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## **Assistant Director: Stakeholder Cooperation and Awareness (CMS12/2025)**

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**Salary:** R444 036 per annum

**Centre(s):** Cape Town

**Requirements:**

Degree/ National Diploma (NQF6) in Communication, Journalism, Marketing, Public Relations or relevant qualification couple with a minimum of 3 years of relevant experience in coordinating and/or managing School and Community Awareness programmes, Community Awareness, Exhibitions, Events and Stakeholder Engagements. Knowledge of Administrative procedures, Financial Management, Project Management, HR Practices. Extensive experience in Language editing formats & quality control mechanisms, meeting procedures & minute taking and copy writing and editing background. Must have Leadership and Management Coordination skills, organising and planning. Must have good communication skills (written and spoken). Ability to work long hours voluntarily, gather and analyse information and also be able to develop and apply policies. Be able to work under extreme pressure, also work independently and in a team and lead multidisciplinary team. Must be able to collect and interpret information and reports.

**Duties:**

Conduct school and community awareness programmes, coordinate stakeholder engagements, coordinate departmental events and conferences, coordinate departmental exhibitions, coordinate campaigns and implement the departmental communications strategy, develop and distribute promotional, awareness and educational material. Establish and strengthen partnerships. Ensure the effective flow of information between branches, stakeholders and partners. Facilitate communications activities with financial needs. Ensure that contractual obligations are met and ensure adherence to PFMA regulations in terms of procurement of communications, awareness and educational resources. Provide general communication support. Assist in any communication related

project/programme in the department and logistics and /or communication outputs of events.

**Applications:** [CMS12-2025@dffe.gov.za](mailto:CMS12-2025@dffe.gov.za)

**Enquiries:** Mr Z Nqayi  
Tel: 021 493 7144

**Attention:** Human Resource Management

**Closing date:** 24 February 2025

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- **ALL APPLICATIONS MUST BE SUBMITTED ON** a signed **new Z83 application form** (*click bold underlined text to download PDF form*) obtainable from any public service department accompanied by a recent detailed curriculum vitae only, to be considered.
  - Shortlisted candidates will be required to submit certified copies of qualifications, senior certificate, identity document and driver's license on or before the day of the interview.
  - **CAPE TOWN, EASTERN CAPE, KWAZULU-NATAL, NORTHERN CAPE, NORTH WEST AND WESTERN CAPE APPLICATIONS MAY BE FORWARDED TO:**
    - The Director-General, Department of Forestry, Fisheries and the Environment. The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or
    - **Hand-delivered to:** 14 Loop Street, Cape Town.
    - Or **can be emailed** to the respective email address quoting the reference number on the subject email.
  - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
  - The National Department Forestry, Fisheries and the Environment, is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Persons with disabilities are encouraged to apply.
  - Correspondence will be limited to successful candidates only.
  - Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: criminal records; citizenship status; credit worthiness; previous employment (reference checks); and qualification verification.
  - Short-listed candidates will be expected to avail themselves at the department's convenience.
  - **ENTRY LEVEL REQUIREMENTS FOR SENIOR MANAGEMENT SERVICE (SMS) POSTS:**
    - In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>
    - Furthermore, shortlisted candidates must provide proof of successful completion of the course.
  - All candidates shortlisted for the posts will be subjected to will be subjected to a technical exercise that intends to test relevant technical elements of the job.
    - Following the interview and the 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 person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
  - The department reserves the right not to make an appointment.
  - If you have not been contacted within three (03) months after the closing date of the advertisement, please accept that your application was unsuccessful.