

# 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

**CLOSING DATE:** **21 December 2015 at 16h30 (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:** **DIRECTOR: EXTERNAL COMMUNICATION (NDT39/2015)**

**SALARY:** Remuneration package of R 864 177 per annum (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework).

**CENTRE:** Pretoria

**REQUIREMENTS:** **A SAQA recognised B-degree (NQF7) in Communications/Public Relations/Journalism** or related field plus extensive experience in communications/public relations/ journalism and proven management experience. **A minimum of five-years' experience at a middle/senior managerial level.** Required skills and competencies: The ability to develop **innovative and appropriate communication strategies**. Solid experience in co-ordinating teams. Wide-ranging media contacts and an understanding of the dynamics in the sector. **Excellent written and verbal communication skills.** Strong organisational, human resource, financial, planning and problem-solving skills. The ability to manage people, projects and the Directorate's budget. **The ability to work under pressure and irregular hours.** A valid driver's license will be an added advantage.

**DUTIES:** The successful candidate will be responsible for the following key functions: Reporting to the Chief Director: Communications. Provide writing and editing services to the Department and the Ministry. Develop appropriate communication strategies for all major departmental projects and government communication activities. Project manage all communication activities around events and campaigns on the departmental events calendar. Develop and implement a media liaison strategy. Manage the provision of a media monitoring and analysis service. Provide media liaison support for departmental activities. Identify appropriate platforms to promote the work of the department. Assist in speechwriting and communication research for principals. Manage intergovernmental communications - GCIS processes. Manage the call and contact centre of the department.

**ENQUIRIES:** **Mr T Bloem, Tel. (012) 444 6607**

**NOTE:** All shortlisted candidates for the above post will be subjected to a technical exercise that intends to test relevant technical elements of the job, whilst selected interviewed candidates will be subjected to a 2-days competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of a performance agreement, employment contract and annual financial disclosures.



**tourism**

Department:  
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REPUBLIC OF SOUTH AFRICA

