



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



DEPARTMENT OF HIGHER EDUCATION AND TRAINING (CENTRAL JOHANNESBURG (TVET) COLLEGE

POST CJC/20/38: COMMUNICATIONS OFFICER: SOCIAL MEDIA SPECIALIST (one year college paid contract) (Level 7)

SALARY: R257 508 (Plus 37% in lieu of benefits) per annum, which translates to an all-inclusive salary package of R352 785.

CENTRE: CENTRAL JOHANNESBURG COLLEGE

REQUIREMENTS: A National Senior Certificate/Grade 12/ NCV Level 4; National Diploma/ Bachelor's Degree in Communication/ Marketing or equivalent qualification. At least 3 years experience in social media communication environment, with a high level of proficiency in working on social media platforms. Driver's license an added advantage. Knowledge: Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of the monitoring of performance management development system. Knowledge and understanding of the TVET Administration. Knowledge and understanding of the Higher Education sector, specially the policies and relevant legislation. Skills: Administrative; Planning and organizing; Report writing; Communication and interpersonal; Problem solving; Computer literacy; Analytical; Client oriented; Project management; Team leadership; Planning and organizing; People management

DUTIES: Regular development and administration of social media content for approval and uploading; Coordination of all enquiries raised on all our social media platforms; tracking all the positive and negative stories on the college including forwarding these to the relevant managers; Regularly communicating College camping on Social Media and Online Communication; Provide communication administration support to all approved college events; Coordinate public relations and media liaison services; Regularly maintain the content, design and layout of the College website;

ENQUIRIES: Enquires should be directed to Mr. Ben Khakhu at 010 045 6000,

APPLICATIONS: All applications are to be sent via email to recruitment6@cjc.edu.za. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted.

Note: Scanned Applications must consist of :a) a duly completed and signed Z83 form obtainable from any Public Service Department, stating the relevant reference number, b) a recently updated CV, as well as certified copies of all qualifications, not older than 6 months, including academic records/transcripts, and certified ID document). Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. If you have not heard from the college within 3 months after the closing date, please accept that your application has not been successful. All shortlisted candidates will be subjected to qualification and citizen verification, criminal records and financial / credit checks. The Central Johannesburg TVET College is an equal opportunity employer.

CLOSING DATE: 23 October 2020