

**GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)**

*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 of 1996, the Employment Equity (EE) imperatives as defined by the EE Act of 1998 (Act 55 of 1998) and relevant Human Resource policies of the department will be taken into consideration. People with disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the department in achieving its EE targets in terms of the department's EE Plan. People with disabilities will be given preference regardless of race or gender.*

<b><u>APPLICATIONS</u></b>	:	The Director-General (DG) of GCIS, Private Bag X745, Pretoria 0001, hand deliver to Tshedimosetso House, 1035 cnr Francis Baard and Festival streets, Hatfield, Pretoria or to the email address provided.
<b><u>FOR ATTENTION</u></b>	:	Ms P. Kgopyane
<b><u>CLOSING DATE</u></b>	:	05 September 2025
<b><u>NOTE</u></b>	:	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 The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020.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 <a href="http://www.gov.za/documents">www.gov.za/documents</a> . 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 and signed Z83 form and a detailed curriculum vitae only. Communication regarding submission of certified copies of qualifications and other relevant documents will be limited to 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 Qualifications Authority (SAQA). 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 shortlisted candidates. 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. The department reserves the right to fill or not to fill the vacant post. The successful candidates will sign 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 (POPIA) of 2013 (Act 4 of 2013), for your personal information which you provide to the GCIS to being processed by the department and its employees, agents, Cabinet committees and subcontractors for recruitment purposes in accordance with POPIA.

**OTHER POSTS**

<b><u>POST 30/02</u></b>	:	<b><u>JUNIOR GRAPHIC DESIGNER REF NO: 3/1/5/1-25/28</u></b> Directorate: Media Production
<b><u>SALARY</u></b>	:	R269 499 per annum (Level 06)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants should be in possession of an appropriate three-year National Diploma (NQF Level 6) or a Bachelor's Degree (NQF Level 7) as recognised by SAQA in Graphic Design or equivalent related qualification majoring in Graphic Design. General exposure in the field will be an added advantage. The candidate must have basic knowledge in the use of an Apple Macintosh computer. Must be proficient in Adobe Illustrator, Photoshop and InDesign (animation and 3-D skills are a bonus). Must have the ability to develop creative and innovative design concepts. Strong design skills and thorough knowledge of designing for different platforms including digital and social media. Good

<b><u>DUTIES</u></b>	:	organisational and communication skills. The ability to work under pressure, overtime and meet deadlines. Should be highly motivated with an eye for detail
	:	The successful candidate will be responsible for collaborating with the design manager on the overall look and feel for all design products. Working as a graphic designer on various products as per brief. Conceptualising and handling visual execution of all design briefs. Development of creative concepts. Please detail courses passed in the CV as per the academic transcript.
<b><u>ENQUIRIES</u></b>	:	Ms Rachel Sekhu Tel No: (012) 473 0254
<b><u>APPLICATIONS</u></b>	:	Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to <a href="mailto:recruitment5@gcis.gov.za">recruitment5@gcis.gov.za</a>
<b><u>NOTE</u></b>	:	In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post.
<b><u>POST 30/03</u></b>	:	<b><u>SOCIAL MEDIA OFFICER REF NO: 3/1/5/1-25/29</u></b> Directorate: Digital Media
<b><u>SALARY</u></b>	:	R269 499 per annum (Level 06)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants should be in possession an appropriate three-year National Diploma (NQF Level 6) or a Bachelor's Degree (NQF Level 7) as recognised by SAQA in Digital Communication, Digital Marketing, Multimedia, or equivalent related qualification majoring in Digital Communication, Digital Marketing, Multimedia. General exposure in the field will be an added advantage. The candidate must have basic understanding of planning content, writing and maintaining social media content, and using social media as part of a communication plan. Knowledge of web and social media content management systems (CMS), videography, photography and/or graphic design. Knowledge of, and an interest in, current affairs and the functioning of government. Knowledge of latest trends in social media practices is also necessary. Excellent English writing and sub-editing skills are essential. The candidate should possess planning and organising skills, excellent interpersonal, liaison and communication skills, and the ability to work as part of a team, accurately, under pressure and meet short deadlines. The candidate must be computer literate.
<b><u>DUTIES</u></b>	:	The successful candidate will be part of a team responsible for the continuous updating, 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 and content editing), updating website content on a Drupal content management system, and creating dynamic written, graphic and video content that promotes audience interaction on the social media accounts managed by GCIS using Adobe. The candidate will also write and distribute e-newsletter to mailing list subscribers and use a social media monitoring tool to listen, monitor, and engage with target audiences proactively. Please detail courses passed in the CV as per the academic transcript.
<b><u>ENQUIRIES</u></b>	:	Ms Senzeni Ngubane Tel No: (012) 473 0402
<b><u>APPLICATIONS</u></b>	:	Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to <a href="mailto:recruitment6@gcis.gov.za">recruitment6@gcis.gov.za</a>
<b><u>NOTE</u></b>	:	In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post.
<b><u>POST 30/04</u></b>	:	<b><u>SENIOR SUPPLY CHAIN MANAGEMENT CLERK: CREDITORS MANAGEMENT REF NO: 3/1/5/1-25/32</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R269 499 per annum (Level 06)
<b><u>CENTRE</u></b>	:	Pretoria

