

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 X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms Milcend Kotelo
- CLOSING DATE** : 16 April 2021
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020.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. The fully completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all academic qualification(s) including the matric certificate, ID-document and drivers licence where required. The certification must be within six (6) months. 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. Where a driver's license is essential, such a license should be attached. 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 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. Note: It is mandatory for candidates to attach Public Service SMS Pre-Entry certificate. 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 please visit the NSG website: www.thensg.gov.za.

MANAGEMENT ECHELON

- POST 11/05** : **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: 3/1/5/1-21/38**
Branch: Corporate Services
- SALARY** : R1 521 591 per annum (All-inclusive salary package) of which 30% may be structured according to the individual's needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : Envisaged for appointment to this position is a seasoned and experienced Senior Manager with a minimum of eight (8) to ten (10) years' experience at Senior Managerial Level. A valid driver's license. Certificate: Nyukela Public Service SMS Pre-Entry Programme. An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in Bachelor of Administration, Human Resource Management/ Development, Business Administration, Public Management or equivalent qualification as recognised by SAQA which is related/relevant to the duties mentioned below. Excellent writing skills with extensive report writing experience. Strong Financial, People Management skills and Computer Skills. Experience in any of the following fields: Corporate Services,

Human Resources, Strategic Planning and Performance Management, Information Technology Management and Finance. 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 : Provide effective strategic leadership and management to the Branch: Corporate Services to the Department. Ensures and oversee that all Chief Directorates and Directorates reporting under Corporate Services provides adequate support to the Department in line with its mandate, vision and mission. Lead and manage the following Chief Directorates and Directorates: Human Resources, Strategic Planning and Performance Management, Information Technology Management, Office of the Chief Financial Officer and Legal Services. The Head of this Branch must also deputies for the Director-General in providing leadership in Government communication. Carry out all functions delegated to him/her by the DG. Develop and implement various strategies and policies to improve service delivery within and outside the department, including capacity of the organisation to cope with change. Co-ordinates the planning and implementation of strategies and policies aimed at improving service delivery. Plan and report to various stakeholders including parliament, audit and risk Committees. Develop Business and Strategic Plans for the Branch. Ensures that structures and governance processes are in place and aligned to achieve the strategic objectives of the Department. Strongly lead line managers in spearheading restructuring and change management process of the Department. Ensure compliance of the Branch and the Department at large with general Government regulatory legislation and framework applicable to the work of the Chief Directorate and Directorates reporting under the Branch: Corporate Services. Develops and maintain effective monitoring systems and mechanisms.

ENQUIRIES : Ms Z Ngwenya Tel No: (012) 473 0472

POST 11/06 : **DEPUTY DIRECTOR-GENERAL: CONTENT PROCESSING AND DISSEMINATION REF NO: 3/1/5/1-21/39**
Branch: Content Processing and Dissemination

SALARY : R1 521 591 per annum (All-inclusive salary package) of which 30% may be structured according to the individual's needs.

CENTRE : Pretoria

REQUIREMENTS : Envisaged for appointment to this position is a seasoned and experienced Senior Manager with a minimum of eight (8) to ten (10) years' experience at Senior Managerial Level. A valid driver's license. Certificate: Nyukela Public Service SMS Pre-Entry Programme. 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. Experience in any of the following fields: research, marketing, advertising, media-bulk buying, communication, journalism, editing, content development, publishing, videography and photography, government policy and intergovernmental relations. An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in Communication/ Journalism/ Content Development/ Advertising/ Media Bulk-Buying or equivalent qualification as recognised by SAQA which is related/relevant to the duties mentioned below. Excellent writing skills with extensive report writing experience. Strong Financial and People Management skills Computer Skills A code 8 driver's license.

