

## DEPARTMENT OF COMMUNICATIONS

- APPLICATIONS** : The DG of the Department of Communications, Private Bag X 745, Pretoria, 0001 or hand deliver to Tshedimoseetso House, 1035 Cnr Francis Baard & Festival Street, Hatfield, Pretoria
- FOR ATTENTION** : Mr A Khameli
- CLOSING DATE** : 26 May 2017
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

## MANAGEMENT ECHELON

- POST 18/01** : **DIRECTOR-GENERAL REF NO: DG DOC 02/17**  
(5 Year Renewable Contract)
- SALARY** : Remuneration package: R1, 689 750 per annum plus 10% non-pensionable allowance on Level 16 (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualifications: A Bachelor's degree or equivalent qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA Experience: 8 to 10 years of experience at senior management level of which 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996). Successful track record in making presentations and negotiations. Skills: Demonstrated skills and experience in the development and execution of communications policies, legislations and related activities. Strong creative, strategic, analytical, organizational and interpersonal skills at all levels. Innovative and creative thinking, computer literacy Strong oral and written communication skills. Ability to manage multiple projects at a time. Job Knowledge: Extensive knowledge of the South African communications landscape, including broadcasting and other legislations applicable to the communications sector such as the Broadcasting Act, 1999 (Act 4 of 1999), Independent Communications Authority of South Africa Act, 2000 (Act 13 of 2000), as amended, Films and Publications Board Act, 1996 (Act 65 of 1996, as amended), Media Development and Diversity Agency Act, 2002 (Act 14 of 2002), Public Finance Management Act, 1999 (Act 1 of 1999 as amended). Competencies Required: Strategic capability and leadership, financial management, problem solving and analysis, people management and empowerment, project management, knowledge management, change management, service delivery innovation.
- DUTIES** : Reporting to the Minister, the Director-General will be responsible for providing strategic leadership and direction in delivering the mandate of the Department. Build a competitive broadcasting industry and maximizing investment. Develop an overarching National Communications Policy for the country. Develop a structured stakeholder engagement strategy to ensure informed stakeholders that extend the reach of government's communication effort. Provide efficient and effective oversight support to state owned enterprises to ensure their stability, sustainability and performance. Implement effective strategic management processes and

procedures in line with the relevant legislations and regulations in order to meet the strategic objectives of the department. Broaden participation in the communications sector to boost economic development and transformation. Provide effective and timely support to the Minister and Deputy Minister, including participation in the Forum of South African Directors-General Cluster's work.

**ENQUIRIES**

: Ms Mathope Thusi, Tel no: (012) 473 0174

**NOTE**

: The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract with one month from the date of assumption of duty as well as sign a performance agreement with the Minister within three months from the date of assumption of duty.

**POST 18/02**

: **DEPUTY DIRECTOR-GENERAL: COMMUNICATIONS POLICY RESEARCH AND DEVELOPMENT REF NO: DDG: POLICY/03/17**

Branch: Communications Policy Research and Development

**SALARY**

: All-inclusive remuneration package R1 299 501 per annum

**CENTRE**

: Pretoria

**REQUIREMENTS**

: Qualifications and experience: A recognized degree and post graduate degree (NQF level 8) in Media Studies, Commerce, Law or Public Administration. 8 to 10 years of experience at senior management level of which 6-8 years should be in the communications policy research and policy environment at senior management level. Skills: Leadership skills and strategic management. Research methodologies. Corporate governance. Working effectively under pressure to meet tight deadlines while delivering excellent results. Interacting at all levels. Working independently. Establishing and maintaining networks. Knowledge and understanding: Thorough knowledge of the communications sector. Public policy research and development and applicable legislations in the broadcasting and media sector including: Broadcasting Act, Independent Communication Authority of South Africa Act, Public Finance Management Act and related financial regulations, Company Act, Corporate Governance guidelines as prescribed, including King III Report, through understanding of Public Finance Management process Competencies: Strategic Capability and Leadership • People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus.

**DUTIES**

: Manage the policy and strategy development processes in the communications sector in order to ensure alignment and consistency. Manage processes relating to the development and review of legislations in the communications sector to ensure a predictable regulatory environment. Manage consultations with key stakeholders in the communications sector in order to leverage their participation in the policy, strategy and legislation development processes. Manage the strategic research agenda of the Department to ensure evidence-based policy making process. Maintain appropriate controls, procedures and reporting systems in order to meet performance expectations of the Branch and adhere to Public Finance Management Act, Public Service Act and other relevant statutory requirements required in the public service. Manage human and financial resources effectively and efficiently in order to achieve the objectives of the Branch.

**ENQUIRIES**

: Ms Mathope Thusi, Tel no: (012) 473 0174

**POST 18/03**

: **DEPUTY DIRECTOR-GENERAL: ENTITY OVERSIGHT REF NO: DDG: EO/04/17**

Branch: Entity Oversight

**SALARY**

: All-inclusive remuneration package R1 299 501 per annum

**CENTRE**

: Pretoria

**REQUIREMENTS**

: Qualifications and experience: A recognized degree and post graduate degree (NQF level 8) in Media Studies, Commerce, Law or Public Administration. 8 to 10 years of experience at senior management level of which 6-8 years should be in entity oversight management. Skills: Leadership skills and strategic management. Research methodologies. Corporate governance. Working effectively under pressure to meet tight deadlines while delivering excellent results. Interacting at all levels. Working independently. Establishing and maintaining networks. Knowledge and understanding: Thorough knowledge of the communications sector. Public policy research and development and applicable legislations in the broadcasting and media sector including: Broadcasting Act, Independent Communication Authority of South Africa Act, Public Finance Management Act and related financial regulations, Company Act, Corporate Governance guidelines as prescribed, including King III Report, through understanding of Public Finance Management process Competencies: Strategic Capability and Leadership • People Management

and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus.

**DUTIES**

: Manage the implementation of good and sound corporate governance practices in public entities and regulatory institutions reporting to the Department of Communications. Promote financial sustainability of public entities and regulatory entities. Oversee the alignment of corporate plans of entities with the communications policies and the department's strategic plans and government priorities. Develop performance monitoring methodology of SOCs and compile regular reports thereof. Ensure the submission of funding requirements of SOEs and monitor financial expenditure trends of SOEs. Maintain appropriate controls, procedures and reporting systems in order to meet performance expectations of the Branch and adhere to Public Finance Management Act, Public Service Act and other relevant statutory requirements required in the public service. Manage human and financial resources effectively and efficiently in order to achieve the objectives of the Branch.

**ENQUIRIES**

: Ms Mathope Thusi, Tel no: (012) 473 0174