



dc&tm

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



HUMAN RESOURCE MANAGEMENT

P/Bag X 19
Mmabatho 2735
Tel: +27 (18) 388 1359
Fax: 086500 1607
e-MAIL: gnoge@nwpg.gov.za

DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

VACANCY CIRCULAR NO.11 OF 2014/2015 FINANCIAL YEAR

This Department Is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

APPLICATIONS: The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, MMABATHO, 2735 Office No. 146, 1st Floor, New Head Office Complex-Old Parliament Building, Modiri Molema Road, for attention Ms. Gadifele Noge.

- NOTES:** (a) Applications must be accompanied by a **signed and dated Z83**, a **recent updated comprehensive CV** with at **least names of three(3) referees** with **current contact details**. **Originally certified copies** of all Qualifications, **ID document** and other required documents. **Failure to submit the requested documents will result in the application not being considered**
- b) All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA).
 - c) Candidates must indicate the number of the post/reference number and the centre in their applications.
 - d) Candidates requiring additional information regarding an advertised post, must direct their queries to the person reflected as enquiries below the post applied for.
 - e) Applications should be forwarded in time to the department **since applications received after the closing date and time indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted.**
 - f) It will be expected of candidates to be available for selection interviews on a **date, time and place** as determined by the Department.
 - g) The Department reserves the right not to make appointments, and correspondence will be limited to shortlisted candidates only.
 - h) Previous employment records will be verified. All appointments will be subjected to a positive qualifications verifications as well as security clearance and vetting.
 - i) SMS appointments are also subjected to SMS competency assessment as a DPSA requirement.
 - J) Positions requiring tertiary qualification/s must be accompanied by certified copies of academic transcript/s

CLOSING DATE: 21/11/2014 AT 16H00



"Together we move Bokone Bophirima forward"



DIRECTORATE : **COMMUNICATION**
POST : **PRINCIPAL COMMUNICATION OFFICER (EXTERNAL COMMUNICATION)**
REF : **70/2014**
SALARY : **R 227, 802 pa (SL 08)**
CENTRE : **HEAD OFFICE- MMABATHO**

REQUIREMENTS: QUALIFICATIONS AND EXPERIENCE: Grade 12 and three (3) year National Diploma / Degree in Marketing /Public Relations/Communications/Journalism. Two to five (2-5) years working experience in Communications and Public Relation environment. **Knowledge:** Knowledge of design and Corel Draw software; Knowledge and understanding of Government Communication Procedures; Knowledge of Public Service Prescripts. **Skills:** Good communication skills (written and verbal including proof reading and editing); A high standard of business communication and presentation skills; Planning and organising skills; Computer Literate (Ms Word, Excel, PowerPoint and Outlook); A valid Driver's License.

DUTIES: *Ensure the successful delivery of external client communication programmes, projects and initiatives. * Ensure that the communication systems, processes and capabilities required to deliver against the departmental objectives are in place. * Build and maintain relationships with business unit communication champions and content owners-be available and accessible to all departments in the business to assist with communication needs. * Provide general external communications support to all stakeholders.*Compile and/ or edit articles and other materials as needed for departmental newsletter. * Implementation of a quarterly newsletter.* Render general communication support. * Supervision of subordinates.

Enquiries: Mr. S. Sebolecwe, Tel Nr. (018) 381 9180

POST : **WEBMASTER**
REF : **71/2014**
SALARY : **R 227, 802 pa (SL 08)**
CENTRE : **HEAD OFFICE MMABATHO**

REQUIREMENTS: QUALIFICATIONS AND EXPERIENCE: Grade 12 and Bachelor Degree in Computer Science /Business Administration/Information technology or Web Design. Two to five (2-5) years working experience managing large scale websites with database connectivity. **Knowledge:** Knowledge of server systems and databases; Knowledge of programming languages, operating systems and internet applications; Knowledge of Web Authoring tools and Cold Fusion (or comparable middleware); Knowledge of Government communications environment and approach; Knowledge of Public Service Prescripts. **Skills:** Must have worked with Front-End Web Development and Graphic Design skills(specifically Adobe Photoshop, Dreamweaver, HTML5, CSS); Must have excellent Photoshop and HTML skills; Must have a proven track record in designing, developing and implementing enterprise level projects skills; Must be familiar with Web Design and development tools and understand the requirements of standards bodies such as the World Wide Web Association; Good communication and interpersonal skills; Planning and organising skills; Strong Portfolio of work is required; A valid Driver's License.

