

## DEPARTMENT OF SOCIAL DEVELOPMENT

*It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer / promotion/ appointment will promote representivity will receive preference.*

- APPLICATIONS** : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
- FOR ATTENTION** : Ms J Malala
- CLOSING DATE** : 17 July 2009
- NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment.  It will be required of the successful candidate to undergo an appropriate security clearance.  An indication in this regard will facilitate the processing of applications.  Applicants must please note that they will be required to show proof of original qualifications during the selection process.  Correspondence will be limited to successful candidates only.  If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.  It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).  Short listed candidates must be prepared to undergo competency assessment. "The Department of Social Development supports people with disabilities"

## OTHER POST

- POST 24/70** : **DEPUTY DIRECTOR: CONTENT DEVELOPMENT**  
Directorate: External Communication and Marketing
- SALARY** : R344 052 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
- CENTRE** : Retoria
- REQUIREMENTS** : An appropriate Bachelor's Degree or equivalent qualification in the Humanities PLUS sufficient experience in communications and writing speeches.  Experience in Journalism will be an added advantage.  Knowledge of Government policies and prescripts.  Knowledge of the South African political landscape and the socio-economic environment.  A wide network of contacts within the research and academic world. Competencies needed:  Creative writing skills.  Communication (verbal and written) skills.  Research and analytical skills.  Planning and organising skills.  Monitoring and evaluation skills.  Presentation and facilitation skills.  Project management skills.  People management skills.  Problem solving skills.  Financial management skills.  Negotiation skills. Attributes:  Must have passion for writing.  Ability to work under pressure.  Ability to work in a team and independently.  Compliant.  Integrity.  Assertiveness.
- DUTIES** : Key Responsibilities:  Conduct research for information to be used in speeches, speaking notes for consideration by the Minister.  Liaise with the Ministry regarding forthcoming public events in order to prepare speeches and keep track of calendar.  Draft speeches and notes for consideration by Principals.  Liaise with Ministry to ensure receipt of speeches, notes and effect changes as directed.  Summarise documents and prepare fact sheets for use by Principals.  Conduct research and provide profiles of events to be visited by Minister and prepare notes thereof.  Keep a database and files of Ministerial speeches and speaking notes.
- ENQUIRIES** : Mr K Sathekge Tel: (012) 312-7555