

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 Tshedimoseiso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria, or email to recruitment@gcis.gov.za
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : 17 May 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 The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020.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 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 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), 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.

OTHER POSTS

- POST 14/01** : **VIDEOGRAPHER REF NO: 3/1/5/1-24/03**
Directorate: Media Production
- SALARY** : R444 036 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Film Production, Videography, Video Production, or related field of qualification, as recognised by SAQA, with at least three (3) years' relevant experience at supervisory level. The applicant

should have knowledge of video production and an understanding of the use of professional video cameras and other related equipment. Deliver good quality of work with good editing skills on Final Cut Pro, Premier Pro or similar programmes. Be proficient in producing quality animation with software such as After-effects, Cinema4D, Photoshop and Illustrator amongst others. Have a basic understanding of live streaming. Be able to produce, upload and or share videos on different online platforms. Very strong ability to work under pressure, in a fluctuating environment with good time management skills. Should be highly motivated and driven with an eye for detail. Must have a light motor vehicle driver's licence as the post entails extensive travelling away from Head Office. He/ she must have knowledge of government communication with good interpersonal and communication skills. Be able to do on location creative lighting and sound operation. Must be able to work independently or with less supervision. Be a good team worker. Must be computer literate with strong coordination, client orientation and project management skills.

DUTIES : The incumbent will be required to provide high quality videos, with emphasis on editing and animation for different platforms including for broadcasting and digital platforms. Perform camera work and edit inserts on all Government assignments/programmes and the Presidency engagements. Archive and log all recorded footage and videos produced. Assist with teleprompter operations and live streaming. Performing basic administrative duties related to the responsibility of the unit. Assist other disciplines within the Media Production Directorate as and when required. Produce and edit for OTT platforms as and when required.

ENQUIRIES : Mr Gasegoitse Phatudi Tel No: (012) 473 0091
NOTE : Shortlisted candidates will submit a portfolio on a memory stick or online link and will be subjected to a practical assessment.

POST 14/02 : **VIDEOGRAPHER REF NO: 3/1/5/1-24/02 (X2 POSTS)**
 Directorate: Media Production
 (Twelve 12 Months Contract)

SALARY : R308 154 per annum (Level 07). Plus 37% of the annual notch
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of Grade 12, and an appropriate National Diploma (NQF Level 6) in Media Studies, Videography, Video Production, Motion Graphics or related field of qualification, as recognised by SAQA with at least one (1) year relevant experience (including internship and learnership experience). The candidate must have knowledge and experience in video production; as well as an understanding and experience in the use of the professional video cameras and other related equipment. Deliver good quality of work with good editing skills on Final Cut Pro, Premier Pro or similar programmes. Be proficient in producing quality animation with software such as After-effects, Cinema4D, Photoshop and Illustrator amongst others. Have a basic understanding of live streaming and be able to produce videos for different online platforms. Must be computer literate with coordination and project management skills. Must be able and prepared to work under pressure, in a fluctuating environment with good time management skills. Should be highly motivated and driven with an eye for detail. Must have a light motor vehicle driver's license as the post entails extensive travelling away from Head Office. He/ she should have knowledge of government communication with good interpersonal and communication skills. Be able to do location lighting and sound operation. Be client orientated.

DUTIES : The incumbent will be required to provide high quality videos, with emphasis on editing and animation for different platforms including for broadcasting and digital platforms. Prepare scripts for major production. Assist with camera work and edit inserts on all Government assignments/programmes and the Presidency engagements. Archiving and logging of all recorded footage with relevant metadata. Upload or share the produced/edited videos on identified platforms as directed. Assist with live streaming. Perform basic administrative duties related to the responsibility of the unit. Assist other disciplines within the Media Production Directorate as and when required.

ENQUIRIES : Mr Gasegoitse Phatudi Tel No: (012) 473 0091
NOTE : Shortlisted candidates will submit a portfolio on a memory stick or online link and will be subjected to a practical assessment.