

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

*It is the intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.*

- APPLICATIONS** : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or E-mail your application to [Advert032025@dpsa.gov.za](mailto:Advert032025@dpsa.gov.za)
- CLOSING DATE** : 15 April 2025
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp). "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter.

## OTHER POST

- POST 11/36** : **DEPUTY DIRECTOR: DIGITAL COMMUNICATIONS REF NO: DPSA 03/2025**
- SALARY** : R849 702 per annum (Level 11), (an all-inclusive remuneration package). Annual progression up to a maximum salary of R1 000 908 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Fund and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : A minimum qualification at NQF level 7 in Digital Communication / Communication Studies / Journalism / Communication Science as recognised by SAQA. 3 years supervisory experience. 5 years' experience in the field of digital communications. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Public Service Act and Regulations, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act and Skills Development Act. Knowledge of Information, Media Management and GCIS guidelines on communication management, Paid media, Digital medial listening tools and scheduling tools i.e. Hootsuite, Government Communication Policy, Government Communicators Handbook and Government Corporate Branding Guideline. Managerial Skills: Communication, Stakeholder management and coordination, Strategic thinking and leadership, Analytical skills, Interpersonal relations, teamwork, confidentiality, Human Resource Management, Research (basic), Change management and Program management. Generic skills: Diversity management, Information management, Presentation, Report writing and Conflict management. Technical (Specialisation) Skills: Photo and video production and editing, Digital media management, Online brand reputation management, Customer services, Computer Literacy, Digital marketing skills, Digital analysis, Web Conferencing tools, Graphic Design Software and Digital Literacy. Attributes: Strategic thinking and leadership, Ability to work overtime, ability to work independently and as a team and Ability to work under pressure and meet tight deadlines.
- DUTIES** : Develop strategies, policies / guidelines and systems for digital communications, graphic design, video, and photography services. Develop and review strategies, policies / guidelines for digital communications, graphic design, video and photography services. Develop and maintain the required systems for digital communications, graphic design, video, and photography services. Render digital media services.

Provide digital media services which includes Drafting of content for publishing in the digital platforms, implementing digital media campaigns, Promoting and managing client/ stakeholders/ audience engagement, responding to queries received from clients/ stakeholders / audiences, removing of inappropriate content and manage inappropriate audience and updating of social media sites. Render graphic design, video, and photography services for the Department. Develop the Standard Operating Procedures (SOPs) for the provision of Graphic design, video, and photography services. Provide Graphic design, video, and photography services to the department and the Ministry which includes Production of graphic design for the department and the Ministry and Production of photography and video material. Manage all the Operations, Systems and Processes of the Sub-Directorate. Develop, implement and maintain, electronic and manual systems for the effective and efficient functioning of the Sub-Directorate, Develop and submit Strategic, Annual Performance and Operational Plans of the Sub-Directorate to the Director, Submit Sub-Directorate performance agreements, probation reports, mid-year and annual assessment by the stipulated due dates, Complete and submit the Sub-Directorate budget by the stipulated due dates, Make inputs to the budget of the Directorate, Make inputs to all audit findings of the Directorate by the approved due dates, Meet risk and ethics management compliance requirement, Participate in transverse task/project teams and work groups as required or nominated, Manage, analyse and report on digital platforms and digital media assets, utilized by the department.

**ENQUIRIES**

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Mr. M.J.M. Mushi Tel No: (012) 336 1358