

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** : 10 December 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 The old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020.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, and any other relevant documents. Such copies need not be certified when applying for a post. Communication regarding the requirement for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. 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. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors

OTHER POSTS

- POST 42/64** : **DEPUTY DIRECTOR: VUK'UZENZELE REF: 3/1/5/1-21/122**
Directorate: Vuk'uzenzele
- SALARY** : R744 255 per annum, (level 11) (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate National Diploma (NQF level 6) or Degree (NQF level 7) in Journalism, Communications or Media Studies, or related qualification as recognised by SAQA, with at least four (4) years communication experience, of which two (2) years should be on salary level nine (9) or ten (10). Applicants should be able demonstrate knowledge, experience and competency in the following areas: Technical knowledge and

experience of the process of news gathering and writing. Thorough, broad and up-to-date knowledge of the news publishing environment. Excellent command of the English language, grammar and construction and understands the requirements for effective writing. Ability to use InDesign. Current affairs, government policies and programmes. Ability to write analysis and feature articles, opinion pieces, online content and news articles. Journalism experience in the magazine and newspaper industry and online publications. Ability to edit and proofread articles and online content. Ability monitor, track, analyse and report on performance on social media platforms using the relevant tools. Ability to work under pressure and meet deadlines. Excellent interpersonal and interview skills. A valid driver's licence is essential.

DUTIES : Responsible for management of the newsroom in terms of coordinating of the diary, developing content plans and assigning stories to the writers. Editing of stories (both print and electronic forms), writing of headlines, reviewing of page proofs of both Vuk'uzenzele newspaper and Public Sector Manager magazine. Ensuring the accuracy of all content and adherence to the in-house style. Creating and editing online content for Vuk'uzenzele online platforms. Forge partnerships and solicit content from various stakeholders. Write articles for both Vuk'uzenzele newspaper and Public Sector Manager magazine. The successful candidate must be willing to work irregular hours, on weekends and on public holidays.

ENQUIRIES : Ms Irene Naidoo, Tel No: (012) 473 0103
NOTE : Preference will be given to African Male and Coloured Female and Male. People with disabilities will be given preference regardless of Race

POST 42/65 : **ASSISTANT DIRECTOR: RESEARCH REF: 3/1/5/1-21/123**
 Directorate: Research and Knowledge Management

SALARY : R382 425 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) in Communication Sciences/Social Sciences/ Political Sciences or Statistics. Experience: Three (3) years research experience and one (1) year should be experience at salary level seven (7) or eight (8) or supervisory level. Two years of work experience in research / communication research (full academic research project including all processes of research will be considered as part of experience). General managerial, project management and administration experience (related to tasks of human resources). Knowledge: Good general knowledge and interest in current and government affairs. Skills: Must be well-versed in all aspects related to communication research processes as well as quantitative data analysis techniques and qualitative research. Competency in quantitative research data analysis and interpretation and qualitative methodologies. Proficiency in MS programmes and data analysis packages (i.e. SPSS). Ability to liaise with clients and service providers. Proficiency in both presentation and report writing. Ability to work independently without direct supervision as well as in a team. Must be able to work under pressure. The post might require some travelling outside Gauteng province thus, the successful applicant must be willing to spend nights away from home.

DUTIES : Assist with the management, planning and application of research to enhance effectiveness of government communication. Assist in providing research advice and a support service to GCIS and to clients in terms of communication research. Professionally liaise with service providers and clients. Use SPSS and MS Excel programme for quantitative data analysis. Ability to analyse qualitative data. Interpret research results and prepare research reports (Ms Word & Ms PowerPoint) for sharing with relevant stakeholders. Present research findings at various stakeholder meetings (internal and external). Provide assistance in general managerial tasks, including financial management to ensure optimal resource management in the Directorate: Research and Knowledge Management. Work as part of a team in the Directorate and GCIS project teams. Competency test: Short-listed candidates will be subjected to a competency test.

ENQUIRIES : Dr N Nala. Tel. (012) 473 0218
NOTE : Preference will be given to White, Coloured and Indian Male/Female. People with disabilities will be given preference regardless of Race.

POST 42/66 : **REGIONAL COMMUNICATION COORDINATOR: CAPE WINELANDS REF: 3/1/5/1-21/124**
Directorate: Western Cape Provincial Office

SALARY : R382 245 per annum (Level 9)
CENTRE : Worcester
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. Three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) or supervisory level, with knowledge of communication disciplines, including media liaison, research and development communication. The applicant must have an understanding of development communication, and knowledge of the Western Cape Province with specific insights in the Cape Winelands District and its local Municipalities.

DUTIES : The successful candidate will be responsible to support the Deputy Director: Liaison in the implementation of a strategic government communication function in the Cape Winelands District as follows: implement key communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Coordinate and monitor the government communication function in the district, including the monitoring and supervision of the work of the district based on 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. The candidate will support all initiatives aimed at strengthening Local government communication system through interface with strategic IGR structures at local level. The candidate will further provide communication support in various integrated service delivery models of government such as the Thusong service centre programme. The successful candidate will also be responsible for the development and maintenance of effective high level stakeholder relations in the region with a bias 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 articles on government developments in the region from time to time. The regional coordinator will also be responsible for the revision and development of a new regional distribution strategy for government information products. The successful candidate will additionally, on a regular basis, be required to develop local communication environment assessments of the District for use by various stakeholders and clients with required communication interventions recommended.

ENQUIRIES : Ms G Thopps Tel. (021) 418 0533
NOTE : Preference will be given to Coloured male/female, Indian male/female and White male/female. People with disabilities will be given preference regales of race and gender.