

DEPARTMENT OF BASIC EDUCATION

The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

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 or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

FOR ATTENTION:

Ms M Mahape/ Ms N Sathege

NOTE:

Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV, ID and qualifications. All required documents attached need not be certified when applying for a post, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above mentioned requirements will not be considered. NB as of 1st 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. Applications received after the closing date, e-mailed or faxed applications will not be considered. (Drivers' License and registration certificate must be attached if required).

CLOSING DATE:

23 August 2021

POST:

DEPUTY DIRECTOR: DIGITAL COMMUNICATION MANAGEMENT REF NO:

DBE/47/2021

Branch: Office of the Director-General

Chief Directorate: Media Liaison and National and Provincial Communication

R869 007.00 per annum (All-Inclusive remuneration package)

Pretoria

SALARY:

CENTRE:

REQUIREMENTS:

Three year relevant (NQF level 6) post matric qualification or equivalent qualification in IT or Digital Marketing or a qualification in Communication Science or related field will serve as an advantage; Four years (4) years relevant experience as a Website Manager and Four years as a Social Media Manager, at supervisory level; At least Four years as an Expert knowledge of Adobe Suite, Content Management Systems (DNN), and W3C Web standards; Highly proficient in HTML, CSS design understanding of Search Engine Optimization (SEO) and Google Analytics; Strong attention to detail with an analytical mind and outstanding problem-solving skills; Excellent content creation; Writing and proofreading/editing skills; Highly creative and innovative; Ability to multi-task.

DUTIES:

The successful candidate will be responsible for: Digital Communications Strategy development: Manage the website (including the intranet) of the department; Maintain general appearance of department's websites and ensure the ongoing development and upgrades in line with best practices; Manage the content of the websites, ensuring it is aligned with the Department's strategy and updated on a regular basis; Manage the website user access control; Manage the metric results database associated with accessing individual results from the website; Conduct content audits to eliminate redundant and/or duplicate information; Optimise website usage and improve SEO through the use of Google analytics; Liaise with GITO regarding the management of SLA for website maintenance and hosting with SITA;

Digital content development for Department's various digital media channels: Writing and proofreading messages; Create/source engaging multimedia content for various social media platforms; Oversee, plan and deliver content across different platforms, adapting content to suit different channels; Manage and facilitate social media communities by responding to social media posts, enquiries and comments; Monitor, track, analyse and report on performance on social media platforms;

Stakeholder engagement and customer service management via digital platforms: Manage comments and enquiries received from social media inboxes; Manage enquiries received in dedicated mailbox;

Execute various direct marketing campaigns including SMS, MMS, Email: Manage the bulk SMS and bulk email service; Manage stakeholder lists; Develop and design content for online portal and sms/email campaigns;

Translation of business opportunities into campaign briefs: Work with various directorates to identify marketing opportunities; Plan, execute and manage digital campaign proposals to achieve set objectives.

NOTE:

All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.

ENQUIRIES:

Ms M Mahape Tel No: 012 357 3291

POST

DEPUTY DIRECTOR REF NO: DBE/48/2021

Branch Delivery and Support

Chief Directorate: Provincial Monitoring

Directorate: School and District Incident Management and Support

R869 007.00 per annum (All-Inclusive remuneration package)

Pretoria

SALARY:

CENTRE:

REQUIREMENTS:

Three year relevant (NQF level 6) post matric qualification or equivalent qualification; Four years at supervisory level; Knowledge of general education legislation and applicable policies; Customer relations skills; Communication (written and verbal) skills; Coordination and organising skills; Planning and problem solving skills; General knowledge of research methods and tools; Team player; Work independently with minimal supervision; Computer literacy and Financial management.

DUTIES:

The successful candidate will be responsible for: Management of the Call Centre, Presidential Hotline and Website enquiries; Provide support for the development of the public school calendars in consultation with all role players; Deal appropriately with correspondence referred by the office of the Director-General; Monitor progress for the issues raised through the school readiness visits; Conduct research and ensure that correct information is reflected in the answers provided to parliamentary questions on education related issues involving provinces; Management of budget; Perform all other duties delegated by the appropriate authority.

NOTE:

All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.

ENQUIRIES:

Ms M Mahape Tel No: 012 357 3291