

DEPARTMENT OF THE PREMIER

Directions to applicants: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications; driver's license, identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. If a Z83 could not be obtained, a comprehensive CV should be submitted as application. The following information should be included in the CV: Personal information – Surname, Name, ID number, Driver's License, Race, Gender, Disability, Nationality and an indication of criminal offences; Contact details; Language Proficiency; Qualifications; Work experience and References. (Separate application for every vacancy should be submitted). Applications without a reference number or a clear indication of the post for which you apply will not be considered. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to the verification of qualifications, employee reference checks, criminal record check as well as vetting where necessary. Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

APPLICATIONS: Posted to: Mr. Mokgosi Jonas, Department of the Premier, Human Resources Advice, Co-ordination and Management Directorate, PO Box 517, Bloemfontein, 9300 or Hand delivers to: Mr. Mokgosi Jonas, Room 10, Ground floor, OR Tambo Building, Bloemfontein or email: mokgosi.jonas@fspmier.gov.za

CLOSING DATE: 19 May 2017

DIRECTOR: MEDIA STRATEGY AND LIAISON

REFERENCE NO: 2/2017

SALARY: Level 13 – An all-inclusive salary package of R898 743 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. This appointment is subject to the signing of an employment contract, a security clearance and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and 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.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

An undergraduate qualification (NQF level 7) as recognized by SAQA preferably in the

Communication field and 5 years of experience at a middle/senior managerial level. Knowledge of policy development and analysis. Knowledge of the Public Service Legislation and Government priorities. Highly evolved verbal and writing skills. The ability to work collaboratively with arrange of internal service and external organizations in an enabling, facilitating, advisory and informative capacity. Politically sensitivity. Excellent interpersonal and negotiation skills. Problem solving and analytical skills.

KEY RESPONSIBILITIES:

It will be expected of the successful candidate to perform the following duties: Render a professional and enabling strategic support service to the Department of the Premier. The promotion of an environment conducive to upholding the positive image of the Premier, Executive Council and Senior Management and the rendering of advice in relation thereto. The provision of strategic direction and leadership with regards to the research, development, implementation and monitoring of an appropriate Communication Strategy for Media in the Province. The research, development and implementation of all other Policies and Strategies, such as the Editorial Policy, Media Liaison Strategy, etc. The alignment, compliance and enforcement of all Policies and Strategies across the spectrum of all Departments in the Province. Ensuring that all relevant communications aspects are aligned within the framework of the Government Communications and Information Services (GCIS), specifically the ComTask report and Government Communications Handbook. Oversee the administration of the Promotion to Access Act. Manage and control the provision of Media Strategy and Liaison Services in the form of: Media Liaison Services specifically related to Media Monitoring and Media Response; and Research and Speechwriting Services, specifically related to execution of Research and the compilation of Speeches. Function as the Public Spokesperson for the Department and the Province by providing regular dissemination of information to the Media. The provision of final quality assurance for speeches and documents drafted for the Premier, Executive Council and Senior Management. The publicizing and propagation of the provincial government through all forms of media by activating and nurturing sound relations between provincial government and the media by maintaining the media on a constant government Information diet conveyed through press releases and media statements and announcements. The preparing and publishing of media write-ups that showcase the efforts of government. The roll-out of media liaison involving the organization of press briefings, press conferences and accreditation at government events and the distribution of press information kits. The facilitation of the interaction of organizational stakeholders (Premier, Director-General, Program Managers, etc.) with the media. The compilation of news-briefs, sound bites, e-clips and the transcribing of electronic news. Ensuring and managing media monitoring, analysis, evaluation and interpretation. The compilation of Departmental Itineraries and advising the media on events taking place in government. Bulk buying of media such as radio slots, advertising, space on print media, closed circuit television message advertising, message on hold facilities and television advertising. Establish and manage the Provincial News Room Facility. Oversee the establishment of appropriate Research and Speech Material Databases. Liaise with and create a network with stakeholders such as Government Communications and Information Services (GCIS), Departmental Heads of Communication and Media Communicators. The promotion of synergy and cooperation through the exchange of information amongst various Components and Directorates in the Department. Responsible for the supervision of personnel, staff development, strategic and operational planning, implementation of operational plans and the coordination of activities. The application of sound management principles and the coordination of the Directorate's budget allocation, logistics and human resources to ensure effective, efficient and economical environment and operations.

Enquiries: Mr. A.J Venter – (DDG: Corporate Administration), Telephone number - 051 405 4926