



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 29 January 2021

Note: Interested applicants must submit their applications for employment to the e-mail address specified on each post. **Applications must be submitted using the newly implemented Z83** form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV as well as copies of qualifications and Identity document (all documents must be submitted in **one** email in a PDF format. The attachment/s, may not **exceeding 10mb**) Subject title on the email must clearly display the **reference number** of the post applied for. Applicants should forward applications to the correct email address of the post as wrong emailed applications will not be considered. No late, applications will be accepted. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets

POST: SENIOR COMMUNICATION OFFICER REF NO: 290121/33  
BRANCH: CHIEF OPERATIONS OFFICE: NORTH WEST  
SALARY: R316 791 per annum, (Level 08)  
CENTRE: Mmabatho

REQUIREMENTS: A National Diploma or degree in Communication or relevant qualification. One (1) to three (3) years experience in Communication. Advanced computer literacy (Ms Office programmes, word, excel and Internet). A valid drivers licence (Attach a copy). 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 proofreading. Understanding of Water Sector and understanding of legislations, financial management and knowledge of PFMA. Decision making. 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. Accountability and Ethical Conduct.

DUTIES: Implement communication plans. Execute media production, issue publications, organise press conferences and media coverage to the Department. Develop or improve concepts, theories and operational methods. Disseminate knowledge relating to information on work organisation. Organise and implement publicity projects and events. Establish and maintains stakeholder relations with community and media. General administration of the unit.  
ENQUIRES: Mr Willie Francis. Tel no: 018 387 9595

APPLICATIONS: North West (Mmabatho): Please email your application quoting the relevant reference number to [NWRecruitment@dws.gov.za](mailto:NWRecruitment@dws.gov.za) For attention: Mr M.J Ntwe