

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

- APPLICATIONS** : Applicants must submit their applications via the link <http://erecruitment.gcis.gov.za> or hand deliver applications to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms P Kgopyane
- CLOSING DATE** : 12 June 2026
- 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 The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020.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. 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. 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 Qualification 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 short-listed 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 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.

MANAGEMENT ECHELON

- POST 17/29** : **PROVINCIAL DIRECTOR: FREE STATE PROVINCIAL OFFICE REF NO: 3/1/5/1-26/01**
Chief Directorate: Provincial and Local Liaison
- SALARY** : R1 266 714 per annum (Level 13), (all-inclusive salary package), of which 30% may be structured according to the individual's needs
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An appropriate Bachelor's Degree (NQF level 7 as recognised by SAQA) in Communication/ Media Studies/ Journalism/ Public Relations/ Development Communication or related (NQF Level 7) qualification Majoring in Communication/ Media Studies/ Journalism/ Public Relations/ Development Communication. Successful completion of the Public Service Senior Management Leadership Programme (Nyukela certificate) as endorsed by the

National School of Government is a pre-requisite for appointment. Must have a valid driver's license and be computer literate. At least five (5) years' experience at middle/senior management level with extensive experience in and knowledge of development communication, proven leadership capabilities, and sound interpersonal and project management skills. Extensive experience in coordinating multi-stakeholders and inter-governmental multi-media communication campaigns. Knowledge: Comprehensive knowledge of the Free State Province, including socio-economic and development dynamics as well of the communication footprint and dynamics of the province, including also at municipal level. Sound knowledge of the Public Finance Management Act. Must have a valid driver's license and be computer literate. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management.

DUTIES

: The successful candidate will be responsible for providing strategic leadership and management to the GCIS Provincial Directorate in the Free State Province particularly in support of the provincial communication system headed by the Office of the Premier. Deliver communication campaigns in line with the National Communication Strategic Framework and the Medium-Term Development Plan (MTDP), and the Provincial MTDP and communication programme. Advocate for the application of the Norms and Standards of Government Communications amongst the communication system in the province and lend support to the Local Government Communication System. Develop and maintain communication partnerships and networks with provincial stakeholders from Government and Civil Society. Participate actively in all communications forums in the province and provide strategic direction on government communication in such forums and when urgent or rapid communication is concerned, to protect and enhance the reputation of government. Operate an effective, and compliant government communication organisation. Identify and review strategic risks, oversee and manage the implementation mitigation plans. Participate in the audit planning process and manage responses to audit queries.

ENQUIRIES

: Mr Ndlelantle Pinyana Tel No: (012) 473 0188

NOTE

: It is a pre-requisite for candidates to have the Nyukela Public Service SMS Pre-Entry Programme certificate to be eligible for appointment. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course, visit the NSG website: www.thensg.gov.za. The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement with the Minister within three months from the date of assumption of duty and obtain a Top-Secret security clearance. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. Please detail courses passed in the CV as per the academic transcript. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

POST 17/30

: **PROVINCIAL DIRECTOR: EASTERN CAPE PROVINCIAL OFFICE REF NO: 3/1/5/1-26/02**
Chief Directorate: Provincial and Local Liaison

SALARY

: R1 266 714 per annum (Level 13), (all-inclusive salary package), of which 30% may be structured according to the individual's needs

CENTRE REQUIREMENTS

: East London
: An appropriate Bachelor's Degree (NQF level 7 as recognised by SAQA) in Communication/ Media Studies/ Journalism/ Public Relations/ Development Communication or related (NQF Level 7) qualification Majoring in Communication/ Media Studies/ Journalism/ Public Relations/ Development Communication. Successful completion of the Public Service Senior Management Leadership Programme (Nyukela certificate) as endorsed by the National School of Government is a pre-requisite for appointment. Must have a valid driver's license and be computer literate. At least five (5) years' experience at middle/senior management level with extensive experience in and knowledge of development communication, proven leadership capabilities, and sound interpersonal and project management skills. Extensive experience in coordinating multi-stakeholders and inter-governmental multi-media

communication campaigns. Knowledge: Comprehensive knowledge of the Eastern Cape Province, including socio-economic and development dynamics as well of the communication footprint and dynamics of the province, including also at municipal level. Sound knowledge of the Public Finance Management Act. Must have a valid driver's license and be computer literate. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management.