DUTIES : Provide effective strategic leadership and management to the Branch: Content Processing and Dissemination with the following Chief Directorates: Policy and Research, Products and Platforms, Communication Service Agency, Media Policy and Entity Oversight. The Head of this Branch must also deputies for the Director-General in providing leadership in Government communication Carry out all functions delegated to him/her by the DG. Co-ordinate strategic communication planning in GCIS and across government. Oversee the content development process implemented through the Communication Service Agency, Intergovernmental Coordination and Stakeholder Management, Media Engagement and Electronic Information Resources Coordinate the dissemination of information about GCIS services. Supervise, lead or participate in communication projects. Development of a communication strategy for government

and GCIS. Oversight over production of accurate and high quality content for GCIS platforms. Strategic oversight of the media Bulk Buying. Oversee the building and maintenance of reliable knowledge base to inform communication interventions. Coherence in the work of GCIS with respect to content development and management and integrated messaging. Conduct research through independent service providers to assess how government should address the public's information needs.

ENQUIRIES : Ms Z Ngwenya Tel No: (012) 473 0472

OTHER POSTS

POST 11/07 : **ASSISTANT DIRECTOR: RADIO COPYWRITER REF NO: 3/1/5/1 – 21/14**
Directorate: Media Production

SALARY : R376 596 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of Grade 12, and an appropriate National Diploma (NQF level 6) or Degree (NQF level 7) or equivalent qualification in copywriting as recognised by SAQA, with at least three (3) years working experience as a copywriter for radio or any relevant field. The ideal candidate must be someone who is able to adjust as he/she may be assigned to more than one task and perform slightly different functions such as admin work for programs. Should have knowledge of Government Communication and /or Public Policy Development and practice, Intergovernmental Relations, Developmental communication and/ or stakeholder management. A self-motivated and enthusiastic person who is able to work with limited levels of supervision and strong time-management skills and extremely good in the management of deadlines. Strong verbal and effective writing and communication skills. Very well-developed interpersonal skills, particularly noting the nature of the community radio sector. Strong coordination and project management skills. Must be computer literate, and be able to convey ideas and views well in writing. Attend to the detailed requirements of tasks. Work independently as well as part of a team. Radio presenter skills will be an added advantage. Be willing to assist with memo writing as well as other duties performed by the directorate.

DUTIES : Write clear and creative copy (taglines, catchphrases, messages and straplines, scripts, etc.) for multiple mediums, that is, print, online, radio and TV. Write radio news bulletins. Interpret briefs. Develop creative ideas and concepts, present ideas to colleagues and clients. Collaborate with radio and video producers in the development of creative campaigns including scripts. Prepare and conduct live radio shows. Engage with radio stations and GCIS clients. Complete all administrative work with regard to radio production. Provide support to the Deputy Director in the management of the unit. Assist with training of students on internship. The incumbent will be expected to work after hours and travel extensively. Candidates should submit samples of their recent work.

ENQUIRIES : Ms P. Mabusela Tel No: (012) 473 0149

NOTE : Preference will be given to White, Coloured and Indian Male/Female. People with disabilities will be given preference regardless of Race.

INTERNSHIP PROGRAMME FOR 2021/2023

Government Communication and Information System would like to invite qualifying graduates to apply to participate in an Internship programme in the 2021/2023 financial year. The internship is meant to provide work exposure to eight (8) graduates for a period of twenty four (24) months. Applicants must be unemployed and never participated in an internship programme previously. Placement in the organisation after the programme is not guaranteed.

OTHER POSTS

POST 11/08 : **GRADUATE INTERNSHIP PROGRAMME: LEGAL SERVICES REF NO: 3/1/5/1 – 21/22**
(24 months-contract)
Directorate: Legal Services

STIPEND : R6747.75 per month
CENTRE : Pretoria

REQUIREMENTS : LLB Degree. The candidate should have understanding of the following law related areas: Law of contracts, Legal Advisory, Constitutional Law, Administrative Law, Public Law, Legislation and Legal Compliance. Skills required are Computer

literacy, Communication (verbal and written), research tools, legal writing, ability to work independently and within a team and ability to work under pressure to meet deadlines.

ENQUIRIES : Mr Lihle Hlophe Tel No: (012) 473 0346

POST 11/09 : **GRADUATE INTERNSHIP PROGRAMME: INFORMATION MANAGEMENT SYSTEM LIAISON REF NO: 3/1/5/1 – 21/23**
(24 months-contract)
Directorate: Information Management System

STIPEND : R6747.75 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Information Technology (System Development) or related equivalent qualification, as recognized by SAQA. The candidate should have understanding of the following System Development related areas: System Development Life Cycle, Database Management concepts, SQL Queries, Coding in Visual Studio, and System Testing and support. Skills required are System analysis, design and development, database design, Computer literacy, Communication (verbal and written), ability to work independently and within a team and ability to work under pressure to meet deadlines.

