



Commission for Promotion and Protection of the Rights of Cultural, Religious and Linguistic Communities

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Braamfontein, Johannesburg
Private Bag X90 000, Houghton, 2014

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SENIOR MANAGER: MARKETING & COMMUNICATIONS

(5-year renewable contract based on performance)

All-inclusive salary package: R864 177 per annum

Head Office, Braamfontein (Ref. K26870/1)

The successful candidate will improve the image of the CRL Rights Commission among internal and external stakeholders by employing effective integrated communication and marketing strategies.

Requirements: • An appropriate qualification in Communications and Marketing or related field of study • A relevant postgraduate qualification in the same field will be an added advantage • A minimum of 5 years' experience in communications, marketing and stakeholder management • Demonstrable knowledge in marketing and communications • Strategic planning, financial management, strategic capability and leadership • Advanced report-writing skills and language proficiency • Innovative • Assertive • Creative and able to work efficiently under pressure • Presentation and highly developed analytical skills • Knowledge of Government communication processes and protocol at senior management level.

Key performance areas: • Develop and implement the integrated communication and marketing strategy of the CRL Rights Commission • Design and manage external communications strategies to maximise the Commission's contributions to media coverage on CRL issues • Develop and implement media outreach plans to maintain and expand contacts with media outlets and publications to expand media coverage • Manage content on the CRL intranet and website • Oversee marketing and branding at special events and all activities of the CRL Rights Commission • Establish relationships with media buying agencies and work closely with marketing agencies, and other key suppliers to ensure consistency of brand delivery across all events • Manage media at press conferences and other events and serve as the media's point of contact, while operating within the parameters of the Communication and Marketing Strategy • Be responsible for production of CRL Rights Commission newsletters • Design and conduct social media strategies to advance the message of the CRL Rights Commission • Plan and organise rollout strategies for CRL Rights Commission's reports, advocacy initiatives and special events to maximise media coverage and impact • Develop and implement guidelines, standards and policies, and provide quality control for media campaigns and external communications • Work collaboratively with all units and field offices in promoting the mission of the CRL Rights Commission through media.

Enquiries: Mr Cornelius Smuts, tel. (011) 358-9105

ASSISTANT MANAGER: CORPORATE SERVICES

Basic salary package: R389 145 per annum, plus benefits

Head Office, Braamfontein (Ref. K26870/2)

The successful candidate will manage the Corporate Services component of the CRL Rights Commission.

Requirements: • At least an undergraduate qualification (NQF level 7) in the field of Human Resource Management or related area; a postgraduate qualification will be an added advantage • At least 5 years' proven experience in a supervisory position in Human Resource Management and Corporate Services • Good verbal and written communications skills • Knowledge of legislative frameworks governing Human Resources Management and labour relations, practices and procedures, ie BCEA, LRA, PFMA, Public Service Act, Code of Good Practice, SMS Handbook, etc • Interpersonal relations skills • Problem analysis and solving skills • Planning and organising skills • Knowledge of Pastel Payroll • Conflict management skills • Computer literacy.

Key performance areas: • Provide overall management in respect of the Corporate Services and Human Resource Management functions • Develop and implement an HR management and development strategy • Manage and maintain the performance management and staff development programmes and ensure compliance • Manage and render advice on remuneration and conditions of service • Develop and implement human resource policies, procedures and practices • Manage recruitment and Human Resource administration • Manage job grading and oversee implementation of job evaluations processes • Manage job design and alignment of the organisational structure with the CRL Strategy • Undertake continuous maintenance of the HR information management system • Provide expert and professional advice on all HR-related matters, including labour relations • Ensure implementation of wellness programmes for CRL staff • Work collaboratively with all units and offices on human resource management and corporate services • Advise on performance bonuses and pay progression to be implemented on Pastel • Provide advice on labour issues.

Enquiries: Mr Cornelius Smuts, tel. (011) 358-9105/17

PROCUREMENT CLERK

Basic salary package: R211 194 per annum, plus benefits

Head Office, Braamfontein (Ref. K26870/3)

Requirements: • A Grade 12 certificate or equivalent qualification • At least 1-2 years' experience in supply chain management/procurement • Working knowledge of and experience in Pastel Evolution will be an added advantage • Technical proficiency in the Public Finance Management Act, Framework for Supply Chain Management, tender and contract administration, Transversal System (ie Pastel), Preferential Procurement Policy Framework Act, Financial Management, BEE Framework and B-BBEE Act • Good verbal and written communication skills, with the ability to communicate across all levels • The ability to work under pressure.

Key performance areas: • Provide secretariat support during the bid considerations and contract conclusion processes • Update and maintain the CRL database and verify supplier registration with the central supplier database – CSD by Treasury • Request, receive quotations and place orders • Ensure compliance with procurement policy directive and procedures of the Commission • Handle queries regarding orders and cancellations • Keep track of purchase orders • Track deliveries of goods and services and ensure that correct orders are provided • Issue and receive bid documents • Assist with documents and other requests from auditors.

Enquiries: Mr B Motjopye, tel. (011) 358-9108

Please submit a letter of motivation and comprehensive CV with 3 contactable referees, certified copies of qualifications and ID not older than 3 months to the Human Resources Department, CRL Rights Commission, Private Bag X90000, Houghton 2041.

Applicants with a foreign qualification must submit a SAQA evaluation report on the qualifications. The Commission reserves the right not to fill the advertised positions. Applications that do not comply with the above-mentioned requirements will not be considered.

Closing date: 15 July 2016

The successful candidates will be required to sign a performance agreement and must be willing to undertake competency assessment tests by an independent service provider. Candidates will be required to disclose financial interests and will be subjected to security vetting. Correspondence will be limited to shortlisted candidates only.

15/06/2016