

CLOSING DATE : **03 JUNE 2015**

NOTE : *Applications must be submitted on signed and dated form Z83, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity Document. For all posts, please forward your application quoting the relevant reference number, to the address mentioned at each post. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within six (6) weeks of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Successful applicants will be required to undergo standard Government security clearance procedures and verification of qualification prior to permanent appointment. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subject to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" **PEOPLE WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY.***

POST : **DEPUTY DIRECTOR IN COMMUNICATION SERVICES (X 3 POSTS) - THREE YEARS (36 MONTHS) CONTRACT**

CENTRE : **Pretoria**

SALARY : **R 630 822 All inclusive salary package (level 12)**

REF : **030615/01**

REQUIREMENTS : *A three (3) year Degree in Communications. Two (2) to three (3) years experience in Marketing and Advertising, Project Management, Events Management, Corporate Communications. Experience in writing and placing opinion pieces and feature articles. Ability to translate campaign briefs into implementable strategies. Ability to develop creative strategies within a highly pressurised environment and often limited resources. Practical understanding of a broad target market and innovative tactics to reach diverse audiences. Strong end to end administration tasks as part of the media buying and planning process. Outstanding time management, people management skills, analytical skills and strong communication skills, both in written and spoken format.*

DUTIES: *Profile the work of the Department and its achievements. Write and place opinion pieces and feature articles, including media statements and articles for internal and external publications.*

Meet clients to understand their advertising strategy and build up a picture about their target audience. Advise the creative team and clients about the most effective marketing mix. Build and maintain relationships with other government departments, internal and external stakeholders. Work collaboratively with all entities to develop and align sub-brands. Ensure creative strategy development for all campaigns. Manage Visual Communication services, copywriting, editing and production of marketing materials. Monitor the implementation and compliance of the corporate identity, visibility and uniform branding of the department.

Ensure effective planning and implementation of departmental events including public participation programmes and educational roadshows.

Perform administrative functions including writing monthly reports.

NOTES:

Applicants should please note the following- The successful candidate will be required to enter into an annual performance agreement. All shortlisted candidates will be subject to security vetting. The incumbent of the post will be required to disclose her/ his financial interest in accordance with the prescribed regulations.

ENQUIRIES:

Ms N Mthembu, tel, (012) 336-7113

APPLICATIONS

*: Please forward your applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X 350, Pretoria, 0001 or hand deliver at the Continental Building, cnr Visagie and Bosman, Continental Building. **For attention:** Ms L van Wyk*