



Commission for Gender Equality
A society free from gender oppression and inequality

The Commission for Gender Equality (CGE) is an Independent and statutory body created in terms of the SA Constitution. The CGE is committed to a society free from gender oppression and all forms of inequality. Applications are invited from suitably qualified candidates for the following positions.

COMMUNICATIONS MANAGER
Salary: Level 12: 869 007 (all – inclusive package)
Head Office- Johannesburg

Responsibilities of successful incumbent:

- Review and implement the media and communication strategy of the CGE.
- Co-ordinate and manage communication and media related projects of the CGE at a national level.
- Manage special communications projects periodically.
- Manage public relations events.
- Manage and co-ordinate the creative treatments for CGE media and communication campaigns.
- Identify and arrange media and communication partnerships on behalf of the CGE.
- Manage social media networks of the CGE.
- Monitor media trends for coverage on a monthly and quarterly basis (on CGE work and other ancillary matters).
- Identify branding opportunities for the CGE in the public space and manage the CGE brand at various platforms.
- Provide editorial assistance where necessary.
- Participate and manage production of CGE publications from content development phase to publishing, including editing, design and layout of the CGE Annual Report.
- Provide support to other departments within the CGE at public platforms.
- Provide guidance and participate in the creation of radio and television PSAs, Adverts together with service providers and broadcasters.
- Manage the CGE website and intranet; edit the CGE's newsletter on a quarterly basis, and also make a contribution editorially.

Requirements:

- Bachelor's Degree in media studies, Communications, Journalism or equivalent qualification in related fields.
- 8-10 years of working experience in communications, 4-5 of which were in a management position.
- Demonstrable experience of managing communications and media campaigns at a national level.
- Demonstrable experience in managing communication and media partnerships at national level; At least 3 years of experience in content development, preferably in the newsroom.
- Excellent verbal and written communication skills; Work under pressure, independently and in a team.
- Experience in briefing service providers and / or communication and PR agencies for audio-visual products.
- Experience in managing communication programmes for social change.
- Knowledgeable in the use of audio-visual equipment.
- Disciplined, professional and efficient.
- Strong theoretical understanding of broadcasting (radio and television).
- Excellent computer skills.
- Prepared to work long hours.
- Strong administrative and organisational skills.
- Strong creative skills and ability to conceptualise creative treatment for communication campaigns.
- Strong knowledge of local and international issues pertaining to gender equality.
- Strong analytical skills.
- Strong negotiation skills, especially for bulk media space / acquisition;
- Valid driver's license and willing to travel.

Please submit the following: Letter of Motivation, CV and Certified copies of ID, qualifications and telephone details and e-mail addresses of contactable three contactable referees via email to info@affinityconsulting.co.za

Please note that no late applications will be accepted. Correspondence will be limited to the short-listed candidates only. Applicants with a foreign qualification must submit a SAQA evaluation report of their qualification. The CGE reserves the right not to fill this advertised position. The CGE is an equal opportunity, affirmative action employer committed to the achievement and maintenance of representivity (race, gender, and disability). Preference will be given to South African citizens. All shortlisted

candidates will be subjected to background checks and competency assessment.

Enquiries: Ms. Mankwele Mangwanatala Tel: 011 403 7182/3/4

Closing date and time: 22 January 2021 at 17:00