**REQUIREMENTS**

: Applicants should be in possession of an appropriate three-year National Diploma (NQF Level 6) or a Bachelor's Degree (NQF Level 7) as recognised by SAQA in Public Management / Administration/ Logistics Management / Public Finance/ Accounting or Purchasing Management or equivalent qualification majoring in Public Management / Administration/ Logistics Management / Public Finance/ Accounting or Purchasing Management. General exposure in the field will be an added advantage. The candidate must have basic knowledge of BAS, LOGIS and Procurement Integration (PI). Excellent writing and communication skills, ability to manage and plan. Ability to interpret and apply legislation and policies (PFMA, Preferential Procurement Regulations, BBBEE, Treasury regulations, Contracts, etc.). 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. Ability to work in a team. Client service orientated. Have initiative and pay close attention to detail. Report writing. Knowledge of the Microsoft packages, i.e. MS word, MS Excel as well as Ms Outlook. Payment capturing and statements interpretation.

**DUTIES**

: Capture payments on LOGIS Integration and BAS. Confirm Banking Details on CSD before capturing payments. Export entities from CSD to BAS. Verify allocation for correctness before capturing payments on the payment processing systems. Verify authenticity of signatures on the documents before capturing payments. Also ensure compliance of all documents attached before capturing payments on the system. Ensure correct information is captured on these payment processing systems. Monitoring and prioritisation of payments to ensure that no payments are processed after 30 days as well as outside the standards set by the department. Ensure that invoices with queries are raised immediately with the relevant suppliers to ensure that invoices are still paid within the required standards. Run departmental 0-9 file. Send departmental 0-9 file inputs to sections for IFS/AFS. Provide accurate information in relation to Annual and Interim Financial Statements (Commitments, Accruals and Payables) Ensure that accounts of creditors of the department are not outstanding for more than 30 days. Assist in linking invoices on ITS (Invoice tracking system) Provide accurate information in relation to Annual and Interim Financial Statements (Commitments, Accruals and Payables) timeously. Respond to enquiries and queries timeously and keeping record of enquires/queries handled including the turnaround time. Compile accurate work statistics. when required assist with the compilation of the 30 Days report of payments. Assist with the BBBEE statistical data reports. Assist with the preauthorisation of payments where required. Provide general office support. Please detail courses passed in the CV as per the academic transcript.

**ENQUIRIES  
APPLICATIONS**

: Mr Mendy Hlungwane Tel No: (012) 473 0180  
: Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to [recruitment7@gcis.gov.za](mailto:recruitment7@gcis.gov.za)

**NOTE**

: In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post.

**POST 30/05**

: **SENIOR ASSET CLERK REF NO: 3/1/5/1-25/33**  
Directorate: Supply Chain Management

**SALARY  
CENTRE  
REQUIREMENTS**

: R269 499 per annum (Level 06)  
: Pretoria  
: Applicants should be in possession of an appropriate three-year National Diploma (NQF Level 6) or a Bachelor's Degree (NQF Level 7) as recognised by SAQA in Public Management/Administration/Logistics Management or Purchasing Management. General exposure in the field will be an added advantage. The candidate must have excellent communication and interpersonal relation skills. Computer literate and have an ability to work well under pressure. Knowledge of LOGIS and asset management through Logis, Valid driver's license, prepared to travel.

