



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, Corner of Visagie and Bosman Street, Pretoria. **For attention:** Ms L Van Wyk
- CLOSING DATE** : 04 May 2018 TIME: 16h00
- POST** : ASSISTANT DIRECTOR: EVENTSAND REGIONAL COORDINATION (VIDEOGRAPHER) REF NO: 040518/19
- CD** : CORPORATE COMMUNICATIONS, DIR: COMMUNICATION SERVICES
- SALARY** : R334 545
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma or Bachelors Degree in Communication, Public Relations, Photography, Videography, Journalism or similar. Three (3) to six (6) years relevant experience in Communication. Experience as a Videographer and Photographer will be an added advantage. Knowledge and experience in events industry and management. Knowledge and experience in communication and media studies. Knowledge and experience of techniques and procedures for the planning and execution of event operations. Good understand of Programme and Project Management. Knowledge of Language Services management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes. Willingness to travel extensively.
- DUTIES** : Plan and manage all aspects of events including financial management. Manage events for the Department. Ensure efficient and effective events to market the department. Liaise with National, Provincial and local government in terms of event management. Assist with coordination of Regional Office communication activities as well as provide, advise and support.
- ENQUIRIES** : Mr Motsamai Motlhalwa: (012) 336 7957