DUTIES

: The successful candidate will be responsible for providing strategic leadership and management to the GCIS Provincial Directorate in the Eastern Cape Province particularly in support of the provincial communication system headed by the Office of the Premier. Deliver communication campaigns in line with the National Communication Strategic Framework and the Medium-Term Development Plan (MTDP), and the Provincial MTDP and communication programme. Advocate for the application of the Norms and Standards of Government Communications amongst the communication system in the province and lend support to the Local Government Communication System. Develop and maintain communication partnerships and networks with provincial stakeholders from Government and Civil Society. Participate actively in all communications forums in the province and provide strategic direction on government communication in such forums and when urgent or rapid communication is concerned, to protect and enhance the reputation of government. Operate an effective, and compliant government communication organisation. Identify and review strategic risks, oversee and manage the implementation mitigation plans. Participate in the audit planning process and manage responses to audit queries.

**ENQUIRIES
NOTE**

: Mr Ndlelantle Pinyana Tel No: (012) 473 0188
 : It is a pre-requisite for candidates to have the Nyukela Public Service SMS Pre-Entry Programme certificate to be eligible for appointment. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course, visit the NSG website: www.thensg.gov.za. The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement with the Minister within three months from the date of assumption of duty and obtain a Top-Secret security clearance. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. Please detail courses passed in the CV as per the academic transcript. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

POST 17/31

: **PROVINCIAL DIRECTOR: GAUTENG PROVINCIAL OFFICE REF NO: 3/1/5/1-26/03**
 Chief Directorate: Provincial and Local Liaison

SALARY

: R1 266 714 per annum (Level 13), (all-inclusive salary package), of which 30% may be structured according to the individual's needs

**CENTRE
REQUIREMENTS**

: Johannesburg
 : An appropriate Bachelor's Degree (NQF level 7 as recognised by SAQA) in Communication/ Media Studies/ Journalism/ Public Relations/ Development Communication or related (NQF Level 7) qualification Majoring in Communication/ Media Studies/ Journalism/ Public Relations/ Development Communication. Successful completion of the Public Service Senior Management Leadership Programme (Nyukela certificate) as endorsed by the National School of Government is a pre-requisite for appointment. Must have a valid driver's license and be computer literate. At least five (5) years' experience at middle/senior management level with extensive experience in and knowledge of development communication, proven leadership capabilities, and sound interpersonal and project management skills. Extensive experience in coordinating multi-stakeholders and inter-governmental multi-media communication campaigns. Knowledge: Comprehensive knowledge of the Gauteng Province, including socio-economic and development dynamics as well of the communication footprint and dynamics of the province, including also at municipal level. Sound knowledge of the Public Finance Management Act. Must have a valid driver's license and be computer literate. Required Core Competencies: Strategic Capacity and Leadership, People Management and

Empowerment, Financial Management, Change Management, Programme and project Management.

DUTIES

: The successful candidate will be responsible for providing strategic leadership and management to the GCIS Provincial Directorate in the Gauteng Province particularly in support of the provincial communication system headed by the Office of the Premier. Deliver communication campaigns in line with the National Communication Strategic Framework and the Medium-Term Development Plan (MTDP), and the Provincial MTDP and communication programme. Advocate for the application of the Norms and Standards of Government Communications amongst the communication system in the province and lend support to the Local Government Communication System. Develop and maintain communication partnerships and networks with provincial stakeholders from Government and Civil Society. Participate actively in all communications forums in the province and provide strategic direction on government communication in such forums and when urgent or rapid communication is concerned, to protect and enhance the reputation of government. Operate an effective, and compliant government communication organisation. Identify and review strategic risks, oversee and manage the implementation mitigation plans. Participate in the audit planning process and manage responses to audit queries.

