

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, 1998 (Act 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 EE targets in terms of the department's EE Plan. People with disabilities will be given preference regardless of race or gender.

<u>APPLICATIONS</u>	:	The DG of GCIS, Private Bag X745, Pretoria, 0001, hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria, or to the email address provided.
<u>FOR ATTENTION</u>	:	Ms P Kgopyane
<u>CLOSING DATE</u>	:	20 June 2025
<u>NOTE</u>	:	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 The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020.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 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), 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 the POPIA of 2013.

MANAGEMENT ECHELON

<u>POST 18/10</u>	:	<u>DIRECTOR: SECURITY AND FACILITIES MANAGEMENT REF NO: 3/1/5/1-25/10</u> Chief Directorate: Human Capital and Corporate Support
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive salary package) of which 30% may be structured according to the individual's needs
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree (NQF level 7 as recognised by SAQA) in Property Management, Facilities Management, Security Management. Successful completion of the Public Service Senior Management Leadership Programme (Nyukela certificate) as endorsed by the National School of Government (NSG) is a prerequisite for appointment. Five (5) years' experience at middle/senior management level with extensive experience in managing the provision of security and facilities management. Proactively manage risk and comply with audit requirements. Proven leadership capabilities and sound interpersonal skills. Required Core Competencies: Strategic Capacity and Leadership; People Management and Empowerment; Financial Management; Change Management; Risk Management; Programme and Project Management. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge of the Government Communication Policy; the Constitution of the Republic of South Africa of 1996; the Public Service Act of 1994 and Regulations; Public Administration Management Act of 2014; the Public Finance Management Act of 1999; and other relevant prescripts applicable in the communication sector, in the Public Service and for the entities reporting to the GCIS. A valid driver's license and computer literacy are essential.
<u>DUTIES</u>	:	The successful candidate will be responsible for the management and maintenance of GCIS occupied properties through partnership with the Department of Public Works. Execute accommodation strategic planning activities for the department. Management of leases and payment of municipal services. Ensure buildings and equipment are maintained according to

required Occupational Health & Safety prescripts, and operational standards. Develop and implement preventative maintenance schedules and procedures. Manage urgent repairs and emergency maintenance services. Identify cost-saving initiatives without compromising service quality. Approve and monitor expenses related to repairs, maintenance, utilities and renovations. Obtain quotations and ensure value for money when engaging suppliers or contractors. Ensure all facilities comply with environmental and building regulations. Conduct regular inspections and audits to identify and address non-compliance. Maintain records of inspections, maintenance activities, and regulatory compliance. Implement emergency procedures and contingency plans. Plan and oversee minor construction work, refurbishments and upgrades of property. Manage internal security personnel and the implementation of the departmental security policy. Ensure projects are delivered on time, according to quality standards. Liaise with internal stakeholders. Build and maintain strong relationships with landlords, service providers, utility companies and contractors. Negotiate contracts and service-level agreements (SLAs) with external suppliers. Monitor supplier performance against agreed SLAs. Implement energy-saving initiatives across all sites. Monitor and report on utilities' consumption and costs. Support the departments sustainability goals through facilities-related initiatives. Management of maintenance of GG Vehicles. Monthly reconciliation between GCIS payment and claims received from Govt Garage. Compile monthly, quarterly and annual Organisational Performance Management System (OPMS) reports on the activities of the Directorate.

ENQUIRIES
APPLICATIONS

: Ms Linda Kaseke Tel No: (012) 473 0128
: Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za

NOTE

: It is a prerequisite 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.

POST 18/11

: **DIRECTOR: EDITORIAL AND LANGUAGE SERVICES REF NO: 3/1/5/1-25/11**
Chief Directorate: Products and Platforms

SALARY

: R1 216 824 per annum (Level 13), (all-inclusive salary package) of which 30% may be structured according to the individual's needs.

