

**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. People with disabilities will be given preference regardless of Race or Gender.*

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X745, Pretoria, 0001, hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : 24 June 2024
- 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 The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020.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). Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed, signed and dated 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, the qualification must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when shortlisted. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not 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), for 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.

**OTHER POSTS**

- POST 20/07** : **DEPUTY DIRECTOR: SOCIAL CLUSTER COMMUNICATION REF NO: 3/1/5/1-24/05**  
Directorate: Cluster Communication SPCHD & GSCID
- SALARY** : R849 702 per annum (Level 11), an all-inclusive package
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Communications/ Public Relations/ Social Sciences/ Journalism or equivalent related qualification as recognised by SAQA. A qualification in Project

Management and Gender Studies will be an added advantage. The candidate must have at least four (4) years relevant experience, of which two (2) years should be at salary level nine (9) or ten (10) in government communications, stakeholder management, project management and coordination. Experience in gender-advocacy communication coordination and project coordination will be an added advantage. The candidate must be an analytical decision maker, results orientated with solid process improvement, strong prioritisation abilities. He/she must have good interpersonal, strong communication strategizing, project and events management skills, excellent written and verbal communication skills. Ability to meet deadlines, including ability to interface with all levels within government. Strong leadership qualities and good interpersonal relationship. Ability to keep ahead of all developments within government and outside. Ability to display teamwork, integrity, and innovative thinking. Good understanding of government policies and priorities. Knowledge and understanding of strategic communication, and the South African media landscape and operations. Willingness to work extra hours especially over weekends, ability to work under pressure without constant supervision and be willing to work overtime and travel as and when required. Computer literacy and a valid driver's licence are prerequisite.

**DUTIES**

: The successful candidate will be responsible for strategic communication-developing, reviewing and implementing the GBVF National Communication Strategy and strategies for other special projects. Developing, maintaining and implementing the GBVF and Special Projects government wide. Develop strategic communication content for GBVF and other Special Projects (key messages, fact sheets and other content development tasks). Content Development- develop and maintain a GBVF and special projects content depository, develop copy for GBVF and other special projects related marketing/advertising products. Communication calendar of activities/events (grid). Advocacy and Stakeholder Engagement - develop a focused GBVF and other Special Projects Stakeholder matrix; Provide communication consultancy through fostering and maintaining stakeholder partnerships around implementation of the GBVF and other Special Projects communication programme; Lead the stakeholder engagement and liaison with government, civil society and private sector involved in the implementation of the GBVF National Strategic Plan and for other Special Projects; Participate in key GBVF focused meetings/sessions (CATCO, NSP on GBVF Pillar meetings, Social Cluster Communication Meetings); Support the director in managing and strengthening strategic partnerships through networking and advocacy with the Government departments, development partners, NGOs, funding organizations, research institutes, media and private sector to reinforce cooperation and/or pursue opportunities to promote goals and achieve results; Source partnerships and sponsorships for communication activities; Facilitate communication between stakeholders to ensure the joint development of content. Clusters Coordination Support- Ensure alignment and inclusion of GBVF and other Special Projects approved programmes in all Cluster programmes; Improve the functionality of cluster communication around GBVF and other Special Projects; Monitor and report on the implementation of the GBVF and other Special Projects cluster communications programmes. Project Management- Develop and implement a GBVF and Special Projects activities master project plans; Lead the planning and implementation of GBVF and Special Projects communication campaigns; Manage GCIS GBVF and Special Projects communication coordination structures (e.g. Communication Task Teams, GCIS GBVF Internal Project Team). Produce project update reports.

**ENQUIRIES  
APPLICATIONS**

: Ms Phumeza Bangani Tel No: (012) 473 0235  
 : Applications may be hand delivered to Tshedimotsetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or email to [recruitment5@gcis.gov.za](mailto:recruitment5@gcis.gov.za)

**POST 20/08**

: **DEPUTY DIRECTOR: LOGISTICS AND COMPLIANCE MANAGEMENT REF NO: 3/1/5/1-24/06**  
 Directorate: Supply Chain Management

**SALARY  
CENTRE  
REQUIREMENTS**

: R849 702 per annum (Level 11), an all-inclusive package  
 : Pretoria  
 : Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Public

Management / Public Administration/ Logistics Management/ Purchasing Management or equivalent related qualification as recognised by SAQA. The candidate must have at least four (4) years relevant experience of which two (2) years should be on salary level nine (9) or ten (10) in the logistics management environment. Sound knowledge of the application of government policies in relation to all areas of Supply Chain Management (SCM). Knowledge of financial policies as guided by Public Finance Management Act and Treasury Regulations (PFMA). Knowledge of the Supply Chain Management legislative framework and understanding of business functions and processes of government supply chain management. Good interpersonal (leadership and communication skills, financial and human resources management, planning and organising skills, analytical and innovative thinking, negotiation skills, Change and diversity management including policy analysis and development as well as Quality Management. Ability to work independently without close supervision. Ability to handle multiple tasks simultaneously and able to work under pressure. The incumbent should be self-driven, creative, innovative, flexible and highly motivated. Excellent co-ordination skills. Have initiative and pay close attention to detail. Willingness to work irregular hours and to travel when required. Proven report writing and presentation skills. Proven computer literacy. Knowledge of LOGIS, Procurement Integration and BAS.

