

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)

The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa of 1996, the Employment Equity (EE) imperatives as defined by the EE Act of 1998 (Act 55 of 1998) and relevant Human Resource policies of the department will be taken into consideration. People with disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the department in achieving its EE targets in terms of the department's EE Plan. People with disabilities will be given preference regardless of race or gender.

<u>APPLICATIONS</u>	:	The Director-General (DG) of GCIS, Private Bag X745, Pretoria 0001, hand deliver to Tshedimosetso House, 1035 cnr Francis Baard and Festival streets, Hatfield, Pretoria or to the email address provided.
<u>FOR ATTENTION</u>	:	Ms P. Kgopyane
<u>CLOSING DATE</u>	:	25 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 The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020.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 23/40</u>	:	<u>DIRECTOR: STAKEHOLDER MANAGEMENT AND SPECIAL PROJECTS</u> <u>REF NO: 3/1/5/1-25/30</u> Chief Directorate: Cluster Communication (Economic Sectors, Investments, Employment and Infrastructure Development; Justice, Crime Prevention and Security; International Cooperation, Trade and Security)
<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/ Political Science or related field majoring in Journalism/Media/ Communication/ Public Relations/Stakeholder Management. Five (5) years' experience at middle/senior management level

with extensive experience in fostering and developing stakeholder partnership and special project management support to enhance government communication. 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 drafting the Stakeholder Engagement Strategic and Implementation Plans. Consult with internal and external structures/stakeholders. Implement the GCIS Stakeholder Strategic and Implementation Plans. Quarterly review of the GCIS Stakeholder Engagement Strategic Plan. Continuously update the stakeholder management database and matrix. Compile reports on stakeholder engagements with decision and actions and table at respective structures. Develop Memoranda of Understanding (MoUs) with stakeholders where applicable. Compile reports on stakeholder engagements with decisions and actions and table at respective structures. Build and maintain positive relationships with both internal and external stakeholders, fostering trust and collaboration. Manage stakeholder expectations and identify and resolve conflicts/potential conflicts. Identify and mitigate potential risks associated with stakeholders, especially relating to implementation of communication programmes, provision of content, conflict of interest and reputational risks. Responsible for performance planning, management and reporting of various stakeholders on collaboration and/or integration. Develop business processes, standard operating procedures, stakeholder management framework and stakeholder management policies. Manage the finances, personnel and administration of the directorate. Compile monthly, quarterly and annual OPMS (management) reports on activities of the directorate. Maintain records of stakeholder information, communication and engagement.

ENQUIRIES APPLICATIONS

: Mr David Jacobs Tel No: (012) 473 0055
: Applications may be hand delivered to Tshedimose House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment20@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 23/41

: **DIRECTOR: STRATEGY AND PLANNING REF NO: 3/1/5/1-25/31**
Chief Directorate: Strategy and Organisational Performance

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 Social Sciences/ Economics/ Development Planning/ Communication. A postgraduate qualification will serve as an advantage. Five (5) years' experience at middle/senior management level with extensive experience in strategic planning for government and/or entities. 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 and communication. Required core competencies: Strategic capacity and

leadership, people management and empowerment, financial management, Change Management and programme and project management. A valid driver's license and advanced computer skills.

DUTIES

: The successful candidate will be responsible for facilitating the development of the department's Five-year Strategic Plan – which includes market research and competitive analysis, analysis of industry trends and emerging opportunities and forecast; conduct annual reviews of the department's strategic plan progress and advise amendments; institutionalise strategy development practices and ensure the development of functional strategies in line with best practice; develop and maintain departmental norms and standards and a uniform framework for planning; oversee the participation of the department in national planning processes; coordinate the process of cascading the departmental planning and alignment to the Estimates of National Expenditure (ENE); scan and align positioning of the department to national imperatives; coordinate planning workshops; compilation of the departmental situational analysis and develop annual and strategic performance plans. Facilitate Branch planning workshops; develop and submit the strategy and annual performance plans; coordinate the development of Branch Annual Operational Plans (AOPs); conduct the annual review of the Service Delivery Model (SDM) and refine the department's operating model aligned to the strategy. Develop service standards and charter. Review standard operating procedures of all branches. Manage the directorate's budget. Ensure that the directorate complies with relevant Public Service legal/regulatory requirements and/or guidelines. Ensure effective implementation of the Performance Management and Development System (PMDS) for staff in the directorate. Ensure that the directorate's AOP is developed and monitored. Ensure management of directorate's operational risks.

ENQUIRIES

APPLICATIONS

: Ms Nomkhosi Peter Tel No: (012) 473 0339
: Applications may be hand delivered to Tshedimosetso House, 1035 Cnr Francis Baard and Festival streets, Hatfield, Pretoria or emailed to recruitment21@gcis.gov.za

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