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Department:  
Community Safety & Transport Management  
North West Provincial Government  
REPUBLIC OF SOUTH AFRICA



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## HUMAN RESOURCE MANAGEMENT

Third Floor, Tirelo Building  
Albert Luthuli Drive  
Mafikeng, 2745  
P/Bag X 19 Mmabatho 2735  
Tel: +27 (018) 200 8052

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# ERRATUM

**PLEASE NOTE THAT THE POST BELOW ADVERTISED ON THE 18/06/2017  
COVERS BOTH INTERNAL AND EXTERNAL COMMUNICATIONS**

**POST** : **DEPUTY DIRECTOR - INTERNAL AND EXTERNAL COMMUNICATIONS**

**REF. NO** : **04/2017/18**

**DIRECTORATE** : **COMMUNICATION SERVICES**

**SALARY** : Remuneration package of R657 558 per annum. The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign an employee contract.

**CENTRE** : **HEAD OFFICE – MAHIKENG**

**REQUIREMENTS:** Grade 12 plus three year National Diploma or Bachelor's Degree in Communications / Public Relations / Marketing. Five (5) to ten (10) years relevant work experience in Communication environment of which three (3) years must be at junior management level. Valid driving license. **KNOWLEDGE:** Knowledge of Communication Strategies. Public Service Act, PFMA and accompanying Treasury Regulations Act and relevant Regulations. Public Service Code of Conduct. **SKILLS:** Communication skills (verbal and written) and decision making skill. Leadership and management. Planning and organizing. Editing and compilation of publication. Coordination and organizing the Provincial events or awareness campaign. Interpersonal relations. Networking, analytical thinking and problem solving. Project management. Understanding of new media/social media. Ability to use camera. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. Report writing and presentation skills.

**DUTIES:** Develop and analyse communication strategies and policies in line with the communication framework. Ensure proper management and administration of the Internal and external Communication of the sub-directorate. Manage the implementation of communication policies, strategies and procedures. Manage media liaison. Manage and monitor the release of publications and develop an information distribution strategy. Commission the production of written and visual material. Facilitate communication between the office of the Executive Authority, Department and other stakeholders. Coordinate the inputs for Senior Management Speeches. Manage marketing, advertising, branding of corporate image. Produce material for Departmental online media, in order to keep employees informed of current affairs. Manage human resources and the assets of the sub-directorate to ensure the smooth running of the sub-directorate.

**Enq: Mr TR SEMATLE, TEL Nr 018 200 8010**

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**“Together We Move Bokone Bophirima Province Forward”**

