

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 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 Director-General (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>	:	11 July 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 The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020.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 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.

MANAGEMENT ECHELON

<u>POST 21/42</u>	:	<u>DIRECTOR: COMMUNICATION RESOURCE CENTRE REF NO: 3/1/5/1-25/13</u> Chief Directorate: Research Analysis and Knowledge Services
<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>	:	Applicants should be in possession of an appropriate Bachelor's Degree (NQF 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 Nyukela Pre-entry Certificate to Senior Management Services (SMS) is a requirement for appointment. Five (5) years' experience at middle/senior management level with extensive experience in understanding of government policies, procedures and the ability

to translate complex information into accessible content, developing messages that resonate with readers and aligns with government communication standards in creating clear, concise and engaging content. 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: Computer literacy, knowledge management, service innovation, problem solving and analysis, client orientation, customer focus and communication. Knowledge of the Medium-Term Development Plan and deep understanding of subject matter and current events in the communication environment. Excellent writing as well as research skills to ensure the accuracy and relevance of the content.

DUTIES

: The successful candidate will be responsible for guiding and managing the development of key messages within the department and on behalf of government structures; editing and proofreading of key messages; keeping a register of key messages developed that reflect interpretation of research data; guiding and managing content development including speech writing; opinion pieces editing and proof reading of all relevant communication content. Do extensive reading and research for interpretation of key issues. Compile monthly, quarterly and annual Organisational Performance Management System reports on the activities of the directorate. Manage the provision of national and international print, broadcast and online media monitoring to the department and other government structures; manage the implementation of breaking national and international news system to the department and other government structures; provision of print, broadcast and online media coverage reports.

ENQUIRIES APPLICATIONS

: Ms Ntombifuthi Nala Tel No: (012) 473 0218
: 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 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 National School of Government (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.

POST 21/43

: **DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 3/1/5/1-25/14**
Chief Directorate: Human Capital and Corporate Support

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
: Applicants should be in possession of an appropriate Bachelor's Degree (NQF level 7) as recognised by SAQA in Human Resource Management/ Public Administration with Human Resource Management as a major/ Public Management with Human Resource Management as a major/ Industrial Psychology with Human Resource Management as a major. Successful completion of the Nyukela Pre-entry certificate to Senior Management Services is a requirement for appointment. A valid driver's license and advanced computer skills. Experience and Knowledge: A minimum of 5 years' experience at Middle Management Service level with extensive experience in a Human Resource Management environment. Proven Knowledge of PERSAL. Thorough knowledge and understanding of Public Service regulatory framework (legislation, directives and regulations) relating to the duties of this position and must possess in-depth knowledge of policy formulation, implementation and monitoring. Ability to communicate excellently across all levels of employees in the department. Process competencies: Knowledge management, service delivery innovation, problem solving and analysis, client orientation and customer focus, communication. Required core competencies:

	Strategic capacity and leadership, people management and empowerment, financial management, change Management, programme and project management.
<u>DUTIES</u>	: Develop and implement human resources strategies and policies. Manage the provision of human resource administration and recruitment services. Manage the provision of HR planning, information management and HR systems management services. Manage the development and maintenance of the organisational structure and ensure alignment with the strategic plan of the department. Manage the provision of operations management services including organisational design, job evaluation services and work study techniques. Manage the provision of labour relations services. Manage and ensure effective and efficient utilisation of financial, human and physical resources of the directorate in line with applicable legislation and communicate with colleagues and stakeholders (internal and external) written, verbal and formal presentation. Implement Annual Performance Plans, operational plans and oversee the Audit and Risk Management processes of the directorate.
<u>ENQUIRIES</u>	: Ms Linda Kaseke Tel No: (012) 473 0128
<u>APPLICATIONS</u>	: Applications may be hand delivered to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za
<u>NOTE</u>	: 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 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 POSTS

