



Director: Communications and Engagement

(2-year contract)

Salary: An all-inclusive package of R771 306 per annum (Level 13). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign an employment contract (Ref. PT 13/21)

Requirements: • An appropriate Bachelor's degree or equivalent tertiary qualification in Communications, Public Relations or a related field • Between 3 and 5 years' experience in public relations and media management at middle management level PLUS the following key competencies: *Knowledge:* • Project management • Conceptualising and implementing public campaigns and building relations with non-State role-players • Good knowledge of the ECPC stakeholder and partner environment • Understanding of the public sector. *Skills:* • Advanced report-writing and presentation skills • Advanced computer literacy and good knowledge of information systems • Strong interpersonal skills • Organisation and coordination • Facilitation and implementation • The ability to promote good governance and teamwork • Communication (verbal and written) and ability to manage stakeholders. *Creativity:* • Innovative • The ability to work under pressure • Diplomatic, accurate and a logical thinker.

Key responsibilities: • Conceptualise and drive strategic partnerships • Develop and manage an engagement and communications strategy • Develop and implement a detailed work plan for engagement and partnerships with institutional stakeholders, Government structures and spheres, political formations and public engagements • Develop and maintain a comprehensive stakeholder database • Record, report on and follow up on all engagements • Manage and monitor contracted service providers • Respond to requests and queries from the public and follow up on issues raised in these forums • Assign Commissioners and Secretariat members to public engagements • Liaise with Government Communication and Information Services (GCIS) and the communications division in the Department of Provincial Planning and Treasury.

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, 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 Planning and Treasury welcomes people with disabilities.

Short-listed candidates will be required to undergo competency assessments.

Females and people with disabilities are encouraged to apply.

All 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 Services, Eastern Cape Provincial Planning and Treasury, Private Bag X0029, Bhisho 5605
- **Hand delivery:** Human Resources Section, Provincial Planning and 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.

Enquiries can be directed to Ms N Mekula at (040) 609-5320.

Closing date: 20 September 2013

**EASTERN CAPE
PROVINCE**