



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 21/2011

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 not to the Human Resource Advice, Co-ordination and Management Directorate: Department of the Premier.


DEPARTMENT OF THE PREMIER

DATE: 2011/06/10



the premier

Department of
the Premier
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: A comprehensive CV should be submitted as application. The following information should also be included in the CV: Completed qualifications, Race, Gender, Disability-if applicable, Citizenship, driver's license and indication of criminal offences. (Separate application for every vacancy). Applications without a reference number will not be considered. Only short listed candidates will be requested to submit a Z83-form, certified copies of qualifications, driver's license and identity document on the day of interviews. 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, employee reference checks, criminal record check as well as vetting where necessary. 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. Applications from people with disabilities are welcomed.

POST : **MANAGER: CORPORATE COMMUNICATION**
REFERENCE NO: M: CC

SALARY : Level 13 – An all inclusive salary package of R685 200 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

This appointment is subject to the signing of an employment contract, a security clearance and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations.

CENTRE : BLOEMFONTEIN

REQUIREMENTS :

An appropriate Bachelors degree or equivalent qualification and post qualification management experience, preferably in any one of Public Relations, Journalism and Communication.

DUTIES :

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

To manage corporate-related communication services in the Free State Provincial Government as well as communication services in the Department of the Premier.

The above include the following:

- * To promote image of the Free State Provincial Government, both inside and outside the Public Service, by evaluating, sensitizing and rendering advice on matters affecting the image of the FSPG and by marketing the work of FSPG.
- * To provide strategic direction with regard to the development, implementation and monitoring of a Provincial Communication Strategy for Free State Provincial Government and to advise Provincial Departments on the implementation there-of.
- * To oversee the planning, co-ordination and management of Publications, Information (including the rendering of a toll free line service) and Internal and External Communication Services (including the organizing of Imbizo's EXCO Meets The People Campaigns etc.).
- * To ensure that information is being disseminated to communities on the work of government and that effective communication channels exist between Government and Communities.
- * To support the Premier's Economic Advisory Council and to provide secretariat services.
- * Provide event management services and ensure appropriate protocol for all official functions.

- * Liaise with a number of Stakeholders including Government Communication and Information Services (GCIS), Departmental Communication Managers, Local Government Communicator etc. in order to ensure that an effective and efficient communication service is rendered for Free State Provincial Government.
- * To manage all resources, including human and financial resources, of the Directorate

ENQUIRIES : Mr. W. Ngobeni, Telephone number: (051) 405 4917

APPLICATIONS : Posted to: Mr. B. Modise, Department of the Premier, Human Resources Advice, Co-ordination and Management Directorate, PO Box 517, Bloemfontein, 9300 or e-mail to: modiseb@premier.fs.gov.za or Hand delivers to: Brian Modise, Room 22, Ground floor, Lebohang Building, Bloemfontein

CLOSING DATE : 24 June 2011