



FREE STATE PROVINCE

# 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 should be mentioned in the CV**), driver's license (if required), identity document and a recently updated, comprehensive C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83. 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. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Candidates will also be subjected to a practical test. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification). The Department reserves the right not to make appointments for the advertised posts.

### **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 Mchabasa, Fidel Castro Building, Tel No: (051) 405 4274 or deliver by hand to Ms. Mchabasa in Room 426(b), Fidel Castro Building, Bloemfontein.

**CLOSING DATE: 23 March 2018**

**ASSISTANT DIRECTOR: EXTERNAL COMMUNICATION**

**REFERENCE NO: FSPT: 007/18**

**SALARY:** Salary level 9 – A basic salary of R 334 545.00 per annum.

**CENTRE:** BLOEMFONTEIN

### **REQUIREMENTS:**

A three year degree/diploma in Communication/ Journalism/ Media Studies/ Marketing or equivalent qualification with three years' experience in a communication environment. Knowledge of Government communication policies and strategies, Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations, Public Service Act, Communication Act and Public Service Regulations. Good communication, report writing and presentation skills. Computer literate. A valid driver's license.

### **DUTIES:**

Coordinate the Departmental publications in order to ensure effective communication. Coordinate and facilitate Departmental press releases and other media related matters. Coordinate Departmental events in order to promote the image of the department. Build, manage and maintain key strategic relationships with media houses and key stakeholders. Supervise the sub-ordinates within the Division.

### **ENQUIRIES:**

Mr. TWM Mokokoane: (051) 405 4643