DUTIES: *Ensures that the website is established and interacts with the Provincial Webmaster to ensure content is accurate and current.* Maintains website security.* Ensures that the website is up and running (updated daily). * Evaluates website development proposals.*Assists with implementation of online systems where appropriate. * Updating content, making sure that the website's code is compatible with various browsers, fixing broken links and images, adding page animations, new pictures, fresh content, new events and event registration and product updates among others.

Enquiries: Mr. S. Sebolecwe, Tel Nr (018) 381 9180

POST : **PRINCIPAL COMMUNICATION OFFICER- (INTERNAL COMMUNICATION)**
REF : **72/2014**
SALARY : **R 227, 802 pa (SL 08)**
CENTRE : **HEAD OFFICE-MMABATHO**

REQUIREMENTS: QUALIFICATIONS AND EXPERIENCE: Grade 12 and three (3) year National Diploma / Degree in Communications /Public Relations. A qualification in graphic designing will be added advantage. Two to five (2-5) years working experience in communications or Public Relations environment. **Knowledge:** Knowledge of design and Corel Draw software; In-depth knowledge of the Government communications environment and approach; Knowledge of Public Service Prescripts. **Skills:** Basic page design and layout skills; Good photographic skills; Good communication and interpersonal skills; Planning and organising skills; Computer Literacy in MS Office Software; A valid Driver's License.

DUTIES: *The incumbent will be expected to co-ordinate Departmental internal events.* Disseminate information within the Department. * Secure venues for internal events and identify/invite stakeholders. * Co-ordinate artwork, i.e. banners, posters and flyers for events. *Update and maintain the internal Departmental guest list. * Participate in internal and Departmental committees as well as Departmental projects in relation to communication objectives. * Maintain an internal calendar of events as well as notice boards. * Write articles for the internal Departmental newsletter. * Supervision of subordinates.

Enquiries: Mr. S. Sebolecwe, Tel Nr (018) 381 9180

POST : **COMMUNICATION OFFICER- (EXTERNAL COMMUNICATION)**
REF : **73/2014**
SALARY : **R 183, 438pa (SL 07)**
CENTRE : **HEAD OFFICE - MMABATHO**

REQUIREMENTS: QUALIFICATIONS AND EXPERIENCE: Grade 12 and three (3) year National Diploma / Degree in Marketing /Public Relations/Communications /Journalism coupled with one to two (1-2) years experience in the communication and PR environment. **Knowledge:** Knowledge and understanding of Government Communication procedures; Knowledge of Public Service Prescripts. **Skills:** Good communication skills (written and verbal including proof reading and editing); A high standard of business communication and presentation skills; Computer Literate (Ms Word, Excel, PowerPoint and Outlook); A valid Driver's License.

DUTIES: *Maintain strong relationship with media agencies and other key stakeholders. * Coordinate media contacts and ensure that distribution databases are properly maintained. * Maintain editorial standards to protect the departmental brand.* Create copy for press releases, reports and statements.* Compile and/or edit articles and other materials as needed for Departmental newsletter. * Render general communication support..

Enquiries: Mr. S. Sebolecwe , Tel Nr (018) 381 9180

POST : **COMMUNICATION OFFICER- (INTERNAL COMMUNICATION)**

REF : **74/2014**

SALARY : **R 183, 438pa (SL 07)**

CENTRE : **HEAD OFFICE: MMABATHO**

REQUIREMENTS: QUALIFICATIONS AND EXPERIENCE: Grade 12 and three (3) year National Diploma / Degree in Communications /Public Relations/Journalism coupled with one to two (1-2) years experience in the communication environment. **Knowledge:** Knowledge of implementing and developing communication action plans and campaigns; In-depth knowledge of the Government communications environment and approach; Knowledge of Public Service Prescripts. **Skills:** Good communication skills (written and verbal); Negotiation as well as presentation skills; Effective organisational skills; Computer Literate (Ms Word, Excel and PowerPoint); Ability to develop electronic internal publications and publish on the intranet; Ability to work under pressure and with tight deadlines; A valid Driver's License.

DUTIES: *Provide effective communication to the Department. * Keeping employee informed on changes, developments and general information. * Implement internal tactical communication plans and campaigns. * Coordinate the internal communications mechanisms, channels and processes. * Implementation of communication initiatives, develop internal publication, coordinate internal research survey, assist with message development integrate plans with other key initiatives. * Support the Manager Communication on adhoc basis and maintain the internal stakeholder's database. * Take photographs as and when required. * Actively support and give advice on Department calendar of events. *Arrange internal exhibitions in collaboration with other directorates. * Attend meetings and advice on communication activities.

Enquiries: Mr. S. Sebolecwe, Tel Nr (018) 381 9180