

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

- : Only online applications will be accepted. Applications not accompanied by a comprehensive CV and a fully completed and signed Z83 form will not be considered. Please register, or if you are already registered, sign in and apply for this position on the GTAC eRecruitment website <https://erecruitment.gtac.gov.za/erecruitment/>

CLOSING DATE
NOTE

- : 18 July 2025 at 12 pm
- : Only South African Citizens and Permanent Residents need to 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. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview by shortlisted candidates. All short-listed candidates will be subjected to personnel suitability checks and security vetting in order to confirm employment. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications and those not meeting the requirements will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised posts. The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible to people with disabilities and reasonable accommodation is provided for persons with disabilities.

OTHER POST**POST 23/59**

- : **COMMUNICATION OFFICER: JOBS FUND PMU REF NO: G06/2025**
Term: 24 Months Fixed-Term contract

SALARY
CENTRE
REQUIREMENTS

- : R468 459 per annum (Level 09), plus 37% in lieu of benefits
- : Pretoria
- : A bachelor's degree/ Advanced Diploma (NQF Level 7) in Communications or related field, a Postgraduate qualification in journalism, and/or communications, and or public relations will be advantageous. 3-4 years of experience in management, promotion and delivery of corporate communications strategic and operational activities, and public relations. Experience working in a public sector is highly desirable. Competencies Required: Organisational Awareness: Refers to the ability to understand and learn the power relationships in one's organisation or other organisations. 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. Resources Planning: Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Results Orientation: Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. 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. Holding People Accountable: Acts to ensure others perform in accordance with clear expectations and goals. Concern for Quality and Order: 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 an information system. Commitment to Learning: Actively pursues learning and development in order to achieve results and to contribute to continuous improvement. Supports and encourages the learning and development of others. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Resilience: Ability to cap one's emotions to avoid negative reactions when provoked, when faced with opposition or hostility, or when working under stress. It also includes the ability to maintain stamina under continuing stress. 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. Public Finance: Field of economics that studies government activities and the alternative means of financing them. 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. Economic Principles: Basic knowledge and understanding of economics' main concepts such as supply and demand, price, marginalism, etc. 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). 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. 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. 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 is responsible for developing and implementing the Jobs Fund (JF) communication strategy, including its social media strategy, and Planning and coordinating the implementation of the Fund's knowledge agenda. This includes producing content and knowledge products, managing logistics for all Jobs Fund knowledge-sharing events, conducting research on the Jobs Fund Portfolio, liaising with Jobs Fund Partners and ensuring Jobs Fund communication protocols are adhered to; media monitoring, preparing and responding to internal and external enquiries, managing the Fund's communication database and records and branding. Research: Conduct research on Jobs Fund-related issues and prepare content for external distribution. Design, write and/or produce presentations, press releases, articles, leaflets, 'in-house' journals, reports, publicity brochures, information for websites, social media platforms and promotional videos. Monitor and analyse media coverage. Communications Framework: Coordinate communications strategy, including the development of brochures, social media posts, website content, articles, corporate publications, and media releases to maximise impact of the Fund. Update the communications guidelines for staff and Jobs Fund Partners. Subscribe to relevant publications, Newsletters, and websites to keep abreast of developments in the fields of Communications and Public Relations (PR) and socio-economic development. Sharing the insights and knowledge gained for use or consideration by the Jobs Fund. Seek opportunities for the participation of the Jobs Fund in relevant events, conferences, and workshops. Develop, communicate and monitor compliance against guidelines and procedures related to organisation-wide communications policy. 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 the website, intranet, social media, and other digital applications to ensure currency and communication excellence whilst enabling continuous improvement. Produce content and 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. Produce content for internal communications, including the

newsletter and Ministerial Updates. Manage the Jobs Fund mailbox and ensure all enquiries are responded to within the prescribed time. Escalate issues to management. Attend to internal and external enquiries and requests (e.g., from the National Treasury, from JF partners and the public) after obtaining the necessary approvals from management. Coordinate the communication with applicants during funding rounds. Respond to queries from applicants; ensure that unsuccessful applications to the JF are timeously informed; communicate eligibility criteria to unsuccessful applicants as per instructions 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. Monthly submission of the enquiries log report and summary of activity to management. Liaise with legal regularly on POPIA compliance and remove any individuals from the database who no longer wish to receive JF publications. 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. Promotions and Marketing: Prepare impact stories from the Jobs Fund Portfolio of projects. Convert JF Evaluation results into knowledge products. Assist in providing content, production and design advice for all marketing/ PR/ communications publications as required. Develop new knowledge products including journal articles publication 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.

ENQUIRIES

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