



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

33 Hoofd Street Forum IV, Braampark  
Braamfontein, Johannesburg  
Private Bag X 90 000, Houghton, 2041

Tel. 011 358 9100  
Fax. 011 403 2098  
[www.crlcommission.org.za](http://www.crlcommission.org.za)

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**Post:** Senior Manager: Public Education and Engagement (1 post)  
**Reference number:** CRL/2018/PEE1  
**Branch:** Public Education and Engagement (PEE)  
**Salary scale:** R948174.00 per annum (All inclusive packages)  
**Centre:** Braampark, Braamfontein Johannesburg  
**Duration:** 12 Months contract

**Requirements:** Appropriate Bachelor Degree (NQF Level 7) in the field of Public management/Administration, or equivalent qualification in Social Sciences/ Education with at least 5 years work experience at management level in the fields of community rights; policy development and implementation; public participation and engagement; and people management skills. Strategic thinking and analytical skills; knowledge and understanding of Cultural, Religious and Linguistic rights of communities; thorough understanding of statutory provisions and regulation governing CRL rights; good interpersonal skills; ability to work independently and under pressure; excellent verbal and written communication skills and the ability to communicate effectively at all levels; ability to identify problems and develop solutions; Self driven, enthusiastic and ability to prioritise.

**Duties:** The incumbent of the position will be expected to execute the following: Develop and oversee the strategies, conceptual frameworks of Public Education and Engagement. Develop overarching awareness campaign and dialogue programmes for the PEE Component. Identify the targeted communities and relevant stakeholders for PEE campaigns. Develop assessment and evaluation strategy for awareness campaigns. Manage financial and other resources of the component and perform generic management functions. Attend PEE Committee meetings and provide feedback about awareness campaigns. Design the dialogue concept papers relevant to the topic and issues to be discussed. Provide strategic leadership of the component. Develop the strategy, coordinate, direct and oversee the National Consultative Conference. Develop and oversee the implementation strategy for conference resolution to ensure execution in preparation for report back to relevant CRL communities. Identify themes and provide strategic direction for the development of concept papers for conferences. Prepare the National Consultative Conference report for the Commission and present it to Plenary, Oversee and manage the budget for the conferences. Oversee the update of Community Council database and development of educational brochures. Identify, oversee and recommend the establishment and recognition of Community Councils. Represent the CRL Commission in different Community projects in South Africa. Develop and identify themes and issues to be incorporated in information brochures of the Commission. Oversee the development of educational material to be distributed for information sharing with Community Councils and other relevant stakeholders. Develop Community Councils operational framework. Develop and implement the operational plan of the Unit. Identify national and international funding opportunities and prepare fundraising proposals and progress reports of the stakeholder relations and partnership. Build and sustain the CRL partnerships with all sectors of society. Conduct social facilitation projects. Adhere to and promote legislative and other departmental prescripts.

**Notes:** A written application with relevant reference number, and a comprehensive CV including at least two contactable references, certified copies of qualifications and ID not exceeding three month must be

forwarded to: Corporate Services, CRL Rights Commission, Private Bag X90000, Houghton 2041, or hand delivered to No. 33 Hoofd Street, Forum IV, Braampark, Braamfontein, Johannesburg. If not contacted within 2 weeks of the closing date, please accept that your application was unsuccessful. Late application and applications that do not comply with the requirements will not be considered.

**Enquiries:** Mr. C. Smuts

Telephone number 011 358 9100

**Closing date:** 29 June 2018