The Health Professions Council of South Africa’s vision is realised through protecting the public and guiding the professions.

COMMUNICATION ASSISTANT
Paterson grade B3
Salary Package: R193, 437 per annum [Plus Medical and Housing allowance]

MINIMUM REQUIREMENT FOR THE POSITION
- B degree or National Diploma in Media, Public Relations or Communications
- 1 year minimum experience in a communication environment

COMPETENCY REQUIREMENTS
- Excellent writing, editing and communication skills at all levels
- Time management, customer and media liaison skills
- Good inter-personal and problem solving skills
- Analytical and administrative skills
- Ability to work under pressure

PRINCIPAL ACCOUNTABILITIES AND KEY PERFORMANCE AREAS
- Assist the Communications Manager in all corporate communication
- Improve and enhance the image of the HPCSA by establishing and maintaining excellent media relations;
- Strategic monitoring and evaluation of media coverage;
- Assist with media enquiries, including issuing of press releases, responses, facilitation of media interviews and press conferences;
- Update media contacts and media lists;
- Assist in compiling well written, well researched replies to the public and media;
- Assist with regular and newsworthy press releases to targeted media
- Write and distribute all HPCSA newsletters according to publication schedule;
- Assist with internal and external communication;
- Assist the Communications Manager with research for articles, media releases, etc.;
- Assist with organisational marketing initiatives such as year-end functions, CSI, etc.;
- Distribution of hearing schedules and enquiries received;
- Assist in successfully implementing awareness campaigns;
- Assist with road-shows, exhibitions and conferences;
- Assist in lodging complaints on behalf of the public;
- Provide daily Communique service to staff regarding internal issues
- Assist with implementation of internal communication programmes such as Innovation Box;
- Provide photographic service;
- Maintain the notice boards;
- Assist in responding to e-bulletin email enquiries;
- Assist with administrative duties.

All short listed candidates will be subjected to a competency exercise.

In line with the Council’s commitment to diversifying its workforce, preference will be given to suitably qualified African and White Male candidates. People with disabilities are encouraged to apply.

All interested applicants who wish to apply for these positions should forward their application letters, together with detailed Curriculum Vitae, to recruitment@hpcsa.co.za Or alternatively to the HR Department, HPCSA, 553 Madiba Street, Arcadia, Pretoria

HPCSA reserves the right not to make an appointment in this position

Closing date: 08 July 2015

If you have not heard from us within 30 days of the closing date of the application, consider your application as being unsuccessful. Communication will be with short-listed candidates only.