



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Free State (Bloemfontein): Please forward your applications quoting the relevant reference number to The Regional Head: Bloemfontein, Department Water and Sanitation, Private Bag 528, Bloemfontein 9300 or hand-deliver at the Bloem Plaza, Bloemfontein, Second floor. For attention: Ms L Ntja.
- CLOSING DATE** : 17 August 2018 TIME: 16h00
- POST** : ASSISTANT DIRECTOR: COMMUNICATION REF NO: 170818/08
- BRANCH** : OPERATIONAL INTEGRATION FREE STATE SD: CORPORATE MANAGEMENT
- CENTRE** : BLOEMFONTEIN
- SALARY RANGE** : R356 289 per annum (Level 9)
- REQUIREMENTS** : A National Diploma or Bachelor's Degree in Communication, Journalism, Public Relations or Media Studies. Three (3) to five (5) years working experience in communication or newsroom environment. Proficiency in at least three (3) official languages. Practical working experience in communication and media. Knowledge of communication principles, techniques and tools. Knowledge and practical working experience in writing, reviewing and proofreading. Understanding of Programme and Project Management. Knowledge and understanding of media management. Knowledge of social media trends. Problem solving and analysis. Knowledge on Government protocol and implementation thereof. People, Financial, Asset and diversity management. Client orientation and customer focused. 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.
- DUTIES** : Develop and implement communication plans and strategies. Develop and implement media plans, organise media briefings and ensure media coverage. Develop media products. Disseminate knowledge relating to information on DWS mandate, policies and projects. Organise and implement publicity projects. Conduct public awareness campaigns. Produce departmental publications. Promote departmental image and identity. Facilitate Branding for the department. Establish and maintain stakeholder relations with the media. Manage all Social Media platforms.
- ENQUIRIES** : Mr R Claassen 051 405 9227