**DUTIES**

: The successful candidate will be responsible the asset management. Manage the asset disposal process. Ensure proper control of departmental assets register. Developing and implementing action plans for asset management in

		terms of asset verification, disposal. Compiling and typing of submissions. Bar-cording of Departmental Assets. Handling asset related queries, Conduction asset verification in Head Office and Provincial Offices. Regular updating of asset registers, Reconciliation between BAS and the LOGIS system. Please detail courses passed in the CV as per the academic transcript.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr Mendrick Mlondobozi Tel No: (012) 473 0182
	:	Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to <a href="mailto:recruitment9@gcis.gov.za">recruitment9@gcis.gov.za</a>
<b><u>NOTE</u></b>	:	In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post.
<b><u>POST 30/06</u></b>	:	<b><u>SENIOR SWITCHBOARD OPERATOR REF NO: 3/1/5/1-25/34</u></b> Sub-Directorate: Internal Communication
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R269 499 per annum (Level 06)
	:	Pretoria
	:	Applicants should be in possession of an appropriate three-year National Diploma (NQF Level 6) or a Bachelor's Degree (NQF Level 7) as recognised by SAQA in Communications/Public Relations/ Journalism/ Media Studies or equivalent qualification majoring in Communications/Public Relations/ Journalism/ Media Studies. General exposure in the environment will be an added advantage. Basic understanding of planning and generating content for the intranet and its usage as part of a communication plan. General exposure in the communication field, photo and videography and working on intranet sites will be an added advantage. Personal Attributes: Resourceful, people oriented, trustworthy, punctual and hard-working. Self-motivated and able to work independently.
<b><u>DUTIES</u></b>	:	Responsible for the maintenance and updating of the intranet site. Generate content for the intranet site. Assist in writing and creating content for Internal Communications platforms (WhatsApp, inhouse news-bulletins, etc). Management of the switchboard and its operations including the supervision of personnel in the Switchboard. Provide support on all internal communication events and campaigns including the updating of the noticeboard structure. Assist with photo and videographic services. Perform administrative work such the completion of monthly projections, assist with travelling logistics; compilation of reports. Please detail courses passed in the CV as per the academic transcript.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr Tebogo Kgomo Tel No: (012) 473 0233
	:	Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to <a href="mailto:recruitment12@gcis.gov.za">recruitment12@gcis.gov.za</a>
<b><u>NOTE</u></b>	:	In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post.
<b><u>POST 30/07</u></b>	:	<b><u>COMMUNICATION CLERK REF NO: 3/1/5/1-25/35</u></b> Directorate: Rapid Response
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum (Level 05)
	:	Pretoria
	:	Applicants should be in possession of an appropriate three-year National Diploma (NQF Level 6) or a Bachelor's Degree (NQF Level 7) as recognised by SAQA in Communication/ Journalism/ Media Studies, or equivalent qualification majoring in Communication/ Journalism/ Media Studies. General exposure in the environment will be an added advantage. Excellent communication (written & oral) and interpersonal skills. 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. Good time management and pro-activeness. Understanding of government's mandate, as well as development communication. The incumbent must also have problem solving skills, innovation and results

orientated who pays attention to detail. Excellent writing, communication and engagement skills including the ability to turn technical information into simple language content. Availability outside standard office hours and travel when needed.

#### **DUTIES**

- : The successful candidate will be responsible for providing support to the directorate on communication and engagement initiatives. Assist in coordination of the daily rapid response system and further assist in monitoring the communication environment and flagging issues of concern. Support various tasks within the directorate and assist in the implementation of communication interventions and record keeping. Contribute to the development of content within the unit. Assist team members in increasing their productivity by ensuring they have up-to-date support material. Liaise with other directorates within the organisation. Draft/repackage report for branch submission and other reports. Provide overall administrative support to Rapid Response. Draft communication content as and when required. Write routine notes, memos, letters, and reports and collate inputs from the units and various stakeholders. File on SharePoint. Assist with implementing new ideas to change existing procedures to improve filing, tasking and document tracking. Coordinate effective internal and external meetings, appointments and events. Compile agenda and take accurate minutes and action matrix during meetings. Handle claims and budget cash flow information for the directorate. Manage the leave register, leave plans, and leave roster for directorate. Provide documents as and when required by Internal Audit. Maintain effective stock levels of stationery, cartridges, and other consumables. Please detail courses passed in the CV as per the academic transcript.

#### **ENQUIRIES APPLICATIONS**

- : Ms Mary Dorasami Tel No: (012) 4730170
- : Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to [recruitment13@gcis.gov.za](mailto:recruitment13@gcis.gov.za)

#### **NOTE**

- : In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post.