

**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.*

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X745, Pretoria 0001, or hand deliver to Tshedimoseetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : 22 September 2023
- 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 The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020.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](http://www.gov.za/documents). 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 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. No faxed, copied, or e-mailed application will 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. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. 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), to 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.

**OTHER POSTS**

- POST 32/16** : **REGIONAL COMMUNICATION COORDINATOR: OVERBERG**  
Directorate: Provincial Liaison: Western Cape
- SALARY** : R424 104 per annum (Level 09)
- CENTRE** : Bredasdorp
- REQUIREMENTS** : Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Experience: Three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) or supervisory level,

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 Western Cape Province with specific insights in the Overberg District and its local Municipalities.

**DUTIES**

: The successful candidate will be responsible to support the Deputy Director: Liaison in the implementation of a strategic government communication function in the Overberg 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. Coordinate and monitor the government communication function in the district, including the monitoring and supervision of the work of the district based on Senior Communication Officers 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. 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 center 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.

**ENQUIRIES**  
**NOTE**

: Ms Geraldine Thopps Tel No: (021) 418 0533  
: Applicants who previously applied are encouraged to reapply. The organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regardless of Race and Gender

**POST 32/17**

: **ASSISTANT DIRECTOR: RADIO PRESENTER AND PRODUCER**  
Directorate: Media Production

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R424 104 per annum. (Level 09)  
: Pretoria  
: Applicants must be in possession of Grade 12, and an appropriate National Diploma (NQF level 6) or Degree (NQF level 7) in Broadcasting, Sound Engineering, Digital Media, Journalism, Media or Communication Studies, Drama or Performing Arts, or related field of qualification, as recognized by SAQA, with at least three (3) years radio presenting, production and broadcasting experience. This includes the ability to independently record and produce radio adverts, package audio from government events and file audio clips to media. He/she will be required to work with Producers and members of the GCIS Radio Unit primarily to host and produce superior radio programs. The Radio Presenter and Producer will be expected to work as a Presenter for radio shows in studio and live outside broadcasts. They will voice and develop promos to promote the GCIS Radio channel and its shows. The Official will exercise both creative abilities and excellent verbal and written skills and should have knowledge of studio operations including control board, digital programming software and broadcast connections. May be assigned to perform slightly different functions in studio, such as programming admin work. Should have knowledge of the Community Radio sector, Government Communication and /or Public Policy Development and practice, Intergovernmental Relations, Developmental communication and/ or stakeholder management. A self-motivated and enthusiastic person able to work with limited levels of supervision

and strong time-management skills and extremely good in the management of deadlines. Must be computer literate and be able to convey ideas and views well verbally and in writing. A valid driver's license is essential as the post will entail extensive travel. Very strong ability to work under pressure, in a fluctuating environment and be available to work overtime.

**DUTIES**

: Serve as Radio Presenter and Producer for the GCIS Radio Unit. Introduce and host radio programmes. Interview guests in studio, by telephone or on location. Compile and record radio news bulletins. Research topics and background information for items to be featured on the programme. Recording of governmental events (Presidency, Communications Department, and other departments. Voicing and Production of adverts. Edits audio (e.g., pulls audio clips and soundbites for show and channel use). Obtains audio materials needed for production. Ensures that on-air product is up to broadcast standards before it leaves the studios. Maintains database of program content for archival use. Assists in the development of content for shows. Excellent admin, creative writing and communication skills for radio. May be required to fill in for other Producers on occasion and be willing to assist with CSA media productions other than radio, should the need arise. Technical production skills an added advantage.

**ENQUIRIES  
NOTE**

: Ms N Ndawonde Tel No: (012) 473 0441  
: The organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regardless of Race and Gender

**POST 32/18**

: **ASSISTANT DIRECTOR: GRAPHIC DESIGNER**  
Directorate: Media Production

**SALARY  
CENTRE  
REQUIREMENTS**

: R424 104 per annum (Level 09)  
: Pretoria  
: Applicants must have an appropriate National Diploma (NQF level 6) or Degree (NQF level 7) In Graphic Design or related qualification as recognized by SAQA. Three years relevant experience in graphic designer field of which 1 year should be on salary level seven (7) or eight (8). A self-motivated and enthusiastic person able to work with limited levels of supervision and strong time-management skills and extremely good at the management of deadlines. Must be computer literate and be able to convey ideas and views well verbally and in writing. Very strong ability to work under pressure, in a fluctuating environment.

**DUTIES**

: The successful candidate will be responsible for roll out of government corporate identity, develop branding for government departments and campaigns, Ensure correct application of the government brand on all designed products. Design and layout of communication products for GCIS and Government campaigns, Design and layout of products, Adherence to workplan for layout and design of products, ensure photographs, logos and other required graphics are requested from relevant parties, Receive brief from Design manager or Support Services. Development of creative concepts, develop different creative options, receive brief from manager or support services, Submit for approvals. Information management, Promote and ensure all work-related documents for the section are uploaded on SharePoint Document Centre according to the GCIS File Plan.

**ENQUIRIES  
NOTE**

: Rachel Sekhu Tel No: (012) 473 0254  
: The Organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regardless of Race (only when shortlisted)