

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:** **12 February 2016 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 of qualifications, Identity Document, proof of citizenship/permanent residence 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). 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.
- POST:** **DIRECTOR: CORPORATE COMMUNICATION (NDT4/2016)**
- 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 and policies. Solid experience in co-ordinating teams. An understanding of the dynamics in the sector. Excellent written and verbal communication skills. Strong organisational, leadership, 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:** Reporting to the Chief Director: Communications: Develop and manage corporate communication strategies. Develop, strengthen and maintain the brand of the department. Monitor the implementation and compliance of the corporate identity, visibility and uniform branding of the department. Provide media production services including professional video, desk-top publishing and photography services. Develop and implement the events management strategy and communication plans for all departmental marketing campaigns. Organise and project manage all communication activities around events and campaigns on the departmental events calendar. Publish publications to profile the work of the department and ensure the public has access to information on progress in implementing government's programme of action. Promote and facilitate an effective internal communication programme and implementation of the language policy. Establish and assure adherence to budgets, schedules, work plans and performance requirements.
- ENQUIRIES:** Mr T Bloem, Tel. (012) 444 6607

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:
Tourism
REPUBLIC OF SOUTH AFRICA

