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OFFICE OF THE DIRECTOR GENERAL

Director: Media Management and Communication

Salary: From R864 177 per annum (all-inclusive remuneration package) Ref. S205/2015 Pretoria

Purpose:

The purpose of this position is to develop, implement and manage the National Treasury's internal and external Communication Strategy.

Requirements:

- Bachelor's Degree in Communication / Journalism or related qualification.
- 5 years' experience in Media / Communication.
- Experience in a policy –making environment, events management.
- Report writing, speech writing and 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.
- Familiarity with local media environment and especially key commentators and journalists.

Key Outputs:

- Develop and implement a Communications strategy for the department.
- Manage the liaison between National Treasury, GCIS other government structures and stakeholders.
- Render an effective liaison service to the identified internal and external stakeholders.
- Facilitate the development and maintenance of effective communication links with the relevant internal and external stakeholders.
- Develop and implement a media protocol strategy.
- Manage media monitoring and provide analysis.
- Coordinate media liaison for National Treasury and Ministry.
- Manage, draft and edit speeches, press releases and alerts as well as managing the placement thereof on the website and other social media platforms.
- Manage interview requests for the Minister, Deputy Minister, Director-General and nominated senior officials.
- Develop media engagement plans with the aim of building support for departmental policies.
- Draft and edit content for internal and external publications such as the newsletter, reporting information (Annual Report, Performance Plan etc), promotional material, reports etc.
- Manage media workshops, conferences, and briefings.
- Coordinate and implement internal and external communication on outreach programmes and other related departmental projects.
- Develop and implement Minister and departmental outreach programmes with stakeholders.

Closing date: 14 December 2015 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.

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.

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