ENQUIRIES : Mrs XHC Chen Tel No: (012) 4730043

POST 11/10 : **GRADUATE INTERNSHIP PROGRAMME: INFORMATION TECHNOLOGY REF NO: 3/1/5/1 – 21/23 (X2 POSTS)**
(24 months-contract)
Directorate: Information Technology

STIPEND : R6747.75 per month
CENTRE : Head Office, Pretoria
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Information Technology, Computer Systems, or related equivalent qualification as recognized by SAQA. A+, N+ and or MCSE will be an advantage. A basic understanding and/or experience in supporting Microsoft windows environment and Apple MAC technologies will be an added advantage. The candidate should have good interpersonal skills, work well in a team and independently and have good problem solving, communication and trouble shooting skills. The successful candidate will provide general IT support – hardware and software, for all desktops, laptops, IT peripherals and network equipment in GCIS. Perform setup and configuration of all GCIS computers, printers. Provide audio visual room support for presentations and video conferencing in the auditorium, media room and boardrooms. Assist with the installation, testing and maintaining support to all users in GCIS and maintain service levels for IT support calls.

ENQUIRIES : Ms M Kube Tel No: (012) 473 0129

POST 11/11 : **GRADUATE INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT REF NO: 3/1/5/1 – 21/24**
(24 months-contract)
Directorate: Supply Chain Management

STIPEND : R6747.75 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (03) years Degree (NQF7) in Public Management/ Administration/ Logistics Management/ Public Finance/ Accounting/ Purchasing Management or relevant qualification as recognized by SAQA. Fair understanding of Supply Chain Management process. Skills: Communication, writing and computer literacy (Ms Word and Ms Excel). Flexibility and willingness to adjust to changes in the work environment. Ability to work under pressure and willingness to work irregular hours. The applicant should be able to work independently and have innovative thinking. The applicant should be client service oriented.

ENQUIRIES : Ms Vuledzani Basket Tel No: (012) 473 0378

- POST 11/12** : **GRADUATE INTERNSHIP PROGRAMME: HUMAN RESOURCE MANAGEMENT REF NO: 3/1/5/1 – 21/25**
(24 months-contract)
Directorate: Human Resource Management
- STIPEND** : R6747.75 per month
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a National Diploma (NQF 6) or Degree (NQF 7) in Human Resource Management or relevant qualification as recognised by SAQA. The incumbent should be an organized and process driven individual. The ideal candidate must be able to work under pressure and as part of a team and adhere to set deadlines. He /She must have excellent command of the English language, excellent written, grammatical and communication skills, self-motivated and driven individual with strong interpersonal communication skills. Knowledge of HR principles practices and legislation and Human Resources analytics skills.
- ENQUIRIES** : Ms Zanele Ngwenya Tel No: (012) 473 0472
- POST 11/13** : **GRADUATE INTERNSHIP PROGRAMME: VIDEO CAMERAPERSON/VIDEOGRAPHER REF NO: 3/1/5/1 – 21/26**
(24 months-contract)
Directorate: Media Production (Video Unit)
- STIPEND** : R6747.75 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in Film and Television Production or Videography/Camera or equivalent qualification as recognized by SAQA. The candidate must have good camera operation skills, sound recording skills, lighting skills, editing skills and good communication skills. The candidate should have the ability to work in a team and function independently and be able to work under pressure to meet deadlines. The candidate must be proficient in English. The candidate should adhere to the code of conduct as prescribed by the SA Media Law.
- ENQUIRIES** : Mr Pule Mahamotse Tel No: (012) 473 0249
NOTE : A portfolio of evidence/showreel must be submitted on a flash drive or DVD as a prerequisite. Short-listed candidates will be subjected to a competency test.
- POST 11/14** : **GRADUATE INTERNSHIP PROGRAMME: GRAPHIC DESIGN REF NO: 3/1/5/1 – 21/27**
(24 months-contract)
Directorate: Media Production (Graphic Design Unit)
- STIPEND** : R6747.75 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in graphic design or equivalent qualification as recognized by SAQA. Skills and knowledge: Strong design skills and basic knowledge of reprography and printing, good organisational and communication skills. The applicant must have ability to work under pressure, willingness to work overtime, ability to meet deadlines, ability to multi-task and manage priorities in a fast-paced environment. The applicant should be highly motivated with an eye for detail.
- DUTIES** : The applicant must be proficient in the use of an Apple Macintosh computer, must be proficient in Adobe Illustrator, Photoshop and In Design (Web, 3-D skills an animation are a bonus) and must have the ability to develop creative and innovative design concepts.
- ENQUIRIES** : Ms R Sekhu – Telephone: (012) 473 0254
NOTE : Applicants are required to submit a portfolio on a memory stick/compact disc or email it to Rachel@gcis.gov.za (not bigger than 3MB)
- POST 11/15** : **GRADUATE INTERNSHIP PROGRAMME: MEDIA PRODUCTION (ADMINISTRATION) REF NO: 3/1/5/1 – 21/28**
(24 months-contract)
Directorate: Media Production (Graphic Design Unit)
- STIPEND** : R6747.75 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in Public Management or equivalent qualification as recognized by SAQA. Skills and

