

Accelerate your career in this progressive and dynamic environment, whilst contributing to the growth of our country.

OFFICE OF THE DIRECTOR GENERAL

Communication Specialist: Projects & Events

Salary: From R569 538 per annum (all-inclusive remuneration package) Ref. S178/2015 Pretoria

Purpose:

To assist with the planning, developing and coordination of projects pertaining to internal and external events in line with the National Treasury's required obligations.

Requirements:

- A National Diploma/ Degree in Communications/ Public Relations/ Public Administration/ Events Management
- 4-6 years' relevant experience obtained in a communications environment;
- Knowledge and experience of events management;
- In-depth knowledge of the public service policy framework on communications and events.

Key Outputs:

- Planning, coordination and execution of internal events (staff announcements, commemorative internal staff events, Exco engagements, etc):
 - Develop and facilitate programmes for speakers and presenters.
 - Compile proposals and reports for senior management's approval.
 - Coordinate and liaise with departmental stakeholders.
 - Plan, co-ordinate & design the venue setup (ambiance, exhibition layout, staging, entertainment & other logistics).
- Planning, coordination and execution of external events (media briefings, national & international conferences, study visits, launches, workshops etc):
 - Prepare proposals & reports for external (national/international) events.
 - Liaise & negotiate with appointed service providers for catering, décor, entertainment (AV, performers Plan, set up and manage registration, accreditation and information desks at conferences.
 - Confirm that protocols relating to national/international VIP's are observed to and contingency plans are in place.
- Plan, coordinate & implement departmental & ministerial projects for pre & post Budgets & special events (National Treasury Charity Golf Day, Madiba Day and related events, photo shoots etc).
- Assist with the development of policies and processes relating to events & projects.

The National Treasury is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible for people with disabilities.

Only applications accompanied by a completed Z83 form will be considered, comprehensive CV and certified copies of 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 e-mail: recruit.odg@treasury.gov.za

Closing date: 20 October 2015 at 12:00pm. No late applications will be accepted.