**ENQUIRIES
NOTE**

: Mr Ndlelantle Pinyana Tel No: (012) 473 0188
: It is a pre-requisite for candidates to have the Nyukela Public Service SMS Pre-Entry Programme certificate to be eligible for appointment. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course, visit the NSG website: www.thensg.gov.za. The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement with the Minister within three months from the date of assumption of duty and obtain a Top-Secret security clearance. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. Please detail courses passed in the CV as per the academic transcript. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

OTHER POSTS

POST 17/32

: **DEPUTY DIRECTOR: DIGITAL MEDIA REF NO: 3/1/5/1-26/04**
Directorate: Digital Media

**SALARY
CENTRE
REQUIREMENTS**

: R932 292 per annum (Level 11), all-inclusive remuneration package
: Pretoria
: Applicants should be in possession of an appropriate National Diploma (NQF 6) as recognised by SAQA in Journalism, Media Studies, Multimedia Studies, Communication or equivalent related qualification. Four (4) years' relevant experience of which two (2) years should be on salary level nine (9), ten (10) or equivalent junior management level. Experience in website content management, digital publishing, content management systems and the distribution of government information through digital platforms. Competency in one or more content management systems, such as SharePoint, Drupal, WordPress and Joomla. Knowledge of government communication, web publishing standards, digital content coordination, online audience needs and content quality assurance. Excellent writing and editing skills in English. Understanding of digital content management, web publishing environments, online collaboration tools and emerging technologies that support digital communication, workflow automation and citizen engagement. Experience in coordinating teams, managing workflows, compiling reports, maintaining records and working with internal and external stakeholders. Excellent interpersonal, stakeholder engagement and communication skills. Ability to work independently with minimal direct supervision and as part of a team. Ability to work under pressure and meet tight deadlines. Proficiency in more than one South African official language will serve as an added advantage. Knowledge and understanding of no-code and low-code technologies, web application development platforms and AI-powered digital tools will serve as an added advantage. Experience or familiarity with modern web development and digital engagement platforms, including Wix, customer relationship

DUTIES

management systems, Microsoft Power Apps, chatbot development tools, Adobe Creative Suite and omnichannel digital communication tools or platforms, will serve as an added advantage.

: The successful candidate will be responsible for coordinating the implementation of the websites and web publishing component of the Digital Media Directorate's operational work. Coordinate the daily administration, maintenance, improvement and content management of GCIS-managed websites and related content management systems. Coordinate the identification, selection, preparation, uploading and updating of website content to ensure that information remains accurate, relevant, accessible and up to date. Provide operational oversight of allocated GCIS-managed websites and related digital publishing platforms, including SANews, Vuk'uzenzele and other relevant content management systems. Monitor website functionality, content quality and user experience, and coordinate the resolution of content-related or system-related issues with relevant stakeholders. Support website improvements, including content structure, navigation, accessibility, searchability, usability and compliance with approved editorial, branding and web publishing standards. Assist with the development, updating and implementation of guidelines, standards and procedures relating to website content management, digital publishing, content governance and quality assurance. Provide advisory services and support to government departments and internal stakeholders on website content management, web publishing and the use of content management systems. Coordinate operational activities within the unit, including workflow processes, task allocation, deadline management and support to team members. Compile reports on website activities, content updates, performance trends, risks, challenges and areas requiring improvement. Manage website-related correspondence, stakeholder requests and official email communication to ensure timely responses, proper coordination and accurate record-keeping. Maintain records and utilise enterprise information management systems, including the SharePoint Document Centre, to ensure that work-related documents and correspondence are stored in accordance with the GCIS File Plan and records management requirements. Contribute to digital projects, campaigns and online communication activities by ensuring that relevant website content is published, updated and aligned with approved communication priorities. Provide support within the broader Digital Media Directorate, including digital publishing, content scheduling, campaign support, monitoring of digital platforms, social media coordination and related online communication activities, as and when required.

ENQUIRIES

: Mr Tumelo Komape Tel No: (012) 473 0174

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. Please detail courses passed in the CV as per the academic transcript. This post will be filled by a candidate whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. Preference will be given to coloured and white candidates. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

POST 17/33

: **REGIONAL COMMUNICATION COORDINATOR: LIASON REF NO: 3/1/5/1-6/05**

Directorate: KwaZulu Natal Provincial Office

**SALARY
CENTRE
REQUIREMENTS**

: R487 197 per annum (Level 09)

: Harry Gwala

: Applicants should be in possession of an appropriate National Diploma (NQF 6) as recognised by SAQA in Journalism/ Media Studies/ Communication/ Public Relations majoring in Journalism/Media/ Communication. At least three (3) years' relevant experience of which one (1) year should be on salary level seven (7), eight (8) or equivalent supervisory level in the communications environment with knowledge of communication disciplines, including media liaison, stakeholder relations, research and development communication. The candidate must understand development communication practice, and knowledge of KwaZulu Natal Province with specific insights to Harry Gwala 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 Harry Gwala 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 Harry Gwala 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