<u>POST 21/44</u>	: <u>DEPUTY DIRECTOR: BUSINESS ENHANCEMENT AND INDUSTRIALISATION REF NO: 3/1/5/1-25/15</u> Directorate: Business Enhancement and Industrialisation
<u>SALARY</u>	: R896 436 per annum (Level 11), an all-inclusive package, of which 30% may be structured according to the individual's needs
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Applicants should be in possession of an appropriate National Diploma (NQF 6) / Bachelor's Degree (NQF 7) as recognised by SAQA in Business Administration/ Public Management/ or Media Studies, Public Relations, Journalism. Four (4) years' relevant experience of which two (2) years should be on salary level nine (9) or ten (10) in the transformation and/or social development environment. Knowledge and understanding of the B-BBEE verification Framework, B-BBEE Strategy, Act, Codes and Regulations. Strategic capability and leadership skills, communication skills (verbal and written), analytical skills, presentation skills, organisational planning and customer focus. Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act, Employment Equity Act, Skills Development Act, B-BBEE Act, PPPFA and problem solving, initiative, strong communication, consultative, strategic planning, presentation, time management, planning and organising, analytical/ judgment and decision-making, negotiation and good existing network, assertiveness, regulations. Proficient in MS Office packages.
<u>DUTIES</u>	: Research and keep abreast with developments in the industry. Provide secretariat support and administrative services to Marketing, Advertising and Communications (MAC) Charter Council, ensuring compliance with all applicable legislation, corporate governance regulations and guidelines. Stakeholder Management: Facilitate and managing complaints against South African National Accreditation System (SANAS) accredited B-BBEE verification agencies in the MAC sector. Manage the compilation and update of the SANAS accredited verification agencies' complaints register. Provide technical support, secretarial function and facilitate the implementation of B-

BBEE implementation. Reporting: Generate quarterly reports on the Performance Council Sub-Committee for consideration and recommendations by Council. Policy Development: Develop and review policies of Council for approval. Manage the research strategies for alignment of Council to advance the objectives of B-BBEE Act of 2003 and the Codes of Good Practice. Manage workshops, conferences and road shows for Sub Committees and MAC Sector Charter Council. Manage the correspondence and communication to and from the Councils. Manage the appointment of sub-committee members of the Council. Develop and implement a communication strategy for the Council. Collate and analyse B-BBEE information of reporting to authorities. Contribute to overall monitoring and evaluation of B-BBEE. Conduct B-BBEE research on the Codes of Good Practice to review progress in achieving B-BBEE for the public and private sectors. Manage correspondence from MAC Sector Charter Council. Carry out any request for and on behalf of the MAC Sector Charter Council and all its sub-committees. Monitor financial resources and assets of the unit. To implement the corporate governance framework activities across the business through the planning, directing and coordination of all governance practices. To act as the main liaison between the Council and various stakeholders. Please detail courses passed in the CV as per the academic transcript.

**ENQUIRIES
APPLICATIONS**

: Mr Sandile Nene Tel No: (012) 473 0061
: applications may be hand delivered to Tshedimose House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@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 21/45

: **DEPUTY DIRECTOR: SYSTEM DEVELOPER REF NO: 3/1/5/1-25/16**
Directorate: Information Management Systems

SALARY

: R896 436 per annum (Level 11), an all-inclusive package, of which 30% may be structured according to the individual's needs

**CENTRE
REQUIREMENTS**

: Pretoria
: Applicants should be in possession of an appropriate National Diploma (NQF Level 6) or a Bachelor's Degree (NQF Level 7) as recognised by SAQA in Computer Science or Information Technology or an equivalent qualification, specializing in System Development. Four (4) years' relevant experience of which two (2) years should be on salary level nine (9) or ten (10) in system development according to the System Development Life Cycle (SDLC). Knowledge of Public Service Policy and Regulatory Framework and other relevant regulations; Knowledge and understanding of relational database management systems. Understanding of SDLC Phases and its outputs. Understanding of Business Intelligence (BI) and the potential and opportunities of using Artificial Intelligence (AI). An understanding of strategic planning and financial management and government policies. Project management, knowledge of SharePoint development and administration, and Microsoft Power Platforms development. Experience working with SQL, HTML, VB, C#, .Net Core; systems and SQL Server 2017 or later. Analysis, documentation and problem-solving skills, with exposure to BI tools such as Microsoft SQL Server Reporting Services or Power BI. Excellent managerial, communication and interpersonal relationship skills, leadership and organisational skills, policy development, negotiation and consultation skills, creativity, and innovation. Technical expertise in advance strategic and business analysis. An understanding of the regulatory framework for the management of IT in government. Programme management with service delivery orientation, and client focused. Change management. A logical, creative and innovative thinker focused and precise with a strong ability to analyse and interpret information.

