



# water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15<sup>th</sup> Floor ,Pretoria, 0001. For attention: Mr D Masoga.
- ENQUIRIES** : Mr. H Sithole, Tel 012 329 1333.
- BRANCH** : CHIEF OPERATIONS OFFICE GAUTENG
- CLOSING DATE** : 22 March 2019 TIME: 16h00
- POST** : SENIOR COMMUNICATION OFFICER REF NO 220319/06
- SALARY** : R299 709 per annum, (Level 08)
- CENTRE** : Pretoria Gauteng Office
- REQUIREMENTS** : A National Diploma or Degree in Communication. Three (3) to Five (5) years' experience in Communication. Disciplinary knowledge in communication and media studies. Disciplinary knowledge in Political Science and Policy. Disciplinary knowledge in Public administration. Knowledge of design principles, techniques and tools. Knowledge of the writing process, reviewing and proof reading. Understanding of Water Sector legislation. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and Project Management. Knowledge of relationship management. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Good communication skills (verbal and written). Accountability and Ethical Conduct.
- DUTIES** : Implement communication plans. Analyse Departmental strategic objectives. Execute media production, issue publications, organize press conferences and media converge to the Department. Develop or improve concepts, theories and operational methods. Disseminate knowledge relating to information on work organization. Organise and Implement publicity projects and events. Liaise with stakeholders. Establish and maintains stakeholder relations with community and media..