

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** : 06 February 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 The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020.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 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.

OTHER POST

- POST 02/33** : **PRINCIPAL COMMUNICATION OFFICER REF NO: 3/1/5/1-23/06**
Directorate: International Media Engagement
(Twelve Months Contract)
- SALARY** : R331 188 per annum (Level 08), plus 37% of the annual notch
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of Grade 12, and an appropriate National Diploma (NQF level 6) in Communication, Public Relations, Journalism, Media Studies or equivalent related qualification as recognised by SAQA. Two (2) years relevant communication experience in the international environment or organization. Understanding of international media programmes and foreign media operations. Essential Skills in Planning, Organising and project

management. Advanced writing for media, Presentations skills, Computer literacy (Ms Word, Excel and PowerPoint), Communication skills, Listening and observations.

DUTIES

: The development of media plans and interviews schedules for International media projects. Facilitate the accreditation of domestic and international media and maintain database thereof. Manage a comprehensive record of IME projects through tracking methods using a detailed action plan. Perform media liaison activities and the distribution of Op-Eds. Coordinate proactive media activities to support the Government's international Programme of Action. The incumbent is to work closely with the team and support other government departments on international events and programmes.

ENQUIRIES

: Ms Mmemme Mogotsi Tel No: (012) 473 0355