

National 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 for the attention of **Mr E Masindi** to Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, 0001

(E-mailed, faxed and late applications will not be considered)

NOTE: In order to be considered, applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship if not an 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). 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. All non SA citizens must attach a certified proof of permanent residence in South Africa. The Department reserves the right not to make an appointment.

POST: **COMMUNICATION OFFICER – NEW MEDIA: EXTERNAL COMMUNICATIONS (NDT31/2013)**

SALARY: R170 799.00 per annum (Total inclusive package of R251 156.00 /conditions apply)

CENTRE: Pretoria

REQUIREMENTS: An appropriate 3 year recognised qualification in Communications/ Journalism or Media related studies in the management of Electronic Communication. Candidates must have relevant experience in writing and compiling audio/ visual material for online media platforms in the Communications and Media Environment. A background in information technology and website development would be an added advantage. Media events management, financial management, excellent Communication skills, team player and be able to work independently. Candidates should have an understanding of government communications and National Department of Tourism policies and procedures. Ability to write reports, travel and work under pressure.

DUTIES: The successful candidate will be responsible for assisting with drafting press releases, articles and compiling audio/visual material of departmental events for placement on online media platforms. Assist with media monitoring and project management of media logistics. Provide general administrative support to the Sub-Directorate External Communication.

ENQUIRIES: Ms S Zwane, Tel: 012 444 6612

CLOSING DATE: 7 June 2013 at 17h00

Note: short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA