



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS

For Centre: NWRI: Central Operations (Pretoria) Department of Water and Sanitation, NWRI Central Operations, Private Bag X273, Pretoria, 000, or hand deliver to 1st Floor, Praetor Forum Building, 267 Van Der Walt Street, Pretoria. attention: Mr BK Shiphamele

CLOSING DATE

: **24 JUNE 2016 at 16h00**

POST

: **PRINCIPAL COMMUNICATION OFFICER REF: 240616/20**

SALARY

: **R 311 784 per annum (Level 9)**

CENTRE

: **NWRI: Central Operations (Pretoria)**

REQUIREMENTS

: National Diploma or degree in Communication. Three (3) years relevant experience in Communication. The ability to organise and co-ordinate. The ability to communicate clearly and concisely at different levels. Knowledge of organising, problem solving, maintaining discipline, formulation and editing, interpersonal relationships, marketing communications and project management. Computer literacy, including programmes used to develop newsletter. A valid driver`s licence.

DUTIES

: Render administrative support to Communications. Assist with the planning and management of Communication projects and events. Represent the Communications Unit in relevant structures. Be responsible for corporate communications, ie distribute information to internal and external stakeholders through memoranda, newsletters, e-mails, faxes, meetings and workshops. Conduct research. Compile annual reports. Participate in policy development. Contribute to strategic planning. Plan exhibitions. Edit/translate documents. Provide advice and support to line managers, Area Offices and other role players on correct communication practices. Deal with enquiries.

ENQUIRIES

: Ms ND Ndumo Tel 012 741 7302