CENTRE
REQUIREMENTS

: Pretoria.
: An appropriate Bachelors Degree (NQF Level 7 as recognised by SAQA) in Journalism/Media Studies/Communication/Public Relations or related field majoring in Journalism/Media/Communication/Public Relations. Successful completion of the Public Service Senior Management Leadership Programme (Nyukela certificate) as endorsed by the National School of Government (NSG) is a prerequisite for appointment. Must have a minimum of five (5) years' experience at middle/senior management level, with extensive experience in writing, editing and proofreading communication and strategic documents. Ability to develop content in support of various communication campaigns and events such as the State of the Nation Address (SoNA) and other Key Government Programmes. Computer literacy is a requisite, Proven leadership capabilities, and sound interpersonal and intercultural skills. The following core competencies are essential: Leadership, People Management and Empowerment; Financial Management; Change Management; Risk Management; Problem Solving and Analysis; Programme and Project Management. Knowledge of the Constitution of the Republic of South Africa of 1996; Government Communication Policy; Public Service Act of 1994 and Regulations; Use of Official Languages Act of 2012; Public Administration Management Act of 2014; Public Finance Management Act of 1999 and other relevant prescripts applicable in the communication sector, in the Public Service and for the entities reporting to the GCIS. A valid driver's licence; Ability to work under pressure and meet tight deadlines; Willingness to work overtime, including weekends and public holidays, when required. Knowledge of at least three South African languages of which two must be African languages.

DUTIES

: The successful candidate will be responsible for the planning of publications, their deadlines, content scope, style and look-and-feel. Oversee and handle the rewriting, editing and proofreading of content for strategic documents such as the Annual Report, Strategic Plan and Annual Performance Plan, as well as communication products such as articles, leaflets, posters, newsletters and magazines. Develop content in support of government campaigns and events such as the SoNA. Provide editorial support and advice to management. Deal with writers, editors, contributors and printers. Supervise the production and publication of the annual South Africa Yearbook (SAYB) and its abridged version, the Official Guide to South Africa. Provide leadership and advice on the relevant content and look-and-feel of the two publications. Supervise the translation and quality control of communication products such as publications,

media statements, newsletters, leaflets, advertisements, exhibitions, etc. in all official languages, including the provision of a South African Sign Language interpreting service for the organisation. Supervise the harvesting of terminology, and the updating and implementation of the GCIS Language Policy and Editorial Style Guide. Develop and implement control systems. Monitor expenditure trends and submit monthly projections. Manage the performance of staff, and contribute to their training and development. Coordinate staff and management meetings. Compile monthly and quarterly reports of the directorate. Proactively manage risk and comply with audit requirements. Participate in relevant structures to plan for the Auditor-General South Africa (AGSA) and internal audit requirements. Provide source documents, responses and progress reports required in the performance audits by the AGSA and Internal Audit. Implement corrective measures as required by AGSA and Internal Audit. Identify and review operational and fraud risks. Develop and implement mitigation plans. Report on progress on the implementation of risk mitigation plans.

**ENQUIRIES
APPLICATIONS**

NOTE

- : Ms Zanele Mngadi Tel No: (012)473 0141
- : Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za
- : It is a prerequisite 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 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.

OTHER POST

POST 18/12

AUDIOVISUAL LIBRARIAN REF NO: 3/1/5/1-25/12
Directorate: Media Production
Twelve (12) Months Contract

**SALARY
CENTRE
REQUIREMENTS**

- : R325 101 per annum (Level 07), plus 37 % in lieu of benefits
- : GCIS Head office
- : Applicants should be in possession Grade 12 and an appropriate three-year National Diploma (NQF Level 6) or a Bachelor's degree (NQF Level 7) in Information Science /Multimedia Studies or equivalent related qualification, as recognised by SAQA. The candidate must have at least one (1) year relevant experience in the duplication and archiving of audiovisual products (Radio, Video, Graphic Design, Digital and Online platforms), footage and programmes into various formats. The incumbent must be innovative, digital literate and abreast with latest digital communication trends, 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. Have knowledge and the understanding of the PFMA of 1999 and Supply Chain Management processes. Must be computer literate. Must have coordination and project management skills. Be client orientated. Must be able to work under pressure, in a fluctuating environment with good time management skills. Should be highly motivated and driven with an eye for detail. Furthermore, the 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.

DUTIES

- : The successful candidate will be responsible for logging, archiving, updating and maintaining the audiovisual library database. Provide monthly, quarterly and annual reports of audiovisual material. Supply audiovisual material to clients in the requested format. Provide camera work and teleprompter services when needed. Supply footage for GOZATV. Please detail courses passed in the CV as per the academic transcript.

**ENQUIRIES
APPLICATIONS**

NOTE

- : Ms Neli Shuping Tel No: (012) 473 0042
- : Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za
- : 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.