



DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

COMMUNICATIONS OFFICER

Salary Range: An all-inclusive remuneration R 359 517 – R 420 402 (Level 08)

HEAD OFFICE (Qonce) Ref: DSRAC 10/06/2023

MINIMUM REQUIREMENTS: National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA in Journalism, Media, Communications or other relevant qualifications with 1 – 2 years in a Communications Environment. Knowledge of Public Service Legislation / Policies / Prescripts and Procedures. Computer Literacy. Excellent writing, editing and proofreading skills. Planning and organising skills. Deadline-oriented. Ability to work under pressure. Social media savvy. A valid driver's licence.

DUTIES: Assist in the development of marketing communications and media plans/ strategies. Writing and editing of communication materials. Conceptualising and creating engaging integrated marketing communications content and campaigns, and measuring their effectiveness. Work closely with marketing and events programs to collect and collate information for profiling of the department. Facilitate branding of departmental events in line with the branding strategy. Provide media relations support and organise media engagement programmes including press conferences and interviews. Facilitate inputs for departmental stakeholder publications and posts on the department's digital platforms. Maintain departmental media archives (photos, videos, articles etc). Provide communication admin support. Compile and submit monthly and quarterly reports. Monitor and analyse engagement metrics for digital communication channels, providing insights and recommendations for continuous improvement. Provide technical support and collaborate with cross-functional teams to create and curate content for internal/ external communication channels including newsletters, intranet, website, social media, marketing campaigns etc. Maintain internal/ external distribution lists ensuring accurate and up-to-date information.

People with disabilities who meet the requirements will be given preference.

ENQ. R. SWARTBOOI – 043 492 0949 – HEAD OFFICE (Qonce)

e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za