

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE : 2 July 2021

NOTE : Applications must be - sent to the correct address specified at the bottom of each position, on or before the closing date; submitted on the new Application for Employment Form (Z.83), obtainable at www.gov.za; accompanied by a comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, including the details of at least two contactable employment references (as recent as possible); accompanied by a copy of the Applicant's ID, valid driver's license and relevant highest educational qualifications. Applicants who possess (a) foreign qualification(s), must also submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); and limited to 2.5MB in size, if emailed. Should an automated acknowledgement of receipt not be received when an application is emailed, this could mean that the application did not reach the Department due to the size of the attachments. Should this occur, kindly resend the application in 2 / 3 parts, splitting the attachments accordingly. Shortlisted Candidates will be subjected to an interview and technical test(s) (which test Candidates' demonstrated professional and technical competency against the job requirements and duties). Candidates potentially considered suitable after the interview and technical test(s), will be subjected to a competency assessment (which tests the Candidates' demonstrated proficiency in the professional dimensions attached to the level of the post); employment suitability checks (credit, criminal, citizenship, employment references and qualification verifications); and will be required to complete the online "Pre-entry Certificate to Senior Management Services" course. The course is available at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates wishing to be considered for appointment, are encouraged to enrol for this course immediately. Appointed persons will be required to enter into an employment contract; serve a prescribed probation period; and successfully undergo an appropriate security clearance process within a prescribed timeframe.

MANAGEMENT ECHELON

POST 22/16 : **CHIEF DIRECTOR: COMMUNICATION SERVICES, REF NO: HRMC 10/21/01**

SALARY : R1 251 183 - R1 495 956 per annum (Level 14) (An all-inclusive salary package) 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, Chief Directorate: Communication Services.

REQUIREMENTS : An undergraduate qualification (NQF level 7) in the full range of Communications and Marketing or related field of study and include an element of communication as recognised by SAQA. A relevant post graduate qualification will be an added advantage. 5 years' experience at a senior managerial level in Communications, Marketing and Stakeholder Management, Journalism Pre-Entry Certificate to Senior Management Services. Extensive management experience within the communications' environment. Knowledge and understanding of Corporate Governance and Government Communications' programmes of action and priorities. Proven track record of leading change management initiatives. Excellent networking, communication, negotiation, problem solving and business writing skills. Ability to innovate service delivery. Sound people management and empowerment, as well as financial management skills. Excellent program and project management, as well as knowledge and information management skills. Ability to take decisions and initiate action. Good time management skills. Computer literacy. Understanding of the Public Finance Management Act (PFMA). A valid drivers' license, willingness to travel and work extended hours are essential

Knowledge: Communication (internal and external). Marketing and Stakeholder Management. Extensive knowledge of the department's strategic objectives. Government Communication processes and policies. Sound knowledge and understanding of the Public Finance Management Framework as well as the public service business landscape. Supply Chain Management. Extensive knowledge about the South African media. Knowledge about government protocol processes. Financial and budget administration. Change management and organisational development Project management skills.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the development and implementation of the Department's Communication and Marketing strategy aligned to the Departments strategic objectives and overall Government priorities. Provide an innovative, highly capable, effective and efficient communications function within the Department, in support of the achievement of organisational goals Guide, develop, implement, monitor and refresh the Department's communications priorities, policies and strategies to remain relevant to the evolving business landscape, client - and organisational needs, technological advancements and best practice. Executive management skills. Guide EXCO on the prioritization of communication initiatives and key messages. Provide technical marketing and communication support to the Executive. Manage and implement a marketing and corporate identity branding and communication plan, as well as relevant public awareness campaigns which bolster client interaction and confidence. Provide a media monitoring service and keep the Department abreast of emerging media trends and imperatives. Create a network of partners to optimise communications operations. Oversee the undertaking of surveys and research to analyse the Department's image and reputation. Establish, maintain and ensure a good working relationship between the Department, the media and relevant Stakeholders, initiating regular and structured interactions. Undertake research on latest developments in the marketing and communication fraternity. Effective flow of information between the department and its internal and external stakeholders. Manage the drafting of communication materials, adverts, productions and publications of superior editorial standards. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of the Department's communication services. Manage the resources (including finances), staff, overall performance, service delivery, business continuity and risks of the Chief Directorate: Communications Services in accordance with applicable legislation, policy, audit requirements and high performance norms and standards. Represent the Department at strategic, management and other relevant fora. Actively contribute to the development of a high-performance organisational culture, and communication strategies which create a disciplined, patriotic and motivated workforce. Lead and direct staff within the Chief Directorate towards optimised goal achievement. Develop and manage Service Level Agreements with service providers. Ensure capacity building through skill transfer, training and development of staff.

ENQUIRIES
APPLICATIONS

: Ms C Mocke, Tel No: (082) 301 8580
: Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with the new Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date 2 July 2021 to: E-mail: commsrecruitment@dha.gov.za