DUTIES

: Develop and maintain web-based systems. Manage all system acquisition, maintenance and support (in-house and outsourced systems) within the department. Develop BI dashboards and reports for various systems. Conduct user training and system documentation. Evaluate, investigate and apply innovative technologies to enhance Information Management Systems within GCIS. Perform system administration functions, administer and co-ordinate the user acceptance testing, and functional system testing with main users and

		business owners of the system, and promote the utilisation of technology as a key enabler for service delivery and transformation. Please detail courses passed in the CV as per the academic transcript.
<u>ENQUIRIES</u>	:	Ms Cathy Chen Tel No: (012) 4730043
<u>APPLICATIONS</u>	:	Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za
<u>NOTE</u>	:	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.
<u>POST 21/46</u>	:	<u>DEPUTY DIRECTOR: COMMUNICATION AND INSTITUTIONAL DEVELOPMENT REF NO: 3/1/5/1-25/17</u> Directorate: Communication and Institutional Development
<u>SALARY</u>	:	R896 436 per annum (Level 11), an all-inclusive package, of which 30% may be structured according to the individual's needs
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an appropriate National Diploma (NQF 6) / Bachelor's Degree (NQF 7) as recognised by SAQA in Journalism/ Media Studies/ Communication/ Public Relations or related field majoring in Journalism/Media/ Communication/ Public Relations. Four (4) years relevant experience in government communication training coordination experience of which two (2) years should be on salary level nine (9) or ten (10). The candidate must have strong understanding of the government communications stakeholder base and key areas for training of communicators and political principals. Proven in-depth knowledge of the communication system and relationship to communication training. Competencies required: Capability, understanding of administrative and coordination roles. Understanding of government communication training processes. Financial management, people management, service delivery innovation, communication (written & verbal) skills, problem solving and analysis, stakeholder engagement and customer service, data capturing and analysis and report writing, team worker, knowledge of various communication platforms, communication writing and development of training materials and products.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing overall administrative support to the Communication Training and Institutional Development Directorate. Engage and coordinate the participation of government communicators in already established courses provided by accredited learning institutions. Assist to monitor the implementation of developed training programmes offered to government communicators and political principals. Work with departments to identify new communicators within the system and conduct induction sessions for them. Assist to evaluate the effectiveness of training and development programme being rolled out and write reports. Produce monthly and quarterly communication training and development reports. Interact with various training institutions and stakeholders who can provide training programmes for government messengers. Play a crucial role in the coordination and development of communication content. Coordinate and produce training and development materials and other products for programme attendees. Play a role in the development and implementation of communication training schedule and strategy. Coordinate internal stakeholders for the facilitation of training programmes. Identify and build a database of various service providers who can assist in training government communicators. Facilitate and conduct communications training workshops. Prepare and monitor training and development budgets. Support in the management of all resources, people management, in in directorate strategic planning processes. Play a crucial role in the risk reporting and ensure follow-up on all audit assignments. Develop and verify all reports. Please detail courses passed in the CV as per the academic transcript.
<u>ENQUIRIES</u>	:	Mr Tiisetso Ramotse Tel No: (012) 473 0204
<u>APPLICATIONS</u>	:	Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za

<u>NOTE</u>	:	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.
<u>POST 21/47</u>	:	<u>REGIONAL COMMUNICATION COORDINATOR: LIASON REF NO: 3/1/5/1-25/18</u> Directorate: Northern Cape Provincial Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09) John Taolo Gaetsewe District Applicants should be in possession of an appropriate National Diploma (NQF 6) / Bachelor's Degree (NQF 7) as recognised by SAQA in Journalism/ Media Studies/ Communication/ Public Relations majoring in Journalism/Media/ Communication/ Public Relations in Communication. Three (3) years' relevant experience of which one (1) year should be on 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 John Taolo Gaetsewe district and its local municipalities. Proficiency in local languages will be an added advantage. 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.
<u>DUTIES</u>	:	The successful candidate will support the Deputy Director: Liaison in the implementation of a Government Communication Policy (GCP) in John Taolo Gaetsewe District to 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 John Taolo Gaetsewe 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 Inter-governmental Relations (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 the government's 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. Please detail courses passed in the CV as per the academic transcript.
<u>ENQUIRIES</u>	:	Mr Charles Moeti Tel No: (053) 832 1378/1315

