

Department of Tourism

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

APPLICATIONS: Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.

CLOSING DATE: 1 November 2019 at 16:30 (E mailed, faxed and late applications will not be considered)

NOTE: In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required certified copies (Certified copies must not be older than 3 months) of qualifications, Identity Document, proof of citizenship/permanent residence if not a RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Shortlisted candidates may further be subject to a job related test..

POST: **ASSISTANT DIRECTOR: INTERNAL COMMUNICATIONS (DT 22/2019) LEVEL 9**

SALARY: R 376 596 per annum, excluding service benefits

CENTRE: Pretoria

REQUIREMENTS: A SAQA recognised Bachelor's Degree or National Diploma (NQF 6) in Communication or an equivalent qualification. 3-5 years' work experience in an internal communications environment. Ability to work long hours. Ability to travel and work outside the office. Ability to gather and analyse information. Ability to work with diverse personalities and to resolve conflict. Knowledge of Government's Corporate Identity and Events Management. Knowledge of Government processes and relevant Legislations. Excellent interpersonal and presentation skills. Computer literacy and use of standard software packages as well as certain desktop publishing. Ability to work under pressure. Candidate must be willing to work irregular hours.

DUTIES: The successful candidate will be responsible for the coordination, generation and distribution of departmental publications and other ad-hoc projects; Coordinate, generate and edit content for publications; Implement a distribution plan; Monitor all internal communication platforms; Develop and update content for intranet; Develop content and source photographs for internal platforms; Manage usage of internal communication channels; Manage and maintain the image library for the department; Provide photographic services for the departmental events/projects; Provide inputs for project/ events/ exhibition plans, exit reports and checklists; Draft progress reports on supported projects; Facilitate inputs in to the Chief Directorate monthly focus; Provide inputs for weekly/monthly/quarterly sub-directorate reports

ENQUIRIES: Mr J Mokou (012) 444 6618



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