

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** : Ms M Kotelo
- CLOSING DATE** : 25 June 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 The old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020.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.

MANAGEMENT ECHELON

- POST 20/08** : **CHIEF DIRECTOR: HUMAN RESOURCES REF NO: 3/1/5/1 – 21/40**
- SALARY** : R1 251 183 per annum (Level 14), (All-inclusive salary package) of which 30% may be structured according to the individual's needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualification: An appropriate Bachelor's Degree in Human Resource Management/ Human Resource Development/ Public Management/ Public Administration or equivalent tertiary qualification (NQF level 7 as recognised by SAQA). Successful completion of the Nyukela Pre-entry certificate to Senior Management Services. Must have a valid driver's license and be computer literate. Experience and Knowledge: A minimum of 5 years' experience at Senior Management Service level with extensive experience in Human Resources Management, Human Resources Development, Employee Health and Wellness, Ethics in the Public Service and Labour Relations. Thorough knowledge and

understanding of Public Service's regulatory framework (legislation, directives and regulations) relating to the duties of this position and must possess in-depth knowledge of policy formulation, implementation and monitoring. Ability to communicate excellently across all levels of employees in the department. 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.

DUTIES

: The successful candidate will be responsible for providing strategic leadership to Human Resource Management and Human Resources Development in the department. Render Human resource Planning and Administration services. Ensure the planning of human resources for current and future needs, provide strategic support on HR practices and policies. Manage the Recruitment and Selection process. Manage Conditions of Service and Remuneration of employees. Promote and maintain sound Labour Relations. Promote high standard of Professional Ethics and Code of Conduct in the Department. Develop, manage and monitor the implementation of Employee Performance Management and Development System (EPMDS) in the department. Provide Organisational Development/design solutions. Manage the Training and Development processes and programmes in the department. Manage employee Health and Wellness and Change Management. Develop, co-ordinate and implement all Gender and Disability related programmes and activities within the Department. Provide strategic direction for the overall functioning and performance of the Chief Directorate so that targets are met. Manage human and financial resources of the Chief Directorate according to departmental prescripts.

**ENQUIRIES
NOTE**

: Mr Paul Kwerane Tel No: (012) 473 0407
 : Preference will be given to African Male/Female. People with disabilities will be given preference regardless of Race.

POST 20/09

: **DIRECTOR: MEDIA PRODUCTION CREATIVE/TECHNICAL REF NO: 3/1/5/1 – 21/41**
 Chief Directorate: Communication Service Agency

SALARY

: R1 057 326 per annum (Level 13), (All-inclusive remuneration package) of which 30% may be structured according to the individual's needs.

CENTRE

: Pretoria

REQUIREMENTS

: Applicants must be in possession of an appropriate Bachelor's degree (NQF level 7) in Media Studies, Business Management, Marketing or related field of qualification. Successful completion of the Nyukela Pre-entry certificate to Senior Management Services. Must have a valid driver's license and be computer literate. Experience: five (05) years' experience at a MMS (Middle Management Service) /SMS (senior managerial level). 5 years' relevant experience in creative advertising, with a copywriting or art direction specialisation, and extensive experience in media production service. Ability to provide overall leadership and guidance to the sub-directorate in Media Production i.e. Photography, video, Graphic Design, and Radio unit. Proven knowledge of the media production, marketing and advertising sectors. Proven experience in managing third party vendors, agencies and managing budget. The applicant must have understanding of the government and /or public sector market and proven ability to develop and manage client-focused strategies. Skills: Administration, 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 solution and aligning team members to deliver those solutions to the satisfaction of client departments. 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.

- DUTIES** : The successful candidate will serve as a member of the Content Processing and Dissemination branch and provide overall leadership, directing and guidance to Graphic design, Video, Photography, Radio, Digital platforms and any other Production related projects in Media Production. Oversee the development of products and services, ensuring that high standards are maintained and all approved request are completed. Manage the creative process from concept to completion. Translate marketing and campaign objectives into clear creative strategies. Provide leadership and operate an efficient, effective and complaint Directorate: Media Production.
- ENQUIRIES** : Ms N Shuping Tel No: (012) 473 0042
- NOTE** : Preference will be given to African Male/Female. People with disabilities will be given preference regardless of Race
- POST 20/10** : **DIRECTOR: MEDIA PRODUCTION ADMINISTRATION REF NO: 3/1/5/1 – 21/42**
Chief Directorate: Communication Service Agency
- SALARY** : R1 057 326 per annum (Level 13), (All-inclusive remuneration package) of which 30% may be structured according to the individual's needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate Bachelor's degree (NQF level 7) in Media Studies, Business Management, Marketing or related field of qualification. Successful completion of the Nyukela Pre-entry certificate to Senior Management Services. Must have a valid driver's license and be computer literate. Experience: five (05) years' experience at a MMS (Middle Management Service) /SMS (senior managerial level) with extensive experience in media production service and corporate identity management. Ability to provide overall leadership and guidance to the sub-directorate in Media Production i.e. Corporate Identity, Traffic Management and 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 budget. 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 solution and aligning team members to deliver those solutions to the satisfaction of client departments. 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.
- DUTIES** : The successful candidate will serve as a member of the Content Processing and Dissemination branch and provide overall leadership and guidance to Media Production in traffic management, corporate identity management, production management, Panel of Agencies and Stakeholder Management in Media Production. Oversee the management of GCIS Panels of Agencies for Media Production and Marketing and drone services. Provide leadership and operate an efficient, effective and complaint Directorate: Media Production. Proactively manage risk and comply with audit requirements and management of all Strategic and Monthly reporting for Media Production.
- ENQUIRIES** : Ms N Shuping Tel No: (012) 473 0042
- NOTE** : Preference will be given to African Male/Female. People with disabilities will be given preference regardless of Race.