



## KWAZULU-NATAL PROVINCE

TREASURY  
REPUBLIC OF SOUTH AFRICA

### Research and Speech Writer Specialist (Office of the MEC)

Salary: R 1 057 326 P.A. (All-inclusive package)

Appointment linked to the MEC's term of Office

(Ref No. KZNPT 21/54)

**PURPOSE:** To provide efficient and effective research and speech writing services to the MEC: KZN Finance.

**REQUIREMENTS:** An appropriate Bachelor's degree or equivalent qualification (NQF level 7) in Journalism / Public Relations. A minimum of 5 years' experience at a Middle Management level in research and speech writing, communications /any other professional writing related fields. Successful completion of the SMS Pre-Entry as endorsed by the National School of Governance Please access the following link for more information - <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. A valid driver's license and in the case of persons with disabilities who are unable to personally drive, the ability to meet work related travel commitments.

**KEY PERFORMANCE AREAS:** drafting of consistently high-quality, well-written and thought provoking materials under pressure and according to tight deadlines. Research and preparation of speeches, remarks, toasts, op-eds, opinions and articles that articulate the national and international vision and ideas of the principal that are in turn aligned to the strategic objectives of the Office of the MEC. Research and formulation of responses to Parliamentary questions (written and oral). Consulting and advising the MEC and his/her team on the form and content of speeches and other materials in order to have the highest impact on target audiences, in line with the MEC's priorities and communications strategy. Contribute to strategic decision-making about the communications of the Office of the MEC, including public statements, speeches and written contributions through various media formats. Identify and develop newsworthy ideas/topics and identifying possible high-profile media engagement opportunities for the Office of the MEC. Manage the Content Support Unit in the Office of the MEC which includes supervision of staff and overseeing the content generation process. Editorial oversight with regards to factual accuracy, alignment with government policy, as well as style and grammatical correctness. Working with the MEC: to ensure alignment and consistency of the said speeches, op-eds, opinions and articles with other substantive written material including but not limited to briefing notes, concept documents, talking points, key messages and media Q&A's. Undertake original research on a range of national and international topics as needed to substantively inform the speechwriting process. Research and write speeches and notes that articulate the Provincial vision and ideas of the MEC: which are aligned to the strategic objectives of the MEC: KZN Finance; Engage and liaise with various departments and stakeholders on content-related matters.

**COMPETENCIES, KNOWLEDGE AND SKILLS::** Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act and Treasury Regulations; Access to Information Act; Basic Conditions of Employment Act; Labour Relations Act; Ministerial Handbook. High level of professionalism; highly motivated; initiative and critical thinker who will be able to gather and analyze information skillfully; good interpersonal skill; Research and analytical skills; Advanced skills in writing, editing, proof reading and report writing; Sound understanding of South African politics; excellent organizational and planning skills; flexible with ability to work on multiple projects simultaneously; sense of urgency and ability to identify and resolve problems in a timely manner; ability to work independently and under pressure; project and program management knowledge and experience;. Knowledge management; good telephone etiquette; Public Service Regulatory Framework and Policy formulation process within Government; Change management; Time management; Policy development; Diplomacy; Client orientation and customer focus; Advanced Computer skills: Spreadsheets (MS Excel), Word processing (MS Office) as well as internet and intranet.

Enquiries: Ms. N Mbodla (033) 897 6988

closing date: 5 November 2021

Targeted: Females and people with disabilities who meet the requirements.

*Successful candidates will be subjected to security screening prior to employment*

The department will conduct reference checks with the HR of current and/or previous employer(s) apart from the referees listed.

Applicants with foreign qualifications must attach an evaluation certificate from the South African Qualification Authority (SAQA). Non-South African citizens who are permanent residency holders must submit a documentary proof.

The KwaZulu-Natal Provincial Treasury is an equal opportunity, affirmative action employer. As such, it is our intention to promote and uphold representivity in the Department in terms of race, gender and disability.

**The new Z83 application form for applying for employment became effective from the 1st of January 2021 and can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies).** The Z83 must be accompanied by certified copies of qualifications (including senior certificate) and comprehensive Curriculum Vitae.

**Applicants are requested to provide Service records for all relevant experience, proof of management experience (where it is a requirement), job description for current position and certified copies of ID and driver's license, academic record for all qualifications and a letter from the respective Human Resources for occupying acting positions. This information is requested to support the applicant's CV and therefore failure to provide these may lead to an applicant being disqualified.**

**Where an applicant has lost a certificate, ID or driver's licence proof of application for a replacement must be attached and an affidavit explaining the loss must be attached. Applicants who apply via email will be requested to submit their original documents and originally certified documents before the interview.**

The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful.

It is regretted that due to the large volumes of applications received, it is not possible for the Department to acknowledge receipt of same and that only those applicants that participate in the final selection processes (interviews) are notified of the outcome

**Applications, quoting the correct reference number must be forwarded to: The Head of Department, Provincial Treasury, and Directorate: Human Resources, P.O. Box 3613 PIETERMARITZBURG, 3201 or hand-delivered to 145 Chief Albert Luthuli, Pietermaritzburg, 3201 for the attention of Ms. S Ngema.**