<u>APPLICATIONS</u>	:	Applications may be hand delivered to Tshedimoseetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za
<u>NOTE</u>	:	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.
<u>POST 21/48</u>	:	<u>REGIONAL COMMUNICATION COORDINATOR: LIASON REF NO: 3/1/5/1-25/19</u> Directorate: Western Cape Provincial Office
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Overberg
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an appropriate National Diploma (NQF 6) / Bachelor's Degree (NQF 7) as recognised by SAQA in Journalism/ Media Studies/ Communication/ Public Relations majoring in Journalism/Media/ Communication. Three (3) years' relevant experience of which one (1) year should be on 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 Overberg 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.
<u>DUTIES</u>	:	The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in Overberg 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 Overberg 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. Please detail courses passed in the CV as per the academic transcript.
<u>ENQUIRIES</u>	:	Ms Geraldine Thopps Tel No: (021) 418 0533

<u>APPLICATIONS</u>	:	Applications may be hand delivered to Tshedimoseetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za
<u>NOTE</u>	:	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.
<u>POST 21/49</u>	:	<u>REGIONAL COMMUNICATION COORDINATOR: AMAJUBA DISTRICT REF NO: 3/1/5/1-25/20</u> Directorate: Provincial Liaison KwaZulu-Natal
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Amajuba District
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an appropriate National Diploma (NQF 6) / Bachelor's Degree (NQF 7) as recognised by SAQA in Journalism/ Media Studies/ Communication/ Public Relations majoring in Journalism/Media/ Communication. Three (3) years' relevant experience of which one (1) year should be on salary level seven (7) or eight (8) in the communications environment with knowledge of communication disciplines, including media liaison, research and development communication. The applicant must have an understanding of development communication, and knowledge of the KwaZulu Natal Province with specific insights into the Amajuba District and its local municipalities. The applicant must be conversant in isiZulu language and be able to conduct development communication campaigns in local languages.
<u>DUTIES</u>	:	The successful candidate will be responsible to support the Deputy Director: Liaison in the implementation of a strategic government communication function in the Amajuba District as follows: implement key communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Provide strategic communication support in the district, including the monitoring and supervision of the work of the district based communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the district. The candidate will support all initiatives aimed at strengthening Local government communication system through interface with strategic IGR structures at local level. The candidate will further provide communication support in various integrated service delivery models of government such as the Thusong service centre programme. The successful candidate will also be responsible for the development and maintenance of effective high level stakeholder relations in the region with a bias towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the district; as well as writing articles on government developments in the region from time to time. The regional coordinator will also be responsible for the revision and development of a new regional distribution strategy for government information products. The successful candidate will additionally, on a regular basis, be required to develop local communication environment assessments of the district for use by various stakeholders and clients with required communication interventions recommended. Please detail courses passed in the CV as per the academic transcript.
<u>ENQUIRIES</u>	:	Ms Ndala Mngadi Tel No: (031) 301 6787
<u>APPLICATIONS</u>	:	Applications may be hand delivered to Tshedimoseetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za
<u>NOTE</u>	:	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.