**DUTIES**

: The successful candidate will be responsible for management of the procurement and payment sections. Ensure that requests for orders are processed timeously in line with set standards. Ensure that invoices are paid in line with the PFMA and set standards. Ensure that the Supply Chain Management risk and the receiving and issuing sections are managed effectively. Management and authorisation of orders (LOGIS & manual orders) and payments (LOGIS & BAS). Compile all the relevant reports relating to payments, procurement, and other relevant sections within the area of management and submit timeously as per set standards and National Treasury requirements. Advise clients with respect to approval of requisitions, creation of orders, and invoice payment status. Ensure that media buying procurement memos are compliant to the PFMA and other regulatory legislation prior approval of requisitions and creation of orders. Keep track of media buying requests and spend. Compile all the relevant reports relating to media buying requests and submit timeously within the set standards. Compile weekly deviation reports and send approved reports to National Treasury and Auditor-General of South Africa (AGSA). Ensure effective and efficient management of requisitions, orders, and payment processes. Continuously lead capacity building presentations to internal clients on logistics management and reporting related matters. Compiling submissions / reports with accurate information for quicker decision-making. Compile and provide accurate information in relation to inputs to the quarterly and annual financial statements (IFS & AFS) relating to accounting treatment and schedules of commitments, accruals, and payables. Serve as a departmental system controller for the LOGIS system, including allocation of access to officials within the department to CSD and management thereof. Compile weekly, monthly, and quarterly reports with accurate statistics and upload the reports on SharePoint. Ensure proper records management within the sub-directorate and areas of responsibility. Manage the filing of requisitions, orders, and payment batches in line with File Plan and Records Management policy. Provide functional training to subordinates and administrative staff in line with their (Personal Development Plans (PDPs) and changing supply chain management environment. Arrange LOGIS and related trainings with National Treasury and NSG annually. Compile status reports on the performance of the logistics management section officials being supervised. Provide general office support to the Director: Supply Chain Management and the Chief Financial Officer. Attend to enquiries and or queries. Provide required information by auditors (both internal and external) and management, as well as responses to audit queries. Provide inputs to the SCM policy, LOGIS and BAS policy, SCM delegations, SCM standard operating procedures, and others. Advise management and all staff members on compliance requirements and National Treasury Instruction Notes or Directives issued. Arrange and coordinate policy review sessions with all staff members. Liaise with LOGIK to resolve any system related issues to ensure smooth operations within the department. Advise clients with respect to policy requirements in your area of responsibility.

- Provide credible and accurate inputs relating to the IFS / AFS in your area of responsibility timeously as per set standards.
- ENQUIRIES APPLICATIONS** : Ms Midah Moreroa Tel No: (012) 473 0185  
 : Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or email to [recruitment6@gcis.gov.za](mailto:recruitment6@gcis.gov.za)
- POST 20/09** : **REGIONAL COMMUNICATION COORDINATOR: CAPE TOWN METROPOLITAN MUNICIPALITY REF NO: 3/1/5/1-24/07**  
 Directorate: Western Cape Provincial Office
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)  
 : Cape Town Metropolitan Municipality: Western Cape  
 : Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Communication or equivalent related qualification as recognised by SAQA. The candidate must at least three (3) years relevant experience, of which one (1) year should be at salary level seven (7) or eight (8) in the communications environment with knowledge of communication disciplines, including media liaison, stakeholder relations, research and development communication. The candidate must have an understanding of development communication practice, and knowledge of Western Cape Province with specific insights to the Cape Metro and its local municipalities. He/she innovative, digital literate 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. The candidate must be computer literate, with basic knowledge of administration and finances, and able to work under pressure. A valid driver's licence is prerequisite as the work involves extensive travelling.
- DUTIES** : The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in the Cape Metro by disseminating government information and implementing key communication projects in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers (if any) 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. Leadership in government communication system coordination in the Cape Metro. 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. Ensure adherence to government communication system norms and standards in the district in line with the government communication policy. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level. Further, provide communication support to various integrated service delivery models of government, including the District Development Model (DDM) and the Thusong Service Centre programme. Embrace new media and utilise digital tools as part of cascading government content. Responsible for the development and maintenance of high-level stakeholder relations in the region with biasness towards civil society, community media, minority groups, local government and traditional leaders. Coordination and implementation of rapid response requirements in the district as well as writing service delivery articles on governments' delivery on its mandate. Responsible for the revision and development of a localised distribution strategy for government information products at district level. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the district for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.
- ENQUIRIES APPLICATIONS** : Ms Geraldine Thopps Tel No: (021) 418 0533  
 : Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or email to [recruitment7@gcis.gov.za](mailto:recruitment7@gcis.gov.za)

