



**GAUTENG**  
LEGISLATURE  
Your View — Our Vision

CELEBRATING  
1994-2024  
**30**  
YEARS OF  
DEMOCRACY



## INTERNAL/EXTERNAL ADVERTISEMENT

DIRECTORATE: COMMUNICATIONS AND PPP

REFERENCE	POSITION	NO. OF VACANCIES AND SALARY PACKAGE
20240903	Electronic Communication Officer	One (1) ONLY P08 R 944 441 CTC Per Annum

**Reporting to: Communications Manager**

### PURPOSE

To provide website, intranet and social media management service to the institution.

### KEY PERFORMANCE AREAS

#### KPA 1: Budget Management

- Contribute to the development of the Communications budget.
- Develop quarterly expenditure projections for the electronic communication sub-section
- Compile monthly and quarterly financial reports for the Electronic Communication sub-section

#### KPA 1: Building/ Develop web sites

- Architecture of the websites
- Writing of script and codes
- Writing of hyperlinks (pages to pages)
- Create new pages (dynamic and static pages)
- Fix and repair broken links and those not working
- Develop search functions
- Posting completed site to internet server using FTP solutions

#### KPA 3: Maintenance of Front end and back-end functioning of the websites

- Maintain content and oversee day-to-day management of the organisation's intranet and website

- Update by placing new information on the sites
- Create links
- Advice on appropriate means for producing and transmitting information effecting changes (includes editing, formatting of information for dissemination using the tools
- Effecting changes to the appearance of the sites
- Change or add new pages
- Repairs links from default pages to a linked page

#### **KPA 4: Management of current and new websites**

- Publishing of websites and intranet
- Compile procedure manuals
- Looking after software and ensuring up to date versions are available and being used
- Undertake research or benchmark trends to improve current or keep up to date current sites

#### **KPA 5: Monitoring back end and front-end web applications**

- Speed of information retrieval
- Produce and interpret Web statistics on usage
- Use the statistics to inform further developments and improvements
- Analyse the effectiveness of the sites

#### **KPA 6: Integrate solutions**

- Bring together the intranet and website on the same platform and web applications
- Integrate technical with the design, back end and front end

#### **KPA 7: Building capacity of other information/data suppliers**

- Training of users to upload information on the intranet

#### **KPA 8: Provide basic support to users**

- Guide users where to find documents/ information
- Handling enquiries/ queries from staff, members and browser's

#### **KPA 9: Liaise with information/data providers**

- Prompt data providers to submit information
- Inform data providers of unavailable documents

#### **KPA 10: Human Capital Management**

- Developing staff Balance Score Cards for direct reports,
- Conducting Quarterly and Annual performance reviews,
- Conducting Skills Audit for direct reports
- Developing training plans for direct reports.

## **REQUIRED COMPETENCIES AND SKILLS**

- Leadership capability
- Ability to supervise/manage people
- Good judgment and assertiveness
- Persistence and persuasive
- Integrity and tenacity
- Stakeholder Management
- Project Management
- Basic financial management

## **KNOWLEDGE AND SKILLS:**

- Writing skills
- Understand how information is accepted
- Understand Branding and Corporate Identity principles
- Monitoring and Evaluation
- Report writing
- Customer management/ Relations
- Principles of quality assurance
- Communication principles and environment
- Advisory skills
- Manual Development Skills
- Excellent communication skills (both verbal and written)
- Stakeholder knowledge
- Research Principles

## **QUALIFICATIONS/EXPERIENCE REQUIRED:**

- Degree in Electronic Communication/ Computer Science related field, a post graduate qualification will be an added advantage
- 3 years' experience in managing a website with at least one year experience at Supervisor/ Specialist Level
- Understanding of popular social networks – design, functionality, users and online copywriting experience

## **Closing date for applications: 06 October 2024**

NB: The Gauteng Provincial Legislature is committed to the achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. People with disabilities are particularly encouraged to apply. Appointment will be made subject to completion of background/reference checks. Potential candidates for the post may be subjected to security vetting and screening by State Security Agency, and appointment to the post be determined based on the results from such screening and vetting. The Provincial Secretary of Gauteng Legislature reserves the right to approve or decline the appointment.

**To apply for this position, submit your cv to [Hrrecruitment1@gpl.gov.za](mailto:Hrrecruitment1@gpl.gov.za) with your certified supporting documents (i.e. ID, certified Copy of qualifications with at least two contactable references)**

**Always quote the position reference number on the subject line – applications without a position reference number will not be considered.**