: Ms Ndala Mngadi Tel No: (031) 301 6787

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. Please detail courses passed in the CV as per the academic transcript. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

POST 17/34

: **REGIONAL COMMUNICATION COORDINATOR: LIASON REF NO: 3/1/5/1-26/06**
Directorate: Gauteng Provincial Office

SALARY

: R487 197 per annum (Level 09)

CENTRE

: Ekurhuleni

REQUIREMENTS

: Applicants should be in possession of an appropriate National Diploma (NQF 6) as recognised by SAQA in Journalism/ Media Studies/ Communication/ Public Relations majoring in Journalism/Media/ Communication. At least three (3) years' relevant experience of which one (1) year should be on salary level seven (7), eight (8) or equivalent supervisory level in the communications environment with knowledge of communication disciplines, including media liaison, stakeholder relations, research and development communication. The candidate must understand development communication practice, and knowledge of Gauteng Province with specific insights to Ekurhuleni 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 Ekurhuleni Metropolitan Municipality (Metro) 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 GCIS office Metro 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 Ekurhuleni Metropolitan area. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the Metro 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 Ekurhuleni 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 Metro 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

: Mr Ndlelantle Pinyana Tel No: (012) 473 0188

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. Please detail courses passed in the CV as per the academic transcript. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

POST 17/35

: **ASSISTANT DIRECTOR: RESEARCH REF NO: 3/1/5/1-26/07**
Directorate: Research Services

SALARY

: R487 197 per annum (Level 09)

CENTRE

: Pretoria

REQUIREMENTS

: Applicants should be in possession of an appropriate National Diploma (NQF 6) as recognised by SAQA in Communication Sciences/Social Sciences/ Political Sciences/ Statistics. A relevant post-graduate qualification with a research component, including completion of an academic research project, will be an added advantage. At least three (3) years' relevant experience of which one (1) year should be on salary level seven (7), eight (8) or equivalent supervisory level in research/ communication research (Experience gained through the completion of a full academic research project, encompassing all research processes, will be considered as part of experience). General managerial, project management and administration experience (related to tasks of human resources). Good general knowledge and interest in current and government affairs. Skills: Competence in research design and analytical skills with proven experience in qualitative and quantitative research methodologies. Must be well-versed in all aspects related to communication research processes. Competence in qualitative and quantitative data collection

as well as experience in writing research proposals or research briefs. Proficiency in MS programmes and data analysis packages (i.e. SPSS). Ability to liaise with clients and service providers. Proficiency in both presentation and report writing. Ability to work independently without direct supervision as well as in a team. Must be able to work under pressure.

DUTIES

: The successful candidate will assist with the management, planning and application of research to enhance effectiveness of government communication. Assist in providing research advice and a support service to GCIS and to clients in terms of communication research. Professionally liaise with service providers and clients. Design qualitative and quantitative data collection instrument, including the administration of appropriate research instruments. Conduct quantitative data analysis using software such as SPSS and MS Excel programme. Ability to analyse qualitative data. Interpret research results and prepare research reports (Ms Word & Ms PowerPoint) for sharing with relevant stakeholders. Present research findings at various stakeholder meetings (internal and external). Aid in general managerial tasks, including financial management to ensure optimal resource management in the Directorate: Research Services. Work as part of a team in the Directorate and GCIS project teams.

**ENQUIRIES
NOTE**

: Ms Getrude Sadiki Tel No: (012) 473 0095

: 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. Please detail courses passed in the CV as per the academic transcript. This post will be filled by a suitably qualified candidate whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. Preference will be given to coloured and white candidates. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

POST 17/36

: **ASSISTANT DIRECTOR: NEWS SERVICES (SENIOR REPORTER) REF NO: 3/1/5/1-26/08**
Directorate: News Services

**SALARY
CENTRE
REQUIREMENTS**

: R487 197 per annum (Level 09)

