

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** : 30 January 2023
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020.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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only 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. 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 a 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 for recruitment purposes, in accordance with the Protection of Personal.

MANAGEMENT ECHELON

- POST 01/48** : **DIRECTOR-GENERAL: GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS) REF NO: 3/1/5/1-23/01**
(Five-Year Contract)
- SALARY** : R2 068 458.per annum (Level 16), (all-inclusive salary package), comprising of a basic salary (70% of the package, employer's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an undergraduate and postgraduate qualification (NQF level 8) as recognized by South African Qualifications

Authority (SAQA) in either of the following fields: Communications, Public Management, Social Sciences, and Business Management/Leadership. Applicants must have 8 to 10 years of experience at the senior management level of which 5 years must have been at the Senior Management level in the Public Service or Government/State Owned entity. Successful completion of the Public Service Senior Management Leadership Programme (Nyukela certificate) as endorsed by the National School of Government is a pre-requisite for appointment. Skills: Superior Leadership skills; excellent written and verbal communication skills; ability to interact with people at all levels; Executive and people management; Strong public speaking skills; proven change management skills and capability; analytical; organizational and interpersonal skills; complex stakeholder management especially at inter-governmental level, Innovative; creative thinking; strategic co-ordination skills and computer literacy. Job Knowledge: Extensive knowledge of the South African and international communications landscape. An in-depth understanding of government communication discipline. A thorough knowledge and understanding of government policies and programmes. Applicants must have 8 to 10 years of experience at senior management level of which 5 years must have been at Senior Management level in the Public Service or Government/State Owned entity. Competencies: Strategic leadership and capability; financial management; risk management; corporate governance; Extensive knowledge of the Government Communications Policy; the Constitution of the Republic of South Africa; the Public Service Act and Regulations; Public Administration Management Act, 2014 (PAMA); the Public Finance Management Act; and other relevant prescripts applicable in the communication sector, in the public service and for the entities reporting to the GCIS.

DUTIES

: Reporting to the Minister, the Director-General will be responsible for providing strategic leadership and direction in delivering the mandate of the Department. Serve as a spokesperson for both Cabinet and Government. Lead the repositioning of the GCIS to enhance its global and domestic reputation. Provide leadership to the communication sector. Ensure integration, coherence and standard performance of communication across all spheres of government. Lead Transformation of the communication sector in line with government priorities. Provide effective and timely support to the Minister and Deputy Minister, including the government clusters. Serve as the Accounting Officer of the department in ensuring that the resources allocated to the department are optimally deployed and utilised to achieve the strategic objectives of the department. Coordinate and organise the resources of the Department and its entities to implement the National Development Plan (NDP) and Medium-Term Strategic Framework (MTSF) priorities pertaining to the Department. Provide strategic management of the department through coordinating the implementation of the strategic vision and direction, leading the formulation, development of support and enabling tools to ensure execution, monitoring and evaluation and reporting of the Departmental strategy and plans internally and to all applicable oversight bodies. Strengthen the department's governance, compliance and organizational capacity to deliver on its mandate, which entails ensuring that the South African citizens and global targeted community are provided with on-time and accurate information. Ensure the Departmental entities function optimally and deliver on their respective mandates. Ensure that the Department's strategic projects and programmes are implemented efficiently, timeously and in a cost-effective manner. Create a robust and agile policy review and development environment to ensure that Communication remains a strategic thrust and key success indicator for all government programmes. Lead South Africa's communication agenda-setting.

ENQUIRIES

: Ms. Linda Kaseke Tel No: (012) 473 0128, Mr Paul Kwerane Tel No: (012) 473 0407, Mr Boitumelo Tauetsile Tel No: (012) 473 0232 and Ms Dipuo Kupa Tel No: (012) 473 0307

NOTE

: Preference will be given to African, Coloured and Indian Males. People with disabilities will be given preference regardless of Race. It is a pre-requisite for candidates to have the Public Service SMS Pre-Entry certificate to be eligible for shortlisting. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment

contract within one month from the date of assumption of duty as well as sign a performance agreement with the Minister within three months from the date of assumption of duty.

OTHER POSTS

POST 01/49 : **REGIONAL COMMUNICATION COORDINATOR: CAPE WINELANDS REF NO: 3/1/5/1-23/02**

Directorate: Western Cape Provincial Office

SALARY : R393 711 per annum (Level 09)

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. Experience: 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 the required communication interventions recommended.

ENQUIRIES : Ms Geraldine Thopps Tel No. (021) 418 0533

NOTE : Preference will be given to Coloured, Indian and White males/females. People with disabilities will be given preference regardless of race and gender.

