



## **DEPARTMENT OF WATER AND SANITATION**

NOTE: Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed or e-mailed applications will be accepted. Correspondence will be limited to shortlisted candidates only. 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. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. 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 subjected 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 encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

<b>APPLICATIONS</b>	:	Department of Water and Sanitation, IBOM: Central Operations, Private Bag X273, Pretoria, 0001 OR hand-deliver at IBOM: Central Operations, 1st Floor Reception, Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria, 0001. For attention: KL Manganyi
<b>ENQUIRIES</b>	:	Mr GT Dilima, Tel: 012 741 7344.
<b>CLOSING DATE</b>	:	29 April 2019 TIME: 16h00
<b>POST</b>	:	ASSISTANT DIRECTOR: COMMUNICATIONS REF NO. 290419/09
<b>BRANCH</b>	:	IBOM
<b>SALARY</b>	:	R376 595 per annum (Level 09)
<b>CENTRE</b>	:	Central Operations, (Pretoria)
<b>REQUIREMENTS</b>	:	A National Diploma or Degree in Communication / Journalism or similar. Three (3) years relevant supervisory working experience in communication. Newsroom work experience is an added advantage. A Valid driver's license. (Attach certified copy). Practical working experience in communication and media. Knowledge and practical working experience in content development, news writing, reviewing and proofreading. Knowledge and understanding of media management. Problem solving, analysis, people, diversity management, client orientation and customer focused. Good communication skills. Accountability and ethical conduct. Ability to organize and coordinate workload. Work under pressure. Travel and meet deadlines. A commitment to government objectives, policies and programmes. Computer literacy.
<b>DUTIES</b>	:	Develop and implement news content, communication plans and strategies. Develop and implement media plans, organise media briefings, media tours and ensure media coverage. Develop media products. Assist with the planning and management of Communication projects and events. Represent the Communication unit in relevant structures. Be responsible for corporate communications to internal and external stakeholders. Do research and develop content in aid of profiling the work of the Department. Establish and maintain stakeholder relations with the media. Media monitoring and rapid response. Manage weekly, monthly and quarterly reports. Provide advice and support to line managers, Area Offices and other role players on correct communication practices. Deal with enquiries.