: Pretoria

: Applicants must be in possession of a National Diploma (NQF Level 6) as recognised by SAQA in Journalism, Communication or an equivalent related qualification. At least three (3) years' journalistic experience in print, broadcast and/or digital media, which one (1) year should be on salary level seven (7), eight (8) or equivalent supervisory level. Applicants must be computer literate, with sound working knowledge of Microsoft Word, email, internet-based research and digital content tools used for writing, editing, content filing and online publishing. Applicants must have sound knowledge of government policies and programmes, government communication, current affairs and the broader South African media environment. Applicants must be news-driven journalism professionals with strong editorial judgement and research skills. Applicants must have excellent English writing skills. He/she must be able to write accurate, clear and engaging news articles and feature stories for online platforms. He/she must also be able to produce or support the production of basic multimedia content, including photographs, short videos and other digital material suitable for digital platforms. Applicants must have knowledge of social media, digital publishing, online audience needs and multimedia storytelling. Applicants must have excellent interviewing skills, the confidence to interview senior and high-profile government officials, and the ability to process complex information, analyse the communication environment and generate original story ideas linked to government priorities and public interest. Good interpersonal, teamwork and communication skills are essential. Applicants must be willing to accept editorial guidance, coaching and mentoring. They must be able to work under pressure, meet deadlines, and be flexible and available to work after hours, including evenings, weekends and public holidays, when required. Applicants must also be available to travel, sometimes at short notice. A valid driver's licence is essential. Proficiency in two official South African languages will be an added advantage.

DUTIES

: The successful candidate will be responsible for initiating, researching, developing and producing news and feature content for SAnews.gov.za and

other GCIS platforms. This will include attending government briefings, media events and official programmes locally and across the country; conducting research and interviews; writing accurate and balanced government news stories; producing multimedia content; filing content under tight deadlines; and contributing to digital platforms through text, photographs and videos. The role will require the use of relevant digital reporting, content production and publishing tools in the performance of duties, in line with departmental policies and available resources. The successful candidate will also be expected to maintain strong working relationships with other government communicators and relevant stakeholders and contribute to the effective positioning of SAnews as a credible government news agency.

**ENQUIRIES
NOTE**

: Ms Roze Britz Tel No: (012) 473 0263
 : 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. Please detail courses passed in the CV as per the academic transcript. This post will be filled by a suitably qualified candidate whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. Preference will be given to coloured and white candidates. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

POST 17/37

: **PRINCIPAL COMMUNICATION OFFICER: COMMUNICATION AND MEDIA MONITORING REF NO: 3/1/5/1-26/09**
 Directorate: Government Communication, Monitoring and Evaluation

**SALARY
CENTRE
REQUIREMENTS**

: R413 001 per annum (Level 08)
 : Pretoria
 : Applicants should be in possession of a National Diploma (NQF 6) in Journalism/ Media Studies/ Communication/ Public Relations/ Public Administration/ Public Governance or equivalent related qualification. At least two (2) years' experience in communication and media monitoring and analysis; experience and skills in communication and media data capturing, and use of Excel spreadsheets. Knowledge of and experience in monitoring and evaluation will be a recommendation. Good communication/liaison, planning and research skills. Proficiency in using GCIS' Government Communication Excellence Tool (G-CET) and Media Monitoring and Analysis Tools. Strong knowledge and understanding of government programmes and priorities. Knowledge of and a strong interest in current affairs and the South African socio-political situation. Understanding of the media landscape and environment. Tested knowledge of monitoring and evaluation and media analysis methodologies. Willingness to travel. Have a code 8 or 10 driver's licence. Analytical thinking and problem-solving skills. Well-developed interpersonal and problem-solving skills. Ability to work independently, but also to coordinate work within a team environment. Ability to work under pressure. Advanced computer skills. Intermediate to advanced report writing and presentation skills. Proficiency in internet searches. Use of databases and electronic dissemination of products. Planning and organising.

DUTIES

: The successful candidate will be required to support the work of monitoring and evaluating government communication at National, Provincial, and Local levels especially through capturing and analysing communication performance data. Support media monitoring and analysis through GCIS' Media Monitoring and Analysis System to monitor and analyse communications environment for media coverage of government's priorities; major programmes; special events like the State of the Nation Address; communication campaigns and activities and assist with the compilation of media analysis reports. The official will also have to support GCIS projects such as the Government Communication Policy and also contribute to administrative functions in the Directorate.

**ENQUIRIES
NOTE**

: Mr Brite Nemaranzhe Tel No: (012) 473 0040
 : 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. Please detail courses passed in the CV as per the academic transcript. This post will be filled by a suitably qualified candidate whose appointment will assist the department in achieving its Employment Equity

targets in terms of the Department's Employment Equity Plan. Preference will be given to coloured and white candidates. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.