

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

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X745, Pretoria 0001, hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria, or to the email address provided.
- FOR ATTENTION** : Ms T Hlabela
- CLOSING DATE** : 08 November 2024
- 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 The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020.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 only 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 only. 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 39/01** : **CHIEF DIRECTOR: CLUSTER SUPERVISION - SOCIAL PROTECTION, COMMUNITY AND HUMAN DEVELOPMENT (SPCHD) AND GOVERNANCE STATE CAPACITY AND INSTITUTIONAL DEVELOPMENT (GSCID) CLUSTERS REF NO: 3/1/5/1-24/22**
Branch: Intergovernmental Coordination and Stakeholder Management
- SALARY** : R1 436 022 per annum (Level 14), (all-inclusive salary package) of which 30% may be structured according to the individual's needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree (NQF level 7 as recognised by SAQA) in Communication/ Media Studies- Majoring in Communication/ Journalism Majoring in Communication/ Public Relations- Majoring in Communication/ OR NQF Level 7 in Public Administration / Public Management/ Social/ Behavioural Sciences or related and equivalent qualification with a Diploma NQF Level 6 in Communication/ Public Relations- Majoring in Communication / Journalism- Majoring in Communication / Public Relations- Majoring in Communication / Media Studies- Majoring in 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. The successful candidate should have a minimum of 5 years' experience at Senior Management Service level with experience in leading and managing multi-media government communication campaigns with special knowledge of key issues in the Social Protection, Community and Human Development as well as Governance and State Capacity areas. He/she should have thorough knowledge and understanding of the 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. Proven experience in co-ordinating multi-stakeholders and multi departments is mandatory. The ability to communicate excellently with stakeholders both in and outside government are required. Excellent writing skills with extensive report writing experience and knowledge of the use of multi-media communication technologies for development. Strong Financial and Human Resource Management skills. Computer Skills. 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.

DUTIES

: The successful candidate will be responsible to provide effective strategic leadership and management to the Chief Directorate: Cluster Supervision for both the Social Protection, Community and Human Development (SPCHD) and Governance, State Capacity and Institutional Development Clusters (GSCID) of government. Coordinate the development of the five-year communication strategy for these clusters and the Annual Communication Plans for departments in SPCHD and GSCID Clusters and the relevant clusters, aligned to the priorities of government as expressed in the Medium Term Development Plans. Ensure an effective functioning Cluster communication system. Ensure Heads of Communication (HOCs) participate in all Government Communicators Forum meetings and processes. Foster and develop strong stakeholder partnerships in the planning and implementation of the Social Protection, Community and Human Development (SPCHD) and Governance State Capacity and Institutional Development (GSCID) cluster communication campaigns and programmes. Coordinate and support the development of communication strategies for National Days as well as key programmes initiatives which fall in these clusters including natural disasters, civic education, youth development, the government Imbizo programme, and fighting gender based violence and femicide and the protection of the rights of women, youth, children and persons with disability. Provide strategic leadership in government communication by ensuring better performance of the cluster communication system. Coordinate strategic stakeholder engagements to support implementation of Cluster communication programmes. Manage the development of strategic communications content. Develop communication strategies and plans and provide post-Cabinet communication support. Ensure Coordination of the Internal Communicators Forum (ICF). Provide oversight of the development and rollout of Government Communicators Training Programmes as well as Induction programmes into the system of government communication. Provide strategic direction for the overall functioning and performance of the Chief Directorate to ensure targets are met. Manage human and financial resources of the Chief Directorate according to departmental prescripts. Identify and review strategic risks, oversee and manage the implementation mitigation plans. Participate in the audit planning process and manage responses to audit queries. Ensure implementation of audit recommendations as outlined in the intervention/action plans.

ENQUIRIES

: Mr. M Currin Tel No: (012) 473 0183

APPLICATIONS

: Applications may be hand delivered to Tshedimoseiso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment22@gcis.gov.za

NOTE

: For further details on the Public Service SMS Pre-Entry Certificate, please visit the NSG website: www.thensg.gov.za. The successful candidate must disclose to the Director-General particulars of all registrable financial interests and sign an 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. 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 39/02

: **PROVINCIAL DIRECTOR: MPUMALANGA PROVINCIAL OFFICE REF NO: 3/1/5/1-24/23**
Branch: Intergovernmental Coordination & Stakeholder Management

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

: Nelspruit

REQUIREMENTS

: An appropriate Bachelor's Degree (NQF level 7 as recognised by SAQA) in Communication/ Media Studies- Majoring in Communication/ Journalism Majoring in Communication/ Public Relations- Majoring in Communication/ or NQF Level 7 in Public Administration / Public Management/ Social/ Behavioural Sciences or related and equivalent qualification with a Diploma NQF Level 6 in Communication/ Public Relations- Majoring in Communication / Journalism- Majoring in Communication / Public Relations- Majoring in Communication / Media Studies- Majoring in 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. Five (5) years' experience at middle 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 Mpumalanga 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 to provide strategic leadership and management to the GCIS Provincial Directorate in the Mpumalanga 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 also 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

