



## Principal Communication Officer: Internal and External Communication (Ref: CO057/2015)

**Salary:** R 243 747per annum (Total package of R 349 086per annum/conditions apply)

**Centre:** Cape Town

### Requirements:

- An appropriate recognised three year qualification in Communication, Journalism or an equivalent qualification in a related field from an accredited institution and practical and relevant experience in external communication with a strong media focus;
- Must have excellent writing skills and an impeccable command of the English language;
- Good understanding of South African as well as international media;
- Must have sound inter-personal relations, negotiation skills and ability to communicate with stakeholders at all levels;
- Knowledge and skills in formulating and writing reports is essential;
- The successful candidate must also be computer literate (packages such as Microsoft, Excel, Power-Point, MS Word, E-mail, Internet);
- The applicant must be able to plan, organize, meet deadlines and work under pressure;
- Drivers licence is requirement (certified copy must accompany the application);
- Must be willing and able to drive, to travel and work long hours including weekends and public holidays;
- Must be able to work well in a team;
- Stakeholder and project management knowledge and experience is required.

### Duties:

- The successful candidate will provide a media liaison function for the Department inclusive of, but not restricted to, daily media monitoring, conducting the daily media monitoring teleconference, facilitating responses to media queries, arranging media briefings, providing media support to the Department at events; assisting with updating media databases;
- Drafting media plans and media exit reports, drafting monthly reports, assisting with the media audio clip function, bulk SMS system and other related media innovation services;
- Render a media writing function – this includes, but is not restricted to, the writing of media invitations, media statements, media fact sheets and articles;
- Employ innovation in media communication to heighten the overall objective of raising awareness of Departmental issues, events and projects;
- Provision of general communication support.

- All applications must be submitted on a **Z83 application form** [PDF] accompanied by certified copies of qualifications, identity document (ID) as well as a comprehensive curriculum vitae (CV) in order to be considered.
- Take note that the department will verify all qualifications and experience and that original documents must be submitted on appointment and all qualifications obtained abroad will be evaluated by SAQA.
- Short listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.
- Senior Management candidates to be subjected to competency assessment, signing of an employment contract and performance agreement.
- If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.
- The department reserves the right not to make an appointment.
- People with disabilities are encouraged to apply
- Consideration will be given to applicants who meet the minimum requirements of advertised posts.
- Relaxation of qualification requirements may be considered for non-OSD posts.
- Applications: Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 **or** hand-deliver to 14 Loop Street, Cape Town.



**Enquiries:** Mr Z Nqayi Tel: +2721 819 2423

**Closing Date:** 14 March 2016

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