



# water affairs

Department:  
Water Affairs  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF WATER AND SANITATION

### CLOSING DATE

**13 MAY 2016 at 16H00.**

### APPLICATIONS

Please forward your applications quoting the relevant reference number for **Centre: Pretoria & Roodeplaat:** Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, corner CnrVisagie and Bosman, street, Pretoria. **For attention:** Ms Cindy Mazibuko.

### APPLICATIONS

Please forward your applications quoting the relevant reference number for **Centre: Mmabatho:** The Provincial Head, Department of Water and Sanitation, Private Bag x 5, Mmabatho I2735. Cnr Dr. James Moroka Drive and Sekame Road Mega City Shopping Centre Unit 99, Ground Floor, **For attention:** Ms K Mutloane

### APPLICATIONS

Please forward your applications quoting the relevant reference number for **Centre: Gauteng:** The Provincial Head: Gauteng, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver to 285 Francis Baard, Bothongo Plaza East, Pretoria. **For attention:** Mr S Nevhorwa (012) 392 1324

### APPLICATION

Please forward your applications quoting the reference number **Centre: Durban** to the: Provincial Head: KwaZulu-Natal, Department of Water Affairs, P O Box 1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9<sup>th</sup> Floor, Durban. **For attention:** The Manager (Human Resources)

### APPLICATIONS:

Please forward your applications quoting the reference number **Centre: King William's Town** to: The Department of Water Affairs, Private Bag X 7485, King William's Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town. **For attention:** Mr K. Noah

### 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 two (2) months 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 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 for the posts.**

**POST**

**SOCIAL MEDIA OFFICER- – THREE (3) YEAR CONTRACT REF: 130516/44**

**SALARY**

**R 262 272 per annum Level 8**

**CENTRE**

**Pretoria**

**REQUIREMENTS:**

An appropriate 3 year Degree or National Diploma or similar qualification in Communications and Media studies. Two (2) to three (3) years experience in sourcing information from online and other sources. Writing and maintaining online content. Classifying and abstracting information. Ability to develop and help implement online communication and social media strategies for the department. Knowledge of and an interest in current affairs and the functioning of government. Web usability and quality criteria and principles. Planning and organising skills. Excellent English writing and sub-editing skills. Good interpersonal, liaison, communication and information gathering skills. Willingness to work abnormal hours and ability to work under pressure. Experience in development and maintenance of apps. Expert knowledge of web and social media metrics and analytics. A valid Code 8 (EB) driver's licence and willingness to travel country wide is absolutely essential. Knowledge of the procurement processes in the public sector. Willingness to work abnormal hours and under pressure as well as travelling country wide. A valid Code 8 (EB) driver's licence and willingness to travel country wide is absolutely essential.

**DUTIES:**

Monitor online conversations and trending subjects to advise the different directorates on topics of interest and effective social media messages. Identifying, selecting and acquiring information for websites. Liaising with role-players including Ministry to obtain information. Daily updating and maintaining of the Department's online and social media platform like; Twitter, Facebook, You-Tube and blogs. Preparing website content for uploading, writing, language and content editing. Classifying and abstracting information. Contributing to the development of standards for government websites. Assist with reviewing websites and handling enquiries. The successful candidate should be able to work independently and accurately. Please note that candidates will be subjected to practical assessment.

**ENQUIRIES:**

Mr M Motlhalwa tel, (012) 336 7957