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INTERNAL/EXTERNAL ADVERTISEMENT

DIRECTORATE: COMMUNICATIONS AND PPP

<i>REFERENCE #</i>	<i>POSITION</i>	<i>NO. OF VACANCIES AND SALARY PACKAGE</i>
20240905	Internal Communications Officer	One (1) Only P08 R 944 441 CTC Per Annum

Reporting to: Communications Manager

PURPOSE:

To Inform and communicate GPL work and its activities to internal stakeholders

KEY PERFORMANCE AREAS

KPA 1: Budget Management

- Monthly and Quarterly financial reports for the Internal Communications Officer sub-section
- Communications Units budget reflect contributions for Internal Communication sub-section.
- Quarterly expenditure projections

KPA 2: Building/ Managing Internal Communications profiles and presence

- Develop Internal Communications Strategy
- Gather, inform, manage, support, sustain, create awareness and communicate the work of the GPL programme and its activities to internal stakeholders
- Producing a monthly internal newsletter

KPA3: Management of internal communications

- Sourcing of content for the newsletter
- Undertake research or benchmark trends to improve current internal communications
- Utilizing internal communications tools and ensuring up to date messages
- Compile internal communication procedure manual for internal stakeholders

KPA 3: Provide basic support to users and Liaise with other Communications sub-units and GPL Units to source information

- Ensure correct usage and compliance of the CI Manual, includes correct usage of email signature
- Encourage participation of internal stakeholders in GPL programmes and activities
- Prompt internal units to submit information
- Ensure central point of information dissemination and timeously

REQUIRED COMPETENCIES:

- Analytical Thinking
- Organizational ability
- Flexibility
- Goal Orientation
- Proactive
- Teamwork & co-operation:
- Customer Service Excellence (internal & external)
- Assertiveness
- Coping with pressure

KNOWLEDGE AND SKILLS

- Ability to manage multiple projects at one time
- Excellent and creative writing skills to a variety of audiences /editing and proof reading
- Ability to use strong judgement to identify and resolve problems whilst maintaining quality of work, budgets, and timelines
- Communication principles and environment
- Administrative knowledge
- Principles of quality assurance
- Understand how information is accepted
- Understand broad communication principles
- Understand Branding and Corporate Identity principles
- Research Principles
- Understand the public participation processes and policies
- Understanding the core mandates of GPL
- Project Management
- Monitoring and Evaluation
- Manual Development Skills
- Communication skills
- Stakeholder management
- Content development

Qualifications/ Experience Required:

- A bachelor's degree in one of the following fields: Communications, Media, Marketing, Public Relations and Internal Communications
- Minimum 3 years' experience in the field (with proven track-record of successfully managing internal communications)

- At least one year experience at Supervisor/ Specialist Level
- Experience in delivering successful internal and employee engagement campaigns.

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 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.