



GERT SIBANDE TVET COLLEGE COUNCIL INVITES SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING VACANT POSTS

MARKETING AND COMMUNICATIONS CLERK (ONE YEAR CONTRACT)

Salary: R 202 233.00 per annum. SL5

•(Ref no. GSC33/2024), **Central Office**

Minimum requirements: • Matric (Grade 12) certificate with computer as a passed subject or NCV Level 4 in Marketing • N6 Certificate in marketing will be an advantage • One year experience in Marketing Environment will be an added advantage.

Competencies: • Strong administration skills, innovative thinking and problem solving skills • Ability to perform accurately and methodically under pressure • Sound interpersonal relations and a pleasant telephone personality • Good planning organizational skills • Thoroughness, honesty, integrity and willingness to work hard, coupled with work pride • Appropriate verbal and written communication skills • Ability to interpret directives • Computer literacy.

Duties: • conducting interviews, writing articles, and subediting the college's newsletter and other college publications •

Ensuring that the college's letterhead and logo are correctly used in documents, and in procurement • Assist in ensuring that all necessary marketing material are set up at every college event and controlled after events • Compiling and updating a database for newspapers, radio stations, and televisions for local, provincial and national media houses • Monitoring the college social media three times a day, compiling media statements, monitoring and updating media enquiries and monitoring and updating the college's Tik Tok • coordinating and conducting school visits., community meetings and career exhibitions •

Enquiries: Mr BJ Dlongolo/Ms CM Moloi Tel. 017 712 9040 (during office hours)

Closing date: 13 May 2024 at 15:30

Note: • Applicants must submit a fully completed and officially signed **Z83** form and a comprehensive CV when applying for a post, at least two contactable work-related references on CV or Z83 form. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post • Application **Z83** form is available on our website, www.gscollege.edu.za or DPSA website • Failure to submit the requested documents will result in your application not being considered • No faxed or emailed applications will be accepted • Applicants should submit separate Z83 and CV where more than one post is applied for • Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard • The College reserves the right to verify any information received in applications • Late and incomplete applications will not be considered • Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate • Communication will be entered into with successful candidates only • Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful • Post reference number should be indicated on the application • The College reserves the right to withdraw any position at any time.

Applications must be forwarded to: The Acting Principal, Gert Sibande TVET College, P.O. Box 3475, Standerton, 2430 or for attention Acting Manager HR: Mr BJ Dlongolo, or may be placed in the application container located at the reception: Gert Sibande TVET College, 18a Dr Beyers Naude Street, Standerton, 2430.

GERT SIBANDE COLLEGE IS COMMITTED TO ESTABLISHING A DIVERSE WORKFORCE; THEREFORE, PREFERENCE WILL BE GIVEN TO QUALIFYING AND SUITABLE CANDIDATES FROM THE DESIGNATED GROUPS, ESPECIALLY WITH REGARD TO RACE, GENDER AND DISABILITY.