**POST 20/10** : **REGIONAL COMMUNICATION COORDINATOR: BUFFALO CITY METROPOLITAN MUNICIPALITY REF NO: 3/1/5/1-24/08**  
Directorate: Eastern Cape Provincial Office

**SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)  
: Buffalo City Metropolitan Municipality: East London  
: Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Communication or equivalent related qualification as recognised by SAQA. The candidate must at least three (3) years relevant experience, of which one (1) year should be at salary level seven (7) or eight (8) in the communications environment with knowledge of communication disciplines, including media liaison, stakeholder relations, research and development communication. The candidate must have an understanding of development communication and knowledge of the Eastern Cape Province with specific insights in the Buffalo City area. Be innovative, digital literate and abreast with digital communication methods and applications. A self-motivated and enthusiastic person able to work with limited levels of supervision. Strong verbal, effective writing and communication skills. Furthermore, applicant must be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Basic knowledge of administration and finances is required. Ability to work under pressure.

**DUTIES** : The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in Buffalo City as follows: Disseminate government information and implement key communication projects in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers (if any) 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. Leadership in government communication system coordination in Buffalo City. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the Metro. Ensure adherence to government communication system norms and standards in the Metro in line with government communication policy. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at Metro level. Further, provide communication support to various integrated service delivery models of government, including the District Development Model (DDM) and the Thusong Service Centre programme. Embrace new media and utilise digital tools as part of cascading government content. Responsible for the development and maintenance of high-level stakeholder relations in the region with biasness towards civil society, community media, minority groups, local government and traditional leaders. Coordination and implementation of rapid response requirements in the Metro as well as writing service delivery articles on governments' delivery on its mandate. Responsible for the revision and development of a localised distribution strategy for government information products at Metro level. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the Metro for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

**ENQUIRIES APPLICATIONS** : Mr Ndlelantle Pinyana Tel No: (043) 722 2602/09  
: Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or email to [recruitment8@gcis.gov.za](mailto:recruitment8@gcis.gov.za)

**POST 20/11** : **REGIONAL COMMUNICATION COORDINATOR: JOE GQABI DISTRICT REF NO: 3/1/5/1-24/09**  
Directorate: Eastern Cape Provincial Office

**SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)  
: Joe Gqabi District: Sterkspruit  
: Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in

Communication or equivalent related qualification as recognised by SAQA. The candidate must at least three (3) years relevant experience, of which one (1) year should be at salary level seven (7) or eight (8) in the communications environment with knowledge of communication disciplines, including media liaison, stakeholder relations, research and development communication. The candidate must have an understanding of development communication practice, and knowledge of Eastern Cape Province with specific insights to Joe Gqabi district and its local municipalities. Be innovative, digital literate 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. Furthermore, applicant should be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Basic knowledge of administration and finances is required. Ability to work under pressure.

**DUTIES**

: The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in Joe Gqabi District as follows: Disseminate government information and implement key communication projects in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers (if any) 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. Leadership in government communication system coordination in Joe Gqabi district. 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. Ensure adherence to government communication system norms and standards in the district in line with government communication policy. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level. Further, provide communication support to various integrated service delivery models of government, including the District Development Model (DDM) and the Thusong Service Centre programme. Embrace new media and utilise digital tools as part of cascading government content. Responsible for the development and maintenance of high-level stakeholder relations in the region with biasness towards civil society, community media, minority groups, local government and traditional leaders. Coordination and implementation of rapid response requirements in the district as well as writing service delivery articles on governments' delivery on its mandate. Responsible for the revision and development of a localised distribution strategy for government information products at district level. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the district for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

**ENQUIRIES  
APPLICATIONS**

: Mr Ndlelantle Pinyana Tel No: (043) 722 2602/09  
 : Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or email to [recruitment9@gcis.gov.za](mailto:recruitment9@gcis.gov.za)

**POST 20/12**

: **REGIONAL COMMUNICATION COORDINATOR: NAMAKWA DISTRICT  
MUNICIPALITY REF NO: 3/1/5/1-24/10**  
 Directorate: Northern Cape Provincial Office

**SALARY  
CENTRE  
REQUIREMENTS**

: R444 036 per annum (Level 09)  
 : Namakwa District  
 : Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Communication or equivalent related qualification as recognised by SAQA. The candidate must at least three (3) years relevant experience, of which one (1) year should be at salary level seven (7) or eight (8) in the communications environment with knowledge of communication disciplines, including media liaison, stakeholder relations, research and development communication. The candidate must have an understanding of development communication practice, and knowledge of Northern Cape Province with specific insights to

Namakwa district and its local municipalities. Be innovative, digital literate 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. Furthermore, applicant should be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Basic knowledge of administration and finances is required. Ability to work under pressure.

**DUTIES**

: The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in Namakwa District as follows: Disseminate government information and implement key communication projects in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers (if any) 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. Leadership in government communication system coordination in Namakwa district. 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. Ensure adherence to government communication system norms and standards in the district in line with the government communication policy. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level. Further, provide communication support to various integrated service delivery models of government, including the District Development Model (DDM) and the Thusong Service Centre programme. Embrace new media and utilise digital tools as part of cascading government content. Responsible for the development and maintenance of high-level stakeholder relations in the region with biasness towards civil society, community media, minority groups, local government and traditional leaders. Coordination and implementation of rapid response requirements in the district as well as writing service delivery articles on governments' delivery on its mandate. Responsible for the revision and development of a localised distribution strategy for government information products at district level. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the district for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

**ENQUIRIES  
APPLICATIONS**

: Mr Charles Moeti Tel No: (053) 832 1378  
: Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or email to [recruitment10@gcis.gov.za](mailto:recruitment10@gcis.gov.za)

**POST 20/13**

: **REGIONAL COMMUNICATION COORDINATOR: LIASON: ILEMBE  
DISTRICT MUNICIPALITY REF NO: 3/1/5/1-24/11**  
Directorate: Kwa-Zulu Natal Provincial Office

**SALARY  
CENTRE  
REQUIREMENTS**

: R444 036 per annum (Level 09)  
: ILembe District  
: Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Communication or equivalent related qualification as recognised by SAQA. The candidate must at least three (3) years relevant experience, of which one (1) year should be at salary level seven (7) or eight (8) in the communications environment with knowledge of communication disciplines, including media liaison, stakeholder relations, research and development communication. The candidate must have an understanding of development communication practice, and knowledge of the Kwa-Zulu Natal Province with specific insights to the ILembe district and its local municipalities. Be innovative, digital literate 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. Furthermore, applicant should be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Basic knowledge of administration and finances is required. Ability to work under pressure.

**DUTIES**

: The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in ILembe District as follows: Disseminate government information and implement key communication projects in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers (if any) 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. Leadership in government communication system coordination in ILembe district. 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. Ensure adherence to government communication system norms and standards in the district in line with the government communication policy. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level. Further, provide communication support to various integrated service delivery models of government, including the District Development Model (DDM) and the Thusong Service Centre programme. Embrace new media and utilise digital tools as part of cascading government content. Responsible for the development and maintenance of high-level stakeholder relations in the region with biasness towards civil society, community media, minority groups, local government and traditional leaders. Coordination and implementation of rapid response requirements in the district as well as writing service delivery articles on governments' delivery on its mandate. Responsible for the revision and development of a localised distribution strategy for government information products at district level. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the district for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

**ENQUIRIES  
APPLICATIONS**

: Ms Ndala Mngadi Tel No: (031) 301 6787  
: Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or email to [recruitment11@gcis.gov.za](mailto:recruitment11@gcis.gov.za)

**POST 20/14**

: **REGIONAL COMMUNICATION COORDINATOR: NKANGALA DISTRICT MUNICIPALITY REF NO: 3/1/5/1-24/12**  
Directorate: Mpumalanga Provincial Office

**SALARY  
CENTRE  
REQUIREMENTS**

: R444 036 per annum (Level 09)  
: Nkangala District: Witbank  
: Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Communication or equivalent related qualification as recognised by SAQA. The candidate must at least three (3) years relevant experience, of which one (1) year should be at salary level seven (7) or eight (8) in the communications environment with knowledge of communication disciplines, including media liaison, stakeholder relations, research and development communication The candidate must have an understanding of development communication practice, and knowledge of Mpumalanga Province with specific insights to Nkangala district and its local municipalities. Be innovative, digital literate 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. Furthermore, applicant should be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Basic knowledge of administration and finances is required. Ability to work under pressure.

**DUTIES**

: The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in Nkangala District as follows: Disseminate government information and implement key communication projects in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers (if any) 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. Leadership in government communication system coordination in Nkangala district. 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. Ensure adherence to government communication system norms and standards in the district in line with the government communication policy. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level. Further, provide communication support to various integrated service delivery models of government, including the District Development Model (DDM) and the Thusong Service Centre programme. Embrace new media and utilise digital tools as part of cascading government content. Responsible for the development and maintenance of high-level stakeholder relations in the region with biasness towards civil society, community media, minority groups, local government and traditional leaders. Coordination and implementation of rapid response requirements in the district as well as writing service delivery articles on governments' delivery on its mandate. Responsible for the revision and development of a localised distribution strategy for government information products at district level. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the district for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

**ENQUIRIES  
APPLICATIONS**

: Mr Jerry Nkosi Tel No: (013) 753 2397  
 : Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or email to [recruitment12@gcis.gov.za](mailto:recruitment12@gcis.gov.za)

**POST 20/15**

**ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 3/1/5/1-24/13**

Directorate: Financial Management

**SALARY  
CENTRE  
REQUIREMENTS**

: R444 036 per annum (Level 09)  
 : Pretoria  
 : Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Accounting, Cost and Management Accounting with Financial Accounting III as a fully passed subject or equivalent related qualification as recognised by SAQA. The candidate must at least have three (3) years relevant experience, of which one (1) year should be at salary level seven (7) or eight (8) in the financial accounting / management environment. Ability to work under pressure. Good communication, writing and organizational skills. Be creative, innovative, flexible and highly motivated. Computer literacy with excellent knowledge of Transversal Systems (BAS, PERSAL), Outlook and the Microsoft Office package, i.e. MS Word, MS Excel and MS PowerPoint. Credible and proven experience of management accounting and the overall budget cycle in the public sector. The successful candidate must be able to work independently and professionally with internal and external clients on all levels, i.e. from junior personnel to Senior Managers, National Treasury and the Auditor-General. The successful candidate should be an analytical and innovative thinker.

**DUTIES**

: The successful candidate will report to the Deputy-Director: Management Accounting and reside within the CFO Chief-Directorate. He / she must provide effective execution of the following management accounting tasks and responsibilities: Planning (Coordinate, review, analyse and quality assure the financial supporting information for planning purposes); Budgeting (Coordinate, review, analyse and quality assure the budget preparation process) and Reporting (Coordinate, review, analyse and quality assure the management accounting reporting processes). These functions must be executed through various budget processes, amongst other things, special reference to coordination and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analysis and quality assuring the relevant financial information required in the evaluation and development of business and project plans, checking and verify the supporting information for various financial planning

processes, coordinating the preparation and consultation for the MTEF budget process; Analysing, interpreting and implementing the treasury guidelines for the Estimates of National Expenditure (ENE). Developing templates for the collection of budget information from line functionaries. Aligning budget statements with the annual performance plan, strategic plan and national spending priorities; Analysing and interpreting the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Undertaking the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Assessing where shifting of funds/virements is required and possible by reviewing expenditure against budget and make recommendations. Supervising the recording of adjustments and provide feedback to the relevant components. Providing information for the preparation of the annual financial statements; Monitoring that all shifts/virements are included in the In Year Monitoring Report and the adjusted budget. Analysing requests for rollovers and make recommendations in compliance with prescripts (including funds committed but not spent). Compiling the In-Year Monitoring Report (IYM) and Expenditure report for the Executive Authority in accordance with Section 40(4) of the PFMA. Evaluating information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary. Providing advice and guidance to role players on the use of forecasting methods and tools. Costing and evaluation of the personnel budget against the personnel establishment as well as goods and services against Business Units' APP's and operational plans. Compiling information for the interim and annual performance reports. Developing and review departmental policies and procedures applicable to management accounting (planning and budgeting. Allocating duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards. Determining workflow requirements, monitor performance of employees and determine training needs. Controlling leave and related personnel matters applying laid down Human Resources procedures. Supervising the BAS System Controller, upon receiving an appointment letter, act as the Deputy-Director of the Management Accounting Sub-Directorate in the absence of the Deputy-Director.

- ENQUIRIES** : Mr Hennie Bekker Tel No: (012) 473 0099/ Ms Gcobisa Soci Tel No: (012) 473 0336
- APPLICATIONS** : Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or email to [recruitment13@gcis.gov.za](mailto:recruitment13@gcis.gov.za)
- POST 20/16** : **PRINCIPAL COMMUNICATIONS OFFICER: WEB AND SOCIAL MEDIA REF NO: 3/1/5/1-24/14 (X2 POSTS)**  
Directorate: Digital Media
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)  
: Pretoria  
: Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Communication, Journalism, ICT or equivalent related qualification as recognised by SAQA. The candidate must have two (2) years relevant experience and skills in planning content, writing & maintaining social media content, using social media as part of a government communication plan. Experience in using web content management systems (CMS), videography, photography and/or graphic design will be an advantage. He/she must have project and campaign management skills, with knowledge of, and an interest in current affairs and the functioning of government. Knowledge of latest trends in social media practices. The candidate must have excellent English writing and sub-editing skills, as well as planning and organising skills. Excellent interpersonal, liaison and communication skills. Ability to work independently and accurately, under pressure and meet short deadlines. Computer literacy is prerequisite.
- DUTIES** : The successful candidate will be responsible for the continuous updating and maintenance and improvement of social media accounts and websites maintained by GCIS. This includes liaising with role-players, preparing content for the social media accounts (abstracting, writing, language & content editing), updating website content on a Drupal content management system, creating dynamic written, graphic and video content that promotes audience interaction

on the social media accounts maintained by GCIS using Adobe. Write and distribute e-newsletter to mailing list subscribers. Use social media monitoring tool to listen, monitor and engage with target audiences proactively.

**ENQUIRIES** : Ms Senzeni Ngubane Tel No: (012) 473 0402  
**APPLICATIONS** : Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or email to [recruitment14@gcis.gov.za](mailto:recruitment14@gcis.gov.za)

**NOTE** : All interviewees will be subjected to a practical test.

**POST 20/17** : **PRINCIPAL COMMUNICATION OFFICER: DOMESTIC MEDIA**  
**ENGAGEMENT REF NO: 3/1/5/1-24/15**  
Directorate: Domestic Media Engagement

**SALARY** : R376 413 per annum (Level 08)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Public Relations Management, Journalism, Media Studies, Communication Science or equivalent related qualification as recognised by SAQA. The candidate must have two (2) years relevant experience in communication and or media engagement/ liaison field. Knowledge of the government communication environment, Government's policies and key priorities. Basic understanding of the South African media landscape. Proven ability to write press releases and advisories. Ability to work under pressure, independently and coordinate work within a team environment. Project management and communication skills. Heshe Good interpersonal and problem-solving skills. Competency in computer skills and use of MS Office applications, as well as online and social media communication tools such as X (Twitter), Zoom and MS Teams. The incumbent should be willing to travel and work overtime and have strong organizational and multitasking skills. Knowledge of Government and Development Communication System planning is a plus.

**DUTIES** : The successful candidate will support the directorate in executing its work of providing media engagement support to key government communication projects by assisting with facilitation and coordination of virtual and physical media engagement events such as webinars, media briefings, panel discussions. Assisting with the development and implementation of media plans for key government campaigns. The incumbent will also be responsible for updating the media database and maintaining strong relationships with media outlets and journalists. Identifying subjects of interest to develop and improve media/communication activities of government. The incumbent will work closely with the Communication Officers within the government communication system, in liaising with the press/media to advocate and disseminate information on national government communication campaigns. Coordinate dissemination of audio-visual, photographic and printed materials, television and radio programmes, multimedia presentations, social media, videos and press release information to all partners, through traditional and social media channels. Organize interviews and filming opportunities to support high visibility of government achievements through television, radio and newspapers and other mainstream media.

**ENQUIRIES** : Mr Takalani Mukwevho Tel No: (012) 473 0434  
**APPLICATIONS** : Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or email to [recruitment15@gcis.gov.za](mailto:recruitment15@gcis.gov.za)

**POST 20/18** : **ADMINISTRATION OFFICER: BIDS ADMINISTRATION REF NO: 3/1/5/1-24/16**  
Directorate: Supply Chain Management

**SALARY** : R308 154 per annum (Level 07)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Public Management / Administration / Logistics Management / Public Finance and Accounting / Purchasing Management or equivalent related qualification as recognised by SAQA. The candidate must have at least one (1) year relevant experience in Supply Chain Management. Sound knowledge of supply chain management legislation and related prescripts such as Public Finance

Management Act, PPPFA and Regulations, Contract Administration and Supply Chain Management Guidelines. Skills: Advanced computer literacy skills in the MS Office suite (Word, Excel, PowerPoint, etc.), Customer and client focused, excellent communication skills, both verbal and written. Self-driven and good organizational, Supervisory. The applicant should be able to work independently and have innovative thinking, flexibility and willingness to adjust to changes in the work environment and ability to work under pressure and willingness to work irregular hours.

**DUTIES**

: The successful candidate will be responsible to advise clients with respect to Media Buying/ ToR /Specifications / Deviations, ensure tracking of media buying requests and spend, ensure that client's funds are available in the GCIS suspense account, continuously lead capacity building presentations to internal clients on media buying and other bid related matters. Ensure that all transactions relating to bids, RFQ's, deviations, 3G's as well as media buying are compliant to the relevant policies and legislation. Ensure that a scientific process of identifying the target market and selecting appropriate mode of media for various campaigns is in place. Ensure that all Specifications / Terms of Reference Committee, Evaluation Committee and Bid Adjudication Committee Meetings run smoothly. Ensure the compilation of minutes for the Committee meetings indicated above and submit to the relevant official and the compilation of memos for DG's approval. Regularly update the database of RFQ / Bid schedules / Deviations / 3G's. Provide administrative support in the bid / formal quotation process as well as deviations. Supervise correct filing of all documents relating to bids/contracts/ 3G's. Administration of contracts relating to RFQ's/Bids/Transversal contracts including the monitoring and maintenance of RFQ's/Bids/Operating leases and 3G schedules for disclosure purposes. Consolidation of the procurement plan for the department, monitoring of the implementation as well as reporting to National Treasury. Attending to Enquiries, compiling of submissions / reports. Manage staff

**ENQUIRIES  
APPLICATIONS**

: Mr Namane Mahlaba Tel No: (012) 473 0093  
: Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or email to [recruitment16@gcis.gov.za](mailto:recruitment16@gcis.gov.za)

**POST 20/19**

: **ADMINISTRATIVE OFFICER: CHIEF FINANCIAL OFFICER REF NO:  
3/1/5/1-24/17**

Chief Directorate: Office of the Chief Financial Officer

**SALARY  
CENTRE  
REQUIREMENTS**

: R308 154 per annum (Level 07)  
: Pretoria  
: Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Office management, Office Assistant, Secretarial / Administration or equivalent related qualification as recognised by SAQA. The candidate must have at least one (1) year relevant administrative experience, with excellent interpersonal skills. Good communication skills (written and oral), and exceptional organizing and planning skills. Ability to work independently, under pressure and in a team. Ability to multi-task, manage events, and work with databases and presentations. Time management and pro-activeness. Fair understanding of project management and financial management. Problem solving skills, innovation and results orientated individual. Attention to detail. Proficiency in at least two official languages. Computer literate (Microsoft Word, Power Point, Access and Excel). A driver's license would be an advantage.

**DUTIES**

: The incumbent will be responsible for the following: Provide secretarial and administrative support to the Chief Financial Officer. Write routine notes, memos, letters, and reports and collate inputs from the units and various stakeholders. Manage the files and records and implement a system of document management in line with the GCIS file plan. Develop and implement new ideas to change existing procedures so as to improve filing, tasking and document tracking. This will include creating a paperless and digital office that takes into account the environment and the fourth industrial revolution. Track actions and responses in relation to the meeting resolutions, audit action plans, business continuity plan, and risk mitigation plans relating to the CFO Chief Director. Create and maintain databases of internal and external stakeholders for the Chief Director. Coordinate effective internal and external meetings, appointments and events. Compile agenda and take accurate minutes and action matrix during meetings. Manage the diary and calendar of the CFO.

Receive and attend to visitors and organize parking and refreshments. Handle travel and accommodation arrangements, subsistence & travel (S&T) claims, cell phone claims and budget cash flow information for the Office of the CFO. Manage the leave register, leave plans, and leave roster for the CFO Chief Directorate. Maintain effective stock levels of stationery, cartridges, and other consumables within the Office of the CFO. Faxing, emailing and photocopying. Maintain an asset register for the Office of the CFO. Contribute positively to building a high performing team. Study relevant public service and GCIS policies and procedures to ensure the proper application and compliance thereof. Provide support and assistance to CFO Chief Directorate in the compilation of interim and annual financial statements. Consolidate reports and Audit Action Plans for the CFO Chief Directorate. Maintain a register of policies and standard operating procedures (SOPs) applicable to the CFO Chief Directorate. The incumbent must be willing to work extra hours and travel when the need arises. Serve as secretariat to the Budget Committee, CFO Control Forum, Admin Forum, and other structures within the Office of the CFO. Provide adhoc support to the directorates (Finance & SCM) when the need arises.

**ENQUIRIES  
APPLICATIONS**

: Ms Gcobisa Soci Tel No: (012) 473 0336  
 : Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis  
 : Baard & Festival streets, Hatfield, Pretoria or email to  
 : [recruitment17@gcis.gov.za](mailto:recruitment17@gcis.gov.za)

**POST 20/20**

: **ADMINISTRATIVE OFFICER: STRATEGY AND ORGANISATIONAL  
PERFORMANCE REF NO: 3/1/5/1-24/18**  
 : Chief Directorate: Strategy and Organisational Performance

**SALARY  
CENTRE  
REQUIREMENTS**

: R308 154 per annum (Level 07)  
 : Pretoria  
 : Applicants should be in possession Grade 12 and an appropriate three year  
 : National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in  
 : Secretarial Studies, Administration or equivalent related qualification as  
 : recognised by SAQA. The candidate must have at least one (1) year relevant  
 : administrative experience, with excellent interpersonal skills. Good  
 : communication skills (written and oral), and exceptional organizing and  
 : planning skills. Ability to work independently, under pressure and in a team.  
 : He/she must be able to multi-task, manage events, and work with databases  
 : and presentations. Time management and pro-activeness. Fair understanding  
 : of project management and financial management. Problem solving skills,  
 : innovation and results orientated individual. Attention to detail. Proficiency in at  
 : least two official languages. Computer literate (Microsoft Word, Power Point,  
 : Access and Excel). A driver's license would be an advantage. Knowledge of  
 : the strategic planning and performance monitoring, reporting and risk  
 : management would be an added advantage.

