

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF EDUCATION**

Limpopo Department of Education is an equal opportunity, affirmative action employer with clear employment equity targets. Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : Application should be submitted to the Head of Department, Department of Education, Private Bag X 9489 Polokwane 0700 or handed in at 113 Biccard Street, Polokwane, 0699 at Records Management Directorate- Office No. G03 [Registry].
- CLOSING DATE** : 18 June 2018
- NOTE** : Applications should be submitted on the prescribed Form Z83 (obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/ document. Applications should be accompanied by a recent comprehensive C.V, certified copies of all qualifications, copy of Identity document and driver's licence. The shortlisted candidates will be subjected to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record checks, verification of financial/ assets record check and security vetting). The full contents of the advertised posts will be posted on the following websites www.limpopo.gov.za/ / www.education.limpopo.gov.za/ / www.dpsa.gov.za/ / www.vukuzenzele.gov.za/. The shortlisted candidates will be required to: sign SMS employment contract and performance agreement and disclose his/her financial interests. All shortlisted SMS candidates 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 Department of Public Service and Administration 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 Department reserves the right not to make any appointment to the post advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. No Faxed, emailed and applications received after the closing date, whether posted or hand –submitted will not be considered. Failure to comply with the above requirements will results in the disqualification of the applicants. Due to large number of applications we envisage, correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000.

MANAGEMENT ECHELON

- POST 22/155** : **DIRECTOR: COMMUNICATION AND PUBLICATION SERVICES (REF NO: LDOE: 04/18)**
- SALARY** : R948 174 per annum (All- inclusive package)
- CENTRE** : Polokwane
- REQUIREMENTS** : An undergraduate qualification or equivalent qualification at NQF level 7 as recognized by SAQA. Qualification in Communication/ Public Relations/ Marketing will be an added advantage. 5 years' experience at a middle/ senior managerial level. Computer literacy. A valid driver's license. 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, Communication, Public Service Knowledge, Negotiations, Policy formulation and Analytical thinking.
- DUTIES** : Develop and implement internal and external communication policies and strategies. Manage information flow efficiently and effectively from the department to the public as well as within the department. Liaise with MEC's media Liaison

ENQUIRIES

Officer for common strategies in respect of events and campaigns. Manage communication and media services to district and circuits.
: Ms Montja M.M at 015 284 6569 or Ms Phalafala R.M at 015 284 6524.