knowledge: Experience in general office administration. Good communication skills (written and verbal). Good planning and organizational skills. Good interpersonal relationships and the ability to work under pressure. Good computer skills, including knowledge of Excel, Word, and Access (MS Office) will be an added advantage. The successful candidate must also be willing to work overtime, if and when required.

DUTIES : The successful candidate will be responsible for and/or assist with general administrative duties related to functions of Directorate: Media Production. These will include: Generate and follow-up on internal requisitions (VAS2s), T&S advances and claims. Travel and accommodation arrangements, and processing of expenditure claims. Records management, Administration of accounts, invoicing and office stock control. General filing duties. Assist in all processes related to sales of official photographs and other photographic and audiovisual archival material. Processes related to registration and payment of freelance / voice-over artists. Liaison with clients and suppliers, SCM, Finance, Human Resources, other sections. Electronic updating of commitment registers and financial information for all production units within the CSA. Assist with outsourcing of production work

ENQUIRIES : Mr Lester Fourie – Tel No: (012) 473 0153

POST 11/16 : **GRADUATE INTERNSHIP PROGRAMME: MEDIA MONITORING REF NO: 3/1/5/1 – 21/29 (X2 POSTS)**
(24 months-contract)
Directorate: Government Communication Monitoring & Evaluation

STIPEND : R6747.75 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in Media Studies, Communications, Journalism, Political and Social Sciences or equivalent qualification as recognized by SAQA. Computer skills including Microsoft writing, presentation, internet searches, use of spreadsheets, databases and electronic dissemination of products.

DUTIES : The successful candidate will be required to monitor and analyse the communications environment for media coverage of government's priorities; major government programmes such as the fight against gender-based violence and corruption; special events like the State of the Nation Address; assist with gathering, capturing and analysing data for monitoring and evaluation purposes; assisting with administrative functions.

ENQUIRIES : Ms Suzette van der Westhuizen cell @ (082) 229 4737

POST 11/17 : **GRADUATE INTERNSHIP PROGRAMME: MULTI-MEDIA DESIGNER REF NO: 3/1/5/1 – 21/30**
(24 months-contract)
Directorate: Vuk'uzenzele

STIPEND : R6747.75 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in Multimedia Design or equivalent qualification as recognized by SAQA. Must be proficient in the use of an Apple Macintosh computer, proficient in Adobe Illustrator, Photoshop and InDesign (Web and Animation skills are a bonus). Strong design skills and thorough knowledge of reprography and printing, good organisational and communication skills. The ability to work under pressure and meet deadlines, to multi-task and manage priorities in a fast-paced environment. Should be highly motivated with an eye for detail and must be willing to work after hours as and when required.

