

COMMUNICATIONS MANAGER

Description

POSITION: COMMUNICATIONS MANAGER

REFERENCE NO: REF NO: CGE COMMS 13/2026

OFFICE/UNIT: CHIEF EXECUTIVE OFFICE

CENTRE: HEAD OFFICE, JOHANNESBURG

REPORTS TO: CHIEF OPERATIONS OFFICER

SALARY LEVEL: 12

REMUNERATION: R 1 101 468.00 PER ANNUM (ALL-INCLUSIVE PACKAGE)

CONTRACT TYPE: PERMANENT

Responsibilities

DUTIES AND RESPONSIBILITIES

Internal Communication

- Manage and disseminate internal communication messages across all internal communication platforms.
- Ensure internal communication messages are consistent with external communication messages.
- Manage internal communication's responses to crisis situations which may affect the CGE's reputation.
- Manage and enhance internal communication platforms and initiatives for the benefit of CGE employees.

Strategic Responsibilities

- Develop and lead implementation of the media and communication strategy of the CGE.
- Plan impact communication projects and initiatives to educate the public about CGE's mandate and programmes.
- Provide reporting and advisory guidance to CGE's management and leadership on communication matters.
- Provide communication support to CGE's line functions and programmes.

External Communication

- Initiate, lead and co-ordinate all external communication campaigns and events.
- Manage communication stakeholders and identify public communication opportunities.
- Promote and protect the public image of the CGE through effective corporate identity guidelines.
- Lead and provide guidance to manage crisis communications.
- Ensure effective media monitoring and analyse trends.
- Identify and arrange media and communication partnerships on behalf of the

Hiring organization

Commission for Gender Equality

Job Location

Centre: Head Office
(Johannesburg)

Date posted

June 5, 2026

Valid through

22.06.2026

CGE.

- Manage CGE's social media platforms, website and the newsletter.
- Edit and proof-read all corporate reports, strategic publications such as the annual report and others.
- Manage production of CGE publications from content development phase to publishing, including editing, design and layout.
- Provide guidance and participate in the creation of radio and television initiatives and campaigns.

Departmental management

- Oversee the personnel involved in communication as well as service providers.
- Administer the budget allocated for communications and the processes related to procurement.
- Evaluate performance in relation to communication goals and key performance indicators (KPIs).
- Evaluate risk management in line with organisational internal controls.
- Effective team management skills.
- Report writing skills.
- Innovation and creativity.

Qualifications

MINIMUM REQUIREMENTS

- Must be a South African citizen.
- Bachelor's degree in Communications, Journalism or a related field.
- Postgraduate qualification in Communications or a related discipline may be advantageous.
- Minimum (7) Seven-years' experience in communications, public relations, or media management.
- Minimum (3) Three-years' experience in management level
- Proficiency in digital communication tools, social media platforms, and content management systems.
- Understanding of crisis communication principles and experience in managing reputational risks.
- Knowledge of branding and messaging strategies to ensure consistent communication across channels.

Contacts

Applicants must submit the following:

Comprehensive CV and motivational letter

Certified copies of ID, drivers' license and qualifications.

Contact details of three contactable referees.

Applications must be sent via email to: recruitment@cge.org.za.

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 fair representation (race, gender, and disability). Whites, Coloureds, Indians and persons with disabilities are encouraged to apply. Shortlisted

candidates will be subjected to background checks and psychometric assessment. Preference will be given to South African citizens. Should you not receive a response from us within three months following the closing date, kindly regard your application as unsuccessful.

For enquiries (Not Applications), contact Mr. Silas Maloka – HR Manager at Tel: 011 403 7182 or 069 007 0944.

CLOSING DATE: 22 JUNE 2026