

FREE STATE PROVINCE




FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 38/2007

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POST: DEPARTMENT OF THE PREMIER

The above-mentioned circular is attached for your information. The content thereof should be brought to the attention of all staff.

Please take note that all enquiries with regard to the circular should be made to the official as indicated in the circular and not to the Human Resource Advice, Co-ordination, and Management Directorate: Department of the Premier.


DEPARTMENT OF THE PREMIER
DATE: 14/05/2007

Department of the Premier • Departement van die Premier • Lefapha La Tonakgolo

Human Resource Advice, Co-ordination and Management Directorate

PO Box/Posbus: 517, Bloemfontein, 9300 • Republic of South Africa • Republiek van Suid-Afrika • Rephabolike ya Afrika Borwa

FREE STATE PROVINCE



DEPARTMENT OF THE PREMIER

Free State Department of the Premier is an equal opportunity affirmative action employer.

It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

Directions to applicants:

- Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications, driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies.
- No e-mailed or faxed applications will be considered.
- Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
- The successful candidate will be subjected to the verification of qualifications, reference checks as well as a criminal record check.
- Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

MEDIA STRATEGY AND LIAISON

POST : DEPUTY MANAGER: RESEARCH AND SPEECHWRITING

SALARY: Level 11 – An all inclusive package of R289 635 per annum (*This post is subjected to Job evaluation*)

CENTRE: Bloemfontein

REQUIREMENTS: Relevant tertiary qualification in the Communications, Journalism, Linguistics, field and/or relevant experience in the Research and Speechwriting field.

KEY RESPONSIBILITIES: It will be expected of the successful candidate to perform the following duties:

- Liaise with other Government Departments, Agencies and Sources for the purposes of sourcing relevant information for speech writing and the drafting of documents for events. This post will build a data base of the content of speeches.
- Responsible to interpret information obtained from the researcher and conduct independent research and then draft speeches and other documentation in consultation with internal stakeholders.
- The development and maintenance of a database on the content of speeches, new research, new literature and recommendations.
- Participate in the building of research networks and a database of relevant contact people.
- Develop, review and provide input towards policy related to research and speech content as well as the implementation thereof.
- Consult with internal and external stakeholders.
- Liaise with and create a network with stakeholders such as Government Communications and Information Services (GCIS), Departmental Heads of Communication and Media Communicators.
- Liaise with and create a network with internal and external stakeholders.
- Participate in Government programmes and projects.
- Ensuring that all relevant communications aspects are aligned within the framework of the Government Communications and Information Services (GCIS), specifically the ComTask report and Government Communications Handbook.

REFERENCE: DM: RS

ENQUIRIES: Mr. T. Sikisi
Tel: (051) 405 4431

APPLICATIONS: Ms. P. Norval
Department of the Premier
Human Resource Advice, Co-ordination and Management Directorate
P O Box 517
BLOEMFONTEIN
9300

Or

Hand delivers to:
Brian Modise
Room 22, Lebohang Building,
Bloemfontein

The Free State Provincial Government is an equal opportunity, affirmative action employer and it is committed to the achievement and maintenance of diversity and equity employment.

CLOSING DATE: 28 May 2007