<u>POST 21/50</u>	:	<u>ASSISTANT DIRECTOR: CONTENT, DIGITAL COMMUNICATION AND KNOWLEDGE MANAGEMENT REF NO: 3/1/5/1-25/21</u> Directorate: East London
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an appropriate National Diploma (NQF 6) / Bachelor's Degree (NQF 7) as recognised by SAQA in Journalism/ Media Studies/ Communication/ Public Relations majoring in Journalism/Media/ Communication/ Public Relations in Communication. Three (3) years' relevant experience of which one (1) year should be on salary level seven (7) or eight (8) in the communications environment with knowledge of digital communication/marketing and communication disciplines such as development communication, content development, media liaison, stakeholder relations, research and development communication. Computer literate with good interpersonal and presentation skills. A valid code 8 driver's license is an essential requirement, as the work entails extensive travelling.
<u>DUTIES</u>	:	The successful candidate will lead on digital communication related innovations and provide support in overseeing the digital and online work of the Provincial Office. Oversee, generate and localise content for usage through digital and on-line platforms. Design information products for Provincial digital and online platforms. Serve as the Sub-project Desk for information management in the Provincial Office. Serve as Provincial office stakeholder and content repository. Support the Deputy Director (DD): Liaison in coordinating implementation of projects and the monitoring & evaluation of work done by GCIS District/Metro based officials. Support the DD in the extension of local government Communication System in the Eastern Cape. Oversee the distribution of information in the Provincial and District offices. Responsible for dissemination of government information in the province. Responsible for the revision and development of a Provincial distribution strategy for government information products. Quality assures the corporate and branding identity of government information products. Responsible for the development and maintenance of high-level stakeholder relations in the province. Support the coordination and implementation of rapid response requirements in the province. Support to government public participation initiatives such as Imbizo including feedback and follow up on the required communication interventions as recommended. The candidate will be responsible for the monitoring and evaluation of the work of the GCIS Eastern Cape Office including evidence verification, document management, desktop research duties and impact assessments. Please detail courses passed in the CV as per the academic transcript.
<u>ENQUIRIES</u>	:	Mr Ndlelantle Pinyana Tel No: (043) 722 602/9
<u>APPLICATIONS</u>	:	Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za
<u>NOTE</u>	:	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.
<u>POST 21/51</u>	:	<u>ASSISTANT DIRECTOR: VIDEO CAMERAMAN REF NO: 3/1/5/1-25/22</u> Directorate: Media Production
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an appropriate National Diploma (NQF 6) / Bachelor's Degree (NQF 7) as recognised by SAQA in Media Studies/ Video Production/ Motion Graphics or related equivalent qualification majoring in Media Studies/ Videography/ Video Production/ Motion Graphics. Three (3) years' relevant experience of which one (1) year should be on salary level seven (7) or eight (8). Knowledge of government communication with good interpersonal and communication skills. Must have a strong knowledge and understanding of the PFMA and Supply Chain Management processes. Have a strong knowledge of video production and an understanding of the use of professional video cameras and other related equipment. Be able to do on location lighting and sound operation. Must be able to work independently or

		with less supervision. Be a good team worker. Deliver a good quality of work with good editing skills on Final Cut Pro, Adobe Premier or similar programmes. Must be computer literate with strong coordination, client orientation and project management skills. Very strong ability and preparedness to work under pressure, in a fluctuating environment with good time management skills. Should be highly motivated and driven with an eye for detail. Must have a valid light motor vehicle driver's license and be prepared to travel extensively away from Head Office.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing high quality videos, with emphasis on editing and animation for different platforms including for broadcasting and digital platforms. Performing camera work and edit inserts on all Government assignments/programmes and the Presidency engagements. Archiving and logging of all recorded footage and videos produced. Assist with teleprompter operations and live streaming. Performing basic administrative duties related to the responsibility of the unit. Assist other disciplines within the Media Production Directorate as and when required. The candidate must have knowledge of video production and an understanding of the use of professional video cameras and other related equipment. Ability to deliver good quality of work with good editing skills on Final Cut Pro, Premier Pro or similar programmes. Be proficient in producing quality animation with software such as After-effects, Cinema4D, Photoshop and Illustrator amongst others. Have a basic understanding of live streaming. Be able to produce, upload and or share videos on different online platforms. Must be computer literate with strong coordination, client orientation and project management skills. Very strong ability to work under pressure, in a fluctuating environment with good time management skills. Should be highly motivated and driven with an eye for detail. The applicant should have knowledge of government communication with good interpersonal and communication skills. Have knowledge/understanding of the PFMA and Supply Chain Management processes. Must have a light motor vehicle driver's licence as the post entails extensive travelling away from Head Office. Please detail courses passed in the CV as per the academic transcript.
<u>ENQUIRIES</u>	:	Mr Gasegoitse Phatudi Tel No: (012) 473 0091
<u>APPLICATIONS</u>	:	Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za
<u>NOTE</u>	:	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.
<u>POST 21/52</u>	:	<u>ASSISTANT DIRECTOR: GRAPHIC DESIGNER REF NO: 3/1/5/1-25/23</u> Directorate: Media Production
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an appropriate National Diploma (NQF 6) / Bachelor's Degree (NQF 7) as recognised by SAQA in Graphic Design or equivalent related qualification majoring in Graphic Design. Three (3) years' relevant experience of which one (1) year should be on salary level seven (7) or eight (8). Must be proficient in the use of an Apple Macintosh computer. Must be proficient in Adobe Illustrator, Photoshop and InDesign (web and 3-D skills will be an added advantage). Must have ability to develop basic animation. Must have the ability to develop creative and innovative design concepts. Ability to develop work from concept through to final product. Strong design skills and thorough knowledge of designing for different platforms including digital and social media. Good organisational and communication skills. The incumbent must have the ability to work under pressure, overtime and meet deadlines, multi-task and manage priorities in a fast-paced environment. Should be highly motivated with an eye for detail.
<u>DUTIES</u>	:	The successful candidate will be responsible for collaborating with the design manager on the overall look and feel for all design products and working as a graphic designer on various products as per brief. Conceptualising and handling visual execution of all design briefs. Handling creative jobs from concept through to print. Providing comprehensive briefs to photographers. Liaising with production houses, advertisers and printing companies on