DUTIES : The successful candidate will be required to Plan, shoot, and edit high quality photography or video content. Sourcing of appropriate images and photographs for the publications, Collaborate with the editorial team on the overall look and feel for all design products to ensure that the general appearance is in accordance with the product development guidelines of GCIS. Work as a photographer / graphic designer on various products as per briefs. Conceptualise and handle visual execution of all photography and design briefs. Liaise with reproduction houses, feature writers, sub-editors, advertisers and printing companies on production related matters. Assist with the updating of the website when required to do so. Responsible for archiving all visuals and publications produced, accordingly, for future access. Assist with the updating of the social media accounts when required to do so. Quality control of the production of all design products.

ENQUIRIES : Mr Tendai Gonese Tel No: (012) 473 0303
NOTE : Applicants are required to bring along a portfolio if shortlisted for the position)

POST 11/18 : **GRADUATE INTERNSHIP PROGRAMME: PRODUCTION ASSISTANT REF NO: 3/1/5/1 – 21/31**
 Directorate: Vuk'uzenzele
 (24 months-contract)

STIPEND : R6747.75 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in Public Relations, Advertising and Communications or equivalent qualification as recognized by SAQA. Must be have Good organisational and communication skills, Source adverts and liaise with advertisers, Sourcing, overall management and briefing of freelancers. Sourcing of appropriate images and photographs for the publications. The ability to work under pressure and meet deadlines and ability to multi-task and manage priorities in a fast-paced environment. Should be highly motivated with an eye for detail, excellent coordination and analytical skills. Experience in disseminating information on social media platforms in the dissemination of information. Excellent report writing skills and willingness to work after hours as and when required

DUTIES : The successful candidate will be required to Plan, shoot, and edit high quality photography or video content. Sourcing of appropriate images and photographs for the publications, Collaborate with the editorial team on the overall look and feel for all design products to ensure that the general appearance is in accordance with the product development guidelines of GCIS. Work as a photographer / graphic designer on various products as per briefs. Conceptualise and handle visual execution of all photography and design briefs. Liaise with reproduction houses, feature writers, sub-editors, advertisers and printing companies on production related matters. Assist with the updating of the website when required to do so. Responsible for archiving all visuals and publications produced, accordingly, for future access. Assist with the updating of the social media accounts when required to do so. Quality control of the production of all design products.

ENQUIRIES : Ms Jauhara Khan Tel No: (012) 473 0010
NOTE : Applicants are required to bring along a portfolio if shortlisted for the position)

POST 11/19 : **GRADUATE INTERNSHIP PROGRAMME: COMMUNICATION RESOURCE CENTRE REF NO: 3/1/5/1 – 21/32**
 Directorate: Communication Resource Centre
 (24 months-contract)

STIPEND : R6747.75 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Communications, Public Relations, Public Administration, Journalism or Project Management, or equivalent qualification as recognized by SAQA. Skills: Good interpersonal, communication (written and verbal) and computer literacy. Proactiveness with an ability to work independently and apply a sense of urgency in completing assigned tasks. Solution orientated and innovative. Knowledge of the Government communication environment and Government's Policies and Key Priorities. A good command of the English language. Computer skills; proficiency in internet searches, databases and electronic dissemination of media products. Fair understanding of project management and government communication system. Competencies: Logical, analytical and creative thinking. The applicant should have ability to work under pressure and within a team.

ENQUIRIES : Ms A Language Tel No: (012) 473 0018
NOTE : Applicants are required to bring along a portfolio if shortlisted for the position)

POST 11/20 : **GRADUATE INTERNSHIP PROGRAMME: INTERNATIONAL COOPERATION, TRADE AND SECURITY CLUSTER AND ECONOMIC SECTORS, INVESTMENT, EMPLOYMENT AND INFRASTRUCTURE DEVELOPMENT (ESIEID) CLUSTER REF NO: 3/1/5/1 – 21/33 (X2 POSTS)**
 (24 months-contract)
 Directorate: Cluster Support

