



public works & rural development

Department of  
Public Works & Rural Development  
FREE STATE PROVINCE

WRT 2.5

MEC: PUBLIC WORKS AND RURAL DEVELOPMENT  
HOD: PUBLIC WORKS AND RURAL DEVELOPMENT  
ALL SMS MEMBERS: PUBLIC WORKS AND RURAL DEVELOPMENT  
ALL STAFF IN THE DEPARTMENT OF PUBLIC WORKS AND RURAL DEVELOPMENT

**HUMAN RESOURCES MANAGEMENT CIRCULAR NO 30 OF 2009**  
**CLOSING DATE 09 DECEMBER 2009**

- POST** : Deputy Director: Communication Ref. No.: PWRD 2009/0032
- SALARY** : An all inclusive remuneration package of **R378 456.00 (SR11)** per annum. The package includes basic salary, a state contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable guidelines
- CENTRE** : Bloemfontein
- REQUIREMENTS** An appropriate Bachelor's Degree or an equivalent qualification in Communications field or Public Relations
- RECOMMENDATIONS**
- Excellent verbal, written and networking skills.
  - Sound knowledge in public relations, even/project management and internal communications.
  - Experience in exhibitions.
  - Computer literacy.
  - Valid code 08 driver's license.
- DUTIES** :
- Evaluation and selection of report, articles commentaries and photos submitted for presentation.
  - Assist with the preparation of the MEC speeches, reports, presentations as well as information brochures.
  - Analyzing the news, media and the making of recommendations for the utilization thereof.
  - Advise management and departmental institutions about aspects of Liaison and Publicity work.
  - Interpreting policy, determining priorities and planning strategy in respect of liaison and publicity actions.
- ENQUIRIES** : Mr S Diakos Tel: 051 405 4340

**CLOSING DATE**

**04 January 2010**

**APPLICATIONS TO:**

Head: Public Works and Rural Development  
P.O. Box 7551  
**BLOEMFONTEIN**  
**9300**

**OR**

**APPLICATIONS THAT ARE HAND DELIVERED MUST BE BROUGHT TO THE FOYER OF MEDFONTEIN BUILDING WHERE THEY MUST BE PLACED IN THE SEALED APPROPRIATELY MARKED BOX AT:**

**SECURITY**  
**GROUND FLOOR**  
Medfontein Building  
St. Andrews Street  
**BLOEMFONTEIN**

**\* NO APPLICATIONS WILL BE ACCEPTED BY STAFF IN OFFICES IN THE BUILDING.**

**INSTRUCTIONS: How to apply:**

- ❖ Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by an updated comprehensive & detailed Curriculum Vitae with certified copies of qualification certificates, Driver's License and a copy of Identity Document or Passport attached.
- ❖ Applicants are requested to complete the Z83 form properly and full particulars of qualifications and experience (on separate page, if necessary) must be submitted. **(Please complete one application for this post and indicate on the Z83 the centre of employment).**
- ❖ Direct your application quoting the relevant reference number & correspondence centre of employment above on the Z83 form.
- ❖ The department intends to promote representivity through the filling of vacancies. Preference will be given to suitable persons whose appointment/promotion/transfer will promote representivity.
- ❖ Failure to comply with the above-mentioned instructions will result in the application not being considered and automatically disqualified.

**PLEASE NOTE:**

**Your attention is drawn to:**

- ❖ Correspondence will be limited to short listed candidates only. Candidate's who are not contacted, within four months for an interview, can assume that they did not meet the shortlist criteria and are hereby thanked for applying.
- ❖ Applications will not be accepted by staff in offices in the Building.
- ❖ All enquiries. No other staff member will entertain queries in this regard.

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