**DUTIES**

: The incumbent will be responsible to provide secretarial and administrative  
 : support to the Chief Director. Write routine notes, memos, letters, and reports  
 : and collate inputs from the units and various stakeholders. Manage the files  
 : and records and implement a system of document management in line with the  
 : GCIS file plan. Develop and implement new ideas to change existing  
 : procedures so as to improve filing, tasking and document tracking. This will  
 : include creating a paperless and digital office that takes into account the  
 : environment and the fourth industrial revolution. Track actions and responses  
 : in relation to the programmes and projects of the Chief Director using a project  
 : plan. Create and maintain databases of internal and external stakeholders for  
 : the Chief Director. Coordinate effective internal and external meetings,  
 : appointments and events. Compile agenda and take accurate minutes and  
 : action matrix during meetings. Diary and calendar management. Receive and  
 : attend to visitors and organize parking and refreshments. Handle travel and  
 : accommodation arrangements, subsistence & travel (S&T) and cell phone  
 : claims and budget cash flow information. Manage the leave register. Order and  
 : purchase stationery. Emailing and photocopying. Maintain an asset register.  
 : Contribute positively to building a high performing team. Study relevant public  
 : service and GCIS policies and procedures to ensure the proper application  
 : thereof. Adhoc support to the Directorate when the need arises. The  
 : Administrative Secretary must be willing to work extra hours and travel  
 : when the need arises. Serve as the Risk co-ordinator and champion for the  
 : chief directorate.

**ENQUIRIES** : Ms Nomkhosi Peter Tel No: (012) 473 0339  
**APPLICATIONS** : Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis  
Baard & Festival streets, Hatfield, Pretoria or email to  
[recruitment18@gcis.gov.za](mailto:recruitment18@gcis.gov.za)

**POST 20/21** : **ADMINISTRATIVE OFFICER: MPUMALANGA PROVINCE REF NO: 3/1/5/1-24/19**  
Directorate: Mpumalanga Provincial Office

**SALARY** : R308 154 per annum (Level 07)  
**CENTRE** : Mbombela  
**REQUIREMENTS** : Applicants should be in possession Grade 12 and an appropriate three year  
National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in  
Administration or equivalent relevant qualification as recognised by SAQA. The  
candidate must have at least one (1) year experience in office administration.  
He/she must excellent interpersonal, communication skills (written and oral),  
and exceptional organising and planning skills. Ability to work independently,  
under pressure and in a team. Time management and pro-activeness. Problem  
solving skills and results orientated individual. Attention to detail. Computer  
literate (Microsoft Word, Power Point, Access and Excel). Job Knowledge: He  
/ she must have an understanding of the Public Finance Management Act and  
Central Supplier Database.

**DUTIES** : The incumbent will be responsible for supply chain management i.e.  
procurement and development of a procurement plan, asset control and  
disposal, be responsible for monthly budgeting and financial management at  
provincial level. He/she will be responsible for the procurement of goods and  
services in line with relevant departmental policies. Capturing orders and  
maintaining the database. Support in the provisioning of transport services in  
the Provincial Office. Provision of monthly administrative reports to the  
Provincial Director and to Head Office on administrative matters. Training and  
guidance on administrative matters to communication officers, the secretary,  
part-time workers and interns. Supporting the process of lease agreements for  
the Provincial as well as District offices. Supporting the Provincial Director in  
managing Health & Wellness matter, including Safety at workplace. Personnel  
matters and record-keeping. Support in compiling monthly budget projections  
and record-keeping of budget and expenditure. Handling and controlling all  
financial matters for the provincial office and districts located in the Thusong  
Service Centres and elsewhere.

**ENQUIRIES** : Mr Jerry Nkosi Tel No: (011) 331 0164  
**APPLICATIONS** : Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis  
Baard & Festival streets, Hatfield, Pretoria or email to  
[recruitment19@gcis.gov.za](mailto:recruitment19@gcis.gov.za)

**POST 20/22** : **COMMUNICATION CLERK: MEDIA ENGAGEMENT REF NO:3/1/5/1-24/20**  
Directorate: International Media Engagement

**SALARY** : R216 417 per annum (Level 05)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants should be in possession of a recognised Higher Certificate (NQF 5),  
with general exposure in the communication environment. Ability to adhere to  
and promote processes and procedures. A team player. An ability to effectively  
conceptualise and implement communication campaigns. Understanding of  
government's mandate, as well as development communication. Competent in  
Computer skills (MS Office and other software) Familiarity with online and  
social media communication tool.

**DUTIES** : The successful candidate will be responsible to assist with media engagements  
for the communication of key international government programmes. Provide  
media liaison support to international projects. Facilitate the accreditation of  
foreign media and maintain an updated Media database. Attend and  
implement the recommendations emanating from Rapid Response meetings.  
Provide administrative support to the directorate. Assist with information  
management for the unit. Fluent spoken and written English required and other  
language skills relevant to engaging stakeholders.

**ENQUIRIES** : Mr Themba Thobela Tel No: (012) 473 0279  
**APPLICATIONS** : Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis  
Baard & Festival streets, Hatfield, Pretoria or email to  
[recruitment20@gcis.gov.za](mailto:recruitment20@gcis.gov.za) (strictly CV & Z83 form)