



Province of the
EASTERN CAPE
SAFETY & LIAISON

Old Commissioner Building, Independence Avenue, Bisho, Eastern Cape
Private Bag X 0057, Bisho, 5605, REPUBLIC OF SOUTH AFRICA
Tel: +27(0)40 6350419. Fax: +27(0)40 6351022.
Website: www.ecprov.gov.za

ENQUIRIES: MS.T. MALI

Ext: 040 6350419

TO : ALL PROVINCIAL DEPARTMENTENTS
DPSA

**SUBJECT: INTERNAL AND EXTERNAL ADVERTISEMENT OF THE POSTS:
DEPARTMENTAL CIRCULAR NO. 04 OF 2015.**

1. The Department of Safety and Liaison is an affirmative action employer, which redresses the imbalances of the past and ensures representativity in its employment.
2. The prescripts such as the Constitution of RSA, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, Employment Equity Act and Basic Employment Act influence the department to act as such.
3. It is the department's intention to promote representivity in terms of race, gender, disability and youth through the filling of these posts and candidates whose appointment will promote representivity will receive preference.
4. The closing date of this advert is the 26th September 2015 @ 16h00.

**MS N.R MOSEHANA
HEAD OF DEPARTMENT**

DATE: 08 10 2015

VACANCIES IN THE PUBLIC SERVICE
DEPARTMENT OF PROVINCIAL SAFETY AND LIAISON
EASTERN CAPE PROVINCE

POST : SENIOR COMMUNICATION OFFICER

COMPONENT : COMMUNICATION AND MARKETING

SALARY LEVEL : 08

SALARY NOTCH : R243 747 – 287 121 per annum

REF NO. : ESL/2015/09/01

CENTRE : HEAD OFFICE - BHISHO

REQUIREMENTS:

- A degree / Diploma in Journalism/ Public Relations/Communication or equivalent NQF Level 6 qualification
- 3 years relevant experience
- Computer literacy in MS Word, MS Excel, MS PowerPoint
- Good journalistic writing , editing and verbal communication skills
- Understanding of Public Finance Management Act
- Photographic abilities
- Events Management abilities
- Ability to work under pressure
- Willingness to travel on weekends and public holidays
- Valid code B drivers license

KEY PERFORMANCE AREAS:

- Assist in the development and implementation of media strategies and plans for the department
- Assist in the facilitation of media interviews and information sharing sessions for the department
- Provide internal and external communication services
- Promote the corporate image of the department

- Assist in compiling and submitting news articles, opinion pieces, briefing/ speech notes and letters to the editors for publication
- Facilitate responses to media queries
- Assist in the development and implementation of departmental communication strategies and plans
- Monitor, analyze and generate reports on coverage with regard to television, radio and other media, including social media and scan the communication environment
- Cut, paste and generate news clips for the department
- Render effective events management and co-ordination services for the department
- Assist in the production of departmental publications
- Advise management on new communication approaches and trends
- Render photography services
- Render translation services
- Perform administrative duties

NB: Appointment will be subject to compulsory pre-employment screening in the form of qualification, references, ITC, criminal checks and compulsory competency assessment (where necessary) as directed by the Department of Public Service and Administration. Candidates may be subjected to security clearance (Vetting). It is the department's intention to promote representivity in terms of race, gender, disability and youth through the filling of these posts and candidates whose appointment will promote representivity will receive preference.

DIRECTIONS TO CANDIDATES

Applications must be submitted on a completed form Z83 (must be signed) obtainable from any Public Service Administration, and should be accompanied by certified copies (not copies of certified copies) of qualifications' Certificates that are not older than three (3) months, Identity Document and a comprehensive updated CV (including three contactable references), as well as driver's license. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualification Authority (SAQA). Applications that do not comply with the above mentioned requirements will not be considered. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Correspondence will be limited to short-listed candidates only. You are also informed that if you have not been contacted within 3 months after the closing date of this advertisement, please regard your application(s) as unsuccessful. Faxed, e-mailed or late application(s) will not be accepted. The Department reserves the right not to make an appointment.

Forward your application, quoting the reference number and the name of the publication in which you saw this advertisement, for the attention of **Mr L Bana / Ms. T. Mali** to: The Department of Safety and Liaison, Private Bag X0057, Bhisho, 5605 or hand deliver to: The Department of Safety & Liaison, Global Life Building, Corner Phalo Avenue & Circular Drive, Bhisho.

Enquiries can be directed to Mr L Bana/ Ms. T Mali at (040) 6350419

Closing date: 26 September 2015 @ (time) 16h00.