		production. Assisting with the management of the government corporate identity. Assisting with the management and mentoring of junior personnel in the unit.
<u>ENQUIRIES</u>	:	Ms Rachel Sekhu Tel No: (012) 473 0254
<u>APPLICATIONS</u>	:	Applications may be hand delivered to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za
<u>NOTE</u>	:	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. Shortlisted candidates will be expected to submit a portfolio of evidence.
<u>POST 21/53</u>	:	<u>ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 3/1/5/1-25/24</u> Office of the Government Information Technology Officer
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an appropriate National Diploma (NQF 6) / Bachelor's Degree (NQF 7) as recognised by SAQA in Records Management / Information Science/ Archival Studies or equivalent qualification majoring in Records Management / Information Science/ Archival Studies. Three (3) years' relevant experience of which one (1) year should be on salary level seven (7) or eight (8). Knowledge of Public Service, legislation/policies/prescripts and procedures, basic knowledge on financial administration, Public Service Regulatory Framework, information management, policies and procedures on Records Management, computer literacy, electronic records management, sound organisational, negotiation / communication, report writing, presentation, conflict resolution / problem solving, strategic planning, basic financial management, people management, project management. High Level of reliability, interpersonal relations, loyalty, fairness and integrity. A valid driver's licence. Candidate must be willing to travel and be committed to meet deadlines within tight timeframes, and demonstrable competency in acting Independently.
<u>DUTIES</u>	:	The successful candidate will be responsible for implementing records management strategies and policies. Provide inputs to the GCIS Strategic Plan. File plan review and implementation. Develop and update filing systems as per the file plan, conduct records management surveys. Digitise physical records. Consult business areas with intension to look at correspondence system utilised. Develop and update records management policies for the GCIS in accordance with the National Archiving Act. Maintenance of filing system. Advise on the management of electronic, audio-visual records and paper-based information. Visit all GCIS records storages to conduct internal inspections. Implement records disposal programmes. Evaluate the importance and envisaged duration of life of all records per file plan. Apply for disposal authority. Conduct training and awareness on the records management. Apply general disposal authority for records common to all district offices. Give input in the development of business, operational and procurement plans. Compile and submit monthly and quarterly reports. Manage financial and human resources/staff. Maintain staff discipline. Attend and respond to audit queries.
<u>ENQUIRIES</u>	:	Ms Selaelo Modiba Tel No: (012) 473 0129
<u>APPLICATIONS</u>	:	Applications may be hand delivered to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za
<u>NOTE</u>	:	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.

<u>POST 21/54</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT (RECRUITMENT AND SELECTION) REF NO: 3/1/5/1-25/25</u> Directorate: Human Resource Management
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an appropriate National Diploma (NQF 6) / Bachelor's Degree (NQF 7) as recognised by SAQA in Human Resource Management/ Public Management majoring in Human Resource Management/ Industrial Psychology majoring in Human Resource Management. Three (3) years' relevant experience of which one (1) year should be on salary level seven (7) or eight (8). Essential knowledge, skills and competencies required: Knowledge and application of the following legislative frameworks, Public Service Regulations, Public Service Act, HR Prescripts, Labour Relations Act, the Employment Equity Act and Operations Management Framework. Understanding of efficiency promotion including the development of organisational structure, Job profile design and Job Evaluation. A valid driver's licence. Understanding of HRM practices in the Public Service; Public Service reporting procedures and work environment; Interpretation of legislation, policies and statistics; Problem solving and analytical thinking skills; Strategic planning and co-ordination; Computer skills. (MS Word, Ms Excel, Ms PowerPoint, PERSAL); Communication (verbal, written and networking); Willingness to travel and work extended hours.
<u>DUTIES</u>	:	The successful candidate will be required to provide for the Recruitment and Selection services of employees with the following responsibilities: Support the formulation and implementation of the departmental recruitment plan; Manage the advertising of positions in the Department; Support the provision of a recruitment and selection service; Give guidance and necessary inputs to selection committee members to ensure conformity to the Department's recruitment and selection policies. Support organizational design, job evaluation, work study services and maintain post establishment. Coordinate, facilitate and monitor the development of job profiles in the department. Coordinate the development and implementation of the departmental HR Plan.
<u>ENQUIRIES</u>	:	Mr Paul Kwerane Tel No: (012) 473 0407
<u>APPLICATIONS</u>	:	Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za
<u>NOTE</u>	:	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.
<u>POST 21/55</u>	:	<u>PRINCIPAL NETWORK CONTROLLER: IT SERVICE DESK REF NO: 3/1/5/1-25/26</u> Directorate: Information Technology The purpose of the post is to facilitate the delivery of a single point of contact for IT support and related services.
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an appropriate National Diploma (NQF 6) / Bachelor's Degree (NQF 7) as recognised by SAQA in Information Technology/Computer Science or equivalent related qualification majoring in Information Technology, Computer Science. The candidate must have 2 years' experience in the IT service desk environment. 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, Time management and pro-activeness. Problem solving skills, innovation, results orientated and diligent individual.
<u>DUTIES</u>	:	First point of contact call resolution. Logging, Managing and resolving incidents and requests, providing first-line support to users, and escalating complex issues to higher-level support teams. User Account management (user creation, deletion, and amendments) in line with the audit plus report ensuring controls and compliance requirements are met. Prepare IT Helpdesk reports. Log service requests with hardware service providers where necessary.

