

The South African Weather Service (SAWS) is a Section 3(a) public entity under the Ministry of Forestry, Fisheries, and the Environment (DFFE) and is governed by a Board. The organisation is an authoritative voice for weather and climate related services in South Africa and is a member of the World Meteorological Organization (WMO) to fulfil a range of international obligations of the government. South African Weather Service (SAWS) strives to be a Weather and Climate Centre of Excellence providing innovative solutions to ensure a weather-smart nation, sustainable development, and economic growth.

The South African Weather Service (SAWS) is therefore seeking to appoint an efficient and enthusiastic person to undertake the role of:

Readvertisement

Communications Officer Salary

Total package: R407.900 - R491.400

Centre: Centurion

(Ref. WS02/032025)

Job Summary:

The Communications Officer is responsible for creating the content on behalf of the South African Weather Service, under the supervision of a manager. The content ranges from writing press releases to developing blog content, and creating social media posts, updating the content on the SAWS' website in supporting efforts to position the entity as the only authoritative voice for weather related information and publishing staff announcements for improved Employee Engagement. information.

Key Performance Areas:

Internal communication

- Together with the rest of the Communications teams, implement the communications strategy in support of the Annual Performance Plan and the SAWS' mandate
- Support the Communications and Stakeholder Relations teams with branding related material and identify the need for these materials
- Ensure the compilation and distribution of quarterly internal newsletters, emails, Hot-Off the Press news flashes etc.

- Identify the need and/or assist with the development of internal publications and creative info graphs
- Write company announcements and news articles on key developments
- Provide inputs into and/or do regular checks of the SAWS intranets to ensure update sites
- Basic graphic design skills required for internal content and engagement

External Communication

- Monitor various social media platforms and alerts, relevant publications and where a response is required, direct it through the relevant channels
- Ensure that the corporate content on the SAWS' website is updated and remains relevant
- Monitor trends and stay and stay abreast of related developments to ensure the timelines of the content produced

SAWS' Event Coordination

- Support and coordinate the communication, awareness and stakeholder relation aspect of organisational campaigns
- Sourcing of service providers for events and any branding or promotional material
- Collaborate with various stakeholders to coordinate the SAWS' Corporate Events such as
 - Science-related events
 - HM- related events
 - WMO events, etc
 - Events aimed at Socio-Economic Development initiatives

Administration, Governance, Risk & Compliance

- Maintain digital media archives including photos, videos etc
 - Ensure that all communications and marketing material align with brand standards
 - Ensure TQM compliance of the CSR department as TQM champion
 - Provide input into the development of the Communications Strategy, Policies, SoP's, APP and APP and Quarterly Reports etc
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Stakeholder Management

- Maintenance of relationships with internal and external stakeholders
- Mentoring and coaching of the department's intern(s)
- Assist with the managing of the communication needs of internal stakeholders
- Assist with the process of stakeholder mapping and support all stakeholder engagement programme initiated by the department

Required Minimum Education/Training:

- Bachelor's Degree in Communications/Public Relations/Journalism or and other relevant qualification

Required Minimum Work Experience:

- Three years' relevant experience in the field,
- Experience in document design and management
- Experience in working with technology
- Understanding best practices of main social media channels including Facebook, Twitter, Instagram

Technical and Behavioural Competencies Required

Technical

- Excellent verbal and written communication skills, with flair for writing news and other articles; document development, review and editing; report writing.
 - An interest in geography, meteorology or climatology.
 - An interest and experience in developing content for social media; photography; and basic document design.
 - Working knowledge of applicable day office software which can include MSWord, Publisher, Adobe, Excel, the Cloud, the Internet, Facebook, X, Instagram amongst others.
 - Strong administrative abilities; knowledge of organisational procurement; and financial systems from the user's perspective.
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- Knowledge of Total Quality Management will be an added advantage.

Behavioural

- Analytical and creative thinking
- Networking and collaboration
- A problem-solving approach
- The ability to work under pressure and manage several priority tasks simultaneously
- Maintaining confidentiality
- Ability to work after hours and travel extensively
- Living the SAWS' values which include integrity; collaboration; solution-oriented science and a passion for service excellence

Please Note:

To apply for the above position please send your comprehensive CV and qualifications to recruitment2@weathersa.co.za

Enquiries for the above-mentioned positions must be directed to: Ms Thembisa Bixa, at Tel. (012) 367 6208.

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Closing Date: 28 March 2025

Preference will be given to People living with disabilities in line with SAWS EE targets. This is an EE position and preference will be given to **females and males, Indians and Coloureds**. Correspondence will be limited to shortlisted candidates only. Candidates who have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Weather Service is an equal opportunity employer.

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| Record Reference | HCM-ADVERT- COMMS OFFICER 2025 |
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