POST 01/50 : **ASSISTANT DIRECTOR: CONTENT DEVELOPMENT REF NO: 3/1/5/1-23/03**

Directorate: Communication Resource Centre

SALARY : R393 711 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : Applicants should be in possession of Grade 12, and a recognised 3 year Degree (NQF 7) or National Diploma (NQF 6) in journalism, media studies, communication or equivalent related qualification as recognised by SAQA. Three (3) years relevant experience of which one (1) year should be experience at salary level seven (7) or eight (8) or supervisory level. The incumbent must

have in-depth knowledge and understanding of the South African media landscape. Proven record of writing for media platforms; this must be substantiated by the submission of a portfolio of originally submitted and subsequently published writing. Experience for writing for diverse audiences and channels. Technical knowledge and experience of the process of news and information gathering and writing. Ability to conceptualise and write opinion and analysis pieces, feature articles, newsletters and key messages that inform government communication. Ability to conduct desktop research to identify issues and developments and use them to write compelling feature articles, speeches, opinion and analysis pieces and newsletters. Extensive experience in media monitoring and analysis, including the ability to identify issues requiring intervention and to make communication recommendations based on media intelligence. Strong knowledge of the government communication environment and government's policies and key priorities. Knowledge of media content analysis methodologies/techniques. Staff management and supervision skills and experience. The ideal candidate will be able to work under pressure as part of a team and adhere to set deadlines. Excellent command of the English language. Excellent written, grammar and communication skills. Excellent understanding of the requirements for effective writing. Strong editing and proof reading skills. Ability to generate quick copy with minimal changes. Quality driven with solid independent research skills to obtain factual information and authentic detail. Ability to use modern electronic systems to convey information. Ability to handle multiple tasks and cope under pressure. Ability to coordinate work within a team environment. Excellent interpersonal, communication, interviewing and problem solving skills. Staff management and supervision skills and experience. Project management skills and experience.

DUTIES : The successful candidate will be responsible for drafting key message, speeches, opinion pieces, feature articles and other media content. Ensure that all written material meet the needs of target audiences and deadlines. Turning complex information into easy to read content, producing compelling written content for a variety of mediums, and supporting the team with story idea generation. Editing, writing and proof high quality copy while maintaining the highest editorial standards. Contributing towards generation of ideas for content development across the directorate. Attending briefings, discussions, meetings and research presentations to enrich content development. Attending and participate in daily Rapid Response and other communication planning meetings to support content development. Staff management, supervision, evaluation and development. He/she must be available and willing to work irregular hours, on weekends, public holidays and during holiday periods.

ENQUIRIES : Mr C Augustine Tel No: 012 473 0341
NOTE : Preference will be given to Coloured, Indian and White males/females. People with disabilities will be given preference regales of race and gender. Short-listed candidates will be subjected to a writing proficiency assessment

POST 01/51 : **REGIONAL COMMUNICATION COORDINATOR: MANGAUNG METRO**
REF NO: 3/1/5/1-23/04
 Directorate: Free State Provincial Liaison

SALARY : R393 711 per annum (Level 09)
CENTRE : Mangaung Metro
REQUIREMENTS : Applicants must be in possession of Grade 12, and 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 of which one (1) year should be experience at salary level seven (7) / 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 Mangaung Metro and its surrounding areas.

DUTIES : The successful candidate will be responsible to support the Deputy Director: Liaison in the implementation of a strategic government communication function in the Mangaung Metro 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. Provide strategic communication support in the district, including the monitoring and supervision of the work of the district based 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 Metro 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 Metro; 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 Yolisa Blom Tel No: (051) 448 4505
NOTE : Preference will be given to Coloured male/female, Indian male/female and White male/female. People with disabilities will be given preference regardless of race and gender.

POST 01/52 : **COMMUNICATION OFFICER: AMAJUBA DISTRICT REF NO: 3/1/5/1-23/05**
 (Twelve 12-Months Contract)
 Directorate: Kwa-Zulu Natal Provincial and Local Liaison

SALARY : R181 599 per annum (Level 05), plus 37% of the annual notch
CENTRE : Amajuba District
REQUIREMENTS : Applicants should be in possession of Grade 12, and a recognised Higher Certificate in Communication or related field coupled with Project Management skills particularly in Development Communication. One year (1) communication experience. Ability to adhere to and promote processes and procedures. A team player. An ability to effectively conceptualise and implement communication campaigns. Understanding of government's mandate, as well as development communication. Competent in Computer skills (MS Office and other software) Familiarity with online and social media communication tool.

DUTIES : The successful candidate will be responsible to support the Regional Communication Coordinator in the implementation of a strategic government communication function in the District as follows: Implement key Communication projects in line with government priorities and in line with guidelines for development communication, provide content and strategy support in the district. From Time to time, the candidate will develop Local Environment Assessment Report of the district for various stakeholders, especially around key campaigns of Government. Effectively cascade government communication content to stakeholders. Candidate will further provide support in support of various integrated service delivery models of government such as Thusong service centre programme. The candidate must have strong stakeholder relations. Fluent spoken and written English required and other language skills relevant to engaging stakeholders. Develop and implement projects in line with government priorities.

ENQUIRIES : Mr M Mkhungo Tel No: (031) 301 6787
NOTE : Preference will be given to Coloured, Indian and White males/females. People with disabilities will be given preference regardless of Race.