



**higher education  
& training**

Department:  
Higher Education and Training  
**REPUBLIC OF SOUTH AFRICA**



**Tshwane South  
TVET College**

*"achieve the future"*

### VACANCY LIST

Tshwane South Technical Vocational Education and Training (TVET) College has the following vacancy:

SUPPORT STAFF POST				ENQUIRIES	
POST DESCRIPTION	POST NUMBERS	POST LEVEL	MINIMUM REQUIREMENTS	DUTIES	
Assistant Director Marketing and Communication	PS 01/09/19	SL9	<ul style="list-style-type: none"> <li>✓ Recognised three (3) year tertiary qualification or an equivalent qualification on NQF Level 6 (National Diploma/Bachelor's Degree).</li> <li>✓ Minimum of five (5) years' working experience in Marketing or advertising.</li> <li>✓ Minimum of two (2) year supervisory experience.</li> <li>✓ Valid driver's licence.</li> <li>✓ Computer literacy (MS Package).</li> <li>✓ Good Communication skills (written and verbal) and interpersonal skills.</li> <li>✓ Good communication skills</li> <li>✓ Proven knowledge of public service</li> </ul>	<ul style="list-style-type: none"> <li>✓ Promote the image of the College through application of marketing strategies and maintaining its corporate identity thereof.</li> <li>✓ Develop marketing strategy of the College and manage its implementation thereof; develop and implement tools of communication (notice boards, publications).</li> <li>✓ Develop and manage the implementation of exhibition plans.</li> <li>✓ Profile the work of the College through presenting of a credible</li> </ul>	Mr. T Makua (012) 401 5120

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		<p>regulations, prescripts and Acts.</p> <ul style="list-style-type: none"> <li>✓ Must be willing to work long hours and travel extensively.</li> <li>✓ Expert knowledge of interpretation of and application of marketing principles.</li> </ul>	<p>and professional image of the College at exhibitions.</p> <ul style="list-style-type: none"> <li>✓ Manage the stock of the Marketing Department.</li> <li>✓ Ensure College events, offices, publication, invitations, advertisement and promotional items are correctly branded.</li> <li>✓ Manage logistics of registering and booking exhibition space, delivery, set up, collection and repair of branding items.</li> <li>✓ Liaise with peers and supervisors to develop and implement creative concepts and products for marketing campaigns and exhibitions.</li> <li>✓ Manage the quality control of all branded material.</li> <li>✓ Lead and manage staff within the Marketing Department.</li> <li>✓ Collaborate with peers and supervisors on strategic management of the College brand.</li> <li>✓ Responsible for planning and management of marketing projects through execution of</li> </ul>	
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				<p>campaigns on time.</p> <ul style="list-style-type: none"> <li>✓ Provide inputs into the compilation of strategic and operational plans for the College events.</li> <li>✓ Perform any other duties assigned by the manager.</li> </ul>
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**NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (certification must not be older than three (3) months and no copy of a copy will be allowed, attach academic record), ID and Curriculum Vitae. Please take note that correspondence will only be conducted with short-listed candidates. If you are not contacted within three (3) months after the closing date, please consider your application unsuccessful.**

Please indicate the reference number and position you are applying for on your application form and forward your application to: The Human Resources Department, Tshwane South TVET College, PO Box 151, PRETORIA, 0001, or hand deliver to the HR Offices on Campus level or at the Tshwane South TVET College Central Office 85 Francis Baard Street Pretoria, 0001. Faxed and e-mailed applications will not be accepted.

**NB:** Failure to sign Z83, write the correct reference number and attach all the necessary certified documents required by the advertisement your application will not be considered.

**Closing date: 11 September 2019**



The image shows a handwritten signature in black ink, which appears to be 'D. M. M. M.' followed by a date '2019' written vertically to the right of the signature.