

**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 Tshedimoseiso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms M Kotelo.
- CLOSING DATE** : 09 May 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 The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020.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) (only when shortlisted). Applicants who do not comply with the abovementioned 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.

**OTHER POSTS**

- POST 14/66** : **REGIONAL COMMUNICATION COORDINATOR: OVERBERG REF NO: 3/1/5/1-23/30**  
Directorate: Western Cape Provincial Office
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Bredasdorp
- 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 equivalent

qualification. Three (3) years communication experience, of which one (1) year should be experience at salary level seven (7) or eight (8) or supervisory level. 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 Overberg 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 Overberg 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 center 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 Geraldine Thopps Tel No: 021 418 0533  
: 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 14/67**

: **ASSISTANT DIRECTOR: MEDIA LIAISON REF NO: 3/1/5/1-23/31**  
Directorate: Parliamentary Liaison

**SALARY  
CENTRE  
REQUIREMENTS**

: R393 711 per annum (Level 09)  
: Cape Town  
: Applicants should be in possession of Grade 12, a recognised 3 year Degree (NQF 7) or National Diploma (NQF 6) in Communication, Public Relations, Media Studies or Journalism plus 2/3 years' experience in Media and Communication environment. Furthermore, the applicant must have knowledge of department policies and procedures, Project Management, Batho Pele Principles as well as skills in planning and organising, building interpersonal relationships, management and leadership, Computer Literacy, Writing and Communication as well as problem solving, Innovation, Listening and Observation, Negotiation and Event Management. Stakeholder engagement with key focus on media engagement is critical to the role. Must have knowledge of Parliamentary Processes and Platforms and Government cycle of communication. Ability to work in a team is highly beneficial. A valid driver's license and computer literacy are prerequisites.

**DUTIES**

: The successful candidate will be required to design and coordinate the media activity diary on behalf of government communication in Parliament. Ensure media liaison support is given to government-related media activities in the Parliamentary precinct and beyond. Distribute media releases/advisories statements to external stakeholders, including the media. Identify communication opportunities and

appropriate communication interventions together with the Deputy Director. Keep abreast of developments within the Parliamentary environment that may impact on government communication and participate as well as consult with the Department's communication structures in order to coordinate communication activities on behalf of Government in Parliament. Monitor and interpret Parliamentary Processes to assist with government messaging and communication. Supervise databases, including media and other stakeholders that may have interest in government work in parliament. Facilitate hybrid, virtual and physical interactions with media and have basic level of technical knowledge of social and broadcast media.

**ENQUIRIES**

: Ms L Cerf Tel No: (021) 465 3658

**NOTE**

: Preference will be given to Coloured male/female, Indian male/female and White male/female. People with disabilities will be given preference regales of race and gender.