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OFFICE OF THE DIRECTOR GENERAL

Deputy Director: Media Management and Communication

Salary: From R612,822.00 per annum (all-inclusive remuneration package) Ref. S093/2016 Pretoria

Purpose:

To co-ordinate the development and implementation of the National Treasury's communication and media management strategy.

Requirements:

- Bachelor's Degree in Communication / Public Relations.
- 3-5 years' experience in Media/ Communication and Events Management.
- Report writing, excellent verbal and writing skills.
- A creative team player who can perform tasks strategically, systematically and accurately.
- Excellent Interpersonal skills, ability to work under pressure and meet deadlines.
- Willingness to work long hours.
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Key Outputs:

- Co-ordinate the development and implementation of an external communication strategy.
- Manage the liaison of information amongst the National Treasury, GCIS, their responsible entities and other structures of government.
- Liaise with internal and external stakeholders and engage on issues of mutual concern.
- Develop and implement a media protocol strategy.
- Maintain close ties with media partners and monitor outputs for proper analysis, thereof.
- Assist with media liaison for National Treasury and Ministry.
- Initiate editing, distribution and placing of speeches, press releases and alerts to media on the website.
- Assist with requests for interviews pertaining to the Ministry and the Office of the Director-General.
- Solicit and manage media coverage for specific events such as the budget, IGFR, MFMA etc.
- Assist with the co-ordination of the layout, design, editing and printing of Strategic documents, and calendars pertaining to the Annual Budget, etc.
- Manage internal publications and reports (including editing and report writing).
- Manage media workshops, conferences, briefings and events with specific emphasis on the budget and MTBPS, IGRF.
- Co-ordinate and assist with the pre-budget dinner, Management Lekgotla, Golf Day, economist breakfast, Roadshows, Commission for Africa, town hall meetings etc.

Closing date: 27 May 2016 at 12:00. No late applications will be accepted.

The National Treasury is an equal opportunity employer and encourages applications from women and the disabled in particular. Our buildings are accessible to disabled persons.

Only applications accompanied by a completed Z83 form will be considered with a comprehensive CV and copy of the ID. Certified copies of qualifications will only be requested and accepted from shortlisted candidates.

Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Recruitment Administrator: National Treasury, Private Bag X115, Pretoria 0001 or e-mail: recruit.odg@treasury.gov.za

Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received