

## **GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)**

**NOTE:** Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit fully completed and signed Z83 and a detailed Curriculum Vitae. Only Certified copies of qualifications and other relevant documents will be limited to shortlisted candidates which will be submitted to HR on or before the day of the interview. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and security vetting in order to confirm employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 2 months of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

**APPLICATIONS:** Potential candidates may apply online on the GTAC website at <https://www.gtac.gov.za/careers>. Please visit the GTAC website at [www.gtac.gov.za](http://www.gtac.gov.za) for more information. **NB only online applications will be acceptable.**

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

CLOSING DATE: 18 November 2022 at 12pm.

### **POST: COMMUNICATION OFFICER \_JOBS FUND PMU**

**REF NO: G22/2022**

TERM: 24 Months Fixed Term Contract

SALARY: R382,245.00 per annum, (Level 09) (Excluding benefits)  
PSR 44 will apply to candidates appointed in the Salary Level

CENTRE: Pretoria

**REQUIREMENTS:** A bachelor's degree/ National Diploma in Communications or related field, a Postgraduate qualification in marketing and/or communications, and or public relations will be an added advantage. 3-4 years of experience in the management, promotion and delivery or corporate communication strategic and operational activities, and public relations, experience working in a public sector is highly desirable.

**COMPETENCIES REQUIRED:**

- Administrative Operations:** Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement and financial management.
- Policy Development and Management:** Knowledge of Treasury-related legislation, the legislative process, and public affairs as it pertains to NT, includes the ability to monitor legislation that is of interest to Treasury. Utilizes a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations.
- Project Management:** Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring, and inspecting costs, work, and contractor performance.
- Computer Literacy:** Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email).
- Effective Communication:** Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating, and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience.
- Emotional Intelligence:** Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others.
- Concern for Quality and Order:** The desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system.
- Problem Solving and Analysis:** Understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organizing the parts

of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks, and consequences. **Team Participation:** Works co-operatively with others, working together as opposed to working separately or competitively.

**DUTIES:** The Communications Officer will be responsible for coordinating the planning and execution of the knowledge sharing and communications activities of the Jobs Fund Project Management Office (PMO). This includes producing content, organising events, sourcing information, monitoring, and responding to internal and external enquiries, managing databases and records, and contributing to the Jobs Fund (JF) communications strategy. **Public Relations:** Plan and coordinate public relations programmes designed to create and maintain a favourable public image for JF. Provide clients with information about new promotional opportunities and current PR campaigns progress. Design, write and/or produce presentations, press releases, articles, leaflets, 'in-house' journals, reports, publicity brochures, information for web sites and promotional videos. **Events:** Plan and implement promotion of events to target audiences in order to maximise JF's profile (such as webinars, press conferences, open days, exhibitions and site visits). Coordinate requests from Jobs Fund Partners and External stakeholders for JF to participate in events, obtaining the relevant approvals from management. Prepare speaking notes and/or presentations for events. **Communication Framework:** Coordinate communications strategies, including the development of brochures, social media posts, website content, articles, corporate publications, and media releases to maximise promotion and reach of activities. Form partnerships with relevant bodies and persons on developments in the fields of Communications. Subscribe to relevant publications, Newsletters, and websites to keep abreast of developments in the fields of Communications and PR and socio-economic development. Promote the participation of management in relevant industry events, conferences, and workshops. Develop, communicate, and monitor compliance against guidelines and procedures related to organisation-wide communications policy. **Promotions and Marketing:** Assist in providing content, production and design advice for all marketing/ PR/ communications publications as required. Develop new publications and facilitate other information-sharing opportunities to assist in achieving marketing targets. Coordinate market research to understand the needs of specific target groups and ensure maximum participation in all internal and external JF surveys and polls. **Website and Social Media Administration:** Leverage existing and emerging technologies to engage audiences including integration of social media into marketing campaigns and activities to maximise effectiveness. Review and redevelop the presentation of website, intranet, social media, and other digital applications to ensure currency and communication excellence whilst enabling continuous improvement. Coordinate all social media activity (Twitter, Facebook, LinkedIn) and manage corporate social media accounts. **Inbound and Outbound Communication:** Coordinate and monitor JF's internal communication programme. Manage the Jobs Fund inbox and ensure all enquiries are responded to within the acceptable time limit. Escalate issues to management. Coordinate the communication with applicants during funding rounds: Respond to queries from applicants; Ensure that applications to the JF who are not successful are duly informed; Communicate eligibility criteria to unsuccessful applicants as per instruction from management. Communicate approved publications and invitations to internal and external stakeholders as applicable. **Database Management:** Proactively identify key stakeholders and contacts that can be useful in promoting the Jobs Fund network and influence and with management concurrence update the Jobs Fund Contacts Database. Be the custodian of the media list, the communications database, and the enquiry log. Maintain and update the databases as per the prescribed intervals which could be daily, a few times per week, monthly or quarterly. Regularly submit the enquiries database and summary of activity to management. Liaise with legal regularly on POPIA compliance and remove any individuals on the database who no longer wish to receive JF publications.

ENQUIRIES: Kaizer Malakoane 066 250 7072  
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