CALL FOR APPLICATIONS:

COMMUNICATION OFFICER FOR GAUTENG GROWTH AND DEVELOPMENT AGENCY (GGDA)

PERMANENT WITH THREE MONTHS' PROBATION, PATERSON GRADE GGDA C1, SALARY R236 725.00 TOTAL COST OF EMPLOYMENT PER ANNUM

The Gauteng Growth and Development Agency (GGDA) is the implementation arm of the Department of Economic Development. The GGDA has the mandate to lead, facilitate and manage sustainable job creation and inclusive economic growth and development in the Gauteng City Region through:

- Enabling economic development that is focused on creating sustainable jobs by facilitating delivery of key national and provincial programmes of action.
- Strategically positioning the province into a globally competitive city region.
- Facilitating partnerships and creating linkages across the province to maximize service delivery outcomes.
- Supporting the development of Key Sectors of the economy in line with the economic development and industrial strategies of the province by conducting:

    - Business enablement
    - Establishment of capital projects
    - Land development
    - Trade and investment promotion

The primary purpose for this position is to assist with administrative functions within Communications to ensure that up to date information is available. To provide general administrative assistance to the unit to enable effectiveness.

Key Responsibilities

- Digital Storytelling: Write engaging copy for the company's digital platforms, including the external website, adverts and social media channels.
- Content Curation: Coordinate, collate, and draft editorial pieces for internal newsletters, external media publications, and press releases.
- Channel Management: Maintain and proactively update the company's intranet and internet with fresh, approved, and engaging content.
- Digital Signage: Drive internal awareness campaigns by managing, designing, and uploading dynamic content to digital monitors across all office floors.
- Support the Head of Department by designing and executing internal and external communication campaigns that foster corporate culture and staff alignment.
- Analytics & Reporting: Compile comprehensive monthly media monitoring reports, track digital engagement metrics across platforms, and distribute insights to key stakeholders to inform future strategies.
- Project Execution: Partner with the Senior Manager on ad hoc internal and external communication projects, ensuring messaging consistency across all touchpoints.

Minimum Qualifications & Requirements

- **Education:** Grade 12 (Matric) certificate is essential.
- **Degree:** A relevant Diploma or degree NQF Level 6 in Communications, Digital Marketing, Journalism, or Public Relations.
- **Key Skills:**
    - Exceptional digital writing, editing, and proofreading skills with a strong portfolio of corporate or digital content.
    - Ability to adapt tone and style for different digital platforms and diverse corporate audiences.

Applications should be submitted online: https://bit.ly/GGDAGroupRecruitment
Applications must be accompanied by a curriculum vitae, certified copies of qualifications and certified copies of identity documentation.

Preference will be given to people with disabilities, women, and previously disadvantaged individuals to promote Employment Equity within the group.

Only shortlisted candidates will be contacted. If you have not heard from us within three months of the closing date, please regard your application as having been unsuccessful.

Only queries can be forwarded to – **recruitment@ggda.co.za**

The closing date for applications is **06 November 2026**

"The Protection of Personal Information Act (POPIA) came into effect on 1 July 2021. The GGDA respects your privacy and is committed to keeping your personal information secure and confidential. The Group will ensure that in Processing an Applicant's or Employee's Personal Information, it will adhere to its obligations in terms of POPIA. By virtue of you applying for this position, you give The Group the consent to keep and or process your information as pe POPIA"