



Senior Communication Officer: Editorial Services (COO 12/2018)

Salary: R242 475 per annum

Centre: Pretoria

Requirements:

- A recognised three year National Diploma in Journalism/ Publishing or equivalent relevant qualification.
- Minimum of 3 years' experience in communications.
- Computer literacy and proficiency with MS Word, PowerPoint, email packages and web browsers.
- Ability to extract key messages and create articles from concept documents, media statements, submissions, gazettes and reports.
- Excellent verbal and written communication skills.
- Good interpersonal relations, planning and organisation skills

Duties:

- Write stories that depict the work of the department to be published in internal and external publications.
- Edit the content of material (brochures, newspaper) submitted by units before design and publication.
- Draft copy for adverts, inserts and newspaper supplements.
- Dispatch publications to relevant events and exhibitions.
- Undertake monthly stock take of departmental publications and awareness material.
- Ensure availability of relevant publications for internal and external events. Courier publications to external clients, upon request.
- Provide photographic services to the department.
- Regularly update the department's photographic libraries.
- Provide support for DEA campaigns.

- Assist with branding departmental activities and events, awareness initiatives and any communication related projects/programmes as may be required.
- Profile events and awareness campaigns through social media.

Enquiries: Ms. Erica Mathye; Tel: 012 399 8976
For attention: Mr. L I Letshedi
Closing Date: **01 April 2019**

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- All applications must be submitted on a signed **283 application form** (*click bold underlined text to download PDF form*) with a copy of a comprehensive CV, certified copies of qualifications, ID document as well as a Driver's License (if required) in order to be considered.
 - **Applications must be forwarded** to the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria, marked for attention: Mr Gerald Ntshane/Ms Sibongile Zungu.
 - The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.
 - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only.
 - Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification.
 - Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
 - Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments.
 - Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
 - All shortlisted candidates will be expected to avail themselves for an interview at the Department's convenience.
 - The Department reserves the right not to make an appointment.
 - No e-mailed, faxed or late applications will be considered.
 - If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.