

DEPARTMENT OF HOME AFFAIRS

The Department of Home Affairs is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) in line with the Department's Employment Equity targets, through the filling of positions. To further the objectivity of representivity within the Department, Women and People with Disabilities are encouraged to apply.

- APPLICATIONS** : Quoting the relevant reference number, direct your comprehensive CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: Commsrecruitment @dha.gov.za
- CLOSING DATE** : 06 July 2018
- NOTE** : Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at www.gov.za and must be accompanied by a comprehensive CV, including the details of at least two contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Where a valid driver's licence is a requirement, applicants must attach a certified copy of such licence. If no contact is made within three months of the closing date, please accept that the application was unsuccessful. Successful candidates will be required to enter into a performance agreement and will be subjected to security clearance procedures. Successful candidates may be required to undergo competency test assessments. 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. Kindly note that for e-mailed applications, should you not receive an acknowledgement of receipt /confirmation advice, this could mean that your application did not reach us due to the size of attachments exceeding 2.5 MB. Should this occur, we suggest you resend your application in 2 or 3 parts, splitting the attachments accordingly. Applications must be sent in time to the correct email address as indicated at the bottom of each post, to reach the address on or before the closing date. Applications sent to a wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration. We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to deliver a modern world-class service. If you committed on delivering on the National Development Plan's (NDP's) priorities, ascribe to the Department's shared value set, have what it takes to serve the needs of South Africa's citizens, residents and visitors - and your credentials meet the requirements of any of the following positions - kindly respond before the closing date.

MANAGEMENT ECHELON

- POST 25/26** : **HEAD: COMMUNICATION SERVICES REF NO: HRMC 42/18/1**
(This is a re-advertisement, candidates who previously applied are requested to re-apply).
- SALARY** : An all-inclusive salary package of R1 370 973 - R1 544 406 per annum (Level 15), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Head Office, Pretoria, Branch Communication Services

REQUIREMENTS

: A relevant undergraduate qualification (NQF Level 7) and a post graduate qualification (NQF Level 8) as recognised by SAQA in Communications or relevant field. 8-10 years' experience at a senior managerial level. Sound knowledge and understanding of the application of Government Communication Information System Guidelines. Knowledge of communication structures and principles. In-depth experience in communication policy /strategy development. An innate understanding of the workings of Government and Home Affairs in particular. An understanding of all relevant human resource legislative frameworks, regulations and prescripts. A unique opportunity has become available for a dyed-in-the wool communication expert-a self-confident, creative strategist who is more than capable of communicating the vision of the Department clearly. S/he will play a vital role in the development of the Department's communication strategy, and will therefore need to be a visionary with considerable experience in public relations, and communications management or journalism. A valid driver's licence and willingness to travel extensively and work extended hours. Outstanding communication skills (verbal, written and presentation). Good liaison skills at all levels. Computer literacy.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the development and implementation of communication strategic objectives. Ensure effective external communication and liaison services are in place. Manage various strategic projects and programmes identified to meet short, medium and long term objectives. Guide EXCO on the prioritisation of communication initiatives and key messages. Ensure the effective communication of the Department's strategy. Manage the overall performance of the Unit and Branch. Ensure effective provision of strategic direction and leadership support regarding cluster participation, parliamentary matters and international relations to the Minister, Director-General and delegates of the Department. Give effective strategic direction and leadership regarding communication services to ensure high quality media liaison, development and implementation of a top-notch marketing strategy, as well as corporate communication matters affecting the Ministry and the Department. Provide guidance on the development of norms, standards, practices and tools. Establish and maintain appropriate systems and policies. Ensure accurate forecasting, budgeting and allocation of resources. Ensure effective management of external contractors and suppliers. Ensure good governance, as well as compliance with all audit requirements. Ensure effective management of compliance with legislation, regulations, Departmental policies and procedures. Represent the Branch and Department at strategic, management and other government forums. Ensure the development of quality risk management frameworks, standards and practices. Draft or delegate and submit reports.

ENQUIRIES

: Ms C Mocke, Tel No: (012) 406 4153