

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>	:	27 November 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

OTHER POSTS

<u>POST 26/33</u>	:	<u>ASSISTANT DIRECTOR: INTERNATIONAL MEDIA ENGAGEMENT</u> <u>REF NO: 3/1/5/1-20/75</u> (12 Months Contract) Directorate: International Media Engagement
<u>SALARY</u>	:	R376 596 per annum (Level 09) Plus 37% of the annual notch
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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
NOTE : Preference will be given to African Male and Coloured Male/Female. People with disabilities will be given preference regardless of Race.

POST 26/34 : **ASSISTANT DIRECTOR: SPECIAL PROJECTS COORDINATOR REF NO: 3/1/5/1-20/76**
 Directorate: Programme Support

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) in Communications, Development Studies / Public Relations, or related qualification as recognised by SAQA, with at least three (3) years communication experience, of which one (1) year should be on salary level seven (7) or eight (8). He/she should also have experience in the fields of Government Communication and /or Public Policy Development and practice, with a proven track record in working on the Programme of Action of Government in any communication, coordination or content related area. Proven experience in stakeholder and relationship management and with a knowledge of various tactics or information practices be these liaison or by various digital methods better engage stakeholders. Experience in analytical report writing in the areas of Government Communication, Intergovernmental Relations, Developmental communication and/ or stakeholder management. Good experience in monitoring and evaluation of a highly decentralized programme. Experience in the management and implementation of communication projects and campaigns with special emphasis on Local Government will be and added advantage. A self-motivated and enthusiastic person able to work with limited levels of supervision. Strong verbal and effective writing and communication skills. Very well-developed interpersonal skills, particularly noting the decentralized nature of the Sub-programme Provincial and Local Liaison. 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 some travel away from Head Office. Very strong ability to work under pressure, in a fluctuating environment and be extremely good in the management of deadlines.

DUTIES : Serve as the central coordination point for the Chief Director's oversight and coordination responsibilities in relation to the nine Provincial Offices of the GCIS. Assist in developing and managing internal information and knowledge management processes, as well as strengthen internal

communication within the Chief Directorate. Serve as secretariat to the Management and Operations meetings of the Chief Directorate Provincial and Local Liaison. Maintain an issue management system or "Matrix System, for all actions and tasks of the Chief Directorate, to ensure greater efficiency of all resources in the Chief Directorate. Support the Chief Director in the development and management of key stakeholder relations vital to the functions of the Chief Directorate. Support the Chief Director in the management of inputs to the Branch, the GCIS Management Committee and any special projects assigned to the Chief Director by the GCIS EXCO. This includes the development of Branch and MANCO reports as well as development of regular monitoring reports. Report collation, analysis and writing tasks will thus be key duties. Support the Chief Director's role as project leader for various project teams in the GCIS on a regular, as well as adhoc basis.

ENQUIRIES : Ms M Tshwane Tel No: (012) 473 0188
NOTE : Preference will be given to Coloured, Indian and White Male/Female. People with disabilities will be given preference regardless of Race

POST 26/35 : **PRINCIPAL COMMUNICATION OFFICER: COMMUNICATION RESOURCE CENTRE REF NO: 3/1/5/1 – 20/77**
 Directorate: Communication Resource Centre

SALARY : R316 791 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a 3 year Degree (NQF 7) or National Diploma (NQF 6) in Journalism, Media Studies, Communication or equivalent qualification with two (2) years relevant experience. Strong knowledge of the Government communication environment and Government's Policies and Key Priorities. Knowledge and understanding of the South African media landscape. Strong and proven experience in media monitoring. A good command of the English language. Ability to handle multiple tasks and cope under pressure. Ability to coordinate work within a team environment. Well-developed interpersonal and problem-solving skills. Advanced computer skills; proficiency in internet searches, databases and electronic dissemination of media products.

DUTIES : The successful candidate will be responsible for monitoring of national and international print, broadcast and online media on issues affecting Government and the country. Identifying key issues in the media environment that require Government attention and alerting relevant stakeholders to developments in the media environment. Producing media coverage reports on issues affecting Government and the country. Capturing meta data related to media coverage on Government priorities and other issues as may be required from time to time for media analysis purposes. Capturing meta data related to media coverage on key Government communication campaigns for media analysis purposes. Quality control of media coverage reports, press clippings and other related products and services. The successful candidate will be required to work irregular hours, extra hours, on weekends and during holiday periods, and on public holidays.

ENQUIRIES : Annalie Language Tel No: (012) 473 0018
NOTE : This is an advertisement for the purpose of widening the pool of candidates from designated groups. Candidates who previously applied need not apply. This post is earmarked for Coloured, Indian and White Male/Female. People with disabilities will be given preference regardless of Race.

POST 26/36 : **SENIOR SUPPLY CHAIN MANAGEMENT CLERK: PROCUREMENT REF NO: 3/1/5/1 – 20/78**
 Directorate: Supply Chain Management