STIPEND : R6747.75 per month
CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	A three-year degree or diploma in Communications, Public Relations, Communication Science, Political Science or Journalism. Graphic design skills will be an added advantage. Knowledge of Government communications system. Goal driven orientation with solid process improvement skills. Strong prioritisation skills and ability to meet deadlines. Excellent written and verbal communication skills. Good interpersonal and presentation skills, including ability to interface at different levels. Ability to keep ahead of all key developments/current affairs within Government and outside. Ability to display teamwork, integrity, leadership and innovative thinking. Good understanding of Government policies and priorities. Understanding of strategic communications, project management, stakeholder management, coordination, liaison and ability to work independently and under pressure. Understanding of the South African media landscape and operations. Willingness to work extra hours including weekends and public holidays. Computer literate. Good understand of digital (online) communication. The incumbent must also display willingness to learn. The successful candidate will be expected to support the development of communication strategies for Clusters, campaigns / projects and departments. Support GCIS communication coordination structures (e.g. Communication clusters, Communication Task Teams, Ministerial liaison officer's forum and pre-cabinet meetings). Develop key messages, fact sheets and other content development tasks. Participate in content hub and operations rooms. Support and improve the functionality of cluster communication forums. Communication with stakeholders at different levels to ensure cluster functionality. Draft weekly/monthly/quarterly reports for the Cluster. Assist with project coordination and calendar of strategic activities for the Cluster. Support the continuous auditing of the communications structures within the system. Monitor the implementation of the cluster communications programmes. Preparedness to perform other duties outside the given job description when required from time to time.
<u>ENQUIRIES NOTE</u>	:	Ms Shadi Puoane Tel No: (012) 473 0208
<u>POST 11/21</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME: CLUSTER COORDINATION AND CAMPAIGN MANAGEMENT REF NO: 3/1/5/1 – 21/34</u> Directorate: Cluster Communication – Social Protection, Community and Human Development and Governance State Capacity and Institutional Development Clusters (24 months-contract)
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R6747.75 per month Pretoria (Hatfield) An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Communications, Public Relations, Public Administration, Journalism or Project Management, as recognized by SAQA. Skills: Good interpersonal, communication (written and verbal) and computer literacy. Proactiveness with an ability to work independently and apply a sense of urgency in completing assigned tasks. Solution orientated and innovative. Fair understanding of project management and government communication system. Competencies: Logical, analytical and creative thinking. The applicant should have ability to work under pressure and with a team.
<u>ENQUIRIES</u>	:	Ms M Mabothe Tel No: (012) 473 0175
<u>POST 11/22</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL AND LOCAL LIAISON LIAISON REF NO: 3/1/5/1-21/35</u> Chief Directorate: Provincial and Local Liaison (24 months-contract)
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R6747.75 per month Pretoria An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Administration; Public Management, Business Administration, Office Management or related equivalent qualification, as recognized by SAQA. Applicants are required to possess communication and basic computer skills. Skills and Knowledge: Basic understanding of planning, Monitoring and research tools. Applicants to work independently and within a team. Ability to work under pressure to meet deadlines. Good verbal and written communication skills. Ability to provide

front office and reception services. Good Records and Archives management and other ad-hoc administrative functions. Ability to handle confidential documents.

ENQUIRIES : Enquiries: Ms Delia Rossouw Tel No: (012) 473 0059

POST 11/23 : **GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1 – 21/ 36**
 (24 months-contract)
 Directorate: Provincial Office Northern Cape

STIPEND : R6747.75 per month
CENTRE : Kimberley
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Administration; Public Management, Office Management or related equivalent qualification, as recognized by SAQA. The candidate should have understanding of the following administration related areas: Financial Management, Supply Chain, Human Resource, Asset Management, and Fleet Management. Skills required are Computer literacy, Communication (verbal and written), monitoring and research tools, ability to work independently and within a team and ability to work under pressure to meet deadlines.

ENQUIRIES : Mr Ofentsi Moeti Tel No: (053) 832 1378

POST 11/24 : **INTERNSHIP PROGRAMME: MEDIA ENGAGEMENT REF NO: 3/1/5/1-21/37**
 Directorate: Media engagement
 (12 months-contract)

STIPEND : R5000 per month
CENTRE : Pretoria (Hatfield)
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Media Studies, Communications, Journalism or equivalent qualification, as recognized by SAQA. Skills: Communication (verbal and written), Computer skills including use of Microsoft applications, social media internet searches, use of databases and electronic dissemination of products. The applicant should have an interest in current affairs, understand media analysis, news and general knowledge. The candidate should have the ability to work in a team and function independently and be able to work under pressure to meet deadlines.

ENQUIRIES : Ms T Modubu Tel No: (012) 473 0101