

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 The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020.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

OTHER POSTS

- POST 07/66** : **ASSISTANT DIRECTOR: CONTENT, DIGITAL COMMUNICATION AND KNOWLEDGE MANAGEMENT REF NO: 3/1/5/1-23/17**
Directorate: Eastern Cape Provincial Office
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Eastern Cape Provincial Office: East London
- 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 digital communication/marketing, content development, media liaison, stakeholder

relations, research and development communication. The successful candidate should have knowledge of the Eastern Cape Province. Knowledge of administration and finances is required. Be innovative and abreast with digital communication methods and applications. A self-motivated and enthusiastic person able to work with limited levels of supervision. Strong verbal and effective writing and communication skills. Computer literate with good interpersonal and presentation skills. A valid code 8 driver's license is an essential requirement, as the work entails extensive travelling. Ability to work under pressure.

DUTIES

: The successful candidate will provide support in overseeing the work of the Provincial Office. Serve as the Sub-project Desk for information management in the Provincial Office. Support the Deputy Director: Liaison in coordinating implementation of projects and the monitoring & evaluation of work done by GCIS District/Metro-based officials. Oversee the functioning of information resource centres (IRC) in the Provincial and District offices. Oversee the distribution and dissemination of government information in the Province. Responsible for the revision and development of a Provincial distribution strategy for government information products. Quality assures the corporate and branding identity of government information products. Responsible for the development and maintenance of high-level stakeholder relations in the Province. Support the coordination and implementation of rapid response requirements in the Province. Oversee, generate and localise content for usage through digital and on-line platforms. Support to government public participation initiatives such as Imbizo including feedback and follow up on the required communication interventions as recommended. The ASD will be responsible for the monitoring and evaluation of the work of the GCIS Eastern Cape Office including evidence verification, document management, desktop research duties and impact assessments.

**ENQUIRIES
NOTE**

: Mr Ndlelantle Pinyana Tel No: 043 722 602/9
: Preference will be given to White, Coloured and Indian Male/Female. People with disabilities will be given preference regardless of Race. (Only when shortlisted).

POST 07/67

: **ASSISTANT DIRECTOR: RESEARCH REF NO: 3/1/5/1-23/18**
Directorate: Research and Knowledge Management

**SALARY
CENTRE
REQUIREMENTS**

: R393 711 per annum (Level 09)
: Pretoria
: Applicant should be in possession of an appropriate 3 year Degree (NQF Level 6) in communication science/Social Science/Political Science or Statistics. Three years of experience in research/ communication research of which one year should be at salary level seven (7) or eight (8) (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 governmental affairs. Skills: Must be well-versed in all aspects related to communication research processes as well as qualitative research. Competency in quantitative research data analysis and interpretation and qualitative methodologies. Proficiency in MS programmes and data analysis packages (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 night 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 support service to GCIS and to clients in terms of communication research. Professionally liaise with the service providers and clients. Use SPSS and MS Excel programmes for quantitative data. Interpret research result and prepare research reports (Ms Word & Ms PowerPoint) for sharing with relevant stakeholders. Present research finding at various stakeholders meetings (internal and external). Provide assistance in general managerial tasks, including financial management to ensure optimal resource management Work as part of the team in the Directorate and GCIS project teams. Competency test: Shortlisted candidate will be subjected to a competency test.

ENQUIRIES
NOTE

- : Dr Ntombifuthi Nala Tel No: (012) 473 0218
- : Preference will be given to White, Coloured and Indian Male/Female. People with disabilities will be given preference regardless of Race. (Only when shortlisted).