SALARY : R208 584 per annum (Level 06)
CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	Applicants must be in possession of a National Diploma (NQF 6) or Degree (NQF 7) in Public Management Administration/Logistics Management/Public Finance and Accounting or Purchasing Management environment as recognised by SAQA. Two (2) years proven experience in Supply Chain Management environment, with one (1) year experience of working on BAS. Excellent writing and communication skills, ability to manage and plan. LOGIS and Procurement Integration. Ability to interpret and apply legislation and policies (PFMA, Preferential Procurement Regulations, BBBEE, Treasury regulations, Contracts, etc.). Ability to work independently without close supervision. He/she be able to handle multiple tasks simultaneously and able to work under pressure. The incumbent should be self-driven, creative, innovative, flexible and highly motivated. Excellent co-ordination skills. Ability to work in a team. Client service orientated. Have initiative and pay close attention to detail. Report writing. Knowledge of the Microsoft packages, i.e. MS word, MS Excel as well as Ms Outlook. Payment capturing and statements interpretation.
<u>DUTIES</u>	:	The successful candidate will be required to ensure for compliance, receive requisition from internal clients online, and verify e-requisitions for compliance in line with prescripts. Check and verify the status of suppliers on the Central Suppliers Database before accepting of e-requisitions. Approve compliant requisitions on-line using SharePoint in compliance with the turnaround time set by the department. Return non-compliant requisitions back to the client quoting the prescript that is being transgressed. Print hard copies of compliant requisitions and submit to supervisor to distribute to the relevant officials for capturing on LOGIS. Updating e-requisitions on SharePoint immediately with the relevant order numbers to ensure that accurate record of turnaround time is reflected when printing the SharePoint turnaround time reports. Print SharePoint reports on outstanding requisition and requisitions updated with order numbers on SharePoint, daily as per the standard set by the department and provide to supervisor. Provide weekly reports on e-requisition from SharePoint as per the standard set by the department. Provide monthly reports on e-requisitions from SharePoint as per the standard set by the department. Assist with capturing of request on LOGIS. Handling of queries and enquiries related to requisitions and or orders and update the SCM enquiry system for statistics and turnaround time purposes. Timeous reporting of system issues to the supervisor and to ensure that internal clients are informed timeously. Provide general office support, as well as effective and efficient client services.
<u>ENQUIRIES</u>	:	Ms V Basket Tel No: (012) 473 0378
<u>NOTE</u>	:	Preference will be given to Coloured, Indian and White Male/Female. People with disabilities will be given preference regardless of Race
<u>POST 26/37</u>	:	<u>JUNIOR MEDIA PLANNER REF NO: 3/1/5/1 – 20/79</u> Directorate: Media Buying
<u>SALARY</u>	:	R208 584 per annum (Level 06)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must have a relevant National Diploma (NQF 6) or Bachelor's Degree (NQF 7) in Marketing, Advertising or Communication Studies accompanied with two (2) years relevant working experience. The candidate should be able to work under pressure. He/she must have excellent command of the English language. Excellent written, grammatical and communication skills. Proven ability to translate media strategies into effective media plans, knowledge of the Public Finance Management Act, Knowledge of the Public Service Act, working knowledge of Telmar (TNT, RBP, Programs/Plans). Computer literacy in Microsoft Office suite, excellent administrative abilities, ability to assess needs of incoming campaigns and act decisively to mobilize resources, must be persuasive and comfortable in negotiating timelines and deliverables with internal and external stakeholders, be an assertive, self-motivated and driven individual with strong interpersonal communication

		skills, both written and spoken format and good knowledge and understanding of all standard media types.
<u>DUTIES</u>	:	Responsible for planning, and implementing media recruitment campaigns by raising cost estimates, developing media schedules, writing memorandums, securing necessary approvals and booking campaigns and compiling post campaign reports and attending client meetings, ongoing liaison with internal and external and media owners.
<u>ENQUIRIES</u>	:	Mr S Mlisa Tel No: (012) 473 0287
<u>NOTE</u>	:	This is an advertisement for the purpose of widening the pool of candidates from designated groups. Candidates who previously applied need not apply. This post is earmarked for Coloured, Indian and White Male/Female. People with disabilities will be given preference regardless of Race.
<u>POST 26/38</u>	:	<u>ADMINISTRATION CLERK: NEWS SERVICES REF NO: 3/1/5/1 – 20/80</u> Directorate: News Services
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 with typing as a subject or any other related training course/qualification that will enable the candidate to perform the work satisfactorily (NQF level 5). Special requirements: Knowledge and experience in executing secretarial duties. Knowledge of general office administration and ability to operate and organise office efficiently. Ability to conceptualise and initiate new innovative approaches to optimise the secretarial service provided to the manager and unit. Computer literate. Knowledge of Word, Excel and Power point. Language proficiency in English (written and verbal). Analytical and innovative thinking ability as well as problem solving skills and interpersonal skills. Organizing, telephone etiquette and typing skills. High level of reliability. Ability to act with tact and discretion. Ability to work under pressure. Knowledge of documentation management. Good filing (electronic and manual) and problem solving skills. Ability to do research and analyse documents and situations.
<u>DUTIES</u>	:	Provide a secretarial support service to the Directorate: News Services. Type routine notes, memos, letters and reports. Receive telephone calls and refer to the relevant role players. Finalise telephone queries. Operate office equipment and ensure that they are in a good working order. Record engagements of the Director and assist in the management of his/her diary. Clear the Manager's desk daily. Attend to incoming and outgoing correspondence. Manage the safekeeping of documents and general assets in the unit. Draft routine documents as requested. Arrange travel and accommodation and process subsequent travel claims and currency reconciliation for the unit. Be responsible for all financial administration tasks in the unit. Handle procurement of stationary, refreshments etc. Set up meetings, including arrangement of meeting rooms, equipment and catering, notify attendees and circulate material. Collect agenda items. Compile agendas and minutes. Provide a reception, communication and co-ordination service as well as office security service.
<u>ENQUIRIES</u>	:	Ms R Moodley Tel No: (012) 473 0263
<u>NOTE</u>	:	This post is earmarked for Coloured, Indian and White Male/Female. People with disabilities will be given preference regardless of Race.