



PUBLIC PROTECTOR  
SOUTH AFRICA

Accountability • Integrity • Responsiveness

# VACANCY

## Head of Communications (Re-Advertisement)

<b>Location:</b>	Head Office, Pretoria
<b>Reference:</b>	PPSA 02/10/2025
<b>All – Inclusive Package:</b>	<b>R 1 494 900.00 - R 1 787 328.00 per annum</b>

### Role Overview:

The Head of Communications position reports to the Public Protector and will be responsible to serve as the official voice and representative of the organisation both internal and external. This role provides a crucial strategic role in creating and maintaining a positive public image for the institution.

### Qualifications and Experience

• A 3-year qualification in Communications, Law, Journalism, Public Relations, Public Administration, Social Sciences or equivalent. • A minimum of 8 years relevant experience with 5 years of middle management experience of which 3 - 5 years must have been in the role of Spokesperson. • Experience in strategic communication and stakeholder management is a requirement. • A valid driver's license and willingness to travel.

• Interpersonal Relations • Emotional intelligence  
• Transparency • Courtesy • Team player • Integrity

### Competencies and Skills

• A dynamic, driven, outcomes oriented individual with excellent communication and interpersonal skills. • Ability to identify issues relevant to the Institution and the ability to write to an excellent standard. • Advance knowledge and ability to write. • Excellent organisational and analytical skills are essential, along with Computer Literacy. • Ability to communicate in more than one language is preferred, whilst the ability to work under pressure and meet deadlines is vital. • Media savvy and be comfortable on camera or in interviews. • Be prepared to work long and irregular hours, be committed to the principles, policies and programme of action of Public Protector South Africa and have a positive, attitude. • A systematic self-starter who displays excellent attention to detail, takes initiative and strives to improve own performance. • Advance knowledge and experience in crisis management.

### Key responsibilities and Duties

#### Strategic Leadership

- Provide strategic leadership to the Communications and Outreach unit.
- Ensure effective budget management for the Communications and Outreach unit.
- Ensure the development and implementation of Outreach strategy and programmes.
- Monitor the impact of outreach programmes.
- Ensure brand, marketing and PR strategies are integrated and support long-term organisational vision.
- Provide Leadership in the planning and execution of marketing campaigns.

#### Communication

- Articulate the organisational goals, values, mission and policies to the public.
- Ensuring consistency in messaging across different media and audiences.
- Provide support to the Public Protector and facilitate faster and improved service delivery through media engagement strategies and stakeholder liaison.
- Drive issues through communication and maintain professional relationship with the media.
- Represent the organisation during crisis or emergencies.
- Deliver clear, calm and strategic messages to protect the organisation reputation.
- Correcting misinformation and managing public perception.
- Occasionally communicating with employees and stakeholders to keep the informed about the organisational changes, updates or initiatives.

#### Media Relations

- Serve as a liaison between the organisation and journalists.
- Proactively identify issues that require the Public Protector's intervention.
- Analyse and advise on possible plan of action management.
- Daily media monitoring and analysis in order to respond intelligently and rapidly to issues that affect the Public Protector South Africa.
- Plan and facilitate quarterly media briefings or conferences.
- Conduct research for the Public Protector on issues pertaining to the mandate of the organization.
- Organise and prepare the Public Protector for media interviews/ Conferences.
- Prepare media statements as and when required.
- Prepare the Public Protector speeches.
- Handling media inquiries and providing statements, interviews and press releases.
- Participate in planning and management meetings to advise on communication and media imperatives.

#### Stakeholder Management

- Establish credibility and trust with the public, stakeholders and media through transparent and effective communication.
- Build relationships with domestic and international stakeholders, manage media relations, and ensure an accurate response to media enquiries.

**Enquiries: Ms Z. Luthuli on tel. (012) 366 7220**

**Note: Candidates who previously applied are encouraged to re-apply.**

All appointments will be done in terms of the Public Protector Act and a 12 month probation period which may be extended to 18 months. The successful candidates will be expected to sign the secrecy declaration form and performance agreement within 2 months of accepting the position.

**All shortlisted candidates shall undergo compulsory technical accounting competency assessments and only candidates that pass the test shall be invited to the interviews.**

**All successful candidates will have to undergo security clearance and vetting, and psychometric assessments may be conducted prior to appointment.**

The office reserves the right not to fill the vacancies. Correspondences will be limited to the short-listed candidates. Should you not be contacted within 3 months, please consider your application to be unsuccessful.

Applications must be accompanied by a covering letter with a detailed CV and 3 references and including certified copies of qualifications and ID document. The Public Protector South Africa is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representivity (race, gender and disability).

Preference will be given to the candidates whose appointment or promotion meets the requirements for Employment Equity representivity in the Office.

The T Recruitment (Pty) Ltd has been appointed for response handling for the above position. Applications quoting the relevant job title and reference number on the subject line must be submitted to the following email address: [applications@tttrecruitment.co.za](mailto:applications@tttrecruitment.co.za)