



# FREE STATE PROVINCIAL GOVERNMENT

*The Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.*

## DEPARTMENT OF TREASURY

**Directions to applicants** Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (**a transcript of results must be attached, or subjects must be mentioned in CV**), driver's license, identity document and a C.V. Applicants are requested to complete the Z.83 form properly and in full. The reference number of the advertised post should be stated on the Z.83. Candidates who apply for posts on salary level 9 and higher will also be subjected to a competency assessment as well as a practical test. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

### **APPLICATIONS FOR THE DEPARTMENT OF FREE STATE PROVINCIAL TREASURY TO BE SUBMITTED TO:**

The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Ms. N Mokotso, Fidel Castro Building, Tel No: (051) 405 5323 or deliver by hand to Ms. Mokotso in Room 426(b), Fidel Castro Building, Bloemfontein.

**CLOSING DATE: 07 August 2015**

**SENIOR COMMUNICATIONS OFFICER: EXTERNAL COMMUNICATION  
REFERENCE NO: FSPT 018/15**

**SALARY:** Salary level 8 – A basic salary of R 242 382 per annum.

**CENTRE:** BLOEMFONTEIN

### **REQUIREMENTS:**

A relevant degree/diploma or equivalent qualification with at least three years' experience within a communications environment. Knowledge of the Departmental Communication Strategy, Public Finance Management Act, Municipal Finance Management Act, Treasury Regulations and Public Service Regulations.

**DUTIES:** Develop articles for all the departmental publications to ensure effective communication. Produce materials for departmental online media to keep officials informed of current affairs. Co-ordinate departmental events in order to promote the image of the Department and to profile the MEC. Facilitate the maintenance and production of all branding material to maintain the corporate identity of the Department. Assist the Media Liaison Officer on parliamentary work. Facilitate the development and delivery of all public relations and communication materials, and ensure the quality of the content. Build, manage and maintain key strategic relationships with media houses and key stakeholders.

**ENQUIRIES:** Mr. S Molibeli: 051 405 5406/ 405 4141