIS Radio Unit. Runs the audio board for various live and taped programs and edits audio for on-air use. Determines the appropriate mix of sound elements for assigned shows and ensures that levels are mixed properly. Dubs sound from a variety of sources (e.g. CD, etc.). Edits audio (e.g., pulls audio clips and soundbites for show and channel use). Obtains audio materials needed for production. Loads and deletes clips, and rips and edits promos and spots. Ensures that on-air product is up to broadcast standards before it leaves the studios. Ensures that sound equipment is functioning properly during shows. Production of radio adverts. Facilitation of programmes (phone Ins and Live transmissions) Recording of governmental events (Presidency, and other departments. Maintains database of program content for archival use. Compilation and production of news bulletins. Assists in the development of content for shows. Excellent admin, creative writing and communication skills for radio. May be required to fill in for Producers on occasion. Radio presenting skills an added advantage.

ENQUIRIES NOTE: Preference will be given to White, Coloured and Indian Male/Female. People with disabilities will be given preference regardless of Race.