



PROVINCIAL TREASURY

ASSISTANT DIRECTOR (WRITER): COMMUNICATION SERVICES

Salary notch: R236 532 per annum (Ref. PT12/37)

Bhisho

Requirements: • A Bachelor's degree in Journalism or a 3-year qualification majoring in English/Applied Linguistics/Creative Writing or similar • A minimum of 3 years' working experience in a communications environment.

Skills: • A professional in this position must have 3 years' writing and editing skills, as she/he will be responsible for writing the Department's publications and promotional materials • An effective information presenter and the ability to work well with different personalities across functional departments • An excellent listener, energetic, flexible and highly organised • Comfortable in a technical environment, an eye for detail, and committed to producing accurate and well-written communications • Must have excellent choice of words especially in written language • The ability to work well in a team of both same and different fields and maintaining co-operative relationships with colleagues in the Department • A driver's licence is a must.

Key performance areas: • Rewrite all communications to improve their impact • Copy-edit to ensure that only flawlessly written material is published • Maintain writing guidelines and best practices to guide the creation of quality communications • Perform production checks across a range of media and facilitate the distribution of communications to the organisation • Be responsible for editing and proofreading of the quarterly reports, annual reports, consolidated financial statements, Estimates of Provincial Revenue and Expenditure and any other document produced by the Department • Write marketing content for various media, including magazines and websites • Produce content for brochures, invitations, press releases, technical manuals, online webpages and promote their brand to new prospects.

NB: This is a readvertisement and those who applied previously must reapply.

Application Instructions

Applications must be submitted on the Application for Employment Form (Z83), obtainable from any Public Service Department or go to www.gov.za and should be accompanied by a comprehensive CV, including at least 2 contactable referees, and certified copies of qualifications, driver's licence (where applicable) and Identity Document (with an original certification stamp. The Z83 form must be signed by an original signature).

It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA).

The Department of Provincial Treasury welcomes people with disabilities.

Short-listed candidates will be required to undergo security clearance.

All the appointments are subject to State Security Agency (SSA) security screening.

Applications can be forwarded through one of the following options:

Post: The Director: Human Resources Management, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho 5605

Hand Delivery: Human Resources Section, Provincial Treasury, Room No 3052, 3rd Floor, Tyamzashe Building, Bhisho.

Failure to submit a comprehensive CV, qualifications and the signed Z83 form will result in the disqualification of the application from the process. (No faxed applications will be accepted).

**Enquiries can be directed to Ms A Guga
at (040) 609-5801/5521.**

Closing date: 28 September 2012

**EASTERN CAPE
PROVINCE**