

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

The Department of Small Business Development is an equal opportunity & affirmative action employer. It is the DSBD's intention to promote representativity (race, gender, youth & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

- APPLICATIONS** : Candidates must submit applications to applications3@kgadi.co.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: D – CM"
- CLOSING DATE** : 20 September 2024 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of African males, Coloured males or females, Indian females and White males will receive preference (as per the DSBD EE Plan).

MANAGEMENT ECHELON**POST 32/50****DIRECTOR: COMMUNICATION MANAGEMENT REF NO: D - CM**

- SALARY** : R1 216 824 per annum (Level 13), total remuneration package
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA in Journalism/Communications. Possess a minimum of 5 years of experience at a middle / senior managerial level within a Communications or related environment. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Display competencies in Strategic Capability & Leadership, Financial Management, Problem Solving and Analysis, People Management and Empowerment, Creativity and Writing and Communication and Networking. The successful candidate must further demonstrate excellent writing skills, including experience in writing press releases, annual reports, technical articles, advertisements and speeches; have knowledge of publishing programmes; be familiar with local and national media; have previous experience with web management and social media trends; be able to participate in a 24-hour, on-call response service, particularly in emergencies or special circumstances.
- DUTIES** : Provide strategic direction, management and control of the Communication Management Directorate. Be responsible for oversight, building and promoting the brand and programmes of the Department both to internal and external audiences. Drive key elements of the communications approach such as media planning, brand positioning, campaigns and events planning and management. Oversee relationships with key stakeholders across all spheres of government, locally and internationally, media organisations and general public on issues relating to the Department of Small Business Development. Drive the design, development and management of communication platforms and content provision across social media platforms, digital media, publications and photojournalism services for the department. Monitor and evaluate communication strategies and campaigns, prepare reports with analysis and recommendations, and stay updated on industry trends and best practices. Manage the financial, human and physical resources of the Directorate.
- ENQUIRIES** : for all advertised posts should be directed to the recruitment office Tel No: (012) 394 5286/1440/ Mr Maanda Ndou at 072 242 6245