: Ms. M Tshwane Tel No: (012) 473 0188

APPLICATIONS

: Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment23@gcis.gov.za

NOTE

: For further details on the Public Service SMS Pre-Entry Certificate, please visit the NSG website: www.thensg.gov.za. The successful candidate must disclose to the Director-General particulars of all registrable financial interests and sign an 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. 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

POST 39/03

: **DEPUTY DIRECTOR: GAUTENG PROVINCIAL OFFICE REF NO: 3/1/5/1-24/24**
Directorate: Gauteng Provincial Liaison

SALARY

: R849 702 per annum (Level 11), (an all-inclusive package)

CENTRE

: Pretoria

REQUIREMENTS

: An appropriate Bachelor's Degree (NQF 7) / National Diploma (NQF 6) as recognised by SAQA) in Communication/ Media Studies- Majoring in Communication/ Journalism- Majoring in Communication/ Public Relations – Majoring in Communication. At least four (4) years relevant experience of which two (2) years should be on salary level nine (9) or ten (10). Extensive experience in coordinating multi-media, intergovernmental communication campaigns, and sound skills in stakeholder and project management. Good experience in communication strategy implementation. Strong feel for the current affairs and socio-political situation in South Africa with particular understanding of demographics and the communication environment in the Gauteng Province. Comprehensive knowledge of the Priorities of Government and understanding the communication implications derived from these and how these can be effectively communicated in the Gauteng province. Sound knowledge of the Local Government Communication System with emphasis on service delivery, local development planning and the elements of the District Development Model of Government. Knowledge of Public Service Regulatory frameworks. The ideal candidate must be able to work under pressure and with tight deadlines. Ability to use multi-media communication methods including digital platforms to convey information. Excellent oral and written communication skills. Project management and good facilitation skills. Excellent interpersonal skills. Candidates must be willing to work in a fast-paced and high-pressure environment which may require them to occasionally work overtime/on weekends or public holidays. A valid driver's license is essential.

DUTIES

: The successful candidate will be responsible to support the GCIS Provincial Director in providing strategic leadership to and input into the system of government communication in the Gauteng Province. Building strong communication alliances and partnerships with the communication system of the Office of the Premier Gauteng and all municipalities in the province. Oversee the Provincial stakeholder management strategy and communications database in line with the GCIS segmentation model and GCIS Gauteng implementation plan. Provide leadership for seamless coordination and coherent implementation of government communication campaigns including on-going monitoring and evaluation across all GCIS offices in the Gauteng Province. Oversee the implementation of multi-media communication plans led by the GCIS in the Gauteng province and manage the overall functioning of the Information Resource Centre at the provincial office and in sub-offices. Serve as the Provincial anchor in the GCIS operations for content alignment within the provincial communication system. Oversee the development of localized information material including "My District Today" electronic Newsletter for the

Province. Monitor and evaluate presence of the Provincial Office on Social Media platforms. Effective and efficient support for the implementation of the directorate's business plan. Please detail courses passed in the CV as per the academic transcript

ENQUIRIES
APPLICATIONS

: Mr. P Gumede Tel No: (011) 331 0164
: Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment24@gcis.gov.za

POST 39/04

: **ASSISTANT DIRECTOR: EDITORIAL SERVICES REF NO: 3/1/5/1-24/25**
: Directorate: Editorial and Language Services

SALARY
CENTRE
REQUIREMENTS

: R444 036 per annum (Level 09), (commencing salary)
: Pretoria
: An appropriate National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) as recognized by SAQA in Journalism- Majoring in Communication/ Media Studies- Majoring in Communication/ Communication Science. Proven experience as a writer, editor and proofreader. The candidate must at least have three (3) years relevant experience, of which one (1) year should be at salary level seven (7) or eight (8) or supervisory level in communication/ management environment. Good planning and project management skills; Outstanding editing and proofreading skills; Good interpersonal and intercultural skills; Must be able to work well in a team; Ability to work under pressure and meet tight deadlines; Computer competency, especially on an Apple Mac; Willingness to work overtime, including weekends and public holidays, when required to meet tight deadlines. A valid driver's licence is essential.

DUTIES

: Manage the overall production of the annual South Africa Yearbook (SAYB) and Official Guide to South Africa; Edit and proofread SAYB and Official Guide chapters, and prepare the publications for final sign-off; Provide writing, editing and proofreading capacity for information products such as leaflets, posters, brochures and magazines; Facilitate the digitisation of the SAYB; Manage the unit's social media accounts; Liaise with external service-providers and stakeholders; Provide administrative support to the Directorate: Editorial and Language Services. Please detail courses passed in the CV as per the academic transcript

ENQUIRIES
APPLICATIONS

: Mr. E Tibane Tel No: (012) 473 0069
: Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment25@gcis.gov.za