

INTERNAL/ EXTERNAL ADVERTISEMENT

Overview of the Entity

The Eastern Cape Rural Development Agency (ECRDA) is a schedule 3C entity in terms of the Public Finance Management Act 1, of 1999 as amended, with a mandate to promote, support and facilitate rural development in the Province.

Position	:	Communication Officer
Grade	:	11
Reporting Line	:	Manager Communication Services
Location	:	Head Office East London
Duration	:	Permanent

Main purpose of the position:

The purpose of this position is to ensure effective internal and external communication, strengthen stakeholder relationships and safeguard the ECRDA's reputation.

Minimum Requirements:

Educational

- National Diploma in Communication or marketing
- Bachelor's degree in the relevant field will be an added advantage.

Driving

- Code 8 driver license

Experience

- 5-7 years working experience.
- 2-3 years in the communications or marketing field

KNOWLEDGE COMPETENCY AND ATTRIBUTES

- Media relations
- Crisis communication
- Branding
- Team player
- Writing and editing
- Media relations
- Stakeholder relations
- Attention to detail
- Creativity
- Adaptability
- Self-driven
- Ability and willingness to work long hours

DUTIES

- Internal communication
- Digital and social media management
- Events Management
- Media Monitoring Services
- Media liaison and reputation management
- Content creation
- Stakeholder engagement
- Risk Management
- Monitoring and reporting
- Crisis communication

Remuneration

An all-inclusive salary package of R429,310.98 per annum is offered, with room for negotiation

GENERAL INFORMATION

The application, which should as minimum contain a covering letter, CV, Employment application form, Certified copy of your Identity document, qualifications and drivers' licence must be submitted to recruitment@ecrda.co.za.

NB:

- Without prejudice, correspondence will be limited to the shortlisted candidates.

- Further be informed that if you have not been contacted within a week of the closing date, please accept that your application was unsuccessful.
 - ECRDA reserves a right to appoint or not to make an appointment.
 - Interviews will be conducted in person, unless stated otherwise.
 - Administrative enquiries may be directed via email to mtumtumL2@ecrda.co.za
 - Canvassing will lead to disqualification of an application.
 - ECRDA has an employment equity plan which will be considered when making the appointment into this position.
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- Date of issue: 13 March 2026

CLOSING DATE: 24 March 2026 before 16h30, Late applications will not be accepted.