

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 Resource 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** : 03 March 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 The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020.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) (only when shortlisted). 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. Posts will be filled in line with the approved departmental Employment Equity targets. 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

MANAGEMENT ECHELON

- POST 06/91** : **CHIEF DIRECTOR: PROVINCIAL AND LOCAL LIAISON REF NO: 3/1/5/1 – 23/14**
- SALARY** : R1 308 051 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 Development Studies, Communication, Developmental Studies; Political Sciences or equivalent relevant tertiary qualification (NQF level 7 as recognised by SAQA). 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. 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 experience dealing with government policy, intergovernmental relations and coordination, stakeholder and relationship management and development communication. Broad understanding of the communications and developmental issues of all nine provinces and the ability to apply government's audience segmentation model in this context. 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. Excellent writing skills with extensive report writing experience. Strong Financial and Human Resource Management skills. Computer Skills. A code 8 driver's license. 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 effective strategic leadership and management to the Chief Directorate: Provincial and Local Liaison which includes the nine provincial as well as district offices of the GCIS. Ensure informed citizens and aligned messages across the three spheres of government to ensure coherence. Oversee a well-functioning liaison service for national government in provinces through the community and stakeholder liaison visits of the district based communication personnel/field operatives. Oversee the development of and present to GCIS MANCO the Local Communication Activity Report (LCAR) and demonstrate outreach and grassroots communication campaigns outlining the priorities of government's Medium Term Strategic Framework (MTSF). Develop and entrench strong partnerships with key stakeholders. Cascade the National Communication Strategic Framework (NCSF) and notional content and messages to provincial and local government. Meeting of the Intergovernmental Communication forum (IGCF) including support to bi-and tri-lateral meetings with COGTA and SALGA communications heads. Oversee and monitor the functioning of the intergovernmental communication system as part of GCIS' overall objective of developing a well-functioning government communication system. Operate an effective, efficient and compliant government communication organization. Proactively manage risk and comply with audit requirements. Provide strategic direction for the overall functioning and performance of the Chief Directorate so that targets are met and Manage human and financial resources of the Chief Directorate according to departmental prescripts.

**ENQUIRIES
NOTE**

: Mr Paul Kwerane Tel No: (012) 473 0407
 : It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate. 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.

OTHER POST

POST 06/92

: **REGIONAL COMMUNICATION COORDINATOR: ZULULAND DISTRICT
REF NO: 3/1/5/1-23/15**
 Directorate: Provincial Liaison, KwaZulu Natal

**SALARY
CENTRE
REQUIREMENTS**

: R393 711 per annum (Level 09)
 : Zululand District
 : 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 applicant must have an understanding of development communication, and knowledge of the KwaZulu Natal Province with specific insights into the Zululand 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 Zululand 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. 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 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
NOTE

- : Ms Ndala Mngadi Tel No: (031) 301 6787
- : Preference will be given to White, Coloured and Indian Male/Female. People with disabilities will be given preference regardless of Race.