

## **DEPARTMENT OF BASIC EDUCATION**

*The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.*

### **APPLICATIONS:**

Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at [www.education.gov.za](http://www.education.gov.za) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za)  
For Attention: Ms N Sathege/Ms M Mahape

**NOTE:** Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB as of 1<sup>st</sup> July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. **Correspondence will only be entered into with shortlisted applicants.** Shortlisted candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

**CLOSING DATE: 12 July 2019**

### **OTHER POST**

**POST:** Chief Director: Media Liaison and National and Provincial Communication (Ref no: 26313/01)

**BRANCH:** Office of the Director-General

**Chief DIRECTORATE:** Media Liaison and National and Provincial Communication

**SALARY:** All-Inclusive remuneration package of R 1 189 338 per annum

**CENTRE:** Pretoria

**REQUIREMENTS:** An appropriate recognised three (3) year Bachelor's Degree or an undergraduate qualification (NQF level 7) as recognized by SAQA; At least 5-10 years' experience at senior managerial level; Extensive experience in the media and communication field is essential; Process competencies: Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client orientation and Customer focus; Communication skills; Core Competencies: Strategic capacity and leadership; People Management and Empowerment; Financial Management; Change management, and Conflict Management; The candidate must be confident; trustworthy, accurate, adaptable and diplomatic; The candidate must have a good understanding of Development Communication; The applicant must demonstrate ability to solve problems; Applicants must have a valid driver's license and be willing to travel extensively.

**DUTIES:** The successful candidate will oversee and provide strategic direction to all Communication Directorates in order to ensure efficient and innovative delivery of communication services to the Ministry and the Department of Basic Education; Oversee and provide strategic direction in the development and implementation of communication strategies for the Ministry and the Department of Basic Education; Provide strategic direction in the development and Implementation of communication strategies for the Provincial Education Departments; Oversee and manage the implementation of the Cabinet-approved Government Communication Policy; Oversee, implement and manage communication campaigns for the Ministry and the Department of Basic Education. Ensure effective management and utilisation of the appropriate communication channels for the Ministry and the Department of Basic Education; Build and sustain a positive reputation for the Ministry and the Department of Basic Education; Effectively manage unplanned and urgent communication matters for the Ministry and the Department of Basic Education; Respond timeously to deadlines and to provide quality inputs into matters that affect the Ministry and the Department of Basic Education; Ensure that the delegated tasks and assignments from the Minister, the Deputy Minister, the Director-General, HEDCOM, and CEM, aimed at enhancing the programmes and projects within the Department of Basic Education and the Provincial Education Departments, are undertaken; Ensure that the appropriate financial, administrative and personnel management procedures are in place and in accordance with the requirements of the Department of Basic Education; as well as the relevant Public Service and Administration Policies and the PFMA.

**CLOSING DATE:** 12 July 2019

**ENQUIRIES:** Ms N Sathege 012 357 3290/ Ms M Mahape 012 357 3291

**NOTE:** All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. 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 competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.