

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. 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 Tshedimoseetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria, or or emailed to recruitment@gcis.gov.za.
- FOR ATTENTION** : Ms P Kgopyane
- CLOSING DATE** : 29 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 The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020.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 shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top-secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), for your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act.

MANAGEMENT ECHELON

- POST 41/23** : **DEPUTY DIRECTOR-GENERAL: CONTENT PROCESSING AND DISSEMINATION REF NO: 3/1/5/1-24/27**
Branch: Content Processing and Dissemination
- SALARY** : R1 741 770 per annum (Level 15), (an all-inclusive package), of which 70% will be basic salary and 30% may be structured according to an individual's needs. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree (NQF level 8) as recognised by SAQA in Communication / Development Communication/ Public Relations- Majoring in Communication/ Journalism – Majoring in Communication/ Public Relations-

Majoring in Communication / Media Studies- Majoring in Communication or related NQF Level 8 qualification Majoring in Communication. Applicants must have eight (8) years of experience at senior management level. Successful completion of the Nyukela Public Service SMS Pre-Entry Programme endorsed by the National School of Government (NSG) is a pre-requisite for appointment. Skills: Superior leadership skills; excellent written and verbal communication and digital skills; ability to interact with people at all levels; people management and empowerment skills; strong public speaking skills; proven change management skills and capability; analytical, organisational and interpersonal skills; complex stakeholder management skills, especially at intergovernmental level, innovative; creative thinking; strategic coordination skills and computer literacy. Job knowledge: Extensive knowledge of the South African and international communications landscape. An in-depth understanding of government communication discipline, Knowledge of communication digital platforms. A thorough knowledge and understanding of government policies and programmes. Competencies: Strategic leadership and capability; Financial management; Risk management; Corporate governance; Extensive 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.

DUTIES

: Reporting to the Director General, the Deputy Director-General will be responsible for providing strategic leadership in providing products and platforms that will ensure coherence, coordination, consistency, quality, impact and responsiveness of Government communication. Provide strategic leadership on financial and non-financial organisational planning and performance for the Branch. Ensure development of Government Communication and Media policies, lead legislation development for the GCIS entities and provide technical oversight for GCIS entities. Lead the internal digital communication, develop strategies and plans for implementation and ensure coordination of digital communication and media production for the whole Government Communication System. Undertake regular market research to inform decision-making and proactive communication. Develop strategies to reach all sectors of the population through GCIS owned products and platforms and use of all official languages. Provide strategic leadership for government media buying, media production and marketing services. Ensure continuous improvements in government communication through the effective use of research. Ensure good governance in the Branch including risk and compliance, people management and development, and prudent financial management. Ensure effective management and preservation of the government corporate branding across all spheres and sectors.

ENQUIRIES

: Mr. Paul Kwerane Tel No: (012) 473 0407 /Ms. Lungile Tshabalala Tel No: (012) 473 0074.

NOTE

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

OTHER POSTS

POST 41/24

: **ASSISTANT DIRECTOR: EXTERNAL GOVERNMENT COMMUNICATION MONITORING AND EVALUATION REF NO: 3/1/5/1-24/28**
Directorate: Government Communication Monitoring and Evaluation

SALARY CENTRE

: R444 036 per annum (Level 09), commencing salary
: Pretoria

- REQUIREMENTS** : An appropriate National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) as recognized by SAQA in Public Governance/Administration, Media Studies, Communication, Development Communication/Studies, Qualification in Monitoring and Evaluation in the Public Sector will be an added advantage. The candidate must at least have three (3) years relevant experience in media content analysis, communication monitoring and evaluation processes and concepts, as well as dashboards, of which one (1) year should be at salary level seven (7) or eight (8) or supervisory level. Ability to work independently and under pressure. Required Skills: Good liaison and networking skills with senior managers. Report writing, editing and presentation skills. Good communication, project management, planning and research skills. Inclination to pay attention to detail and willingness to take initiative. Well-developed interpersonal and problem-solving skills as well as an ability to coordinate work within a team environment. Advanced computer literacy, including proficiency in Microsoft Office programmes and database. Proficiency in internet searches use of database and electronic dissemination of products. Social media proficiency. Basic understanding of Monitoring and Evaluation.
- DUTIES** : The successful candidate will conduct media content analysis, including social media, using established methodologies/ techniques. Produce media synthesis reports for various government communication campaigns. Co-facilitate the process of collecting and consolidating departmental contributions for the State of the Nation Address. Supervise employees. Assist in the improvement and implementation of systems for communication monitoring and evaluation purposes, and media content analysis. Assist in the identification of efficient methods to work with, frequent engagement with the diverse and often senior stakeholders in government to improve systems. Support processes and developments around monitoring and evaluation of government communication. Please detail courses passed in the CV as per the academic transcript.
- ENQUIRIES** : Ms. Nkele Sebasa Tel No: (012) 473 0207
- NOTE** : In line with the Directive on the Professionalisation of Human Resource Management and Development in the Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the technical and generic requirements of the post.
- POST 41/25** : **ASSISTANT DIRECTOR: VIDEO EDITOR REF NO: 3/1/5/1-24/29**
Directorate: Media Production
- SALARY** : R444 036 per annum (Level 09), commencing salary
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) as recognized by SAQA in Media Studies, Film or Video Production, Motion Graphics or equivalent NQF Level6/7 Majoring in Videography/ Video Editing. The candidate must have at least three (3) years relevant experience as a video editor, of which one (1) year should be at salary level seven (7) or eight (8) or supervisory level, with strong knowledge and experience on various video editing software including Adobe Premiere, Final Cut Pro, DaVinci Resolve, and/or Avid Media Composer. Required Skills: Ability to manage multiple projects from concept to final delivery by meeting deadlines collaboratively and independently. Exceptional communication, interpersonal, and teamwork skills. Selecting appropriate music and sound effects to videos. Meet tight deadlines and work efficiently under pressure. Proficiency in producing quality animation with software such as After-effects, Cinema4D, Photoshop and Illustrator amongst others. A valid driver's license is essential as the post will entail travelling.
- DUTIES** : The successful candidate will be required to provide high quality videos, with emphasis on editing and animation for different platforms including for broadcasting and digital platforms. Edit and assemble raw video footage into polished, visually compelling video productions. Select and add appropriate music and sound effects to videos. Update/edit video content in response to feedback from clients, colleagues, or as needed. Assist with 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 other disciplines within the Media Production Directorate as and when required. Please detail courses passed in the CV as per the academic transcript.

ENQUIRIES
NOTE

- : Mr. Gasegoitse Phatudi Tel No: (012) 473 0091
- : In line with the Directive on the Professionalisation of Human Resource Management and Development in the Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the technical and generic requirements of the post.