

**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** : 19 April 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 The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020.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](http://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 Information Act, 2013 (POPIA).

**OTHER POST**

- POST 12/46** : **EDITOR: CONTENT DEVELOPMENT REF NO: 3/1/5/1-23/25**  
Directorate: Content Development
- SALARY** : R766 584 – R903 006 pe annum (Level 11) (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of Grade 12, and an appropriate three-year Degree (NQF 7) or National Diploma (NQF 6) in Communication Science, Journalism, Media Studies or English, as recognised by SQAQ. Proven experience as a writer, editor and proofreader; A minimum four (4) years' experience in a publishing/communication environment, of which two (2) years should be on salary level nine (9) or ten (10); Good planning and project management skills; Outstanding editing and proofreading skills; Good interpersonal and intercultural skills; Must be able to work well in a team; Ability to work under pressure and meet tight deadlines; Computer competency, especially on an Apple Mac; Willingness to work overtime, including weekends and public holidays, when required to meet tight deadlines; A valid driver's licence.
- DUTIES** : Manage the overall production of the annual South Africa Yearbook (SAYB) and Official Guide to South Africa; Edit and proofread SAYB and Official Guide chapters, and

prepare the publications for final sign-off; Provide writing, editing and proofreading capacity for information products such as leaflets, posters, brochures and magazines; Facilitate the digitisation of the SAYB; Manage the unit's social media accounts; Liaise with external service-providers and stakeholders; Provide administrative support to the Directorate: Content Development.

**ENQUIRIES**  
**NOTE**

- : Mr Elias Tibane, Tel: 012 473 0069
- : Preference will be given to African Male/Female and Coloured Male/Female. People with disabilities will be given preference regardless of Race. Interviewees will be expected to perform a practical writing, editing and proofreading test.