

## Office of the Director-General

### Chief Director: Communications (S115/2016)

Pretoria

**Salary: R1 042 500.00 to R1 246 449.00 per annum  
(all-inclusive remuneration package)**

**Purpose:** To provide strategic direction for the Chief Directorate and to develop, implement and manage the National Treasury's Communication Strategy.

**Requirements:** • Bachelor's Degree in Communication / Public Relations / equivalent qualification • Five years' experience in communications / media on a senior managerial level • Experience in a policy –making environment and events management • Report writing, speech 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.

**Key outputs:** Develop and implement a Communications strategy for the National Treasury • Develop and implement a process for on-going communications strategic renewal • Facilitate the development and maintenance of effective communication links with the relevant internal and external stakeholders • Oversee the effective delivery of a liaison service to the identified internal and external stakeholders • Manage the liaison between National Treasury, GCIS other government structures and stakeholders • Oversee marketing, advertising and public relations strategy • Provide advice on media patterns • Manage responses to pertinent issues • Develop and implement a media protocol strategy • Manage media monitoring and provide analysis • Oversee media workshops, conferences, briefings and events related to the Department with specific emphasis on the budget and MTBPS, IGRF etc. • Oversee interview request for the Minister, Deputy Minister and the Director-General • Oversee National Treasury and Ministry related events • Oversee editing and information distribution • Oversee the co-ordination of publications • Manage internal publications and reports (including editing and report writing) • Oversee knowledge, information and resources management for the National Treasury • Manage multiple projects in the National Treasury • Ensure a sustained favourable work culture and results driven environment • Manage and ensure the writing of well-researched speeches for the Office of the Minister, the Deputy Minister and the Director-General.

Applications may be sent via e-mail to [recruit.odg@treasury.gov.za](mailto:recruit.odg@treasury.gov.za) closing date: 8 August 2016 at 12:00.

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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.

Applications should be accompanied by a comprehensive CV and originally certified copies of Z83, qualifications and ID. 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 to the e-mail address mentioned. No late applications will be accepted.

Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department.

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 feedback from the National Treasury within 1 month of the closing date, please regard your application as unsuccessful.