

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.

<u>APPLICATIONS</u>	:	Email: Recruitment01@ipid.gov.za
<u>CLOSING DATE</u>	:	21 August 2020
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department accompanied by a fully completed and signed form Z83 and a recently updated, comprehensive CV as well as copies of all qualification(s) including a Senior Certificate and ID-document (uncertified documents during the lockdown period are accepted) [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. 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. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). All shortlisted candidates for SMS posts will be subjected to a technical competency 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 competency assessment using the mandated DPSA SMS competency assessment tools. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan.

OTHER POST

<u>POST 19/57</u>	:	<u>PRINCIPAL COMMUNICATIONS OFFICER REF NO: Q9/2020/13</u>
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Pretoria (National Office)
<u>REQUIREMENTS</u>	:	An undergraduate degree (NQF 7) in Communications and/or Marketing as prescribed by SAQA. Three (3) to Five (5) years relevant full time experience in communications. A valid Driver's License. Strategic capability. Leadership and facilitation skills. Communication skills. Marketing skills. Problem solving and decision making skills. Innovative and creative thinking. Report writing skills. Presentation skills ability to work under pressure within a complex organization. Knowledge of the Public Service. Knowledge of the Regulations Framework of the Public Service e.g. PFMA Public Service Regulations. National Treasury Regulations and other relevant prescripts. The candidate must have knowledge of corporate branding. Online communications, media liaison. Writing etc. knowledge of government communication system.
<u>DUTIES</u>	:	create proper understanding of the existence. Mandate and functioning of the Department. Make public aware of the functions of the Department. Identify select and acquire information for websites and social media preparing the information for website and social media. Provide relevant official communication. Contribute towards publications and ensure that they are distributed to reach target audience via other departments by hand post or courier. Publicise the organization's mandate to the external community using various marketing avenues. Assist in the production printing and distributing of the market tools for the organization (annual report. Strategic plan information brochures. Banners etc.) interact with the public during community outreach programme (Draft the road show programme. Imbizo etc.). Draft media statements and letters to the editors in response to any query or information

that need to be disseminated to the public. Monitor media to measure the level of publicity of the Department. Create acceptance support for and cooperation with various stakeholders. Compile and submit reports to the Manager. Draft the component's submissions. File component's documents. Undertake the component's procurement.

ENQUIRIES

: Ms. N cola Tel No: (012) 339 0049