

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 representatively 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

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. 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:

DIRECTOR (COMMUNICATION AND RESEARCH): (Ref: 29935/01)

Branch: Office of the Director-General

Chief Directorate: Media Liaison and National and Provincial Communication

Directorate: Media Liaison and National and Provincial Communication

SALARY:

All Inclusive remuneration package of R1 057 326.00 per annum (Level 13)

CENTRE:

Pretoria

REQUIREMENTS:

An appropriate recognised (3 year) undergraduate qualification (NQF Level 7) in Communication or an equivalent qualification in a related field; A minimum of five (5) years' experience at middle or senior management level within government communication environment; knowledge, understanding and experience of the Basic Education Sector will serve as an advantage, Knowledge of Government communications policies, programmes and priorities; Knowledge and skills in formulating and writing reports are essential; knowledge and experience in managing personnel; proven extensive practical and relevant experience in external communication with a strong inter-governmental and community liaison focus; proven extensive practical and relevant experience in publication conceptualisation, design, layout and production skills; proven practical and relevant experience in photography and videography; excellent writing and editing skills; excellent interpersonal skills; planning organising and project management skills; excellent verbal and written communications skills; excellent computer skills (MS Word, MS Excel, MS PowerPoint, MS Teams, Zoom, MS Outlook, Internet Explorer); ability to work accurately and independently during a pandemic; inter-personal relations, negotiation skills and the ability to communicate with stakeholders at all levels;; valid driver's licence and be willing to travel and work long hours including weekends. ability to work well in a team; must have the necessary financial management skills, including compiling and managing budgets, controlling cash flow, instituting risk management and administering tender procurement processes in accordance with the PFMA; strategic capability and leadership.

DUTIES:

The successful candidate will provide strategic advice, research and analysis on matters of media relations and communication; Work in the advancement of the Department of Basic Education's priorities; Support the Chief Director in providing strategic communication leadership in the Basic Education Sector, the Provincial Education Departments and statutory bodies; Explore and utilise new media platforms to advance the work of the Department; Lead the development of the Department of Basic Education's overall intergovernmental and community liaison strategy to support the sector in the advancement of key policy initiatives; Co-ordinate intergovernmental relations and community liaison for the Department of Basic Education; Support the Chief Director on facilitating inter-sectoral intergovernmental and community liaison co-operation; Assist the Chief Director with the

management of the HEDCOM Sub-Committee on Communications; Assist the Chief Director with the attendance and management of inter-governmental forums; Provide strategic advice and analysis on matters of publication designs and production, photojournalism, television, digital, videography and internal-communication; Work to enhance the delivery of publication, photojournalism, videography and internal communication services for the advancement of the Department of Basic Education's priorities; Lead the development of the Department of Basic Education's overall publication, photojournalism, videography and internal communication strategy to support the sector in the advancement of the key policy initiatives; Co-ordinate the provision of publication conceptualisation, design and layout services to all Directorates, the Director-General and the Ministry; Co-ordinate the weekly publication of the Departmental Newsletter; Co-ordinate the management of internal communication platforms (e.g. intranet, e-mail signatures, electronic and static notice boards, e-mail broadcast messages etc.); Co-ordinate the management of photojournalism, editing and videography services to all Directorates, the Director-General and the Ministry; Maintain a professional relationship with all internal and external stakeholders; Manage personnel and service providers; and Provide general strategic communications support to the Chief Director.

NOTE:

A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry> programme. 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.

ENQUIRIES:

Ms M Mahape Tel No: 012 357 3291/Ms N Sathege Tel No: (012) 357 3290