

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING (TSHWANE SOUTH TVET COLLEGE)**

***It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.***

- APPLICATIONS** : Tshwane South TVET College, P O Box 151, Pretoria, 0001 or alternatively, applications can be hand-delivered to the Head Office, 85 Francis Baard Street, Pretoria, 0001
- CLOSING DATE** : 17 February 2023
- NOTE** Applications must be submitted on the new Z83 form which has since been in effect from 1 January 2021, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae (CV), with specific starting and ending dates in respect of all relevant positions held with clear levels and ranks description pertaining the work experience as well as at least two contactable references. Only short-listed candidates will be required to submit certified copies (not older than six months) of qualifications including academic records, drivers license and identity document on or before the interview. Please indicate the reference number and the post description of the position you are applying for on your application form, the Z83 Form must be dated, signed and the candidate must initialise both pages of the Form. Applications submitted using the old Z83 Form will not be accepted. Non-RSA Citizens/Permanent Resident Permit Holder will be required to submit their permit on the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late Applications received after closing date and time, incomplete, emailed, and faxed applications will not be considered. The employment decision shall be informed by the Employment Equity Plan of the College. It is the intention of the College to promote representativity (race, gender, and disability) in the College through the filling of these post(s). Applicants from the designated groups especially in respect of people with disabilities will receive preference. The College as the employer reserves the right not to make any appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will only be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

**POSTS**

- POST** **MARKETING AND COMMUNICATION CLERK SL5 REF NO:05/03/2022**
- SALARY** : R181 599 per annum plus benefits
- CENTRE** : Tshwane South TVET
- REQUIREMENTS** : Grade 12, Recognised three-year National Diploma (NQF Level 6) in Communication/ Marketing/Public Relations or equivalent qualification in the relevant field will be an added advantage. Minimum of 1-2 years working experience in the Marketing and Communication Environment. Knowledge of social media practice and channels, understanding of the importance of brand guidelines, graphic design and applying across a range of channels, knowledge and understanding of stakeholder management, event management, digital marketing and website maintenance. Knowledge of policies and government environment of TVET Colleges including knowledge of annual reporting requirement by Higher Education Institutions. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy and high level of reliability.
- DUTIES** : Assist in marketing, promotion and branding services. Assist in the coordination of public relations and media liaison services. Assist in the coordination of photographic services and drafting articles. Assist in the coordination of College events and communication administrations services. Assist in updating the content, design and layout of the College website. Perform other related functions in the area operation assigned by the manager
- ENQUIRIES** : Ms. MF Mashitsho; Tel no: (012) 401 5000