



The Housing Development Agency (HDA) is a national public sector development agency that acquires and prepares land as well as develop the land and project manage the development of housing and human settlements. We carry out our activities in partnership with a range of stakeholders including national, provincial and local government and municipalities, as well as with communities, developers, financiers and other affected parties. Established in 2009, the Agency was established by an Act of Parliament in 2008 and is accountable through its Board to the Minister of Human Settlements. For more information about the HDA, please visit our website: www.thehda.co.za.

Follow us on Twitter @The_HDA and on Facebook: TheHDA

The HDA has the following **permanent contract** position:

Job Title: Communications Officer

Location: Head Office

Reference: CO JHB

Main Purpose: To support the line manager to perform the communications function.

Key Responsibility Areas:

Administration:

- Monthly reporting
- Procurement
- Filing
- Invoicing
- Administer production and stock level of all marketing material

Corporate communications:

- Assist to implement internal and external communications
- Assist to manage channels to effectively communicate corporate messages to all staff in a manner that is understandable, credible and enables staff to provide input
- Assist to manage close working relationships with relevant internal stakeholders
- Assist with implementing corporate identity guidelines
- Liaise with media as directed
- Source and package relevant information, including news gathering, on the work of the HDA for inclusion into various reports; the HDA website; the HDA staff newsletter; the HDA stakeholder newsletter, etc
- Take photographs

Event management:

Provide support for promotional campaigns and strategies, including but not limited to, government road shows, launches/openings, sod-turning events.

Reporting and response drafting:

- Draft responses and reports in the approved format to address requests for information from various parties and spheres of government and submit for review to the communications manager

- Format reports

Requirements:

- A relevant BA degree or equivalent qualification preferably in Corporate communications, Marketing, Public Relations and or journalism
- Computer literacy
- Two years' experience in a communications or marketing environment
- Experience as a communications assistant
- Experience of the public sector environment is desirable

Please forward relevant CV (Clearly marked with the reference number of the position) in a Microsoft Word format to: john@isilumko.co.za.

Should you not comply with the above requirements your application will NOT be considered.

Closing date for applications: 6 November 2018

CVs received after the closing date will NOT be considered. Kindly take note if you have not been contacted within fourteen (14) days of the closing date; please consider your application unsuccessful.

Enquiries: John Brouckaert 011 267 2920

Conditions of service: The HDA is an equal opportunity employer • Appointments will be made in accordance with the HDA Employment Equity policy • The HDA reserves the right not to make an appointment.

Please do not send certificates, diplomas or testimonials. We thank all applicants for their interest. Communication will be conducted with short-listed applicants only.