

PROVINCIAL ADMINISTRATION: LIMPOPO

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM

The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. It is our intent to promote representativeness (race, gender and disability) in the Department through the filling of these posts. The candidature of persons whose transfer / promotion / appointment will promote representativeness, in line with the numeric targets as contained in the Department's Employment Equity Plan, will receive preference. An indication of representativeness profile by the applicants will expedite the processing of applications.

- APPLICATIONS** : Direct your application quoting the relevant reference number, position and management area on the Z83 to: The Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X 9484 Polokwane, 0700, Hand delivered applications may be submitted at Evridiki Towers, Registry Office, 19 Biccard Street, Office B1-73, Polokwane.
- CLOSING DATE** : 01 February 2019
- NOTE** : All costs associated with an application will be borne by the applicant. For applications to be accepted, applications must be submitted on a Z83 form (Public Service Application form), obtainable from any Public Service Department, and must be completed in full and signed. Applications must be accompanied by a comprehensive CV, original certified copies of qualifications and ID with its certification being NOT older than three (3) months. An original certified copy of a valid driver's license should be submitted if an advertisement states that a valid driver's license is required should an advertisement states that a valid driver's license is required. Failure to submit the requested documents will result in the application not being considered. Applicants in possession of a foreign qualification must furnish this Department with the SAQA evaluation certificate. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be considered. Candidates must comply with the minimum appointment requirements. CV's should reflect one's degree of compliance with the above mentioned requirements and responsibilities. It will be expected of candidates to be available for selection interviews on the date, time and place as determined by the Department. Applications must reach the Department before the closing date. It is the sole responsibility of an applicant to ensure that their applications reach the Department of Economic Development, Environment and Tourism before the stipulated closing date. Applications received after the closing date will not be considered. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be considered. Correspondence will be limited with the short-listed candidates only. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was 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. Shortlisted applicants should be willing to undergo normal vetting and verification process as well as other relevant security and pre-employment checks as prescribed by the Minimum Information Security Standards. Consequently, the appointment will be subject to positive outcomes on these processes, which includes amongst others security clearance, security vetting, qualification verification, criminal record verification and reference checks. Appointment to some of these posts will be provisional, pending the issue of a positive security clearance. Therefore, the appointment will be reconsidered/possibly terminated in case where the applicant failed to get a positive security clearance. Fingerprints will be taken on the day of the interviews. The Department of Economic Development, Environment and Tourism reserve the right not to fill any of these advertised posts.

OTHER POST

<u>POST 01/27</u>	:	<u>DEPUTY DIRECTOR: MEDIA LIAISON OFFICER REF NO: C4/18/1</u> Contract appointment - linked to term of the current MEC Directorate: Office of the MEC
<u>SALARY</u>	:	R697 011 – R821 052 per annum (Level 11) (All-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA. Two (2) to three (3) years appropriate experience. Computer literacy (preferably packages such as MS Excel, MS Word, Internet etc.). Ability to interpret and apply policies through analytical and innovative thinking. Strong communication skills (verbal and written). Report writing and time management skills. Strategic Management skills. Knowledge of relevant legislation. Working knowledge of the Political and Parliamentary processes in South Africa. Valid driver's license.
<u>DUTIES</u>	:	Issue media statements and press release for purpose of communicating departmental information to the public and on behalf of the Executive Authority. Monitor, analyze and pro-actively respond to reporting in the media on the portfolio of the Executive Authority. Organize press conference and invite the media to functions where the Executive Authority or the Department has public functions. Liaise with the media officials in order to keep and maintain cordial relationship between the office and the media. Respond to media enquiries. Manage the storage of speeches; update the Department's website and ensure access to relevant department information by all authorized persons and institutions. Development strategic plan on communication for the department and form part of the communication team with the department.
<u>ENQUIRIES</u>	:	Mrs Pelsers S Tel No: 015 – 293 8678