		Troubleshooting and problem solving: physical and remote desktop support to all GCIS offices. Deployment of Antivirus updates and Windows updates. Audio/Visual support, including Media Briefings, meetings and events. Assist in maintaining an accurate inventory of IT equipment, including computers, peripherals. Update inventory records as needed. Participate in IT projects. Provide inputs on ICT policies and procedures.
<u>ENQUIRIES</u>	:	Ms Selaelo Modiba Tel No: (012) 473 0129
<u>APPLICATIONS</u>	:	Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za
<u>NOTE</u>	:	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.
<u>POST 21/56</u>	:	<u>ADMINISTRATIVE OFFICER: PRODUCTS AND PLATFORMS REF NO: 3/1/5/1-25/27</u> Chief Directorate: Products and Platforms
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an appropriate National Diploma (NQF 6) / Bachelor's Degree (NQF 7) as recognised by SAQA in Secretarial Studies/ Public or Business Administration/Public Management/ Administration, or an equivalent related qualification in office administration /management. The candidate must have at least two (2) year's relevant administrative experience. Excellent interpersonal skills, good communication skills (written and oral), and exceptional organising and planning skills are required. Ability to work independently, under pressure, and in a team. He/she must have the ability to multitask, manage events, and work with databases and presentations. Time management and pro-activeness are essential. Fair understanding of project management and financial management is required. Problem-solving skills, innovation, and a results-oriented individual with attention to detail are expected. Proficiency in at least two South African official languages is required. Computer literacy (Microsoft Word, PowerPoint, and Excel) is necessary. Knowledge of virtual meetings (organisation, hosting, recording, and transcription) are a requirement. Protocol, etiquette, and diplomacy are essential. Problem-solving and analysis skills are required. A high level of reliability, a client-focused attitude, and keen attention to detail are expected. A driver's licence and knowledge of a communications or content management environment would be an added advantage.
<u>DUTIES</u>	:	The incumbent will be responsible for the following: 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 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 to improve filing, tasking, and document tracking. This will include creating a paperless and digital office that considers the environment. Track actions and responses in relation to the programmes and projects of the 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 agendas and take accurate minutes and action matrices during meetings. Diary and calendar management are required. Receive and attend to visitors and organise 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. Maintain an asset register. Study relevant public service and GCIS policies and procedures to ensure proper application. Screen telephone calls and respond to enquiries efficiently. Identify venues, invite role players, and organise refreshments. Compile attendance registers and agendas for meetings. Compile packs for meetings and distribute to relevant travel arrangements. Quality-check all documentation received before submission to the Chief Director. Prepare documentation such as letters, submissions, meeting briefing notes, presentations and reports as required by the Chief Director. Management of the budget, assist the Chief Director in

determining funding requirements and procurement planning, maintain records of expenditure commitments, track expenditure, and perform all related financial management functions. The Administrative Secretary must be willing to work extra hours and travel occasionally.

ENQUIRIES
APPLICATIONS

- : 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

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.