

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 X745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : 30 July 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 The old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020.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 copies of all academic qualification(s) including the matric certificate, Identity document and driver's licence (where applicable) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. 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 25/30** : **ASSISTANT DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL REF NO: 3/1/5/1 –21/38**
Branch: Corporate Service
- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3 year National Diploma (NQF level 6) in Public Administration or related field as recognised by SAQA. Three years' relevant experience in the field of which one year should be at salary level seven or eight. Should possess the following skills: Communication: (verbal & writing) skills; knowledge & understanding of relevant policies, prescripts; Sound organisational skills and high level of reliability. Knowledge of documents management, tracking and filing systems, ability to apply technical/professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable. Must

DUTIES

: have good Interpersonal relations, planning, execution skills and good leadership skills. Knowledge of PFMA and Public Service Act and Regulations. The successful candidate will be responsible to provide administrative support to the Director in the office of the DG will ensure effective functioning of the office. The incumbent will manage flow of documents in the Office of the Director-General. This entails safekeeping of all documents and electronic information in the Office of the Director-General in line with the approved File Plan, relevant legislation and policies, Management of all documents within the office of the DG. Ensure the effective flow of submissions and reports within the Office of the Director-General, Analyse and quality assures submissions and make notes/inputs to the Director in the Office of the Director-General, Establish and implement effective decision and submission tracking systems managing information flow, filing & safekeeping of documents, collate information & compile reports, scrutinise submissions and respond to enquiries. Drafting, Editing and proof reading of official documents. Provides secretarial support to the DG's meetings: prepare agenda, minutes, scrutinise documents, determine follow-up action & prepare briefing notes. Scrutinise and study public service & departmental policies & prescripts and advice accordingly. Provide general support to the Office of the Director General. Further Coordinate the logistical arrangements for the office of the DG and provide general support in the office of the Director-General.

ENQUIRIES

: Ms P Tshitadzi Tel No: (012) 473 0245

NOTE

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

POST 25/31

: **REGIONAL COMMUNICATION COORDINATOR XHARIEP DISTRICT MUNICIPALITY REF NO: 3/1/5/1 – 21/09**

Directorate: Free State Provincial Local & Liaison

SALARY

: R376 596 per annum (Level 09), (Commencing salary)

CENTRE

: Kopanong Thusong Service Centre (Trompsburg)

REQUIREMENTS

: Applicants must be in possession of an appropriate three (3) year Degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Experience: Three (3) years communication experience of which one (1) year should be experience at salary level seven (7) or eight (8) with knowledge of communication disciplines, including media liaison, research and development communication. The candidate must have an understanding of development communication, and knowledge of the Free State Province with specific insights in the Xhariep district municipality and its local Municipalities. Furthermore, he/she must be computer literate and be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Good knowledge of administration and finances is required.

DUTIES

: The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in the Xhariep District Municipality as follows: Implement key communication projects guided in line with government priorities and in accordance with the guidelines 25 for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level. Further, provide communication support to various integrated service delivery models of government, including the Thusong service centre programme. Responsible for the development and maintenance of effective high-level stakeholder relations in the region with biasness towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing service delivery articles on governments' delivery on its mandate. Responsible for the revision and development of a regional distribution strategy for government information products. Additionally, on a regular basis, be required to develop local communication environment

assessments reports on key issues emanating from the District for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

ENQUIRIES
NOTE

- : Ms M Moshugi Tel No: (051) 448 4504
- : Preference will be given to Coloured male/female, Indian male/female and White male/female.